

Request for Proposal

Center School District (“The District”) is soliciting proposals from qualified firms or contractors (“Service Companies” or singularly, “Service Company”). In general, the work will provide for regularly scheduled proactive and preventative maintenance on the mechanical and environmental systems located in each of the District’s school and administrative buildings.

Inquiries

All inquiries to this RFP are to be directed, in writing to the contact person below no later than seven (7) days prior to bid:

Rick Carpenter

Address:

8701 Holmes Road

Kansas City, MO 64131

Phone: 816-349-3325

FAX: 816-349-3325

Email: rcarpenter@center.k12.mo.us

Closing Date

One original and three (3) copies of each Response shall be submitted to Rick Carpenter before 12:00 pm on November 25, 2019. Responses must be delivered sealed in an envelope and clearly marked with Center School District’s name and address, the Service Company’s name, and must include the title *Mechanical and Maintenance Proposal*. Faxed or emailed submissions will not be accepted. Responses received after the due date and time will not be considered.

Mandatory Pre-Proposal Meeting will be held at Central Office on December 2, 2019. Service Companies must attend to submit a proposal. The purpose of the meeting will be to review the sites and review any specific requirements and answer questions.

In addition, after the initial screening process and review of references, a question and answer interview may be conducted with the Service Company. The Service Company may be asked to make an oral presentation of their proposal as submitted with no modifications made to the RFP/contract language.

Center School District’s officers, employees, board members, and agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from any Service Company.

RFP Schedule

December 2, 2019 - Mandatory Pre-Bid at 1:00 p.m. CST

November 25, 2019 - RFP due by 12:00 p.m. CST. Proposals will not be accepted after this time.

December 6, 2019 – Public Opening will occur at 8701 Holmes, Kansas City, MO at 1:00 p.m. CST.

Work Start and Termination Schedule

Negotiable - Work Shall start approximately on this date.

Negotiable - Termination completed no later than this date.

Center School District
Administrative Office
8701 Holmes Road, Kansas City MO 64131

Request for Proposal

1) SCOPE

- a) Preventive maintenance services shall be provided by the Service Company on all equipment and associated devices related to the HVAC systems as outlined within the specification.
- b) The Service Company shall furnish all personnel, parts, materials, test equipment, tools and services in conformance with the terms and conditions as outlined below.
- c) As part of this proposal, the Service Company shall submit for evaluation a comprehensive and detailed technical and business prospectus, descriptively outlining the ability to adequately and satisfactorily perform the services as requested in this specification.
- d) It is the intention of this specification to establish and define those services that are to be performed and, in addition, to determine the capability and experience of the Service Company desiring to provide such services.
- e) The Service Company shall conduct the maintenance and service set forth in this RFP in such a manner as will ensure compliance with local, state, and federal laws, as well as Center School District Board Policies.
- f) Award of the contract shall be evaluated on a variety of factors, in addition to cost, such as technical competence, references, experience, financial ability, and other factors requisite to adequate and satisfactory performance of the services drafted.
- g) All Service Companies desiring to provide services specified shall visit the respective District buildings listed in this RFP to become familiar with the facility and equipment prior to submitting a proposal. No proposal shall be accepted from any Service Company unless it has been verified that there has been a visit and inspection prior to submittal. The Service Company shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.
- h) The multiple locations included in this RFP are as follows:

Building	Address	Area (Sq. Ft.)
Center High School	8715 Holmes Rd., KCMO 64131	241,155
Center Middle School	326 E. 103 rd St., KCMO 64131	116,991
Boone Elementary	8817 Wornall Rd., KCMO 64131	67,000
Center Elementary	8401 Euclid, KCMO 64131	70,891
Indian Creek Elementary	9801 Grand, KCMO 64131	33,882
Red Bridge Elementary	10781 Oak, KCMO 64131	38,147
Center Alternative School	8434 Paseo, KCMO 64131	39,383
Administrative Office	8701 Holmes, KCMO 64131	6,684
Building & Grounds	8700 Troost, KCMO 64131	7,000

Total Sq. Ft.	621,133
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2) SERVICE COMPANY QUALIFICATIONS

- a) Services that are to be provided shall be performed by qualified and trained service personnel who are directly employed by the Service Company. Subcontracting portions of the system or services requested in this specification shall not be allowed without prior written consent. The Service Company is an independent contractor and employees of the Service Company shall not be employees of Center School District.
- b) The Service Company shall provide a minimum of 5 references, within 50 miles of the school district, for which services are presently being provided as outlined within this specification.
- c) The Service Company shall provide at least one technician per building to perform scheduled preventative maintenance during winter and spring school-break timeframes.
- d) Provide a list of service technicians who will be assigned as primary and backups for this account with their qualifications.
- e) Explain how emergency calls will be handled and who is on call and the procedure to assure calls are not dropped.
- f) The Service Company shall submit information within the bid data that indicates it uses a uniform and detailed method by which preventive maintenance tasks are defined, scheduled, recorded, updated and processed. The Service Company's preventive maintenance program shall be computer generated based on run time and manufactures recommendations. Simple computer based, run time only, or hand scheduled programs, are not acceptable.
- g) Center School District will perform or will require the Service Company to perform a security (background) check on any Service Company employee.
- h) The Service Company must be licensed to do business in the State of Missouri.
- i) The Service Company shall provide to the District a sworn affidavit and other sufficient documentation to affirm its enrollment and participation in the federal work authorization program. Federal work authorization program means the E-Verify Program maintained and operated by the United States Department of Homeland Security and the Social Security Administration, or any successor program.
- j) The Service Company shall provide the District a sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted service.
- k) Every transient employer, as defined in Section 285.230 RSMo, must post in a prominent and easily accessible place at the worksite a clearly legible copy of the following: (1) a notice of registration for employer withholding issued to such transient employer by the Director of Revenue; (2) proof of coverage for workers compensation insurance or self-insurance signed by the transient employer and verified by the Department of Revenue through the records of the Division of Workers Compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the Division of Employment Security. Any transient employer failing to comply with these laws shall, under Section 285.234 RSMo, be liable for a penalty of \$500.00 per day until the notices required by this section are posed as required by that Statute.
- l) The Service Company shall have a random drug and alcohol testing program in place in compliance with RSMo 161.371. Upon written request from the District, the Service Company must provide a copy of the same. Furthermore, the Service Company must report any positive test results to the District. Notification shall include corrective actions taken toward any violation of this requirement.

3) EQUIPMENT – MAINTENANCE SERVICE

a) Equipment Covered

The specific quantities, sizes and model numbers of the covered pieces of equipment are listed separately on the EQUIPMENT LIST attached.

b) Equipment Included and current condition

- i) Maintenance services, including repair labor and parts replacement, for all systems and equipment that are maintainable and non-maintainable, moving and non-moving are included as part of this specification.
- ii) Covered items on listed equipment shall include and not be limited to: curbs, structural supports, drain pans, condensate lines, gas lines within 2 feet, coils, refrigerant lines, housings, heat exchangers, shell and tube bundles, valve bodies, casings, boiler refractory and controls.
- iii) This specification covers only that equipment as listed herein.

c) Services Included

The general services listed below shall apply to the systems and equipment as shown on the EQUIPMENT LIST and as described in the section entitled “EQUIPMENT INCLUDED”.

- i) Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- ii) Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- iii) Lubricate all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
- iv) Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- v) Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings and optimum efficiencies.
- vi) Repair the device by the addition of replacement parts
- vii) Test and cycle all equipment as a system after it has been cleaned, lubricated, repaired, adjusted and calibrated to assure that it is in proper operating condition and performing at optimum efficiency

Replace any device should the above maintenance not be adequate and retest system.

d) Parts Replacement

- i) All parts, components, or devices for the mechanical systems as listed above that are worn or are not in proper operational condition shall be repaired and/or replaced with new parts, components, or devices.
- ii) When equipment or parts are replaced in their entirety and a newer design of the device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.
- iii) All repair labor and replacement parts, components and devices for the mechanical systems and equipment listed shall be supplied by the Service Company and **shall be included in the cost of the service program.**
- iv) All miscellaneous parts and supplies necessary to maintain and repair the mechanical systems and equipment shall be supplied by the Service Company and shall be included in the cost of the service program (belts, valve packings, lubricants, tools, cranes, lifts, paints, refrigerant, test instruments, meters, etc.)
- v) The Service Company shall not be made responsible for repairs or replacements necessitated by reason of negligence or misuse of the equipment by anyone other

than the Service Company, or by reason of any other cause beyond the control of the Service Company, except ordinary wear and tear.

- vi) The Service Company shall provide and maintain a parts box. Critical, unique or frequently used parts and supplies shall be stocked within this box. This equipment shall remain the property of the School District until used and/or installed in the mechanical system.

4) MAINTENANCE PROCEDURES AND RECORDS

- a) The Service Company shall utilize computer generated preventive maintenance directions, which indicate task functions to be performed on each scheduled service call, as determined by calendar periods, operating hours (run-time), manufacturer's recommendations and historical data bank, as pertinent to each task.
- b) The Service Company's administration system shall provide for continuous updating of maintenance procedures and frequencies. Breakdown experience and frequency shall determine the on-site material inventory level and preventive maintenance frequencies.
- c) During the course of service program, the Service Company shall advise and assist in the determination of improvements to the mechanical system that shall conserve energy and minimize utility expenditures.

5) PREVENTIVE MAINTENANCE AND EMERGENCY SERVICE CALLS

- a) The Service Company shall schedule and perform the preventive maintenance services on no less than a bi-annual basis (work to be performed during winter, spring, & summer breaks).
 - i) After each service call, a service report shall be left with the Director of Operations, detailing work accomplished.
 - ii) Service Company will provide the amount of technicians needed for each preventative maintenance service ("PM").
- b) The Service Company shall provide emergency service 24/7 as required. Emergency service shall be considered as service calls in addition to the scheduled preventive maintenance calls.
 - i) All-labor, overtime, travel costs, parts, opening fees, supplies and any other expenses incurred and expended on such a call shall be provided by the Service Company and shall be included in the cost of the service program.
 - ii) This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and all holidays included.
 - iii) The Service Company shall be capable of responding to an emergency situation within TWO (2) hours.
 - iv) Emergency service response system shall be a professionally manned telephone answering service who knows the industry with a service man on call not just a supervisor through a pager. Automatic telephone answering/recording machine or home telephone numbers are not acceptable.

6) SERVICE PERFORMANCE GUARANTEES

- a) Performance Review
 - i) The Director of Operations may review, at any time, the services provided and reports submitted, to verify that the preventive maintenance is, in fact, being properly and adequately performed. Any lack of maintenance service, complaints, or deficiencies in the performance of the services shall be submitted to the Service Company in writing for correction.

- ii) For problems or deficiencies of significant importance or of a continual nature, the Service Company shall correct any deficiency within thirty (30) days, unless a different time period is agreed upon in writing by the parties. Failure of the Service Company to correct the deficiencies within the applicable time period shall constitute cause of termination of the service and/or withholding of payment.

7) SPECIAL CONDITIONS

- a) The Service Company shall maintain Comprehensive General Liability Insurance. The coverage shall be for amounts not less than: \$500,000 bodily injury each person, \$1,000,000 bodily injury each occurrence, and \$1,000,000 property damage each occurrence. A Certificate of Insurance indicating at least these minimum amounts shall be provided by the Service Company and included as part of the proposal. Center School District shall be named as an additional insured on the insurance policy or policies carried by the Service Company. Written notice shall be provided to Center School District at least 30 days prior to the cancellation of any insurance carried by the Service Company. The District preserves all immunities recognized at law. Nothing herein shall be construed as a waiver of sovereign immunity or governmental immunity by whatever name as set forth in RSMo 537.600 et seq. Any insurance purchased by the Service Company or the District is not intended to act as a waiver, nor is it a waiver of any defense available to the District and its employees by statute or at common law.
- b) The service program shall be for a one (1) year period, with renewable yearly options by the District after the 1st year. The annual price may be adjusted by a mutually agreeable amount per year but limited to 4% increase per year, which shall be added to the annual cost from the previous year. The annual price shall be invoiced monthly in advance. Yearly increases shall be based on the local inflation rate.

8) TECHNICAL AND BUSINESS PROSPECTUS

- a) The Service Company shall provide as part of the proposal a detailed prospectus containing the following required items in addition to the items required in paragraph 2.
 - i) A minimum of 5 references with contracts with a value in excess of \$50,000 for which the same or similar service is presently being performed shall be provided. Include the reference company's name, address, owner representative, title, phone number, service contract number, month and year of contract initiation and tonnage of the refrigeration system maintained.
 - ii) The name, title, function, location, years in the field of providing equipment maintenance, years with the Service Company and qualifications of the Service Company's personnel assigned to the contract.
 - iii) The name, title, function, location, years in the field of HVAC maintenance, years with the Service Company and qualifications of supervisory and management personnel.
 - iv) Sample forms, typical service reports, methods of record keeping, computer generated scheduling, etc. that indicates the level of knowledge and degree of experience in the maintenance of mechanical systems. As a minimum, submit actual computer generated preventive maintenance task check lists for (12) major pieces of equipment on the equipment list. Copies of check lists from other customers or hand typed lists are not acceptable.
 - v) A schedule showing when PM will be done by month and piece of equipment with hours per task on an excel spreadsheet. Hours totaled will be part of the agreement

and used by Center School District to monitor and verify selected Service Company is providing hours bid for PM.

- vi) Enclose a Certificate of Insurance with the minimum amounts of coverage as described in the section entitled SPECIAL CONDITIONS.
- vii) Enclose the complete EQUIPMENT LIST and signed PROPOSAL FORM.
- viii) Include any additional descriptive literature or information that is relevant to the specification and/or services proposed, that indicate unique qualifications, particular competence in this field, technical capabilities, proprietary techniques, or special resources.
- ix) All submitted forms, data, documentation, resumes and other information, which may be deemed by the Service Company as proprietary or sensitive shall remain the Service Company's property. Any bidding Service Company may retrieve its entire bid package upon written notification to Center School District, but not sooner than twenty (20) days after bids are due. No aforementioned information from any bidding Service Company shall be divulged or copies made of any documentation submitted.
- x) Enclose a specific plan outlining the number of technicians needed to perform each PM for a given time of year.

9) SAFETY REQUIREMENTS

- a) In order to be considered qualified to perform under this Request for Proposal, the Service Company must be able to demonstrate a robust safety program to include:
 - i) A Safety Department, made up of at least two individuals, whose sole responsibility is to train and implement compliant safety programs.
 - ii) A robust training curriculum that includes, but is not limited to,
 - 1. Fall Protection
 - 2. Confined Space Entry
 - 3. Ladder Safety
 - 4. Electrical Safety
 - 5. NFPA 70E Awareness
 - 6. Lock Out-Tag Out
 - 7. Personal Protective Equipment
 - 8. Hazard Communications/Global Harmonization System
 - 9. Excavation
 - 10. Health Hazards
 - 11. Aerial/Scissor Lift
 - 12. Crane Awareness
 - 13. Fire Safety
 - 14. Blood Borne Pathogens
 - 15. Job Specific Training-Scaffolding, Fork Lift, Welding, Etc.
 - iii) A certified EMR rating under .85.
 - iv) An incident rate below the industries national average of 4.1.
 - v) Documentation of lost man hours relating to the incident rate above.

10) PROPOSAL EVALUATION

- a) Each Service Company, by the submission of a proposal, assents to each and every term and condition set forth within this specification and agrees to be bound thereby.
- b) Any proposal which is incomplete, conditional, or obscure, or which contains irregularities of any kind, may be cause for rejection.

- c) Center School District reserves the right to accept or reject any or all proposals, to consider the competency and responsibility of all Service Companies, and to use any information deemed necessary to establish the ability of any Service Company to perform all conditions of the contract in order to avoid awarding a contract to a Service Company unable to produce the quality of service required and intended by this specification.
- d) Center School District is not liable for any cost incurred by any Service Company prior to the signing of a contract by all parties.
- e) Proposals from qualified Service Companies shall be received, opened and reviewed at the following time and location:

DATE: _____

TIME: _____

LOCATION: _____

11) PROPOSAL FORM:

- 1) Full Coverage Maintenance Program TOTAL Annual cost billed monthly:
(For 1 year with a maximum 4% increase per year)

Total AMOUNT: _____ Monthly amount _____

Total Yearly Estimated PM Hours as detail on frequency equipment spreadsheet _____

Total estimated Yearly Repair hours _____

Total Estimated Yearly Repair material cost _____

- 2) Preventative Maintenance Program TOTAL Annual cost billed monthly:

Total AMOUNT: _____ Monthly amount: _____

Total Yearly Estimated PM Hours as detail on frequency equipment spreadsheet _____

a) SERVICE COMPANY:

NAME: _____

ADDRESS: _____

b) SERVICE COMPANY OFFICIAL:

SIGNATURE _____

TITLE: _____

DATE: _____