

INVITATION TO BID  
Maintenance and Repair Services

ITB# 2016-01

Coastal Empire Montessori Charter School, CEMCO, acting by and through its Board of Trustees, is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a bid for Maintenance and Repair Services of the upkeep for school property. The firm awarded the contract will schedule two days a week on campus for routine maintenance and repairs as well as allocate personnel for on-call emergencies. This bid covers the remainder of FY16 and all of FY17. To this end, CEMCO encourages bids that will achieve this goal, and is seeking to engage one firm for this service.

This ITB is also available on the CEMCO website under the Community Tab: <http://www.cemco.org>.

Bids will be accepted no later than **2:30 PM on February 17, 2016**, at which time they will be publicly opened and a list of offerors registered. Faxed responses will not be accepted. **Pre-Bid Conference is scheduled February 1, 2016 at 11:00 AM.** If you have any questions or inquiries concerning this bid, please submit them in writing at the school or by email to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org) on or before **February 8, 2016 at 5:00 PM.**

Administrative Information

Final Bids, as further described herein, should be addressed to:

Teresa Middleton, Business Manager  
Coastal Empire Montessori Charter School  
301 Buckhalter Road  
Savannah, GA 31405

PHONE: (912) 395-4075  
HOURS: 10:00AM – 5:00PM

Time is of the essence, and any bid received after the announced time and date for submittal will not be considered.

Enclosed is a bid packet outlining the items being solicited, instructions describing the submission of the bid, and an explanation of the bid evaluation process.

Respondents to this ITB should mail or deliver in person one (1) paper copy and one (1) PDF electronic copy submitted to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org).

Please include in the bid packet the qualification application, submittal form, a copy of the current business license(s), five to seven (5 – 7) references, and insurance certificate. Your interest and participation in submitting a bid is appreciated.

1. Qualification Application
2. Submittal Form
3. Business License
4. 5 to 7 References
5. Insurance Certificate

## BID PACKET

### ITB# 2016-01 Maintenance and Repair Services

This bid packet defines:

1. Services sought
2. Generally outlines
  - a. Requirements,
  - b. Timeline for Bid,
  - c. Decision criteria for bid evaluation, and
  - d. Terms and Conditions

### **Background**

CEMCO operates a public charter school (K - 5th grade) serving the Chatham County area. Currently operating in modular buildings. CEMCO is seeking maintenance and repair services for the proper upkeep of the school. This ITB solicits bids limited to maintenance and repair for the work site located at 301 Buckhalter Road, Savannah, GA 31405.

### **ITB Terms and Conditions**

1. Qualification of Contractor – A responsible Contractor is defined as one who meets, or by the date of renewal of this contract can meet, all requirements for licensing, insurance, and service contained within this contract. CEMCO has the right to require the Contractor to submit documentation of the ability to perform, provide, or carry out the service requested at the time of contract renewal.
2. Clarification – CEMCO reserves the right to request clarification of information submitted and to request additional information for campus projects.
3. Contractor Performance – The Contractor will be evaluated by a CEMCO representative over the duration of the contract period. Performance will be documented. Poor performance may result in termination of the contract.
4. Staffing – The Contractor shall furnish and pay for all labor and other costs associated with the employee wages. The Contractor will schedule personnel for on campus two days a week to handle routine maintenance and repair listed under scope of work in paragraph 7 below. Personnel must also be available to handle emergencies within a 24 hour period.
5. A training program for the Contractor's employee(s) who are assigned to the school shall be conducted by the Contractor at least once a year and shall include information regarding general maintenance and repair.
6. Equipment – CEMCO will not provide equipment, supplies, tools or other accessories necessary to conduct maintenance and repair services unless the Contractor and CEMCO have reached a mutual agreement to be included in an addendum to the contract.
7. Scope of Service – CEMCO's Campus consists of 10 Cottages and 2 extended modular classroom buildings, the Sphynx and the Maverick. Maintenance services will cover all buildings, ramps, and other general maintenance and repair duties around the campus for the remainder of FY16 and all of FY17 school year.

- a. All Maintenance and Repair Services shall be completed by Contractor at 301 Buckhalter Road, Savannah, GA 31405 (“Work Site”) unless prior approval to sub-contract has been approved by a CEMCO Board representative.
- b. Contractor shall provide all labor to perform the Maintenance and Repair Services described herein at the Work Site. Material costs will be reimbursed or purchased by CEMCO.
- c. Maintenance and Repair Services include but is not limited to the responsibilities specified and described in paragraphs (7)(d) – (1)(i):
  - i. maintenance of all facilities, ramps and physical equipment;
  - ii. initial corrective work; and
  - iii. maintenance will be to a commercially acceptable condition.
- d. Record Keeping
  - iv. Maintain log of all unscheduled maintenance and tasks performed when on campus
  - v. Maintain log of scheduled (e.g. weekly, monthly, etc.) maintenance
  - vi. Record costs of materials and/or repair parts
  - vii. Complete weekly and/or monthly checklists of building/equipment maintenance
  - viii. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information
- e. Minor plumbing issues within the scope and ability of Contractor
- f. Minor electrical issues within the scope and ability of Contractor
- g. Regular maintenance:
  - i. of buildings including changing HVAC filters, changing lights, fixing broken doors, door knobs, fixing trim, mounting essential equipment needed for classroom and any repair considered normal “wear and tear”
  - ii. Repair steps, rails and ramps to maintain good working condition
  - iii. Holes in landscape that pose a safety hazard will be filled with appropriate fill material to be addressed within a 24 hours
  - iv. Responsible for programming HVAC thermostats in cottages and extended modular to ensure efficient use of systems and comfort of staff and students
  - v. Repair plaster and drywall
  - vi. Perform a wide variety of maintenance activities (e.g. carpentry, painting, electrical, etc.)
- h. Installation and maintenance:
  - i. of existing playground equipment and new purchases except projects requiring heavy earth moving equipment or projects requiring more than 20 hours labor for installation
  - ii. of carpet and tile except projects requiring more than 20 hours of labor for installation
- i. Any maintenance and/or repairs that require the use of a highly skilled technician the Contractor will notify CEMCO of the requirement (e.g. major work involving plumbing, electrical, carpentry, heavy machinery, etc.)
- j. Special Projects.
  - i. Pressure wash buildings, ramps and sidewalks as required
  - ii. Conduct or assist in renovation / remodeling offices and classrooms
  - iii. Respond to emergency maintenance requests as required
  - iv. Install computer cables within ability of Contractor
  - v. Install, repair, maintain system component parts to level of Contractor ability, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.)
  - vi. Change locks for exterior doors (as needed)

- vii. Replace broken windows and install window blinds

### **Time of Performance**

CEMCO is requesting the selected firm to begin work by March 1, 2016.

### **ITB Timeline and Actual Work Schedule**

1. January 24 & 27, 2016 - Advertisement for Bid and Release
2. February 1, 2016 at 11:00 AM – Pre-Bid Conference
3. February 8, 2016 at 5:00 PM – Deadline for submission of questions
4. February 17, 2016 at 2:30 PM – All bids due to CEMCO Business Office
5. February 22, 2016 - Bids review and selection; interviews (if required)
6. February 25, 2016 - Notification to selected firm and anticipated contract awarded

### **Selection Criteria: Terms and Conditions**

The most highly qualified offerors designated from the ITB process will provide a Proposal consisting of a detailed scope of services, proposed fee, and schedule. After submission of the Proposal offerors may be requested to participate in an interview process.

After the evaluation, the Selection Committee will identify the consultant/firm that can provide the greatest overall benefit to CEMCO. Should CEMCO be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

### **Statement of Bid Response (100 Points)**

1. 35 points – Cost of the overall service
2. 20 points – Experience, Quality of service and Demonstrated ability to perform the work
3. 15 points – Performance as reported by references (demonstrated breadth of experience in actually performing maintenance and repair services requested in this ITB for other customers)
4. 15 points – Training program – The education and training programs to be provided to staff
5. 10 points – Bidder's attendance at pre-bid meeting and facilities walk-through. The extent to which the service meets the need (demonstration that the prospective consultant/firm has actually provided high quality accurate land surveys including maps and plats)
6. 05 points – Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients)

### **Business Information**

Upon submission of proposals please provide the following information:

1. Firm name
2. Address
3. Telephone
4. Fax
5. Name and Email of main contact
6. Social Security number or Federal Tax I.D. Number (whichever is applicable)

### **Other stipulations**

Each submittal must conform and be responsive to the requirements set forth in this ITB. CEMCO reserves the right to waive any informalities or irregularities in received submittals. Further, CEMCO reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. CEMCO hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this ITB, and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award. CEMCO reserves the right to change the dates on the schedule without prior notice.

### **Compliance with Laws**

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

### **Indemnity Provisions**

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal.

### **Cancellation/Default of Contract**

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

### **Certification of Independent Price Determination**

By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this Invitation to Bid:

1. The pricing structure in this bid proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;
2. The pricing structure which has been quoted in this bid proposal has not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

### **Compliance with Specification/Terms and Conditions**

The Invitation to Bid, Legal Advertisement, General Terms and Conditions, Bid Submittal Instructions, Special Terms and Conditions, Specifications, Attachments to Bid, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal or bid and by reference are made a part hereof.

### **Award of Contract**

The contract, if awarded, will be awarded to the responsible bidder with the highest total points based on the criteria point structure in paragraph Statement of Bid Response. CEMCO Board will award the contract to the next most qualified bidder if the selected bidder is unable to execute a contract and provide service as specified in this ITB.

**Signed Bid Considered Offer**

The signed bid shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by CEMCO Board. In case of a default on the part of the bidder after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

**Special Terms and Conditions**

CEMCO Board will award this contract on an "all or nothing" basis or on an item by item basis, whichever in the best interest of CEMCO Board.

**Pricing**

The bidder shall provide an hourly rate for each item on this ITB which will remain valid throughout the stipulated performance period (remainder of FY16 and all of FY17 school years). Rate includes the items as specified, as so stated in the bid specifications. CEMCO Board may request an option to renew the contract at the bid prices for a specified time period.

**Performance Bonds**

If the specifications so state, the successful Contractor may be required to furnish a performance bond equal to the full amount of the contract guaranteeing the faithful performance of such a contract. The performance bond shall be submitted to CEMCO Board upon execution of the contract and shall be maintained in full force and effect until the contract has been completed. The cost of the performance bond shall be borne by the successful Contractor. The surety company furnishing such a bond shall be authorized to do business in the State of Georgia.