

**TOWN OF GLEN ECHO, MARYLAND  
REQUEST FOR BIDS – MUNICIPAL TOWN HALL FIRE DOORS REPLACEMENT  
PROJECT**

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**THE TOWN OF GLEN ECHO**

**REQUEST FOR BIDS**

**MUNICIPAL TOWN HALL  
FIRE DOORS REPLACEMENT PROJECT**

**Issued: December 17, 2025  
Due: January 23, 2026**

**PROPOSALS MUST BE RECEIVED  
VIA EMAIL TO  
townhall@glenecho.gov**

**Attn: Susan Theis, Town Manager**

**NO LATER THAN  
12pm on January 23, 2026**

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## **I. INTRODUCTION**

### **A. GENERAL INFORMATION**

1. The Town of Glen Echo, a municipality in the State of Maryland, is requesting proposals from qualified firms for the replacement of three (3) fire doors at the Municipal Town Hall. The selected firm shall furnish all labor, materials, and equipment necessary to remove the existing fire doors and install three (3) new, code-compliant fire doors in accordance with the project scope. **Please refer to the attached Scope of Work, Drawing – A101, and Town of Glen Echo Fire Doors Replacement Project Manual for detailed project requirements.**

**Proposals must include the following information:**

- Labor and parts warranty information
- Itemized labor costs
- Itemized parts/materials costs
- Proposed schedule, including how soon the work can begin and the anticipated duration of the project
- Confirmation that the work can be completed by or before Spring 2026
- Please complete and submit the attached bid sheet as part of your proposal

**2. Inquiries.** Any inquiries concerning the Request for Bids should be addressed to Susan Theis, Town Manager. **Telephone number 301-320-4041.** Email address: [townhall@glenecho.gov](mailto:townhall@glenecho.gov). Should any amendment to the Bid Request Documents be necessary, copies of any amendments will be forwarded to all firms who have received bid package. The Town may distribute copies of this Request for Proposals to firms who have requested copies and to other firms. Distribution to such firms does not imply pre-qualification of such firms.

**3. Number and Form of Submissions.** An electronic pdf copy must be received by the **Town of Glen Echo, at [townhall@glenecho.gov](mailto:townhall@glenecho.gov) by 12pm, January 23, 2026.** The Town of Glen Echo reserves the right to reject any or all proposals submitted.

**4. Further Clarifications.** During the evaluation process, the Town reserves the right to request additional information or clarifications from bidders, or to allow correction of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

**5. Retention of Bids.** The Town reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected.

**6. Submission of a bid** indicates acceptance by the firm of the conditions contained in this *Request for Bid*. The Request for Bids and the selected firm's bid will be incorporated into the engagement agreement.

**7. Contract Award.** The Contract will be awarded by the Mayor and Town Council. The award will be made to the qualified bidder who, in the determination of the Town officials, is the lowest

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responsible bidder, that best meets the needs of the Town. The selection consideration will include the quality of past similar work and references.

**8. Engagement letter.** Following the contract award, an engagement agreement between the parties will be executed promptly in the form attached hereto.

**9. Time Frame.** The work preferably would be completed by or before Spring 2026.

**10. SUBCONTRACTING:** Firms which intend to subcontract portions of the engagement must disclose that fact, and the name of the proposed subcontracting firms, in their proposal.

## **II. NATURE OF THE SERVICES REQUESTED**

### **A. GENERAL**

The Town of Glen Echo is soliciting the services of qualified firms to replace three (3) fire doors in the Municipal Town Hall. The successful bidder would be engaged for this service. The work is to be performed in accordance with the provisions contained in this Request for Bids 2025-26.

### **B. SCOPE OF WORK TO BE PERFORMED** (Please see the Scope of Work and Bid Sheets for the Municipal Town Hall Fire Doors Replacement Project)

- Replace Town Hall front entry door with keypad and panic bar. A panic bar is required by the Fire Marshall as an exit is always required and a deadbolt is not allowed.
- Replace the 3' wide steel fire doors at the top of the Town Hall stairs with a new fire rated wood double door housing a 3' leaf and a 1'-6" leaf. New doors will have hi windows.
- Replace the pair of 3' wide steel fired doors on the first level of the Town Hall Office with fire rated wood double doors with windows.

### **C. BID PROPOSAL SUBMISSION INFORMATION REQUIRED**

Each bidder shall include the following information in their bid proposal:

- A transmittal letter introducing you or your firm and general approach to this work.
- Cost information for each individual job, including rates and any additional expenses for undertaking this work, on the attached bid sheet.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- Proof of liability insurance.
- The name(s) of the designated project manager(s).
- Two references with contact information.
- Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).
- Submission of non-collusion, and non-conviction affidavits.

### **D. BACKGROUND**

The municipality of the Town of Glen Echo is located in Montgomery County, Maryland with a population of approximately 279 residents and is comprised of 100 households (2020 Census).

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**TERMS AND CONDITIONS**

**1. Governing Law**

Any contract awarded pursuant to this RFB shall be construed in accordance with the laws and regulations of the State of Maryland, and the Town of Glen Echo. The Contractor must, without additional cost to the Town, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving such contract, exclusive venue and jurisdiction shall be in the Circuit Court for Montgomery County, Maryland, or in the District Court of Maryland for Montgomery County.

2. All work shall be performed in accordance with a schedule approved by the Town of Glen Echo. Work on any area or phase of the project shall not commence prior to approval by the Town and issuance of written notice to proceed. Work shall not stop for more than seven (7) consecutive calendar days, without the prior approval of the Town. The Town shall inspect ongoing and completed work and the contractor shall, at contractor's sole cost and expense, repair and remedy any work that does not conform to the project specifications and standards, in the discretion of the Town. Before a progress or final payment is made, contractor shall certify in writing that, in accordance with contractual arrangements, suppliers: (1) have been paid from the proceeds of previous progress payments; and (2) will be paid in a timely manner from the proceeds of the progress or final payment currently due.

**III. PROPOSAL COST AND RESOURCES**

**1. Personnel:**

Please identify the employee who will oversee the project:

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**2. Experience.** State briefly your firm's previous experience.

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**Name of Firm**

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**Address**

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**Email Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

3. **References**. List two of your firm's references we may contact.

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**Submit to: Town of Glen Echo, 6106 Harvard Avenue, Glen Echo, MD 20812. Attn: Susan Theis, Town Manager**