

Three Rivers Local School District

Facilities Management RFP

The Three Rivers Local School District, an excellent learning community of approximately 2,200 students, is located in the Southwestern corner of Ohio along the Ohio River. We provide a pathway to excellence for students pre-k through 12th grade in a safe, environmentally friendly, state-of-the-art, 281,215 square foot facility. We are proud to be one of a few districts to receive the prestigious Auditor of State Award for achieving fiscal responsibility.

Three Rivers is seeking proposals to professionally manage our Facilities Department. The chosen service provider will be expected to efficiently execute all aspects of facilities management (e.g. quality assurance programs, WO system management, capital planning, vendor management), building maintenance, custodial services and renovation project management. Grounds are not included in this RFP.

Three Rivers School District currently employs the following people within the maintenance and custodial departments:

1. One maintenance person that works 8 hours per day (first shift)
2. One event coordinator that works 8 hours per day (second shift)
3. One custodian that works 8 hours per day (3rd shift)
4. Three custodians that work 8 hours per day (1st shift)
5. Two custodians that work 8 hours per day (2nd shift)
6. One custodian that works 2 hours per day (1st shift)

The school district plans to continue to employ the positions listed above. It will be the expectation of the company that is chosen to work cooperatively with the Three Rivers employees listed above. The RFP includes the following structures that are all owned by the Three Rivers Local School District:

56 Cooper Avenue Cleves, Ohio 45002
691 East Miami Avenue Cleves, Ohio 45002
401 N. Miami Cleves, Ohio 45002

Service providers will be permitted to walk the facilities via a guided tour on April 24th @ 9 AM.

All proposals are due May 1st by 10 AM. Please send them to Jeff Langdon @ 401 N. Miami Ave. Cleves, Ohio 45002.

Please see below for the details of the RFP. Questions regarding the RFP should be directed to Jeff Langdon via email (jlangdon@trlsd.org).

I. COMPANY BACKGROUND

- a. Ownership and location of Headquarters
- b. Company History
- c. Key Management Personnel Backgrounds
- d. Experience with schools
 - Name and Address of current-prior projects
 - Building Size
 - Company's Specific Role
 - Client References (school specific). At least three required.

II. FACILITY MANAGEMENT

- a. Identify and describe your philosophy and approach to facilities management. What makes you different from your competition?
- b. How do you track work from start to completion?
- c. Do you have coverage 24/7 for emergency response?
- d. How do you monitor and track the school's critical equipment?
- e. Proposed staffing & Organizational Chart for Three Rivers program
- f. Describe your Quality Assurance/Inspection Program
- g. Listed below in bold are the critical categories and associated equipment for Three Rivers Local School District. Please summarize the following three things for each category based on the equipment listed: (1) Your routine and preventative maintenance plan including schedule/frequencies if not already stated (2) Your Capital planning approach (3) Whether you self-perform or subcontract the specific category.

HVAC Equipment

- Cooling System
 - (3) Chillers (20-40 ton)
 - (1) Cooling Tower (77-250 ton)
 - (1) Expansion Tank (Cooling Loop; 30-160 Gallon)
 - (2) Chilled Water Pump (30-150 HP)
 - (1) Air Separator (2-6 inches diameter)
- Heating System
 - (2) Heating Boiler (100-500 MBH)
 - (2) Air Separator (Heating Loop; 2-6 inches diameter)
 - (1) Expansion Tank (Heating Loop; 30-160 Gallon)
 - (2) Hot Water Circulating Pumps (30-150 HP)
 - (2) Boiler Mounted Inline Pumps (30-150 HP)
- Air Distribution Systems
 - (1) Air Handling Units (4501-10500 CFM)

- (3) Air Handling Units (10501-20500 CFM)
- (7) Air Handling Units (20501-34500 CFM)
- (1) Energy Recovery Ventilator (1000-5500 CFM)
- (5) Energy Recovery Ventilator (5501-15000 CFM)
- (11) Hydronic Unit Heater (12500-36500 BTU)
- Fire Dampers-Mechanical Actuator (112 x Air Handling Units)
- Smoke Dampers-Electrical Actuator (112 x Air Handling Units)
- Louver-Ceiling Diffuser (868 x 1000 sq. ft.)
- Backdraft Damper & Actuator (33 x Air Handling Units)
- Exhaust Grille (68 x Air Handling Units)
- (17) Cabinet Unit Heater/Electric Unit Heater (750-1500 CFM)
- Exhaust System
 - (46) Exhaust Fan (Centrifugal 100-1200 CFM)
 - (20) Exhaust Fan (Centrifugal 1201-4700 CFM)
 - (2) Exhaust Fan (Centrifugal 6201-15000 CFM)
- Control System
 - (1) Direct Digital Control-Programable
- Terminal Units
 - (249) VAV Boxes
 - (4) Unitary Heating/AC (1-5 Ton)
- Other HVAC Systems
 - (3) Computer Room AC (Split & VAR; 5-9 Ton)
 - (3) Geothermal Wells & Pump Loop (100 Ton/Acre)

Life/Fire & Safety (frequency of inspections needs to be spelled out)

- General
 - (6) Fire Hydrant
 - (6) Post Indicator Valve
 - (6) Backflow Preventer (2-3 Inch)
 - (23) Flow Device
 - Sprinkler Heads (281 x 1000 sq. ft.)
 - (9) Control Panel
 - (6) Annunciator Panel (Fire)
 - (75) Pull Stations
 - (11) Duct Detectors (Photo Sensor)
 - (112) Smoke Detector (Sensor)
 - (8) Heat Detector (Sensor)
 - AED's
- Kitchen & Lab
 - (1) Kitchen Hood (4-6 Ft. Wide)
 - (2) Lab Hood (3-6 Ft. Wide Sash)
- (8) Emergency Eye Wash Shower
- (60) Fire Extinguishers

ADA/Elevators/Lifts (to include inspections of equipment listed below)

- (2) Elevators
- (6) Power Door Openers

- Loading Ramp (Adjustable)

Building Envelope

- Exterior Doors
 - (3) Overhead Doors (Electric)
 - (42) Exterior Doors (Hardware Door Opener)
- Roof Surface
 - Downspouts (77 x 100 L. Ft.)
 - Gutters (77 x 100 L. Ft.)
 - Annual Roof Inspection
 - Membrane-Thermoplastic (270 x 1000 Sq. Ft.)
 - Metal Roofing (11 x 1000 Sq. Ft.)
- Exterior Walls
 - Clay Brick/Split Faced Block/CMU (281x 1000 Sq. Ft.)
- Windows
 - (279) Fixed/Operable

Plumbing

- Fixtures
 - (12) Water Fountain
 - (129) Lavatories & Faucet
 - (34) Urinals
 - (114) Water Closet
 - (12) Showers & Modules
 - (10) Service/Utility Sink
 - (38) Hose Bib/Wall & Lawn Faucet
 - (269) P-Traps and Strainers
 - (4) Triple Duty Valves
- Domestic Water Plant (Hot & Cold)
 - Domestic Water Heater (Electric)
 - (4) Domestic Water Heater (Natural Gas/Propane)
 - (9) Valve Pressure Relief
 - (6) Valve Pressure Regulating
 - (24) Butterfly Valve
 - (34) Gate Valve
 - (14) Check Valve
 - (10) Circulating Pump
 - (5) Expansion Tank
 - (2) Water Softening System
 - Domestic Water (Treatment)
 - Regulated Testing
- Waste Water System
 - (2) Submersible Sump Pump (1-3 HP)
 - Grease Trap
 - (2) Acid Holding Tank (Labs)
- Fuel Supply & Delivery Systems
 - (4) Gas Regulator
 - Fuel Lines-Natural Gas (3 x 1000 L. Ft.)

Electrical

- Primary Electric
 - (2) Switchgear (<1200A)

- (11) Transformer
- Secondary Electric
 - (94) Incandescent-Stage Lights
 - (42) Electrical Panels
 - (31) Starters & Contactors
 - (2530) Fluorescent Lighting
 - (100) Metal Halide (e.g. gyms, shops)
 - (162) Emergency Lights-Hardwired
 - (82) Emergency Lights-Battery
 - (40) Exit Lights
 - (279) Metal Halide (Exterior Wall Mount)
 - (50) Parking Lot Lighting
- Special Electrical Systems
 - Sound System
 - Security and Intrusion Alarm
 - Clock System
 - Emergency Generator-up to 15KVA (5-100 KW)
 - (4) Scoreboards-Interior
 - (12) Basketball Backboard Winch
 - Football Field Lighting and Scoreboard

Miscellaneous Equipment

- Playground Equipment & Surfaces
- (12) Backstop-Basketball
- (4) Retractable Stage
- Projection Screen-Electric Lift
- (5) Bleachers-Interior/Bleachers-Exterior
- Weight Room
- (1806) Lockers

Interiors

- Interior Finishes
 - Furniture Maintenance (e.g. desk repair)
 - Cabinets
 - Interior Wall/Ceiling-Painted Drywall (337 x 1000 Sq. Ft.)
 - Interior Wall-Painted Block (337 x 1000 Sq. Ft.)
 - Interior Concrete Painted Floor (8 x 1000 Sq. Ft.)
 - Acoustical Ceiling Tile (238 x 1000 Sq. Ft.)
 - Interior Vinyl Wall Coverings (84 x 1000 Sq. Ft.)
- Floor Coverings
 - Terrazzo Flooring (8 x 1000 Sq. Ft.)
 - Carpet (56 x 1000 Sq. Ft.)
 - Wood Flooring-Gymnasium (28 x 1000 Sq. Ft.)
 - Vinyl Composite Tile (140 x 1000 Sq. Ft.)
 - Tile-Rubber (11 x 1000 Sq. Ft.)
 - Tile-Ceramic (22 x 1000 Sq. Ft.)
 - Tile-Quarry (3 x1000 Sq. Ft.)
- (486) Interior Doors/Hardware & Frames
- (8) Folding Room Separators
- (4) Wall Systems
- Interior Signage

Site

- Parking Lot/Drives
 - Asphalt/Concrete (281 x 1000 Sq. Ft.)
 - Concrete Walkways (22 x 1000 Sq. Ft.)
- Storm Sewer System
 - (37) Catch Basin
 - Storm Water Retention Pond
- Exterior Signage
 - (28) Traffic Signs
 - Building ID Sign
- Other Site
 - Chain Link Fence (28 x 1000 L. Ft.)
 - (3) Flag Pole

Kitchen Equipment

- (2) Prep Sinks
- (5) Splash Mount Faucet
- (6) Hot Plate
- (2) 3-Compartment Sink
- Steam Kettle-Cooker
- Grill
- (4) Vegetable Steamer-Cooker
- (2) Oven Convection (Gas/Electric)
- Ice Machine
- Dishwasher-Electric
- Walk-In & Freezer
- (7) Refrigerator
- (6) Beverage Dispensing Units
- (4) Hot Wells
- (5) Heating Cabinets
- (3) Kitchen Hood & Blower
- (6) Cold Food Holding Cabinet
- (3) Ice Cream Cabinet
- Soft Serve Ice Cream Machine
- Grease trap

Custodial Services

- Provision of all equipment and supplies required to fulfill all facilities maintenance responsibilities (e.g. scrubbers, mops, buckets, carts, tools)
- Daytime, evening and weekend custodial services
- Procurement/replenishment of all chemicals and consumables (e.g. wax, disinfectant, glass cleaner, bathroom soap, toilet paper, cleaning products, hand towels)
- Set-up/breakdown and custodial services for school events
- Summer cleaning
- Empty trash throughout building
- Dust and wash tops and fronts of lockers
- Clean windows-interior/exterior
- Sweep and vacuum floors and under desks
- Dust and wipe down desks weekly; disinfect daily during flu season

- Wipe down vertical surfaces (walls, doors, glass, mirrors)
- Clean white board trays
- Empty pencil sharpeners
- Stock any applicable soap or paper towel dispensers
- Clean and disinfect drinking fountains, showers, sinks, fixtures, toilets
- Mop and disinfect floors
- Dust blinds/shades
- Hard scrub all floor surfaces-tile
- Burnish hallway hard surfaces weekly with floor scrubber
- Strip and wax hard surface floors in summer
- Carpet cleaning/extraction in summer months
- Carpet spot cleaning on demand
- Clean high spaces for cob webs
- Clean base boards
- Monitor tight places/corners for dirt/debris buildup
- Wipe down furniture
- Wipe down tables and chairs in cafeteria after daily breakfast and lunch services
- Wash doors completely (frame jams, top, sides, glass inside and out, hinges, knobs)
- Dust and wash as necessary hanging maps, corkboards and projection screens
- Walk-off mats
- Note: Kitchen staff cleans counters, cooking equipment refrigerators and microwaves daily after use serving breakfast and lunch. Custodial staff does floors only.
- Salt treatment and snow removal of walk ways

Pest Control

- Service Provider will be licensed in the State of Ohio
- Must provide all necessary equipment, chemicals, and supplies to provide all required services.
- Services provided include but are not limited to: Rodent control, crawling insect control, migratory pest control, and mite control
- Specialized pest management applications for standard insecticides, rodenticides, termiticides, avicides, herbicides and fumigants
- No pesticides and/or equipment will be stored on Three Rivers property
- Continuously benchmark all service functions; recommending alternative, innovative products and technologies for continuous improvement

III. FINANCIAL & ADMINISTRATIVE INFORMATION

- a. Provide details on financial reporting system
- b. Provide copy of Certificate of Insurance
- c. Identify interview and screening procedures and policies for staffing and subcontractors

- d. Typical contract terms
- e. Provide a sample invoice
- f. Payment terms
- g. Please describe any benefits, training and retention initiatives for your employees you believe would be valuable to share with Three Rivers
- h. Assuming a 5-year contract, please fill out the Price Chart below:

Category	\$ or %
Start Up/Transition Fee	\$
Annual Administration/Management Fee	\$
Material Mark-Up %	%
Subcontractor Mark-Up %	%
Labor Rate-Custodial (hourly)	\$
Labor Rate-HVAC (hourly)	\$
Labor Rate-Plumbing (hourly)	\$
Labor Rate-Electric (hourly)	\$
Labor Rate-General Maintenance (hourly)	\$
Labor Rate-Facilities Manager (hourly)	\$
Labor Rate-Other (please describe)	\$
Labor Overtime Multiplier (e.g. 1.5x, 2.0x)	
Trip Charge Fee (if flexed in labor is needed)	\$
Annual Price Increase %	%
First Year Annual Costs-Not to Exceed **All-in figure** for ancillary, labor, materials, subs and services described in RFP	\$
Second Year Annual Costs-Not to Exceed **All-in figure** for ancillary, labor, materials, subs and services described in RFP	\$
Third Year Annual Costs-Not to Exceed **All-in figure** for ancillary, labor, materials, subs and services described in RFP	\$
Fourth Year Annual Costs-Not to Exceed **All-in figure** for ancillary, labor, materials, subs and services described in RFP	\$
Fifth Year Annual Costs-Not to Exceed **All-in figure** for ancillary, labor, materials, subs and services described in RFP	\$

Note: Capital Expenditures, Significant Weather-Related Damage or Large Special Projects/Improvements are excluded from this RFP and are not to be included in the Price Chart above. Maintenance activities that occur on a frequency of greater than an annual basis will be budgeted and discussed outside this RFP (e.g. resealing of parking lot, lot striping, replacing roof).

- IV. The link listed below details the original drawings for the Three Rivers Local School District.

<https://project-space.sharefile.com/d-s0c26318608049df8>