

**North Reading Public Schools
Request for Proposal
On-Call Maintenance & Repair Kitchen Equipment Services**

I. Background

The North Reading Public Schools is seeking proposals for a full inclusive preventative maintenance, equipment repair and replacement management service contract that includes service and related parts for kitchen equipment located at its four school locations. The North Reading Public Schools has identified that kitchen equipment at each school location where a management service contract is desired. The District is requesting that interested bidder's tour and audit each school location where kitchen equipment is located and quote for a price to cover equipment by School. The price per School quoted should include the scope of work referenced below in section II.

II. Scope of Work

1. Annual review, audit and cleaning of all kitchen equipment identified on the Preventative Maintenance plan.
2. Responsive service by qualified skilled technicians with experience working in school districts.
3. Includes all labor and supplies for Preventative Maintenance, Service Repair and replacement of identified Kitchen equipment.
4. Consulting services to ensure optimization of the district's Equipment Assets
5. On-call service help desk that can be reached via email, telephone, with on-site support as needed. Ability to respond to all on-site service calls if necessary within 24 hours of the service call.
6. Invoices shall be submitted on an annual basis for PM Plans and As needed for repairs, maintenance and replacement. Invoices should include a breakdown of amounts for labor and parts by school location: The four cost center under this agreement will be the following: (Batchelder, Hood, Little, Middle School/High School).
8. Vendors shall provide references for current Education clients contracted for similar services.

III. Submission Deadline and Instructions

Proposal shall be submitted to Michael Connelly, Director of Finance and Operations via email at mconnelly@nrpsk12.org, by **Friday, Feb 8th at 10:00 a.m.**

Proposal shall be submitted to North Reading Public Schools, along with a minimum of three references showing evidence the contractor has services School District of similar size and scope.

Questions concerning this RFP must be submitted in writing to: Michael Connelly, Director of Finance and Operations, North Reading Public Schools, North Reading, MA 01864, who can be reached via email at mconnelly@nrpsk12.org. All inquiries received three (3) or more days prior to the submittal deadline will be considered. Written responses will be emailed to all applicants on record as having received the RFP. If you would like to schedule a walk through at any of the school locations, prospective bidders can do so by contacting Anna McGovern, Dining Services

Director, via email amcgovern@nrpsk12.org or via phone at 978-526-5274 to make an appointment. An appointment in advance is required, bidders will not be permitted to tour the schools without a prescheduled appointment in advance.

If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all Applicants on record as having received the RFP.

All proposals submitted in response to this RFP shall remain firm for the 2019-20 school year. It is anticipated that the contract will be officially awarded by February 15, 2019.