



## **Request for Proposal**

### **Facilities Management for KIPPMA**

#### **Locations:**

**20 Wheeler St, Lynn MA 01902**

**Proposal Due Date: August 31, 2018**

**Proposal Due Time: 4:00PM ET**

**Emily Hepler**

**90 High Rock Street**

**Lynn, MA 01902**

**ehepler@[kippma.org](mailto:kippma.org)**

**(203) 214-6304**

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# SECTION 1: INTRODUCTION

## 1.1 Introduction

KIPP Academy Lynn Public Charter Schools is requesting proposals for Facilities & Vendor Management services at KIPP Academy Lynn Elementary , hereafter referred to as KIPP Lynn, located at 20 Wheeler St, Lynn MA 01902. Responses are due to Emily Hepler by 4:00PM ET on 8/31/18 at 90 High Rock Street, Lynn, MA or electronically to ehepler@kipppma.org.

## 1.2 About KIPP MA

KIPP Academy Lynn Public Charter Schools and KIPP Academy Boston Public Charter Schools, hereafter referred to as KIPP Massachusetts or KIPP MA, is part of a non-profit network of college preparatory, public charter schools educating students across grades K-12 in Lynn and Boston. Comprised of two elementary, two middle, and one high school, we have an 15-year track record of preparing students in educationally underserved communities for success in college and life. Our schools are part of the free public school system and enrollment is open to all students.

Our Lynn elementary campus is located at:

- **20 Wheeler St, Lynn MA 01902.** KIPP Academy Lynn Elementary serves over 480 students within a grade span of K-3. The campus is undergoing a renovation project-transitioning to a high school building by 2019.

We are part of a national network of 224 KIPP schools educating nearly 100,000 students on their path to and through college, careers, and life. For more information about our schools, please visit [www.kippma.org](http://www.kippma.org).

### 1.3 Schedule of Events

The schedule of events set out herein represents KIPP Academy Lynn's best estimate of the schedule that will be followed. KIPP Lynn reserves the right to adjust the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of RFP	8/15	9 am ET
Deadline for written questions sent to the Point of Contact	8/31	9 am ET
Proposal Due	8/31	4 pm ET
Final Evaluation (on or around)	9/7	
Notice of Intent to Award	9/4	4 pm ET
Contractor begins work (on or around)	10/1	

### 1.4 Contract Term

The initial term of the contract(s) shall be one (1) year. The effective date of the initial contract shall be October 1, 2018 through September 30, 2019.

### 1.5 Cancellation/Termination

If the Contractor defaults in its agreement to provide personnel or equipment to KIPP Lynn's satisfaction, or in any other way fails to provide service in accordance with the contract terms, KIPP Lynn shall promptly notify the Contractor of such default and if adequate correction is not made within ten (10) business days, KIPP Lynn may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this contract by providing written notice to the Contractor. Except for such cancellation with cause by KIPP Lynn, either KIPP Lynn or the Contractor may terminate this contract by giving one hundred and twenty (120) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the contract during the notification period.

## **SECTION 2: GENERAL INFORMATION & INSTRUCTIONS**

### **2.1 Purpose**

The Purpose of this Request for Proposal (RFP) is to establish a service contract with one qualified Contractor to provide support in the facilities management of the KIPP Lynn Wheeler St campus (annex side) at 20 Wheeler St. KIPP Lynn believes that its facility maintenance is an essential services among its educational responsibilities and activities. These services are a contributing force in the continuing well-being and academic progress of the school's community members.

KIPP Lynn intends to award the bid to the Contractor that is most responsive to its needs and offers the best facilities management program with a realistic, economical fiscal investment with a commitment to regular performance evaluation. All contracted services at the campus are considered to be an integral part of the campus. It is expected that the selected Contractor will exhibit a commitment to regular evaluation of performance through the development of key performance indicators and that performance will be continually measured against benchmarks. These measures must include evaluation of work quality, operational efficiency and faculty, staff and student satisfaction levels.

## **2.2 Proposal Submission Guidelines**

The proposal price should include everything necessary for the execution and completion of the project. Proposals are to exclude sales tax.

KIPP Academy Lynn is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footage are acceptable.

In your proposal, please outline your approach for providing the services noted in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted via email to [ehepler@kippma.org](mailto:ehepler@kippma.org) or mailed/hand-delivered to KIPP Academy Lynn by 4:00PM on **8/31/18**. Late bids will not be accepted.

All questions about scope or site visits should be directed to Emily Hepler, KIPP Massachusetts Regional Director of Operations (RDO via email at [ehepler@kippma.org](mailto:ehepler@kippma.org) or by phone at (203) 214-6304 between the hours of 9:00AM and 5:00PM Monday-Friday. KIPP Academy Lynn encourages all prospective contractors to submit any questions they may have as soon as possible. Questions should include “Property Management RFP” in the subject line to ensure that we identify the email as relating to this RFP.

## **2.3 Mandatory Contractor Qualification Criteria**

KIPP Lynn must be assured that the selected Contractor has all of the resources to qualify and successfully perform under the contract. This includes, but is not limited to:

- District management residing in or near the State of Massachusetts
- And at least 3 current client references that KIPP Lynn may contact
- Adequate number of personnel with required skills
- Availability of appropriate equipment in sufficient quantity to meet the ongoing needs of facilities management
- Financial resources sufficient to complete performance under the contract

## **2.4 Submitting Questions**

All questions concerning this RFP must be submitted in writing via email to the Point of Contact. Questions other than those submitted in writing will not be accepted. Only written responses will be binding. All Contractors must submit questions by the deadline identified in the Schedule of Events for submitting questions.

## **2.5 Proposal Evaluation**

KIPP Academy Lynn reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding timing, price, quality of service, qualifications and capability to provide the specified service, and other factors, which KIPP Academy Lynn may consider.

## **2.6 Failing to Comply with Submission Instructions**

Understanding Proposals received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Proposals must be complete in all respects, as required in each section of this RFP. By submitting a proposal, the Contractor agrees and assures that the specifications are understood and are adequate, and the Contractor accepts the terms and conditions herein. Any exception must be noted in the Contractor's response.

## **2.7 Rejection of Proposals; Right to Waive Immaterial Deviation**

KIPP Lynn reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of KIPP Lynn. It is also within the right of KIPP Lynn to reject proposals that do not contain all elements and information requested in this RFP. A proposal will be rejected if the proposal contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by KIPP Lynn on a case-by-case basis.



## **SECTION 3: SPECIFICATIONS AND REQUIREMENTS**

### **3.1 Contractor Information**

The Contractor will provide the company name, company address and the name, telephone number, and email address of the person or persons authorized to represent the company regarding all matters related to the proposal.

### **3.2 Assignment**

Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the Contractor assign the right to any proceeds from the performance of the contract without the prior written consent of the KIPP Lynn. In furnishing services, the Contractor shall be acting as an independent Contractor in relation to KIPP Lynn. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by KIPP Lynn. The Contractor is not to be deemed an employee or agent of KIPP Lynn and has no authority to make any binding commitments or obligations on behalf of KIPP Lynn except as expressly provided herein. This clause of the Contract does not prevent KIPP Lynn from requiring Contractor to have its employees follow normal rules and guidelines for work performance, discipline and safety or from requiring Contractor to perform the requirements of this Contract satisfactorily.

### **3.3 Security/Confidential Information**

The Contractor is required to screen all employees for on-site operations for prior criminal records of violence, acts against women or children, perversion or similar acts that could put members of KIPP Lynn community at risk. KIPP Lynn reserves the right to screen all contractor employees appointed to on-site operations, including independent background checks. KIPP Lynn reserves the right to bar access to the campus to individuals deemed to be a threat to the campus community. The campus is a drug free, alcohol free, and smoke free workplace, and KIPP Lynn reserves the right to request the removal of any Contractor employee from campus, at will. The Contractor must agree to comply with the request. Contractor shall be responsible for all keys issued to them and his/her employees. All doors and windows shall be closed and locked upon completion of cleaning or maintenance operations in the area. Contractor and his/her employees shall not disturb papers or personal effects on desks, and shall not open drawers or cabinets, or use any office equipment including but not limited to telephones, computers, radios or televisions. No unauthorized person or persons shall accompany Contractor's personnel conducting work under this contract.

### **3.4 Equal Opportunity**

KIPP Academy Lynn is an equal opportunity employer. It is the policy of KIPP Academy Lynn to offer equal educational and employment opportunities to all persons without discrimination on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability or veteran status.

### **3.5 Sexual Harassment**

KIPP Lynn committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and work climate. Failure of the contractor, its employees, and/or subcontractors to comply with KIPP Lynn's policy regarding sexual harassment could result in termination of this contract without advance notice.

### **3.6 Smoking Policy**

The Contractor must comply with KIPP Lynn's non-smoking policy. Smoking is not permitted on campus. The Contractor shall be responsible for the implementation and enforcement of this requirement with respect to its employees and subcontractors.

### **3.7 Work Permission Requirement**

The Contractor agrees and acknowledges that its employees and agents, employees, as well as any subcontractor or subcontractors' personnel, working on the contract must be a citizen of the United States, or must be lawfully admitted for residence and be permitted to work in the United States under the immigration and naturalization Act 8 U.S.C. 101, et seq.

### **3.8 Additional Requirements**

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name KIPP Academy Lynn as an additional Insured:

- Workman's Compensation Insurance at a minimum \$1,000,000 per incident that covers all employees of contractor that works in/on the schools.
- General liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage for the following:
  - o Property Damage
  - o Contractual Liability
  - o Personal or Bodily Injury

Contractor warrants to KIPP Academy Lynn that all labor performed and materials furnished by contractor shall conform to the specifications of this agreement, be of good quality and free of defects. Contractor expressly warrants that the work shall remain free of defect for a period of at least one (1) year from the date of completion.

## **SECTION 4: MAINTENANCE SERVICE REQUIREMENTS**

### **3.1 Maintenance Services**

The following Maintenance Services are required: Vendor Management, Interior Building Maintenance and Repair, Equipment & Systems Operation, Heating and Air Conditioning, Plumbing, Electrical Systems, Elevator Maintenance, Fire Protection Systems, Preventive Maintenance. This request for proposal (RFP) is seeking a contractor who is capable of performing/contracting the facilities management services as outlined in the below details:

### **3.2 Building Serviced**

The 20 Wheeler St Building is the sole site of this contract. This only includes the “annex” side of the building, which houses the KIPP Academy Lynn Elementary School. The requested services pertain to this part of the building, with some overlap with shared areas of the renovated side of the building.

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

Contractor must 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. 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.

### **3.4 Equipment and Systems Operation**

Contractor must operate all building systems. In addition, Contractor must inspect and record the conditions of all systems and components that have local alarms, indicators, and gauges. Contractor shall take the necessary actions to maintain their normal condition or necessary corrective actions to return them to normal condition or to reverse a trend toward an abnormal condition. All actions shall be in accordance with recommendations of each system manufacturer.

### **3.5 Heating and Air Conditioning**

Contractor shall coordinate services related to the operation, minor repair, and preventive maintenance for all the heating and cooling systems, subsystems, and components- including the boiler and any water heating/cooling systems. The Contractor will manage the relationship with the HVAC service provider, ensuring all preventative maintenance is scheduled, all issues are reported, and all reactive issues are managed in an appropriate and time sensitive manner. All heating and cooling equipment shall be operated in accordance with State, local and Federal laws, regulations, and permits.

### **3.6 Plumbing**

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

### **3.7 Fire Protection Systems**

Maintenance on the fire protection systems (sprinklers,panel, emergency lights, extinguishers, fire pull stations) shall be coordinated by Contractor personnel. Annual inspections are conducted by an outside contractor coordinated by the Contractor. Inspections will be performed on the condition of all components for corrosion and rust by an outside contractor. Major system inspections shall be performed by a certified fire protection systems contractor contracted for by KIPP Lynn.

### **3.8 Electrical Systems**

Contractor 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. Contractor shall work with local utility to ensure proper power supply, distribution, energy conservation and billing.

### **3.9 Snow Removal**

Contractor shall be responsible for snow removal on walkways, ramps, and sidewalks leading into the facility and adjoining facilities. This shall include plowing, shoveling, and salting the area surrounding the school.

### **3.10 Landscaping**

Contractor shall be responsible for landscaping, including mowing, edging, weed control, and plantings on the area (approximately 10 square feet) located outside of annex entrance.

### **3.11 Timeline and Execution**

Work to be performed during normal working hours (7:00AM-5:00PM) Monday to Friday. When required, Contractor will be available for 24 hr emergency service- including nights and weekends. Payment will be delivered in quarterly installments. KIPP Academy Lynn will provide safe and free access to all equipment.

**Bid Submission Sheet**

*This form must be returned, properly executed, along with three customer referrals and any additional materials. Please use this form as the cover sheet for your bid proposal.*

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Monthly Contract Rate :** \_\_\_\_\_

**Special Projects Hourly Rate :** \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances, and further, to hold KIPP Academy Lynn harmless should any judgement be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands, and will comply with all requirements and conditions of the specifications.

**Name (Please Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_