



*We build futures.*

## USD 253 Emporia Public Schools

### Request for Proposal (RFP) – Comprehensive Roofing Preventative Maintenance, Emergency Repair and Asset Management Service

#### RFP Available

Aug 21, 2026

#### Deadline for Submission

Sep 23, 2026 3:00 PM

**Issued by:** USD 253 Emporia Public Schools

**Location:** All USD 253 properties are included.

#### Contact

Cory Nicolet

Director of Facilities & Grounds

[bids@usd253.net](mailto:bids@usd253.net) & [cory.nicolet@usd253.net](mailto:cory.nicolet@usd253.net)

## 1. RFP Timeline

|                                      |                               |
|--------------------------------------|-------------------------------|
| <i>RFP Issue Date:</i>               | August 21, 2026               |
| <i>Site Visits:</i>                  | September 2, 2026             |
| <i>Deadline for Questions:</i>       | September 10, 2026 by 3:00 PM |
| <i>Proposal Submission Deadline:</i> | September 23, 2026 by 3:00 PM |
| <i>Anticipated Award Date:</i>       | October 14, 2026              |

## 2. Purpose

USD 253 Emporia Public Schools ("District") is issuing this Request for Proposal ("RFP") for comprehensive roofing preventive maintenance, emergency repair, and asset management

services across all District facilities. The purpose of this RFP is to solicit proposals from qualified vendors to provide proactive maintenance, emergency response, non-destructive diagnostic evaluations, warranty management, and digital asset tracking across District roof assemblies.

The District will evaluate submissions from all providers responding to this RFP based on the evaluation criteria outlined in this document. At the conclusion of this RFP process, the District intends to select and contract with a provider to ensure that USD 253 Emporia Public Schools facilities maintain long-term structural integrity and operational safety.

### **3. Scope of Service and Performance Requirements**

The Respondent shall provide all equipment, materials, labor, and diagnostic services necessary to deliver a complete roofing preventive maintenance and emergency repair program across all District facilities. The system and services must consider each of the following requirements:

1. **Frequency of Inspections & Routine Maintenance:** Comprehensive inspections including clearing drains, gutters, and scuppers; re-sealing flashings and pitch pockets; securing loose metal trim; and executing minor membrane patch repairs up to 25 sq. ft. per roof section. Detail the frequency of inspections in the response.
2. **Emergency Response SLAs:** Outline the guaranteed emergency leak response time frame within the call intake during instructional hours and time frame within non-instructional/after-hours windows. Detail the protocol and timeline goals used to complete the repair which includes immediate containment followed by permanent code/warranty compliant restoration.
3. **Warranty Management:** Describe the process that preserves all active manufacturer warranties through Master/Certified Contractor status with major manufacturers (e.g., Carlisle, Elevate, GAF, Johns Manville, Tremco, Sika Sarnafil).
4. **Diagnostic Technology Capabilities:** Describe the in-house non-destructive testing capabilities, including thermal/infrared moisture testing, impedance testing, and aerial drone mapping for suspect roof sections.
5. **Digital Asset Management & Portal Access:** Describe the web-based client portal that provides district personnel with Roof Condition Indexing (RCI) scores, high-resolution photo logs, historical work orders, and 1-to-10 year capital expenditure forecasting models.
6. **Student Safety & Background Compliance:** Describe compliance guarantees regarding background checks, badging, and fingerprinting for all technicians entering occupied campuses; strict implementation of low-VOC materials and daily magnetic field sweeps for metal debris.

### **4. Vendor Qualifications and Proposal Submission Requirements**

The Proposal shall also include detailed billing information, including fixed annual maintenance rates, Time & Materials (T&M) unit rate sheets for non-routine repairs, and any reimbursement

of expenses, and a thorough self-analysis demonstrating the Respondent's ability to provide services meeting each area set forth in Section 3, including relevant experience with entities similar to the District. Additional qualifications or information the Respondent believes are pertinent may also be included.

Proof of manufacturer certifications, safety records (EMR ratings for the past 3 years), and background check/badging protocols must be included. References are required with each reference listing the organization's name, address, telephone number, point of contact, and email. At a minimum, two (2) references from entities similar to the size of USD 253 in this scope of work are required.

## **5. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Completeness and responsiveness to the RFP requirements.
2. Vendor qualifications, experience, K-12 references, and manufacturer certifications.
3. Emergency response capabilities, guaranteed SLAs, and service availability.
4. Cost as a fixed base fee that includes proactive maintenance, emergency response and warranty management; along with add on costs for additional components such as non-destructive diagnostic technology and digital asset tracking.
5. Safety record (EMR rating) and student safety/background check compliance protocols.
6. Digital reporting capabilities, client portal functionality, and long-term capital planning tools.

## **6. Submission Instructions**

All proposals must be submitted in a sealed envelope in person or via mail to the following address.

USD 253 Emporia Public Schools

Casey Jones - Clerk of the Board

1700 W. 7th Ave

Emporia KS, 66801

**ATTN: RFP DOCUMENT ENCLOSED**

Submit proposals either in person at 1700 W. 7th Ave or Mail to PO Box 1008 Emporia, KS 66801

## 7. Contact for Questions

Cory Nicolet  
Director of Maintenance and Grounds  
Emporia Public Schools  
[cory.nicolet@usd253.net](mailto:cory.nicolet@usd253.net)

1. No oral interpretations will be made for respondents as to the meaning of the RFP. All questions, clarifications, or requests for information must be made in writing.
2. Responses to all questions, if necessary, shall be in the form of an email. Answers will be on an addendum shared with all participating respondents.

## 8. Terms and Conditions

1. USD 253 Emporia Public Schools reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed most advantageous to the District.
2. All proposals must remain valid for a period of 90 days following submission.
3. Any contract resulting from this RFP will be subject to standard District terms and conditions.
4. Vendors shall comply with all applicable federal, state, and local laws, regulations, and licensing requirements.

## 9. Site Visit Schedule

September 2, 2026

|                  |                                                                           |
|------------------|---------------------------------------------------------------------------|
| 08:15 - 08:30 AM | Meet at Emporia Middle School Concessions Area<br>(Enter at front office) |
| 08:30 - 9:15 AM  | Emporia Middle School                                                     |
| 09:20 - 09:50 AM | Timmerman Elementary                                                      |
| 10:00 - 11:00 AM | Emporia High School                                                       |
| 11:10 - 11:40 AM | Village Elementary                                                        |
| 11:40 - 12:50 PM | Break                                                                     |
| 12:50 - 1:10 PM  | Operational Services Center                                               |
| 1:10 - 1:25 PM   | Transportation Building                                                   |
| 1:35 - 2:00 PM   | Mary Herbert Education Center                                             |
| 2:05 - 2:35 PM   | Walnut Elementary                                                         |
| 2:45 - 3:15 PM   | William Allen White Elementary                                            |
| 3:25 - 3:55 PM   | Logan Avenue Elementary                                                   |
| 4:05 - 4:35 PM   | Riverside Elementary                                                      |
| 4:35 - 5:00 PM   | Jones Early Childhood Development Center                                  |

To be considered, in-person attendance is required for at least one of the sites, on September 2.

## 10. Proposal Cost Breakdown

Use the following format when submitting the cost for the proposal.

**Base Cost** (includes proactive maintenance, emergency response, and warranty management)

\$\_\_\_\_\_ per year

Additional rate for callouts at \$\_\_\_\_\_ per hour.

If the rate is discounted, what is the standard rate? \$\_\_\_\_\_ per hour

**Include the following sections as add on options:**

Include the additional cost and a description of what is included in the add on service.

**Non-destructive diagnostic technology in the form of:**

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at an additional cost of \$\_\_\_\_\_ per year.

**Digital asset tracking in the form of:**

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at an additional cost of \$\_\_\_\_\_ per year.

**Long-term capital planning tools in the form of:**

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at an additional cost of \$\_\_\_\_\_ per year.