



1. RFP OVERVIEW

1.1 Company Description

The East Providence School District (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains thirteen facilities including multiple K-5, middle and high school campuses.

1.2 Purpose of the RFP

EPSD is seeking proposals from well qualified vendors for one-time ventilation system cleaning services for 12 school buildings (see listing in Attachment 1). Vendors will also have the opportunity to provide pricing for a 3 year annual cleaning contract (at the discretion of the district at the time of award) and pricing for any hourly services that may be requested as part of services in this RFP.

1.3 General Conditions

1.3.1 This RFP is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a Vendor for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

1.3.2 Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

1.3.3 The Vendor will absorb all costs incurred in the preparation and presentation of the proposal.

1.3.4 All Vendors who submit proposals will be notified of the results of the selection process.

1.3.5 East Providence School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, East Providence School District may enter into negotiations with one or more

entities simultaneously and award a contract without notification. At the sole discretion of East Providence School District, bidder presentations may be requested before award of the contract. East Providence School District may also request the opportunity to conduct an on-site review of the Vendor’s facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

1.4 Proposal Effective Period

Vendors should state in writing that all furnished information, including prices, will remain valid for 90 days from the date their proposal is received by East Providence School District.

2. VENDOR INSTRUCTIONS

Any changes in deadlines will be communicated to all Vendors via E-Bids@epschoolsri.com email address. We reserve the right to disqualify any vendor that does not comply with these deadlines. Please note that a school tour/building walk through will be held on Friday, April 12, 2019 at 8:00am – starting at Martin Middle School, 111 Brown Street, East Providence, RI to assist vendors with determining scope of work.

2.1 RFP Schedule

Activity	Date/Time
RFP Released	04/02/2019
Pre-Proposal/School Tour/Building Walk Through	04/12/19 at 8:00am
Deadline for questions	04/19/2019 at 3:00pm
Q&A Addenda Issued	04/24/19
Proposal Submission Deadline	05/03/19 at 12:00pm
Project awarded	05/14/2019

2.2 Vendor Questions and RFP Addenda

2.2.1 Questions regarding the content of or schedule for the RFP must be submitted in writing by e-mail to E-Bids@epschoolsri.com according to the RFP schedule provided in Section 2.1.

2.2.2 East Providence School District will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFP become necessary, vendors will be notified in writing and posted to www.epschoolsri.com/purchasing.

2.3 Proposal Format and Submission Requirements

2.3.1 Proposals are to be organized in the following format:

2.3.1.1 Section 1: Executive Summary. The two page maximum executive summary is to briefly describe the vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Proposer. The reader should be able to determine the essence of the proposal by reading the executive summary.

2.3.1.2 Section 2: Vendor Information. Proposers must provide in-line responses to all requirements outlined in RFP Section 3.3 - Vendor Information.

2.3.1.3 Section 3: Response to RFP Requirements. Proposers must provide in-line responses to all requirements outlined RFP Sections.

2.3.1.4 Section 4: Pricing. Proposers must complete the Pricing Proposal Form (Attachment 1 to this RFP). Additional vendor sales quotes, hardware details, or other pricing material may be included in this section. Pricing will include product and installation, as well as any other needed attachments.

2.3.1.5 Section 5: Additional Information. Proposers may include additional information regarding their products and services in this section.

2.3.2 Sealed Bid Requirements

Three (3) printed copies and one electronic copy of the proposal must be submitted in an envelope clearly marked: Request for Proposals, "Ventilation System Cleaning Services". Mail or deliver sealed bid proposals to the following address by the date and time identified in the schedule in Section 2.1. Use Attachment 2, Pricing Proposal Form. The EPSD Finance Department will receive all bids and include a timestamped form to record arrival date/time.

Craig Enos
Director of Finance
RFP# EPSD.Maintenance.2019.0001
145 Taunton Avenue, Suite 307
East Providence, RI 02914

2.3.3 Bid Evaluation

2.3.3.1 The district contemplates award to the lowest price, technically acceptable vendor proposal. To determine whether proposals are technically acceptable:

2.3.3.1.1 The district will determine whether each proposal is complete

2.3.3.1.2 The solution specified in the proposal meets the technical needs of EPSD and offers the most value to the schools

2.3.3.1.3 Whether it is responsive to all requirements established in the RFP and addenda.

2.3.3.1.4 Whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected

2.3.3.1.5 Whether references related to past performance are favorable.

2.3.3.1.5.1 With regard to references, vendors are free to submit references they wish the East Providence School District to consider; however, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

2.3.3.2 The East Providence School District may choose to seek clarifications from vendors with regard to their proposals.

2.3.3.2.1 All responses will be provided in writing to the E-Bids@epschoolsri.com address, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

2.3.3.3 Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

3. REQUIREMENTS

3.1 Background

The school district desires to have their ventilation systems professionally cleaned. The district may also consider as part of this RFP, a 3 year contract for annual ventilation system cleaning after the one time cleaning.

3.2 Scope of Services / Project Goals

3.2.1 Provide cleaning services to school ventilation systems

3.2.1.1 Clean all uni-vents

3.2.1.2 Clean all duct work

3.2.1.3 Clean all vents

3.3 Vendor Information

3.3.1 Company Background Information

- 3.3.1.1 Legal name of the company
- 3.3.1.2 Number of years in business
- 3.3.1.3 Headquarters location address, phone number, website
- 3.3.1.4 Company type
- 3.3.1.5 Number of employees
- 3.3.1.6 Tax ID number

3.3.2 Company Experience and References

3.3.2.1 Please describe the product/market differentiators that distinguish you in the industry and make you capable of competing for this project.

3.3.2.2 Please provide project details for at least three (3) projects of similar size and scope to that requested by EPSD. Project details should include:

- 3.3.2.2.1 Deployment date and period of performance
- 3.3.2.2.2 Overview of project performance, including successes, challenges, etc.

3.3.2.3 Vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years.

3.3.3 Vendor/Subcontractor Information

3.3.3.1 The vendor and subcontractors of the vendor will maintain at their own expense during the term of this contract, the following insurances:

3.3.3.1.1 Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

3.3.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

3.3.3.1.3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

3.3.3.1.4 Insurance companies, named insurers and policy forms shall be subject to the approval of the East Providence School District. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the East Providence School District. Vendor and any subcontractors shall furnish East Providence School District Project Coordinator with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

3.4 TECHNICAL REQUIREMENTS

None

4. EVALUATION PROCESS

The district contemplates award to the lowest priced, technically acceptable vendor proposal. To determine whether proposals are technically acceptable, the district will determine whether each proposal is complete; whether it is responsive to all requirements established herein; whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected; and whether references related to past performance are favorable. With regard to references, vendors are free to submit references they wish the East Providence School District to consider. However, the East Providence School District reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

The East Providence School District may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the East

Providence School District reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The East Providence School District reserves the right to make no awards under this RFP.

Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:

Criteria	Available points	Points awarded
Meets technical requirements	30	
Pricing	35	
Past project experiences	20	
Rhode Island based vendor	5	
References	10	

ATTACHMENT 1 – SCHOOL LISTING

Career Technical Center
1998 Pawtucket Avenue 02914

Oldham School
60 Bart Drive 02915

Martin Middle School
111 Brown Street 02914

Orlo Avenue School
25 Orlo Avenue 02914

Riverside Middle School
179 Forbes Street 02915

Silver Spring School
120 Silver Spring Avenue 02914

Myron J. Francis School
64 Bourne Avenue 02916

Waddington School
101 Legion Way 02915

Agnes B. Hennessey School
75 Fort Street 02914

Whiteknact School
261 Grosvenor Avenue 02914

Kent Heights School
2680 Pawtucket Avenue 02914

East Providence High School
2000 Pawtucket Avenue 02914

ATTACHMENT 2 – PRICING PROPOSAL FORM

School	One time cleaning cost	Annual cleaning	Hourly Rate for add-ons
Career Technical Center			
Martin Middle School			
Riverside Middle School			
Myron J. Francis School			
Agnes B. Hennessey School			
Kent Heights School			
Oldham School			
Orlo Avenue School			
Silver Spring School			
Waddington School			
Whiteknact School			
East Providence High School			
TOTAL			

Signature

Vendor