Academy of Accelerated Learning, Inc.

Where Learning is Fun!

6711 Bellfort St | Houston, TX 77087 | (713) 668-8237 | www.aalinc.org

REQUEST FOR PROPOSALS

Campus Maintenance and Repair Services

Academy of Accelerated Learning, Inc.

RFP No. 2026-001

Houston, Texas

CFO / TEA Monitoring Recommendation

- Use a multiple-award RFP to create a pool of qualified maintenance and repair vendors for campus handyman services funded with state funds.
- Permit award to a primary vendor and one or more secondary, emergency response, overflow, or specialty vendors.
- Award based on best value, not price alone, because reliability, response time, campus coverage, safety, experience, and capacity are material service factors.
- Insurance is not required for proposal submission; however, AAL may require insurance before contract award or before higher-risk work assignments and may waive or modify requirements for low-risk work.

I. Introduction

Academy of Accelerated Learning, Inc. ("AAL") is soliciting competitive sealed proposals from qualified vendors to provide general campus maintenance and repair services for its Houston-area campuses.

AAL seeks to establish one or more contracts with qualified vendors capable of providing timely, cost-effective, and high-quality maintenance and repair services on an as-needed basis. AAL intends to establish a pool of qualified maintenance and repair vendors and reserves the right to award contracts to multiple vendors resulting from this solicitation.

II. Purpose

The purpose of this RFP is to procure maintenance and repair services through a competitive process that supports best value, operational continuity, segregation of duties, procurement documentation, and appropriate support for state-funded expenditures.

- Best value for AAL;
- Compliance with applicable state procurement requirements and local purchasing policy;
- Timely response to maintenance needs;
- Access to multiple-qualified service providers;
- Reduced operational disruptions across campuses;

- A procurement file that is supportable during TEA monitoring and annual audit review.

III. Contract Term

Term Item	Description
Initial Term	Three (3) years
Renewal Options	Two (2) one-year renewal options upon mutual written agreement
Maximum Contract Period	Five (5) years

IV. Scope of Services

Services may include, but are not limited to, the following categories. AAL may issue work orders under any resulting agreement based on campus needs, vendor availability, urgency, expertise, and best value.

General Maintenance

- Door repairs
- Lock replacement and repair
- Window repairs
- Ceiling tile replacement
- Fence repairs
- Minor carpentry
- Furniture and classroom repairs

Painting and Finishes

- Interior painting
- Exterior touch-up painting
- Drywall repair
- Surface preparation
- Minor finish repairs

Plumbing

- Faucet repairs
- Toilet repairs
- Minor plumbing repairs
- Leak detection and repair

Electrical

- Light fixture replacement
- Ballast replacement
- Switch and outlet repair
- Minor electrical troubleshooting

Campus Repairs and Service Calls

- Office repairs
- Classroom repairs
- Minor exterior repairs
- Miscellaneous facility maintenance
- After-hours or urgent response when needed

Public Works / Construction Exclusion

- This RFP is intended for general maintenance and handyman repair services.
- Construction, public works, capital improvement, or separately scoped construction projects may require a different procurement method and should be handled under AAL's applicable public works or construction procurement procedures.
- AAL may decline to assign work under this RFP if the scope is better characterized as construction or public works.

V. Multiple Vendor Awards and Vendor Pool

AAL intends to establish a pool of qualified maintenance and repair vendors and reserves the right to award contracts to multiple vendors. Awarded vendors may serve as the primary maintenance provider, secondary maintenance provider, emergency response provider, overflow provider, or specialty maintenance provider.

Work assignments may be based upon availability, specialty, expertise, response time, emergency needs, pricing, cost effectiveness, past performance, campus location, urgency, or other best-value considerations. AAL does not guarantee any minimum volume of work to any awarded vendor.

VI. Vendor Qualifications

Vendors should demonstrate the ability to provide reliable services in a school environment. Minimum and preferred qualifications may include:

- Experience providing commercial maintenance, facility repair, or similar services;
- Ability to respond to service requests across multiple campuses;
- Ability to provide references or examples of comparable work;
- Possession of applicable licenses or certifications when required for specific work;
- Ability to comply with campus safety expectations and work around school operations.

VII. Insurance and Risk Management

Insurance is not required for proposal submission; however, AAL reserves the right to require insurance prior to contract award or prior to assignment of specific work. AAL recognizes that maintenance and repair services may vary in scope and risk and that some qualified small or local maintenance vendors may not currently maintain commercial insurance coverage.

The successful vendor(s) may be required to provide proof of insurance appropriate to the services being performed prior to contract award or prior to the commencement of specific work assignments. AAL may consider vendors that do not currently maintain commercial insurance coverage if:

- The vendor is otherwise qualified to perform the services;
- The services present minimal operational risk to AAL;
- AAL determines the vendor represents the best value;
- The vendor agrees to comply with applicable safety, campus access, and worksite requirements.

For higher-risk work, including but not limited to electrical, plumbing, roof work, work at heights, use of heavy equipment, work involving vehicles, or assignments that may create increased risk to students, staff, visitors, property, or operations, AAL reserves the right to require proof of one or more of the following before work begins:

- General Liability Insurance;
- Workers' Compensation Insurance, if applicable;
- Automobile Liability Insurance, if applicable;
- Any license, bond, permit, certificate, or other coverage deemed necessary by AAL based on the scope of work.

AAL reserves the right to waive, reduce, modify, or impose insurance requirements based upon the scope of work, contract value, risk exposure, vendor qualifications, available vendor pool, and applicable legal requirements. Nothing in this section limits AAL's right to reject a proposal, request additional documentation, or decline to assign work when AAL determines the risk is not acceptable.

VIII. Proposal Requirements

Each proposal should include the information below. AAL may request clarification or additional information during evaluation.

Requirement	Description
Company Information	Company name, address, contact person, phone number, and email address.
Experience	Years in business, relevant experience, and description of services provided.
Key Personnel	Identify personnel who may provide services to AAL and summarize their experience.

References	Provide at least three references, preferably from schools, charter schools, governmental entities, nonprofit organizations, or commercial facilities.
Pricing	Provide standard hourly rates, overtime rates, emergency rates, service call fees, minimum charges, and material markup, if any.
Response Commitments	State expected response times for emergency, urgent, and routine work orders.
Exceptions	Identify any requested exceptions to RFP terms, including insurance, contract, payment, or scheduling terms.
Compliance Forms	Submit CIQ/conflict disclosures, debarment/suspension certification, and criminal history/campus access acknowledgments as requested by AAL.

IX. Evaluation Criteria

Criteria	Weight
Cost and Pricing	30%
Experience and Qualifications	25%
Response Time and Service Capacity	20%
References and Past Performance	15%
Ability to Service Multiple Campuses	10%

Total	100%

X. Best Value Determination

AAL reserves the right to select the vendor(s) providing the best value to AAL. AAL is not required to award the lowest-priced proposer. Selection will not be based solely upon the lowest price.

AAL may consider factors including purchase price, vendor reputation, quality of goods or services, vendor experience, prior relationship with AAL, long-term cost effectiveness, response capability, service capacity, ability to meet School needs, and any other relevant best-value consideration permitted by law or local policy.

XI. Assignment of Work

Work orders may be assigned to awarded vendors based on vendor availability, area of expertise, response needs, urgency, cost reasonableness, campus needs, best value, and prior performance. AAL may use a primary/secondary vendor approach or assign work among a pool of awarded vendors as operational needs require.

XII. Conflict of Interest and Vendor Disclosures

Vendors shall disclose any actual or potential conflicts of interest and comply with applicable conflict-of-interest requirements. AAL may require additional conflict-of-interest forms, certifications, or representations before contract award or commencement of work.

XIII. Required Compliance Certifications and Disclosures

To strengthen the procurement file and support TEA monitoring and audit review, vendors may be required to submit the following certifications, disclosures, and acknowledgments with the proposal or before contract award, as applicable.

Conflict of Interest Questionnaire and Disclosures

Vendors must complete and submit a Conflict of Interest Questionnaire (CIQ), if required by Texas Local Government Code Chapter 176, and must disclose any business, family, financial, employment, or other relationship with Academy of Accelerated Learning board members, officers, employees, administrators, or their family members that could create an actual or perceived conflict of interest.

Debarment, Suspension, and Exclusion Certification

Vendor certifies that neither the company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise prohibited from participating in state or federally funded transactions. AAL may require additional certification or verification before contract award or before issuing work orders funded by state or federal funds.

Criminal History and Campus Access Requirements

Vendor personnel working on AAL property, particularly during student hours or in areas accessible to students, shall comply with all applicable Texas Education Code criminal history, fingerprinting, contractor access, identification, and campus safety requirements. AAL may require background checks, badges, prior approval of personnel, and removal of any vendor personnel from campus at AAL's discretion.

Vendor Conduct and Safety Requirements

- Vendor personnel must comply with campus sign-in procedures and visitor identification requirements;
- Vendor personnel must conduct work in a manner that minimizes disruption to students, staff, instruction, and campus operations;
- Vendor must maintain a safe work area and promptly notify AAL of unsafe conditions;
- Vendor may not begin work outside the approved scope or budget without written authorization from AAL.

XIV. Work Authorization, Purchase Orders, and Not-to-Exceed Controls

No work shall begin until a written work authorization, purchase order, or other written approval has been issued by AAL. Vendors shall not exceed approved pricing, approved hours, authorized scope, or not-to-exceed amounts without prior written approval from AAL.

AAL may require a written quote, estimate, or proposed not-to-exceed amount before assigning work. Emergency work may be authorized under procedures established by AAL, but must be documented promptly after authorization.

XV. Invoice Documentation Requirements

Invoices must be sufficiently detailed to support audit review, payment approval, and grant or state expenditure documentation. At a minimum, invoices should include:

- Date(s) of service;
- Campus or location where services were performed;
- Description of work performed;
- Labor hours by date or service call;
- Hourly rate or fixed fee charged;
- Material costs and material markup, if applicable;
- Technician or personnel name(s), when available;
- Work order, purchase order, or authorization reference;
- Before-and-after photos or supporting documentation when requested by AAL.

AAL may reject or delay payment of invoices that do not contain adequate supporting detail or that exceed the authorized scope or approved not-to-exceed amount without prior written approval.

XVI. Procurement Documentation and Award Recommendation

AAL should maintain a complete procurement file documenting the competitive process and the basis for award. The procurement file should support why the selected vendor or vendor pool represents the best value to AAL.

- RFP and any addenda;
- Evidence of posting, vendor outreach, or distribution;
- Questions and responses, if any;
- All proposals received;
- Evaluation committee members and signed scoring sheets;
- Conflict-of-interest disclosures from evaluators and vendors, as applicable;
- Debarment/suspension certification or verification, as applicable;

- Written award recommendation memo explaining the rationale for award;
- Board approval documentation, if required by policy;
- Executed contract or service agreement.

XVII. Right to Reject Proposals

- Reject any or all proposals;
- Waive informalities or minor irregularities;
- Request clarifications or additional documentation;
- Negotiate with one or more vendors;
- Award contracts to multiple vendors;
- Cancel this solicitation at any time when in AAL's best interest.

XVIII. Proposal Submission

Proposals must only be submitted electronically to:

Academy of Accelerated Learning, Inc.
Finance Department
Email: purchasing@aalinc.org

Proposals must be received by the deadline stated in the procurement schedule. Late proposals may be rejected at AAL's discretion.

XIX. Tentative Procurement Schedule

Activity	Date
RFP Issued	Wednesday, July 29, 2026
Questions Due	Tuesday, August 4, 2026, by 3:00 p.m. Central Time
Proposal Due Date	Tuesday, August 11, 2026, by 3:00 p.m. Central Time
Evaluation Period	August 12-14, 2026
Recommendation Finalized for Board Packet	Friday, August 14, 2026
Board Approval, if required	Saturday, August 15, 2026

Contract Start Date	September 1, 2026

XX. Recommended Award Structure

AAL may award two to four qualified vendors, which may include one primary vendor and one or more backup, overflow, emergency response, or specialty maintenance vendors. This structure is intended to provide campus coverage when the primary contractor cannot support a request and to preserve a documented competitive procurement file for the maintenance services category.

XXI. Procurement File Checklist

- Final RFP and any addenda;
- Vendor outreach and posting documentation;
- Questions and responses, if any;
- All proposals received;
- Evaluation/scoring sheets;
- Conflict-of-interest disclosures;
- CIQ/conflict-of-interest documentation and vendor certifications, if applicable;
- Debarment/suspension certification or verification, if applicable;
- Criminal history/campus access documentation, if applicable;
- Recommendation for award;
- Board approval documentation, if applicable;
- Executed contract or service agreement;
- Insurance documentation or written decision to waive, reduce, or modify insurance requirements based on risk, if applicable;
- Purchase orders, work authorizations, and not-to-exceed approvals;
- Detailed invoices with dates, location, description of work, labor, materials, and authorization reference;
- Work orders, invoices, and payment documentation.

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Vendor Response Packet

Forms and required vendor submission materials

VENDOR RESPONSE PACKET

Campus Maintenance and Repair Services

Academy of Accelerated Learning, Inc.

RFP No. 2026-001

To be completed and submitted by each vendor

Vendor Instructions

- Complete all applicable forms in this packet and attach requested documentation.
- If a section does not apply, write "N/A" and provide a brief explanation if needed.
- Do not begin any work unless AAL issues written authorization, a purchase order, or other written approval.
- Insurance is not required for proposal submission; however, AAL may require insurance before contract award or before specific higher-risk work assignments.

1. Vendor Submission Checklist

Vendor should use this checklist to confirm that the proposal package is complete before submission.

Complete	Required Item
☐	Vendor Cover Sheet completed and signed
☐	Company profile and qualifications completed
☐	Scope of services and service categories completed
☐	Pricing schedule completed
☐	Response time commitments completed
☐	References provided
☐	Licenses/certifications listed or marked N/A
☐	Insurance/risk management information completed
☐	Conflict of interest questionnaire/disclosure completed

☐	Debarment/suspension certification completed
☐	Criminal history/campus access acknowledgement completed
☐	Vendor certifications and signature page completed
☐	Any exceptions or requested deviations listed
☐	Attachments included as applicable

2. Vendor Cover Sheet

Field	Vendor Response
Legal Company Name	
DBA / Trade Name, if any	
Business Address	
Mailing Address, if different	
Primary Contact Name and Title	
Phone Number	
Email Address	
Website	
Federal Tax ID / EIN	
Business Type	☐ Individual/Sole Proprietor ☐ LLC ☐ Corporation ☐ Partnership ☐ Other: _____
Years in Business	
Primary Service Area	
Proposal Submitted For	Campus Maintenance and Repair Services, RFP No. 2026-001

3. Company Profile and Qualifications

Briefly describe your company and the maintenance/repair services you provide:

_____

_____

_____

_____

Describe your experience providing services for schools, charter schools, governmental entities, nonprofits, commercial facilities, or similar organizations:

_____

_____

_____

_____

Describe your staffing capacity and how many service requests you can reasonably support at one time:

_____

_____

_____

_____

Describe how you handle urgent or emergency requests:

_____

_____

_____

_____

Describe your quality control, safety practices, and customer communication process:

_____

_____

_____

_____

4. Scope of Services and Vendor Capability

Check the services your company can provide. Add notes about limitations, specialties, licenses, or preferred assignments.

Service Category	Notes / Limitations / Licenses
General maintenance / handyman repairs	
Door/lock/window repairs	
Minor carpentry	

Drywall repair and painting	
Minor plumbing repairs	
Minor electrical troubleshooting or fixture replacement	
Ceiling tile, classroom, office, or furniture repairs	
Fence, exterior, or minor campus repairs	
After-hours or emergency response	
Other specialty services	

Important Scope Note

- This RFP is intended for general maintenance and handyman repair services.
- Construction, public works, capital improvement, or separately scoped construction projects may require a different procurement process and may not be assigned under this RFP.

5. Pricing Schedule

Provide rates and fees that AAL may use to compare proposals and issue work authorizations. Add "N/A" if an item does not apply.

Pricing Item	Vendor Pricing
Standard hourly labor rate	$_____ per hour
After-hours hourly rate	$_____ per hour
Weekend/holiday hourly rate	$_____ per hour
Emergency response rate	$_____ per hour or $_____ flat fee
Service call / trip charge	$_____
Minimum charge, if any	$_____
Material markup, if any	_____%
Equipment/tool rental markup, if any	_____%
Estimate fee, if any	$_____
Other charges	_____

Pricing notes, assumptions, exclusions, or discounts:

_____

_____

_____

_____

_____

6. Response Time Commitments

Request Type	Vendor Commitment
Emergency request	Vendor response commitment: _____
Urgent request	Vendor response commitment: _____
Routine request	Vendor response commitment: _____
After-hours availability	☐ Yes ☐ No Notes: _____
Weekend availability	☐ Yes ☐ No Notes: _____
Ability to serve multiple campuses	☐ Yes ☐ No Notes: _____

7. References

Provide at least three references, preferably from schools, charter schools, governmental entities, nonprofit organizations, or commercial facilities.

No.	Reference Information
1	Organization: _____ Contact: _____ Phone/Email: _____ Services Provided: _____ Dates of Service: _____
2	Organization: _____ Contact: _____ Phone/Email: _____ Services Provided: _____ Dates of Service: _____
3	Organization: _____ Contact: _____ Phone/Email: _____

	Services Provided: _____ Dates of Service: _____

8. Licenses, Certifications, Insurance, and Risk Management

List applicable licenses, certifications, permits, or registrations. If none apply to the proposed low-risk maintenance services, write "N/A."

License / Certification / Permit	Number / Issuer / Expiration / Notes

Insurance information: Insurance is not required for proposal submission; however, AAL may require insurance prior to contract award or prior to assignment of specific higher-risk work.

Coverage Type	Vendor Response
General Liability	☐ Currently carried ☐ Not currently carried Limits/Notes: _____
Workers' Compensation	☐ Currently carried ☐ Not currently carried ☐ Not applicable Notes: _____
Automobile Liability	☐ Currently carried ☐ Not currently carried ☐ Not applicable Notes: _____
Other coverage	_____

If vendor does not currently maintain insurance, explain how vendor manages risk and safety for low-risk maintenance work:

_____

_____

_____

_____

9. Conflict of Interest Questionnaire / Disclosure

Vendor must disclose any actual, potential, or perceived conflict of interest involving AAL board members, officers, employees, administrators, procurement participants, or their family members.

No.	Question	Response
1	Does the vendor, owner, officer, employee, or representative have any business, family, financial, employment, or close personal relationship with an AAL board member, officer, employee, administrator, or procurement participant?	☐ No ☐ Yes
2	Has the vendor offered or provided gifts, meals, favors, discounts, entertainment, or anything of value to any AAL representative related to this procurement?	☐ No ☐ Yes
3	Has the vendor communicated with AAL representatives outside the authorized RFP process regarding this procurement?	☐ No ☐ Yes
4	Is vendor aware of any circumstance that could create an actual or perceived conflict of interest?	☐ No ☐ Yes

If Yes to any item, explain:

_____

_____

_____

_____

_____

10. Debarment, Suspension, and Exclusion Certification

By signing this packet, vendor certifies that neither the company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise prohibited from participating in state or federally funded transactions.

Vendor response: ☐ I certify the statement above is true. ☐ I cannot certify; explanation attached.

11. Criminal History and Campus Access Acknowledgement

Vendor acknowledges that personnel working on school property, particularly during student hours or in areas accessible to students, may be required to comply with applicable Texas Education Code criminal history, fingerprinting, contractor access, sign-in, identification, and campus safety requirements.

- Vendor will provide only personnel approved or authorized to work on campus when required by AAL.
- Vendor personnel will comply with campus sign-in, identification, safety, and visitor procedures.
- AAL may require removal of any vendor personnel from campus at AAL's discretion.
- Vendor will not begin work unless work is authorized by written work order, purchase order, or other written approval.

12. Work Authorization and Invoice Requirements Acknowledgement

Vendor acknowledges and agrees:

- No work may begin until AAL issues a written work authorization, purchase order, or other written approval.

- Vendor may not exceed approved scope, approved pricing, approved hours, or not-to-exceed amounts without prior written approval.
- Invoices must include date(s) of service, campus/location, description of work, labor hours, rate, materials, work order or purchase order reference, and supporting documentation when requested.
- AAL may reject or delay payment of invoices that lack adequate support or exceed authorized amounts.

13. Exceptions, Deviations, or Alternate Terms

List any requested exceptions to the RFP, contract terms, insurance expectations, pricing terms, work authorization controls, invoice requirements, or other requirements. If none, write “None.”

Requirement / Section	Requested Exception or Alternate Term	Reason

14. Attachments Included with Proposal

Included	Attachment
☐	Company brochure or capability statement
☐	Pricing sheet / additional pricing details
☐	References or reference letters
☐	Licenses/certifications
☐	Certificate(s) of insurance, if currently available
☐	W-9
☐	CIQ or additional conflict-of-interest documentation, if applicable
☐	Other: _____

15. Vendor Certification and Signature Page

By signing below, vendor certifies that the information submitted is true and correct to the best of vendor’s knowledge; vendor has authority to submit the proposal; vendor understands AAL may verify information, request clarification, reject incomplete submissions, and award to one or more vendors based on best value; and vendor agrees to comply with applicable RFP requirements if awarded.

Name / Title	Signature	Date
Authorized Vendor Representative	_____	_____

Printed Name	Title	Company	Date

16. Vendor Submission Label

Submission Label

- Academy of Accelerated Learning, Inc.
- Attn: Finance Department
- RFP No. 2026-001 - Campus Maintenance and Repair Services
- Vendor Name: _____
- Proposal Due Date: _____