

## **INVITATION TO BID**

The Southwest Region School District invites proposals from licensed and experienced contractors proficient in maintaining critical systems within our public schools. We seek dedicated vendors to ensure the optimal upkeep of fire alarm systems, sprinkler systems, fire extinguishers, kitchen hoods, and HVAC direct digital controls. The selected contractor will uphold compliance with all pertinent safety regulations and standards while ensuring the seamless operation of these essential systems. Upcoming FY24/25 school year.

Southwest Region School District's remote school site locations: New Stuyahok, Koliganek, Togiak, Aleknagik, Twin Hills, Clarks Point, Ekwok and Manokotak.

Final determination of the selected vendor will be made by SWRSD administration based on bids received.

Sealed bids (Price Sheets) will be received until **3:00pm**, local time on **May 21<sup>st</sup>, 2024** at the Maintenance Office of the Southwest Region Schools, 574 Kenny Wren Road P.O. Box 90, Dillingham, Alaska 99576, or by email to [rfinkenbinder@swrsd.org](mailto:rfinkenbinder@swrsd.org) or [reastham@swrsd.org](mailto:reastham@swrsd.org)

Questions should be addressed to Richard Eastham, at [reastham@swrsd.org](mailto:reastham@swrsd.org) or (907) 842-8234.

BID NAME <b>Maintenance Services</b>		DATE BID IS OPEN <b>APRIL 21<sup>st</sup>, 2024</b>	DATE BID IS DUE <b>MAY 21<sup>st</sup>, 2024</b>
BID ITEM(S) or DESCRIPTION <b>SWRSD Fire Safety and HVAC Systems</b>			
INSURANCE REQUIREMENTS <b>Liability (See General Terms &amp; Conditions)</b>	LOCATION FOR BID ITEM(S) <b>TWA, TOG, WKK, KGK, CLP, KMO, KEK, KNW</b>	CONTRACT PERIOD OR DATE DELIVERY REQUIRED <b>Must be mailed and received by May 21, 2024.</b>	
CONTACT PERSON <b>Randy Finkenbinder, Director of Maintenance and Facilities</b>			PHONE <b>907-842-8232</b>
DEPT. <b>Maintenance</b>			TIME OF BID OPENING <b>April 21<sup>st</sup> @3:00pm AK Time</b>

#### INVITATION TO BID

Pursuant to Board Policy 3311, sealed/mailed proposals will be received by Randy Finkenbinder for the Southwest Region School District at rfinkenbinder@swrsd.org, P.O. Box 90, Dillingham, AK 99576 for furnishing the commodities and/or services listed at the locations listed above.

#### AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this contract proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the General terms & Conditions, Bid Specifications and Bid Proposal which are made a part of the contract.
- 2) That should any part of this proposal be accepted in writing by the operations and logistics assistant within thirty (30) calendar days from the date of bid opening, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.

**PROPOSAL:** The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to district at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date	
Print Name of Signer		Phone	Fax	
Employer Identification Number (EIN or TIN)				

<b><u>BID PROPOSAL</u></b>
----------------------------

The undersigned

\_\_\_\_\_, doing business

in the City/Town of

\_\_\_\_\_ submits herewith, in conformity with the general terms and conditions and specifications for the above mentioned public bid, the following proposal for Southwest Region Schools request for bid \_\_\_\_\_: (attach additional information per specifications if applicable)

## **SPECIFICATIONS**

For  
Maintenance Services

### **Intent:**

The purpose of this bid is to secure a Vendor(s) that can perform the project.

### **Basis Of Award:**

Experience and Qualifications: 25%

Cost Effectiveness: 35%

Proposed Maintenance Plan: 25%

Rural Experience : 15%

For queries or clarifications, please contact Randy Finkenbinder or Richard Eastham at (907) 842-5287 or via email at [Rfinkenbinder@swrsd.org](mailto:Rfinkenbinder@swrsd.org) or [Reastham@swrsd.org](mailto:Reastham@swrsd.org).

### **Bid Prices:**

All bid prices shall:

- \* be complete and include all necessary equipment and supervision.
- \* be for on-site service.
- \* include with your response any additional items, fees, travel costs to Dillingham, etc. that your company routinely charges that are not listed
- \* include a description of billing method and rate for unforeseen delays or additional trips caused by others, weather days or additional work required by the district

### **Contract Period:**

This contract will cover from the time of award May 21<sup>st</sup>, 2024 through May 21<sup>st</sup>, 2025.

### **Contractor Requirements:**

1. Must possess a valid business license.
2. Must be able to work with no supervision.
3. Must be cognizant of health and safety requirements for the job.
4. Must provide three references that can attest to quality and timeliness of work to be included in the bid packet. (preferably local references)
5. Must be licensed in the State of Alaska

### **Inspection:**

Inquiries concerning this contract proposal and work described should be directed to Randy Finkenbinder, Facilities Director, (rfinkenbinder@swrsd.org).

Inclusions:

1. Housing will be provided at sites, per diem will not (include in proposal if needed)
2. If the award winner is from outside of Dillingham, lodging in Dillingham will be provided at SWRSD District Housing. (if needed due to weather delays)
3. Transportation from the site airport to the school will be provided.
4. Either party may terminate the agreement with 30 days written notice.
5. Contractor must schedule work so as not to interfere with classes / student activities. All work must be done in coordination with District Personnel in the building.
6. Contractor shall work safely and is responsible to block off the work area to keep others out if needed and maintaining a safe work area.
7. The Contactor shall include with its proposal the specific names of the technicians that will be assigned to perform the work.

The Southwest Region School District invites proposals from licensed and experienced contractors proficient in maintaining critical systems within our public schools. We seek dedicated vendors to ensure the optimal upkeep of fire alarm systems, sprinkler systems, fire extinguishers, kitchen hoods, and HVAC direct digital controls. The selected contractor will uphold compliance with all pertinent safety regulations and standards while ensuring the seamless operation of these essential systems.

Scope of Work:

1) Fire Alarm Systems:

Regular inspections and tests in compliance with local and state regulations.  
Repairs and component replacements as needed.  
Monitoring services for swift response to alarm activations.

2) Sprinkler Systems:

Scheduled inspections and tests to ensure proper functionality.  
Repairs and maintenance on sprinkler heads, pipes, valves, and control systems.  
Verification of system integrity to meet fire safety standards.

### 3) Fire Extinguishers:

Annual inspections and servicing following NFPA standards.  
Recharging or replacement of extinguishers as required.  
Maintenance of thorough inspection and service records.

### 4) Kitchen Hoods:

Inspections and testing of exhaust fans, ductwork, and fire suppression systems.  
Full compliance with NFPA standards for commercial kitchen ventilation.

### 5) HVAC Direct Digital Controls:

Calibration and optimization of control systems for enhanced energy efficiency and performance.

Monitoring and troubleshooting of control system faults and alarms.

All service technicians must remain on-site or in provided housing during their stay.

All reports must undergo review and approval by the facilities director and be reported to state officials and the fire marshal. Additionally, all mechanical work must include necessary state permits.

Interested parties must include Quotes for any required updates to software and ensure compatibility with current hardware to maintain proper indoor air quality and comfort.

6) Customer Service Support: it is required that all interested parties offer 24/7 customer support services for SWRSD maintenance personnel to address potential or existing issues.

7) Replacement Parts: Prompt assistance is required for ordering replacement parts and facilitating shipping as necessary.

Provide annual on-site testing, inspection, and recertification of fire alarm systems, kitchen hoods fire systems, and fire sprinkler systems for the (8) K-12 schools within the Southwest Regional School District. Additionally, provide on-site trips over the course of the contract period to perform preventative maintenance inspections, service repairs, and technical direct digital controls modifications as required to ensure the DDC System and mechanical equipment operate and function to their optimal performance at (8) schools within the Southwest Regional School District. will also provide (24) hours annually of technical telephone support and (20) hours of operator training twice per year. Upon completion of the fire alarm, kitchen hood, fire sprinkler testing and recertification, testing reports will be generated and turned over to the State Fire Marshal. All fire systems test reports and HVAC/Metasys DDC inspection reports will be delivered to the School District Maintenance and Operations Director. All deficiencies and required repairs will be documented and the customer will be advised of the deficiencies identified.

## Proposal Submission Guidelines:

Please email proposals with the subject line "Maintenance Services Proposal" no later than **5-21-2024**. Proposals should include:

Company background and extensive experience in maintaining fire safety and HVAC systems.  
Comprehensive description of services offered for each system.  
Detailed proposed maintenance plan and schedule, including inspection frequency.  
Transparent cost breakdown, encompassing hourly rates, material costs, and additional fees.  
References from previous clients within the education or public sector.  
Evaluation Criteria:

Experience and Qualifications: 25%

Cost Effectiveness: 35%

Proposed Maintenance Plan: 25%

Rural Experience : 15%

For queries or clarifications, please contact Randy Finkenbinder or Richard Eastham at (907) 842-5287 or via email at [Rfinkenbinder@swrsd.org](mailto:Rfinkenbinder@swrsd.org) or [Reastham@swrsd.org](mailto:Reastham@swrsd.org).

## **GENERAL TERMS AND CONDITIONS**

Sealed bids, subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided, will be received by the Maintenance Office until the time and date as stated in the contract proposal. Immediately thereafter the sealed bids will be opened and read in public.

### 1) Proposals:

**PROPOSALS MUST BE ENCLOSED IN A SEALED ENVELOPE, CLEARLY MARKED WITH THE BIDDER'S NAME, ADDRESS, AND THE BID NAME**

OR

**EMAILED TO [Rfinkenbinder@swrsd.org](mailto:Rfinkenbinder@swrsd.org) FOR A DECISION TO BE MADE**

Bids must be made out and signed in the corporate, or other, name of bidder. In addition, the bid must be fully and properly executed by person authorized to bind the bidder.

Bids received later than the time and date specified will not be considered.

The district reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.



In addition, the school system reserves the right to correct an award erroneously made as a result of a clerical error on the part of the district.

2) Price:

Bid prices will include the completion of all specifications, F.O.B. destination.

4) Taxes:

The district is exempt from the payment of the Excise Taxes imposed by the Federal Government, and Sales Tax in the State of Alaska. Such taxes should not be included in the bid price. Exemption documentation can be furnished upon request.

4) Award:

The Award Team will score each based on the award criteria outlined in the Specifications. They will make an award which, in their judgment, best meets the specifications and is deemed in the best interest of the district. The award team further reserves the right to reject any or all bids and to waive informality or technical defects, if, in their judgment, the best interests of the district will be so served.

5) Laws:

All materials, services, and deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Alaska. This includes but is not limited to laws relating to nondiscrimination, health and safety standards, and the Fair Labor Standards Act.

6) Permits (if Applicable):

It is the responsibility of the successful bidder to obtain all Federal, State and local permits.

7) Liability Insurance and Surety Bond

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of employer's liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor in an amount not less than \$1,000,000 per occurrence and worker's compensation insurance. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with Southwest Region School District at the time of the execution of this contract. A minimum surety bond of \$25,000 is required.

8) Non-Exclusive:

A contract issued as a result of this bid shall not be considered exclusive. The purchaser reserves the right to contract with other vendors for similar services if and when deemed appropriate by the purchaser.

9) Cancellation:

The district reserves the right to cancel the contract, at any time, at no cost to the district. If the right to cancel is for inadequate performance, then the cancellation should be immediate. If the right to cancel is for any other reason, then the cancellation should be upon fifteen (15) days written notice. The district also reserves the right not to award the continuation of this contract. The award of each individual job is contingent upon adoption and approval of budgetary funds for this purpose.

10) Hold Harmless and Indemnification:

The successful bidder/contractor shall defend and hold harmless the district, and any of its officers, employees, or agents for any loss, claims, suits or judgments, including reasonable attorney's fees at the trial and appellate levels, arising out of the contract.

11) Safety Standards:

All contractors and/or their personnel are required to be in compliance with all EPA, NFPA and OSHA safety standards when working on site (under the direction of a contractor's project supervisor.) All on-site activities carried out by contractors and/or their employees must be done in such a manner as to maintain a safe working environment for all District employees, students and visitors. Contractor employees found to be in non-compliance may be removed from the work site by the administrator or his designee. Contractors found to be in non-compliance will be subject to forfeiture of payment and/or contract termination. The district reserves the right to inspect the work site at any time for safety compliance. The district may require a review of a contractor's OSHA 200 log for the three previous years. It is the contractor's responsibility to train his employees in O.S.H.A. and Right-to-Know (M.S.D.S.) requirements.

12) Invoicing and Payment:

Original invoices shall be sent to the business office at the following address:  
Southwest Region School District  
Accounts Payable  
P.O. Box 90  
Dillingham, AK 99576

Payment will be made based on satisfactory delivery of goods and/or services. The purchase order number shall appear on all invoices. The district is not subject to sales tax.

The district has the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the district reserves the right to have the repair made by an alternate vendor and subtract the cost of same from the contractor's invoice. The district reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

13) Conflicts of Interests

No member of the governing body of the Southwest Region School District or other officer, employee or agent of the district who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interests, direct or indirect, in any ensuing contract as a result of this Request for Proposals. The contractor for itself and its principal employees, officers, agents, directors or shareholders covenants that neither the contractor nor any of the listed classes of individuals has nor shall acquire any interest, direct or indirect, in the project, direct or indirect, to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The selected bidder further covenants that in its performance of the contract no person having such interest shall be employed, **without first disclosing his/her potential conflict.**

14) Choice of Law and Jurisdiction

The laws of the State of Alaska shall govern this RFP, and any legal action brought thereon shall be filed in Alaska.

15) Aggrieved Bidders

Any party submitting a bid for a contract or purchase order with the district may appeal to the Superintendent in writing, personally received at the District Business Office, within five (5) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, by mail, or by facsimile and must comply with the requirements of this section.

A written appeal shall, at minimum, contain the following:

1. The name, address, and telephone number of the interested party filing the appeal;
2. The signature of the interested party or the interested party's authorized representative;
3. Identification of the proposed award at issue;
4. A statement of the legal or factual grounds for the appeal;
5. Copies of all relevant documents.

If a timely and complete appeal is filed, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the appeal is in the best interest of the district. Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within five (5) business days of receipt of a properly filed appeal. The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.

16) Modifications of Proposals

Modifications will be accepted by the district and binding upon the responding firm where the modification:

1. Is received by the district at the place designated for submission of RFP responses prior to the deadline.
2. Is sealed in an envelope or email clearly stating "RFP Maintenance Services" and the name of the responding firm.
3. Is signed by the same individual who signed the original submittal.

It is suggested that the modification document include a photocopy of each page of the original submittal that the responding firm seeks to modify, with the modification and the respondent's signature clearly set out in ink on each page. Facsimile modification documents will be accepted within a sealed envelope provided that the proposer's signature is clearly legible.

Should there be more than one submittal modification from a responding firm, the last modification received prior to the deadline shall be opened and applied to the submittal. All earlier modifications shall be returned to the responding firm unopened.

Any modification, which fails to meet any requirement of this section, shall be rejected and the submittal shall be considered as if no modification had been attempted.

17) Withdrawal of Proposals

At any time prior to the scheduled closing time for receipt of RFP submittals, any responding firm may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after opening without the written consent of the district.

The Southwest Region School District reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received. Submission of a proposal indicates acceptance of the terms and conditions outlined in this RFP.

We eagerly anticipate your proposal.

Sincerely,

Randy Finkenbinder  
Southwest Region Schools