

LEBANON PUBLIC SCHOOLS

INVITATION TO BID

Sealed Bids addressed to Robert J. Angeli, Superintendent of Schools
for:

FACILITIES / MAINTENANCE SERVICES

will be received at the Superintendent's Office, Lebanon Public Schools, 891 Exeter Road, Lebanon, CT, 06249 until 1:00 PM on May 5, 2017, at which time they will be publicly opened and read. Bids may be mailed to the above address. A description of the work is set forth in the Bid Documents, which are available on the Lebanon Public Schools website (www.lebanonct.org), at the Superintendent's Office or by calling (860) 642-7795. A mandatory pre-bid walk through will be held on Wednesday, April 19 at 2:30 starting at 917 Exeter Road, Lebanon, CT 06249.

Bids to be plainly marked in the lower left hand corner with the, BID NAME, OPENING DATE AND TIME.

Bidders shall not include Federal or State Taxes for which Public Schools are exempt. Where applicable ALL PRICES ARE FOB TO LEBANON, CT.

After the opening of bids, no bid can be withdrawn for a period of ninety (90) days.

The Lebanon Public Schools reserve the right to waive any formalities in bids; to reject any or all bids; or to accept the ones that in their judgment will be for the best interest of the School District and/or the Town of Lebanon, CT.

The Lebanon Public Schools do not discriminate on the basis of sex, race, religion or national origin.

REQUEST FOR PROPOSAL (RFP)
FACILITIES / MAINTENANCE SERVICES

LEBANON PUBLIC SCHOOLS
891 EXETER ROAD
LEBANON, CT 06249

DATE: April 7, 2017

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1. SUMMARY AND BACKGROUND

The Lebanon Public Schools is currently accepting proposals to provide a working facilities manager and general maintenance contractor for our K-12 Public School System. The contract period will be for July 1, 2017 through June 30, 2018, with options for two (2) annual extensions.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction The Lebanon Public Schools wishes to go.

The Lebanon Public Schools is a small K-12 Public School System in Lebanon, CT with a student population of approximately 1000 students that attend one of three schools:

Lebanon Elementary School, 55,030 sq. ft.

<https://www.google.com/maps/place/41%C2%B038'25.7%22N+72%C2%B012'18.1%22W/@41.6400464,-72.2061738,590m/data=!3m1!1e3!4m17!1m10!4m9!1m3!2m2!1d-72.2050795!2d41.6402388!1m3!2m2!1d-72.2045517!2d41.6400275!3e0!3m5!1s0x0:0xc1cbfea7c1a71448!7e2!8m2!3d41.6404648!4d-72.2050171>

Lebanon Middle School, 63,350sq.ft.

<https://www.google.com/maps/place/Lebanon+Middle+School/@41.6249861,-72.2389545,590m/data=!3m1!1e3!4m16!1m10!4m9!1m3!2m2!1d-72.2050795!2d41.6402388!1m3!2m2!1d-72.2045517!2d41.6400275!3e0!3m4!1s0x0:0x38e89367e0815774!8m2!3d41.6253712!4d-72.2375603>

and Lyman Memorial High School, 116,025sq.ft., which includes the Regional Agricultural Science and Technology Center.

<https://www.google.com/maps/place/Lyman+Memorial+High+School/@41.6228062,-72.2405519,590m/data=!3m1!1e3!4m16!1m10!4m9!1m3!2m2!1d-72.2050795!2d41.6402388!1m3!2m2!1d-72.2045517!2d41.6400275!3e0!3m4!1s0x0:0x26cb059ae00facb9!8m2!3d41.6224759!4d-72.2391093>

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 1pm EST May 5, 2017. Any proposals received after this date and time will be disregarded. All proposals must be signed by an official agent or representative of the company submitting the proposal.

All costs included in proposals must be all-inclusive.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this RFP is as follows:

This RFP is requesting proposals for services necessary and/or required to perform the work and provide the facilities management and general maintenance services set forth in this RFP for the Lebanon Public Schools.

Project Description:

The Lebanon Public Schools is seeking a provider to provide a working facilities manager, with a vehicle (including insurance, maintenance and fuel) and a general maintenance technician.

4. PROJECT SCOPE

The facilities manager will be responsible for but not limited to:

- oversight and scheduling of the cleaning and maintenance of all indoor and outdoor facilities, systems and equipment, and must be able to perform general building maintenance
- managing the acquisition of supplies, parts and materials required to clean and maintain all facilities, systems and equipment
- preparation and management of the annual Facilities and Maintenance budget and the five year Capital budget, minimizing outside service costs
- the comprehensive overall planning and scheduling of maintenance and repair requirements of the district
- supervision and inspection of all work performed by custodial and maintenance personnel and outside contractors
- ensuring regulatory compliance with respect to State and Federal laws regarding School Facility safety and maintenance and testing including but not limited to OSHA requirements, Asbestos, Radon, SDS Controls and Water/Well testing
- coordination and oversight of all contractors
- 24 hour Emergency Response, 365 days a year
- supports, plans and schedules custodial staff for athletic, etc. after hour, night/weekend events
- prepares RFP's and conducts walkthroughs
- attends BOE, BOE Facilities Subcommittee meetings, and other BOE or Town of Lebanon meetings when necessary
- miscellaneous and routine activities such as interoffice mail and package delivery between buildings
- reports directly to the Superintendent of Schools

The maintenance technician will be responsible for, but not limited to:

- general maintenance tours of common areas
- lighting maintenance including bulbs and fixtures
- ceiling tile replacement
- painting
- door maintenance and adjustment, minor locksmithing and windows
- screen repair
- miscellaneous blind and drapery repair
- minor masonry repair
- minor plumbing
- field event preparation and minor repairs
- snow removal with proposer's vehicle is not required. Plowing is a contracted service to be managed by the Facilities Manager. Snow removal responsibilities as specified for the Maintenance Technician will be limited to extraordinary circumstances and occasional application of ice melt at entrances and critical walkways.
- work with industry standard software to bring inventory control and work efficiency to a maximum level

Back-up personnel is to be provided when either the facilities manager or general maintenance technician are not able to be in district. This includes but is not limited to:

- Vacation coverage
- Full day meetings or training
- Sick Day Coverage
- Workers' Compensation claim coverage
- Bereavement coverage
- Other Personal Time Off coverage
- 24 Hour Emergency Response, 365 days a year

5. REQUEST FOR PROPOSAL TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 1pm EST May 5, 2017 at which time they will be publicly opened and read.

The selection decision for the winning bidder will be made no later than May 9, 2017.

Upon notification, the contract negotiation with the winning bidder will begin May 12, 2017. Contract execution will be completed by June 15, 2017.

Notifications to bidders who were not selected will be completed by May 11, 2017.

6. BUDGET

All proposals must include proposed costs to provide the services described in the project description and project scope. Costs should be stated as annual costs for a three (3) year period. Pricing should be listed for each of the following items:

- Working facilities manager, with a vehicle (including insurance, maintenance and fuel), laptop or other portable computer device, and smartphone.
- General maintenance technician

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in Facilities Management
- List of 3 or more Companies/Districts/Towns serviced by your organization and letters of reference if available
- List of operational resources

9. PROPOSAL EVALUATION CRITERIA

The Lebanon Public Schools will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: Bidders will be evaluated on the cost of their solution based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 3 copies of their proposal to the address below by 1pm EST May 5, 2017:

Lebanon Public Schools
Office of the Superintendent
891 Exeter Road
Lebanon, CT 06249

The Bid Name, Opening Date and Time must be noted in the lower left hand corner of the envelope.

