

Providence Public School District

Facility Services

Instructions to Bidders

Document IB



Instructions to Bidders

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INSTRUCTIONS TO BIDDERS

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1. General Instructions

1.1. Introduction

- 1.1.1. The Providence Public School District (PPSD) provides these detailed instructions to prospective Service Providers to help them prepare and submit a successful proposal.
- 1.1.2. The contract will have a 35-Month Base Period term in duration, with two, two-year Option Period renewal terms. The Service Provider shall submit a proposal for all facility services service functions described in this specification. A proposal to provide less than the complete scope of services for all the required facilities shall be considered incomplete and may be rejected as non-responsive.
- 1.1.3. Prospective Service Provider shall provide a firm fixed fee proposal for facility services for the Base Period 35-month term (Initial Term) and for the two Option Period two-year renewal terms (Renewal Terms). If an award is made, Providence Public Schools may or may not award the Renewal Term(s).
- 1.1.4. The prospective Service Provider's price shall remain firm for the duration of the Initial Term and the duration of the Renewal Term(s), with no allowance for escalation or adjustment.

1.2. Important Dates and Information

- 1.2.1. Important dates and other information for this solicitation are cited in other places of the PPSD posting. These may include, but are not limited to:
 - 1.2.1.1. Date, time, place, and method of Mandatory Pre-Bid Conference
 - 1.2.1.2. Dates and times of facility tours
 - 1.2.1.3. Last date for submittal of questions
 - 1.2.1.4. Date, time, place, and content of bid submissions

1.3. No Disruption of Current Operations

- 1.3.1. The Service Provider is advised that, particularly during the solicitation period for this Agreement, there are existing operations which are being performed by an incumbent Service Provider.
- 1.3.2. Requirements
 - 1.3.2.1. Any bidding Service Provider shall be required to refrain from any activity which may disrupt, interfere, or otherwise have negative impact upon those operations. Prohibited actions include, but are not limited, to the following:
 - 1.3.2.1.1. Disrupting the work force of the incumbent service provider.
 - 1.3.2.1.2. Entering PPSD properties without following normal PPSD entry procedures.
 - 1.3.2.1.3. Interfering with PPSD school administration, faculty, staff, or students.
- 1.3.3. In the event of any disruption, the PPSD reserves rights to all legal remedies against an offending Service Provider.



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1.4. Proposal Expense

- 1.4.1. The Service Provider shall bear the full expense of responding to the Request for Proposal and the preparation of the proposal.
- 1.4.2. Providence Public Schools shall not compensate the bidders for these expenses for either successful or non-successful bidders.

1.5. Proposal Format

- 1.5.1. The proposal due date is published separately from this document.
- 1.5.2. Proposals shall be submitted in the form of two hard copies and one electronic copy.
- 1.5.3. Electronic document requirements:
 - 1.5.3.1. The electronic version of the proposal shall be in an unprotected PDF file that exactly matches the hardcopy content and organization. The PDF file shall be transferred electronically to Providence Public Schools, and shall also be available on digital media such as a flash drive, CD, or DVD, should Providence Public Schools request.
 - 1.5.3.2. The Service Provider Bid form shall be completed and returned in Microsoft Excel file format. Returning of the Bid Form in PDF format is not acceptable.
- 1.5.4. Failure to include the required content in both the hardcopy and the PDF proposal may render the proposal non-responsive.

1.6. Proposal Commitment

- 1.6.1. The terms of the Service Provider's proposal shall remain firm and subject to acceptance by PPSD for a period of no less than 120 days.

1.7. Service Provider Qualification

- 1.7.1. PPSD may make such investigations as it deems necessary to evaluate the ability and qualifications of the prospective Service Provider. All prospective Service Providers shall, upon request of PPSD, provide such information and data.
- 1.7.2. Bidder prequalification: PPSD reserves the right to reject any proposal from any prospective Service Provider that is determined to lack proper qualifications to fulfill the obligations of the contract and to complete the work contemplated therein. To meet the minimum qualifications Providers must be able to demonstrate the following:
 - 1.7.2.1. Kindergarten through Grade 12 (K-12) Public School District Educational Experience, as follows:
 - 1.7.2.1.1. Work shall be as full Integrated Facilities Maintenance Service Provider.
 - 1.7.2.1.2. Delivery of Services shall be within the last five (5) years
 - 1.7.2.1.3. These services shall have been provided for no fewer than three (3) entire districts, with the following criteria:
 - 1.7.2.1.3.1. No fewer than twenty (20) schools in the District
 - 1.7.2.1.3.2. No less than two (2) million gross square feet of area serviced by the Service Provider



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1.7.2.1.3.3. The District shall be located in an urban setting

1.8. Mandatory Pre-Bid Conference

1.8.1. As part of this solicitation, the PPSD is hosting a conference to which attendance by a representative is a mandatory prerequisite for any submission to this solicitation to be considered for award.

1.9. Proposal Evaluation Criteria

1.9.1. The Service Provider's proposal shall be evaluated based on the following criteria:

- 1.9.1.1. Attendance at the Mandatory Pre-Bid Conference as described in 1.8 Mandatory Pre-Bid Conference above.
- 1.9.1.2. Satisfactory prequalification, as described in 1.7 Service Provider Qualification above.
- 1.9.1.3. Base Period and Option Period Pricing
- 1.9.1.4. Pricing for Charge/Reimbursable Rates
- 1.9.1.5. Pricing for Alternates and Unit Prices
- 1.9.1.6. Proposal content and clarity, as required by 2. Proposal Content below
- 1.9.1.7. Presentation clarity and content, if requested to present

1.10. Presentations

- 1.10.1. Selected bidders shall be invited to make an oral presentation. The presentation content, structure, and organization shall follow the flow of the written proposal. This ensures that the presentation can be easily correlated to the information provided in the written proposal. Oral presentations shall be unambiguous and shall not exceed **40 minutes**. The presentation shall allow for an additional time of no more than 20 minutes for Questions and Answers.
- 1.10.2. Presenters will be required to have their proposed key personnel in attendance at the presentation. These key personnel are required to participate in the oral presentation.
- 1.10.3. Presenters may use PowerPoint or similar presentation software. All presentations shall be accompanied by digital media that sufficiently represent the information presented orally. If a presentation is used, slide copies shall be provided in the presentation materials submitted.
 - 1.10.3.1. Slides in a presentation must be consecutively numbered, with the slide number displayed.
- 1.10.4. Presentations will be held as soon as is practical after the evaluation of initial proposals has been completed. Presenters will be notified of a scheduled date, time, and location for the presentation.
- 1.10.5. Digital materials shall become part of any resultant contract if the proposal is accepted by Providence Public Schools. If there is an inconsistency between the oral presentation and the digital materials, the information in the submitted media will be used for evaluation purposes.



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1.11. Related Documents

1.11.1. Related Documents include, but are not limited to, the following.

- 1.11.1.1. Instruction to Bidders (This Document)
- 1.11.1.2. Facility Services Specification
- 1.11.1.3. Terms and Conditions
- 1.11.1.4. Service Provider Bid Form
- 1.11.1.5. Facility and Fields List
- 1.11.1.6. Site Plans and Floor Plans
- 1.11.1.7. Supplemental Resources

2. Proposal Content

2.1. General Requirements

2.1.1. The proposal shall include only materials that directly pertain to the required proposal content. Extraneous materials, such as general marketing information and resources about services other than those being solicited, are not to be included. The inclusion of extraneous materials in the proposal may render the proposal non-responsive.

2.2. Required Proposal Content

2.2.1. The proposal shall contain the following content organized in exactly this order.

2.2.1.1. **Addenda:** Acknowledgement and listing of all Addenda received.

2.2.1.2. **Service Provider Qualification:** All information required by 1.7 Service Provider Qualification above, with the following:

2.2.1.2.1. The names and locations of all School Districts served that meet the criteria described.

2.2.1.2.2. For the three (3) School Districts served that are deemed most similar to PPSD

2.2.1.2.2.1. The number of schools in the District

2.2.1.2.2.2. The gross square feet of area serviced by the Service Provider

- 2.2.1.2.2.3. Reference contact information (name, title, institution, phone number, email address) that can speak to the firm's direct performance of Integrated Facility Services for them.

2.2.1.3. **Firm's Experience:** Describe proven experience in the following areas:

2.2.1.3.1. Relevant experience with contracts of similar type and size, which may supplement those described in 2.2.1.1 Service Provider Qualification above. This may include other types of Educational settings, including similar academic and higher education environments.

2.2.1.3.2. Coordinating and managing personnel and staff

2.2.1.3.3. Managing and executing the required services

2.2.1.3.4. Relevant experience with contracts of similar type and size

2.2.1.3.5. Success with the required response times



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- 2.2.1.4. Proven Successes:** Describe the firm's proven successes performing facility services for public and private institutions.
- 2.2.1.5. Industry Knowledge:** Describe the firm's knowledge and understanding of relevant building codes, industry standards and facility services management requirements.
- 2.2.1.6. Personnel Experience:** Describe proven experience of the personnel assigned to the contract; proposed leadership personnel must be identified by name; experience working with unionized labor is essential and must be adequately described.
- 2.2.1.7. Key Personnel Resume:** The resumes shall be current, shall not exceed two pages per proposed assigned personnel, and shall be submitted with the Service Provider's proposal. The following is required for each proposed Key Person.
- 2.2.1.7.1. Name**
 - 2.2.1.7.2. Education/training/licenses/certifications**
 - 2.2.1.7.3. Proposed assignment: Title and/or Position**
 - 2.2.1.7.4. Current position and beginning date**
 - 2.2.1.7.5. Current significant responsibilities or projects**
 - 2.2.1.7.6. Previous positions (last ten years):** firm and period of employment and significant experience
 - 2.2.1.7.7. Summarized relevant unique experience, education, or personal characteristics** that may not be evident from the above information.
 - 2.2.1.7.8. Evidence of commitment to the contract**
- 2.2.1.8. Teamwork:** Describe the proposed organization structure and team composition. Describe how the team has successfully collaborated on previous assignments. Describe how the proposed team has demonstrated effective communications and coordination while on previous assignments.
- 2.2.1.9. Statement of Operations Approach:** The proposal shall include a Statement of Operations Approach as described in the Facility Services Specification. The Operations Approach Statement included in the proposal shall be no more than 10 pages long.
- 2.2.1.10. Approach for Add Alternate Services:** The proposal shall include a statement of approach for the following Alternate services as described by the Facilities Services Specification, including the identification of any sub-consultants or third-party consultants to be used by the Service Provider.
- 2.2.1.10.1. Energy Audit**
 - 2.2.1.10.2. Environmental Health and Safety Services**
- 2.2.1.11. Computerized Maintenance Management System (CMMS) Plan:** The proposal shall include the following information of the Service Provider's proposed CMMS.
- 2.2.1.11.1. Software application and release number**
 - 2.2.1.11.2. Module(s) of the software application** that the Service Provider proposes to use
 - 2.2.1.11.3. The underlying database application** upon which the CMMS relies.
- 2.2.1.12. Use of Personnel and Sub-contractors:** The proposal shall fully explain the use of personnel, including any sub-contractors. Identify each sub-contractor by name and describe the services they shall provide under the contract. Describe the method of tracking time usage and the division of payments to the Service Provider and sub-contractor employees.
- 2.2.1.13. Phase-in & Phase-out Approach:** Describe the approach to phase-in and phase-out of services.



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- 2.2.1.14. Materials, Supplies & Equipment:** A comprehensive list clearly describing all materials, supplies, and equipment (including vehicles by type and quantity) required to successfully perform facility services. This list should include:
- 2.2.1.14.1.** Any specialty or high-production equipment necessary to achieve compliance with the Facility Services Specification shall be identified by make, model and use.
- 2.2.1.15. Support Spaces:** A comprehensive list clearly describing support spaces the Provider proposes use of to successfully support the contract. This list should include locations and square footage of the following:
- 2.2.1.15.1.** Warehouse and other storage facilities
- 2.2.1.15.2.** Administrative Offices
- 2.2.1.16. Recycling Program:** The Service provider is advised to review the Specifications for Waste Management and Hauling. In addition, the Service Provider is advised that the Owner has made a strong commitment to a highly visible recycling program, including advocacy for the use of sustainable and environmentally friendly materials, practices, and processes. In that context, describe the proposed recycling program for Providence Public Schools. Include specific recycling types for all services.
- 2.2.1.17. Event and Moving Services Program:** Describe the proposed Event and Move program for PPSPD. Include specific types for all services, scheduling, customer services and approach.
- 2.2.1.18. Criminal Offender Record Information (CORI):** Provide answers and pertinent information to the following questions:
- 2.2.1.18.1.** If an employee does have a criminal record, what is the policy of your company on whether it places that employee in the Owner's facilities and environment?
- 2.2.1.18.2.** Does your company notify the Owner prior to placing an employee with a criminal record in any Owner's facility?
- 2.2.1.19. Additional References:** In addition to the three references required by 2.2.1.2.2.3 above, identify no less than two other references (name, title, institution, phone number, email address) that can speak to the firm's direct performance of integrated facility services for them.
- 2.2.1.20. Recently Terminated Contracts:** A listing of any contracts terminated in the last two years, including the reason for termination.
- 2.2.1.21. Litigation:** A listing of any contracts in the last 3 years that have had litigation activities, including the cause of the litigation and the resolution.
- 2.2.1.22. Financial Strength:** Include audited financial statements for the past three years and a current Dun & Bradstreet (D&B) Supplier Evaluation Report or a Business Information Report. For the current D&B report, the "date printed" must be within one month of the date of this solicitation.
- 2.2.1.23. Exclusions:** It is not acceptable to identify items or services that are required by the specification as excluded from the contract. The intent of the specification is to include complete facility services for all mechanical, electrical, plumbing, and structural assets as well as for all landscape, hardscape, and custodial assets. Any service that the prospective Service Provider believes are intentionally or unintentionally excluded from coverage by the language of the specification must be identified in questions from Service Providers prior to proposal submission and be part of the proposal. Failure to identify such items shall make them part of the contract and obligate the Service Provider to perform those services at no additional cost.



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2.2.1.24. Mandatory Bid Forms: The proposal shall include a complete, accurate set of the mandatory bid forms, explained immediately following in Part 3: Mandatory Bid Form Instructions. A complete set of bid forms, included in the Service Provider Bid Form workbook, shall include:

2.2.1.24.1. Labor Form

2.2.1.24.2. Other Direct Costs Form

2.2.1.24.3. Charge/Reimbursable Form

2.2.1.24.4. Total Bid Price Form (including Alternates and Unit Prices)

3. Mandatory Bid Form Instructions

3.1. Protected Spreadsheet

- 3.1.1.** The Service Provider Bid Form is a password protected Microsoft Excel Workbook File. Cell structure and formulas shall not be added or altered.
- 3.1.2.** Sheets shall not be added to the Workbook. If the bidder desires to submit additional information, this shall be included in the Proposal document.
- 3.1.3.** If the bidder discovers a flaw in the spreadsheet configuration, the bidder shall request to the PPSD Representative for a corrected Bid Form.

3.2. Labor Form

- 3.2.1.** Labor prices included on this form shall be for all the base facility services required by the Facility Services Specification, including Miscellaneous and Event Services Work. This shall not include any estimates for charge/reimbursable work.

3.3. Other Direct and Indirect Costs Form

- 3.3.1.** “All other direct and indirect costs” shall mean all costs for the performance of the contract other than those included in the Labor Form. All other direct and indirect costs shall include, but not be limited to, all costs for sub-contracted services, materials, supplies, and equipment, including cost of transportation, rental equipment, permit fees, and sales taxes not waived by the taxing authorities.
- 3.3.2.** The sub-contractor costs included on this form shall be for base facility services required by the Facility Services Specification.
- 3.3.3.** This shall not include any estimates for charge/reimbursable work performed by sub-contractors.

3.4. Charge/Reimbursable Form

- 3.4.1.** The hourly labor rates chargeable to Providence Public Schools for charge-reimbursable work shall be disclosed on this form. Rates other than those on this form shall not be accepted during the applicable contract period.



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3.4.2. Note that separate quotations are required for Sub-Contractor Charge/Reimbursable rates.

3.4.2.1. In the event the Service Provider requests a future revision of named Sub-contractors, the Service Provider is hereby advised that it will be bound to the hourly rates quoted in the Bid Form. i.e., a change of sub-contractor does not entitle the Service Provider to revised hourly rates.

3.4.2.2. Changes in named sub-contractors will not be permitted without the express written consent of the Owner.

3.5. Total Bid Price Form

3.5.1. The Total Bid Price Form is linked by formula to the other forms, and therefore automatically calculated.

3.5.2. Alternates and Unit Prices

3.5.2.1. The bidder shall take care to verify compliance with requested units requested. Any requests for "Labor Cost" shall not include material cost.

3.5.2.2. It is noted that quotations of Cost Increases and Cost Reductions for the adding and removal of building area to the Agreement are required. The Service Provider is advised that these quotations shall be applied to spaces which conform with typical academic uses, such as teaching spaces, circulation areas, offices, study areas, etc.

3.5.2.3. In the event, the Owner elects to add or remove spaces that are more or less intensive than typical academic uses, the prices quoted will be used as the baseline for consideration of adjustments in cost to the agreement.

END OF INSTRUCTIONS TO BIDDERS

