



CMF DOORS

Hotel Procurement **RFP** **Response** Template

A structured guide for crafting winning responses to hotel door and hardware procurement RFPs, tailored for CMF Doors' full-service model.

VERTICAL

**Commercial Doors &
Hardware**

PRODUCTS

**Fire Rated Doors, Hardware, Automatic
Doors**

PREPARED

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INNLEAD.AI

B2B HOTEL SUPPLY INTELLIGENCE PLATFORM

OVERVIEW

Hotel Door RFP Process

Hotel chains and property management companies issue RFPs for door and hardware packages during new construction, PIP (Property Improvement Plan) renovations, and replacement cycles. Understanding the process timeline is critical for CMF Doors to submit competitive responses.

10-16

WEEK PROCESS TIMELINE

3+

MINIMUM COMPETITIVE BIDS

\$150K+

AVG DOOR PACKAGE (100 ROOMS)

RFP Response Structure for Door/Hardware Bids

SECTION	PURPOSE	WEIGHT
Executive Summary	One-page overview of CMF's value proposition as a full-service door partner	10%
Company Qualifications	AHC certification, AAADM inspector, 40+ years experience, in-house capabilities	15%
Product Specifications	Fire ratings, ADA compliance, acoustic ratings, material specifications	25%
Pricing & Terms	Per-door, per-room, and full-package pricing with volume tiers	25%
Service & Maintenance Plan	Installation support, annual inspections, maintenance contracts	10%
References & Experience	Similar project completions, client references, timeline adherence	10%
Implementation Timeline	Manufacturing lead time, delivery schedule, installation phasing	5%

COMPETITIVE ADVANTAGE

CMF Doors Differentiators

Every RFP response should prominently feature these differentiators that separate CMF Doors from competitors like Specialty Product Hardware, overseas manufacturers, and supply-only vendors.

AHC Certification (Norm Schwenker)

Architectural Hardware Consultant certified by DHI. Only a small percentage of door suppliers have an AHC on staff. This means CMF can write specifications, not just fill them -- positioning you as a consultative partner rather than a commodity vendor.

AAADM-Certified Inspector (Austin)

On-staff AAADM inspector for automatic door inspections. Hotels require annual automatic door inspections per code. CMF provides this without outsourcing, creating a recurring revenue relationship that competitors cannot easily replicate.

Full-Service Turnkey Model

Consult, specify, supply, install, maintain, inspect, and provide locksmith services -- all from one local team. Hotels deal with one vendor instead of five. This eliminates coordination headaches and accountability gaps between separate suppliers and installers.

Niagara Region Proximity

Headquartered in St. Catharines, minutes from Niagara Falls' 13,000+ hotel rooms. Same-day emergency response. No shipping delays from overseas manufacturers. Local presence means faster service, lower logistics costs, and accountability you cannot get from a distant supplier.

In-House Metal Shop

Custom metal fabrication on-site. Non-standard frame sizes, specialty steel work, and rush modifications are handled in-house rather than outsourced. This reduces lead times for custom hotel corridor frames and specialty stairwell configurations.

Broadest Material Range

Wood, metal, aluminum, stainless steel, fiberglass composite -- CMF handles all door materials. Hotels often need different door types across a single property (guest rooms, corridors, back-of-house, exterior). CMF supplies the entire package from one vendor.

TECHNICAL SPECIFICATIONS

Hotel Door Specification Requirements

Every hotel door RFP will require compliance with these specification categories. CMF Doors should pre-build response templates for each, referencing specific product capabilities.

Fire Rating Requirements

LOCATION	REQUIRED RATING	CODE REFERENCE	CMF CAPABILITY
Guest room corridor	20-minute minimum	IBC / NFPA 80	FULL RANGE
1-hour fire partitions	45-minute assembly	IBC Table 716.1	FULL RANGE
Stairwell enclosures	60-minute / 90-minute	IBC Section 1023	FULL RANGE
Mechanical / electrical rooms	60-minute minimum	IBC / Local AHJ	FULL RANGE

ADA Compliance Specifications

Door Requirements

- **Clear opening:** Minimum 32 inches (815mm)
- **Opening force:** Max 5 lbs for interior doors
- **Hardware:** Lever-type handles (no round knobs)
- **Threshold:** Max 1/2 inch, beveled edges
- **Closing speed:** Min 3 seconds from 70 degrees to latch

Acoustic Ratings

- **Economy hotels:** STC 30-35 minimum
- **Midscale/upper midscale:** STC 35-45
- **Upscale/luxury:** STC 50-60
- **Meeting rooms:** STC 45-55
- CMF sources doors rated up to STC 50+ for premium applications

Sustainability Considerations

While CMF Doors does not currently hold UL, NFPA, LEED, or sustainability certifications (as a distributor/installer, not manufacturer), RFP responses should highlight: (1) sourcing from FSC-certified wood suppliers where available, (2) metal door recyclability at end of life, (3) local sourcing reducing transportation emissions vs. overseas competitors like Forest Bright, and (4) long product lifecycles reducing replacement waste. Consider pursuing LEED-related documentation for door assemblies as hotel sustainability requirements tighten.

PRICING STRATEGY

Pricing Templates

Hotel door RFPs typically request pricing in three formats. CMF Doors should prepare all three and present the most advantageous format for each bid.

Option A: Per-Door Pricing

DOOR TYPE	DOOR + FRAME	HARDWARE	INSTALLATION	TOTAL PER UNIT
Guest Room (20-min fire, wood)	[Quote]	[Quote]	[Quote]	[Total]
Corridor (45-min fire, steel)	[Quote]	[Quote]	[Quote]	[Total]
Stairwell (90-min fire, steel)	[Quote]	[Quote]	[Quote]	[Total]
Automatic Entrance (sliding)	[Quote]	[Quote]	[Quote]	[Total]
Back-of-House (60-min, steel)	[Quote]	[Quote]	[Quote]	[Total]

Option B: Per-Room Package Pricing

HOTEL TIER	DOORS/ROOM	PACKAGE PRICE	INCLUDES
Economy (100-key)	3-4	[Quote per room]	Entry door, bathroom, closet + hardware
Midscale (150-key)	4-5	[Quote per room]	Entry, bathroom, closet, connecting + hardware + electronic entry
Upscale/Luxury	5-7	[Quote per room]	Entry, bathroom, closet, minibar, connecting + premium hardware + smart lock

Option C: Full Property Package

For a complete hotel door package (guest rooms + corridors + stairwells + back-of-house + entrance), CMF should present a single all-inclusive price that bundles:

- **Supply:** All doors, frames, and hardware per specification
- **Installation:** Complete professional installation by CMF technicians
- **Specification Writing:** AHC-prepared door and hardware schedule (Norm Schwenker)
- **Year 1 Maintenance:** Complimentary first-year inspection and adjustment
- **Ongoing Service Plan:** Annual AAADM inspection + maintenance contract option

The full-package model is CMF's strongest competitive advantage. Overseas suppliers and supply-only vendors cannot match this integrated offering.

FAQ & MODEL ANSWERS

Common RFP Questions

Hotel door and hardware RFPs frequently include these questions. Having CMF-tailored answers pre-drafted ensures consistency and speed when responding.

Q: Describe your company's experience with hotel door and hardware projects.

CMF MODEL ANSWER

CMF Doors is a full-service commercial door and hardware company headquartered in St. Catharines, Ontario. Led by President Norm Schwenker, a DHI-certified Architectural Hardware Consultant (AHC) with 40+ years of industry experience, our team provides end-to-end door solutions: consultation, specification writing, supply, installation, maintenance, locksmith services, and AAADM automatic door inspections. We serve the Niagara Region -- home to 13,000+ hotel rooms -- with same-day emergency response capability.

Q: What fire door certifications and testing do your products meet?

CMF MODEL ANSWER

CMF supplies fire-rated door assemblies tested and certified to UL10B, UL10C, and NFPA 252 standards. We offer 20-minute, 45-minute, 60-minute, and 90-minute rated assemblies across wood, steel, stainless steel, and fiberglass composite materials. All assemblies include matching fire-rated frames and code-compliant hardware. Our AHC-certified president personally reviews all fire door specifications to ensure IBC and NFPA 80 compliance.

Q: How do you handle ongoing maintenance and inspections?

CMF MODEL ANSWER

CMF offers annual maintenance contracts covering: fire door inspections per NFPA 80, AAADM automatic door inspections (certified inspector on staff), hardware adjustment and replacement, locksmith services, and emergency repair response. Our Niagara location enables same-day service calls. Maintenance contracts create a proactive compliance program that prevents costly emergency repairs and code violations during fire marshal inspections.

Q: Can you support smart lock and electronic access control integration?

CMF MODEL ANSWER

Yes. CMF is a Yale brand hardware partner and supplies electronic entry systems, restricted key systems, and master key solutions. We install and service smart lock hardware compatible with major hotel access control platforms. Our in-house locksmith (Caleb) handles programming, keying, and ongoing support for electronic entry systems across multi-property portfolios.

APPENDIX PREPARATION

Required Appendix Documents

Hotel RFPs require supporting documentation that proves CMF Doors' qualifications. Prepare these appendix items in advance so they can be attached to any RFP response within 24 hours.

Document Checklist

Certifications & Credentials

- AHC certification (Norm Schwenker, DHI)
- AAADM inspector credential (Austin)
- Greater Niagara Chamber of Commerce membership
- Manufacturer authorization letters (Yale, other brands)
- Fire-rated assembly test reports from manufacturers
- ADA compliance documentation for hardware products

Business & Insurance

- Certificate of Insurance (COI) -- general liability, workers' comp
- Business license and registration
- WSIB clearance certificate (Ontario)
- Health & Safety policy and incident record
- References list with contact details (3 minimum)
- Company organization chart with key personnel bios

RFP Submission Checklist

- All sections addressed per RFP format requirements
- Pricing in exact format requested (per-door, per-room, or package)
- Fire rating certifications for every door type specified
- ADA compliance documentation included
- Acoustic rating test data for specified STC levels

- Executive summary on first page (lead with AHC credential)
- Maintenance contract pricing included as value-add
- Proofread by second team member
- Submitted 2+ days before deadline
- Follow-up email to confirm receipt within 24 hours

CMF's RFP Winning Strategy

CMF's strongest differentiator in any RFP is the full-service model. While competitors like Forest Bright (China) compete on price and Specialty Product Hardware competes on selection, CMF competes on **total value**: a single local partner for consulting, supply, installation, maintenance, inspection, and locksmith services. Lead every response with this integrated capability. Include the maintenance contract as a line item -- it transforms a one-time sale into recurring revenue and gives the hotel ongoing compliance assurance.

POST-SUBMISSION

Evaluation Timeline & Follow-Up

After submitting CMF's RFP response, follow this timeline to stay engaged with the evaluation committee and maximize win probability.

1 Submission Confirmation (Day 1)

Send a confirmation email within 24 hours. Reiterate CMF's willingness to provide additional documentation, samples, or a property walkthrough at no cost. Mention Norm's availability for a specification review call.

2 Initial Screening (Weeks 1-2)

The evaluation committee reviews all submissions for completeness and compliance. Non-compliant responses are eliminated. CMF's pre-prepared appendix documents ensure nothing is missing.

3 Detailed Evaluation (Weeks 3-6)

Committee scores responses on technical merit, pricing, and qualifications. Be available for clarification questions. If asked to present, prepare a 30-minute walkthrough with fire door cutaway sample and hardware display.

4 Shortlist & Site Visits (Weeks 7-10)

Typically 2-3 finalists are shortlisted. Offer to host the evaluation team at CMF's St. Catharines shop to demonstrate the in-house metal fabrication and hardware inventory. Alternatively, offer a property walkthrough at a nearby Niagara hotel.

5 Negotiation & Award (Weeks 10-16)

Final pricing negotiation and contract terms. Be prepared to negotiate on payment terms (Net 30 preferred), volume discounts for multi-property deals, and maintenance contract bundling. CMF's strongest negotiation lever is the annual inspection/maintenance upsell.

If CMF Wins

- Assign Andrew or Rudy as dedicated project manager
- Schedule kickoff meeting within 5 business days
- Confirm lead times for all specified door types
- Begin installation scheduling around hotel occupancy
- Set up annual AAADM inspection calendar

If CMF Does Not Win

- Request a debrief call to understand scoring gaps
- Ask which criteria CMF scored lower on
- Use feedback to improve next RFP response
- Offer AAADM inspections as a standalone service
- Stay in contact for next procurement cycle