



**REQUEST FOR PROPOSALS  
FOR FACILITIES MANAGEMENT SERVICES FOR 2019-2020 SCHOOL YEAR  
IMPACT PUBLIC SCHOOLS**

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**Please submit all proposals electronically to:**  
[accounting@impactps.org](mailto:accounting@impactps.org) with subject line "RFP - Facilities Management Services"  
**Due: April 5, 2019 at 3:00 PM, PST**

Impact Public School does not discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.

**Notice Requesting Proposal**

Notice is hereby given that Impact Public Schools (hereinafter referred to as IPS) is requesting proposals from qualified entities (hereinafter referred to as Proposer[s]) to provide Facilities Management services to students during the 2019-20 school year. IPS may select one or more entities to provide these services.

The Request for Proposal (RFP) documents may be downloaded from IPS’s website at <http://www.impactps.org/procurement> IPS will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All answers will be posted on IPS’s website at <http://www.impactps.org/procurement>

Proposers may submit their proposal by e-mail to [accounting@impactps.org](mailto:accounting@impactps.org) and labeled: ImpactPS\_2019-2020\_Facilities Management Services. IPS will accept all proposals received on or before **April 5, 2019 at 3:00PM PST**. IPS will not accept proposals that are received after the deadline.

IPS reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or in the proposal process. IPS will award the Contract based on a review and analysis of the proposals by an Operations Committee to determine which proposal best meets the needs of IPS.

The process will include a review and evaluation of Proposer’s methodology and the procedures that they will employ to provide the services identified in this RFP. To the extent that a Proposer has past experience providing similar services to this or other educational entities, this information should be indicated in the proposal.

**I. Administrative and General Information**

**School Information:** Impact Public Schools (IPS) is a nonprofit organization based in Tukwila, Washington that has been authorized by the Washington State Charter School Commission to open and operate a public K-5 school in Tukwila, Impact | Puget Sound Elementary (PSE). PSE will serve grades K-2 during the 2019-2020 school year and will grow by a grade year until the school serves grades K-5.

| Year | Grades | Anticipated Student |
|------|--------|---------------------|
|------|--------|---------------------|

|              |     | <b>Enrollment</b> |
|--------------|-----|-------------------|
| SY 2019-2020 | K-2 | 252               |
| SY 2020-2021 | K-3 | 336               |
| SY 2021-2022 | K-4 | 420               |
| SY 2022-2023 | K-5 | 504               |

**School Requiring Services in FY2019-20**

| <b>School</b>                   | <b>Address</b>                    |
|---------------------------------|-----------------------------------|
| Impact   Puget Sound Elementary | 3438 S148th St, Tukwila, WA 98168 |

**II. Purpose:**

IPS seeks proposals from qualified respondents (the “Proposers”) interested in providing Facilities Management services as described in this proposal.

IPS will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor and materials necessary to deliver the proposed service.

The Proposer is responsible for all day-to-day Facilities Management services operations (refer to Scope of Services). IPS expects Proposer to have the staffing, resources, materials, and expertise necessary to complete the service required as well as a plan to deliver high-quality, dependable Facilities Management service. Proposers are to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the IPS operations team and parents. Proposers are expected to offer the requested service at a competitive price, and all of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide positive references, and is to have sound business practices that show fiscal responsibility.

**Contract Period:** This proposal addresses the contract period August 1, 2018 through July 30, 2019. The contract may be renewed and extended upon mutual written agreement by both parties.

**III. Scope of Services**

The facilities management Proposer shall provide all materials, labor and equipment required to complete all facilities management maintenance work as specified in the contract. The facilities management Proposer shall be familiar with the project premises and how the existing conditions will affect his/her work.

**Specifications:**

- The facilities management Proposer shall provide all materials, labor, and equipment required to complete all facilities management maintenance work as specified in the contract.
- It is recommended that the facilities management Proposer have facilities management Industry Certified Technicians-Exterior on staff and performing the work whenever possible.
- The facilities management Proposer shall be familiar with the project premises and how the existing conditions will affect his/her work.

**Standards**

- All facilities management maintenance services shall be performed by trained personnel using current and acceptable horticultural practices.
- All operators of power equipment shall conform to OSHA regulations.
- All work shall be performed in a manner that maintains the original integrity of the facilities management design.
- All chemical applications shall be performed in accordance with current county, state, and federal laws, utilizing EPA registered materials and methods of application. These applications shall be performed under the supervision of a licensed certified pesticide applicator. Selection of chemicals shall be in accordance with current University Extension Publications.

### **Approvals**

- Any work performed in addition to that outlined in the contract shall only be done upon written approval by the owner or the owner's representative.

### **Subcontractors**

- It is assumed that "specialty" outside subcontractors will be required in limited circumstances. Contractor must provide oversight and management.
- Contractor will request proposals for services and provide Impact Public Schools with a minimum of three proposals for any contract. Impact Public Schools will pay and establish contracts directly with the subcontractor for these services.
  - Currently , qualified subcontractors are used to provide the following services: elevator maintenance and repair, elevator inspections , interior and exterior pest and rodent control, alarm tests and inspections, fire extinguisher and fire suppression maintenance, alarm monitoring, and waste hauling.

### **Workmanship**

- During facilities management maintenance operations, all areas shall be kept neat and clean. Precautions shall be taken to avoid damage to existing structures. All work shall be performed in a manner that ensures the safety of operators, occupants, and any pedestrians.
- Upon completion of maintenance operations, all debris and waste material shall be cleaned up and removed from the site, unless provisions have been granted by the owner to utilize onsite trash receptacles or to compost on site.
- Any damage to the facilities management, the structure, the irrigation, and/or electrical systems caused by the facilities management Proposer shall be repaired by the facilities management Proposer without charge to the owner.

### **Supplies**

- Contractor must supply all custodial equipment to include but not limited to vacuums, floor machines, mops, buckets, ringer, etc.
- Contractor will replace or repair equipment as necessary.
- Contractor must supply all tools and equipment for building and operations maintenance, and landscaping maintenance that may be necessary to complete contracted services.
- Contractor will replace or repair equipment as necessary.

### **Exterior Building Inspection, Maintenance and Repair**

- Contractor must conduct visual inspections of all building exterior areas, and provide a written report annually. Inspections shall include, but are not limited to the building structures, exterior lighting, interior of below grade space for evidence of water penetration, roofing, flashing, edge strips, drains, gutters, awnings, balconies and

roofs. The Contractor is responsible for minor repairs and for reporting areas needing major repairs

### **Interior Building Inspection, Maintenance and Repair**

- Contractor must also conduct visual inspections of all building interiors. Interior building maintenance and repairs must be carried out based on a combination of activities which include the formal inspections, preventive maintenance actions and demand repair work as well as routine inspections. These inspections and maintenance shall include, but is not limited to tile, vinyl flooring, carpet, plaster and gypsum wallboard, acoustical ceiling tile, signage, doors, trim, windows, window coverings, lighting, fixtures, hardware, wallpaper and paint.

### **Plumbing**

- Proposer shall provide for plumbing maintenance and repair activities. Major repairs or system renovations will be contracted for by IPS. Proposer shall generally be responsible for unclogging drains or toilets and repairing or replacing certain fixtures or valves.

### **Electrical Systems**

- Proposer shall be responsible for operation, maintenance and repair of the power and wiring systems and components that are utilized. Regularly scheduled maintenance functions shall include checking transformers, panels, breakers, switch gear, bypass circuits and wires. Repair as needed.
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### **Painting**

- Proposer will provide painting as required for routine touch up or painting projects throughout the year. A maintenance schedule shall be kept to ensure high traffic areas such as entrances, lobbies, doors and corridors are properly maintained in a timely manner.

### **Vinyl Floor Maintenance**

- During School Holidays (Winter break, Spring Break, & Summer Break) vinyl floors in all classrooms and main areas will be deep cleaned with all furniture removed (scuffs removed).

### **Miscellaneous Services**

The following miscellaneous services are required:

- Miscellaneous moving of equipment and/or furniture.

### **Proposer Responsibilities:**

1. The Proposer agrees not to discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.
2. Proposer shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, IPS policies, as well as any other applicable state and federal laws related to the performance of both initial and re-evaluation of suspected student disability.

3. Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check in accordance with any applicable state, federal, or local laws, prior to their commencement of services to IPS.
4. Proposer shall ensure that their staff maintains thorough records and provide required documentation in accordance with IPS policies, the Proposer's documentation requirements, as well as local and federal mandates.
5. The Proposer will not make any assignments or subcontract for the work without prior written permission from IPS.
6. The Proposer must promptly notify IPS concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.
7. Proposer must indemnify and provide insurance coverage that will minimize and IPS's exposure:
  - a. Workers' Compensation/Employers' Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
  - b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
  - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
  - d. Proposer must name IPS as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing IPS as "additional insured" must be provided to IPS prior to commencement of services and kept up-to-date.
8. Any damage to railing, shrubbery, sod, building, pavements, etc. caused by the Proposer or their operators shall be corrected by the Proposer to the complete satisfaction of the Owner prior to final contract payment.

#### **IPS Responsibilities**

1. Designated point of contact at each school to help facilitate and coordinate service delivery.

#### **Proposal Authorities, Restrictions, and Clauses**

#### **IPS Authorities and Options**

- IPS reserves the right to reject any and all proposals for any reason.
- IPS reserves the right to negotiate any and all proposals for any reason.
- IPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from IPS.
- Final prices will be negotiated between the Proposer and IPS.

#### **IV. Proposal Requirements**

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must address each of the required sections indicated below. Please label and separate each section, and number all pages to allow for ease of review. The content and sequence of the proposal will be as follows:

#### **Sections**

##### **1. Executive Summary**

*IPS may reject the proposal if the Proposer fails to include the following required information:*

- a. Name of responding company
- b. Organizational structure of the responding company (e.g., corporation, partnership, etc.)

- c. A statement detailing the Proposer’s qualifications and expertise to provide the services requested, including availability of staff and other required resources to meet all deliverables as described in this RFP (2 page Maximum)
- d. The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

**2. Company Overview/Fiscal Responsibility Summary**

- a. Experience in the education industry in Tukwila, Seattle, and the surrounding areas
- b. Organization chart
- c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Washington)
- d. Proposer’s Federal Employee Identification Number and complete W-9
- e. Liability Insurance Certificate

**3. General Organization Policies and Procedures**

- a. Employee sourcing, screening, and hiring procedures
- b. Staff training/professional development program

**4. Performance History & Preparedness for IPS**

- a. Proposer’s references (3 minimum from other schools or districts where possible)
  - i. Provide organization name, client representative name, address, email address, and telephone number.

**5. Customer Service Proposal**

- a. Management/supervision structure
- b. How Proposer plans to monitor, measure, and communicate service quality
- c. Contingency/coverage plan for expected and unexpected absences or staff turnover
- d. Other methods for ensuring high-quality service

**6. Implementation Plan for IPS**

- a. Employee recruiting and/or existing staff transition plan
- b. Training/on-boarding plan
- c. Proposed implementation timeline

**7. Cost/Pricing Proposal – Complete Attachment A**

**8. Signed Contact Information—Complete Attachment B**

Only the individual(s) authorized to bind the Proposer contractually may sign the contact information, which shall be a part of the proposal package.

## **V. Evaluation Criteria**

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Service Capability Plan (25%):** Proposer has the staffing and resources to provide Facilities Management & snow removal services.
- **Performance History and Reputation (25%):** A proven track record in providing Facilities Management services as evidenced by references.
- **Personnel and Management (20%):** Qualifications, background, and experience of provider/providers personnel, including experience in dealing effectively with students in middle and high schools.
- **Customer Service and Management Methodology (20%):** Proposer's management and supervision structure will ensure high quality customer service.
- **Price (10%):** Proposer offers the requested services at a competitive price.

**Attachment A (page 1 of 2)**  
**Cost/Pricing Proposal Pricing**

All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with N/A. For any service that the Proposer includes in a price on another line, please indicate such with INC (for “Included in the price”) and reference the applicable line

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide Facilities Management services. If pricing structure is different than below chart, please attach an additional pricing menu to proposal):

Proposers shall submit pricing by month for in session months and out of session months.

**Costs Per Month**

|                     | <b>Costs Per Month</b> | <b>Snow Removal Services</b> |
|---------------------|------------------------|------------------------------|
| Plumbing Services   |                        |                              |
| Electrical Services |                        |                              |
| Total Contract      |                        |                              |
|                     |                        |                              |



## Attachment B

CONTACT INFORMATION

|  |  |
|--|--|
| <b>Primary Contact Name</b><br><b>Primary Contact Phone Number</b><br><b>Primary Contact Email Address</b> |  |
| <b>Company Legal Name</b><br><b>Company Address</b><br><b>Company Phone Number</b>                         |  |
| <b>Company Website</b>   |  |
| <b>Year Company Founded</b>  |  |
| <b>Years Operating in Washington State</b>   |  |
| <b>Number of Clients</b>   |  |
| <b>Number of Employees</b>   |  |
| <b>Authorized Representative Name</b>  |  |
| <b>Authorized Representative Signature</b>   |  |

**Attachment C**

**Checklist of Required Elements**

| <b>ITEM</b>   | <b>PAGE</b> | <b>INCLUDED (y/n)</b> | <b>INITIALS</b> |
|---|-------------|-----------------------|-----------------|
| Executive summary   |             |                       |                 |
| Company Overview/Fiscal Responsibility Summary              |             |                       |                 |
| Insurance Certificates                                      |             |                       |                 |
| Copy of Licenses and Certifications                         |             |                       |                 |
| W-9   |             |                       |                 |
| General Organization Policies and Procedures                |             |                       |                 |
| Performance History & Preparedness for IPSS                 |             |                       |                 |
| Customer Service Proposal                                   |             |                       |                 |
| Implementation Plan   |             |                       |                 |
| Cost/Pricing Proposals – Attachment A                       |             |                       |                 |
| Signed Contact Information/Bid Authorization – Attachment B |             |                       |                 |
| Checklist (This Document) – Attachment C                    |             |                       |                 |
| Electronic Copy   | NA          |                       |                 |