

**PASCO-HERNANDO WORKFORCE BOARD
REQUEST FOR PROPOSAL
MAINTENANCE SERVICES
RFP 01-08192013**

**PASCO-HERNANDO WORKFORCE BOARD
3185 PREMIER DRIVE
BROOKSVILLE, FLORIDA 34604
(352) 593-2226**

PROPOSAL DEADLINE: September 9, 2013 BY 12:00 NOON (EDT)

I. GENERAL SUMMARY

Pasco-Hernando Workforce Board is requesting proposals from qualified organizations to provide Building Maintenance Services. Acceptable proposals shall, at a minimum, meet the specifications contained in this RFP and any other specifications as may be necessary.

Pasco-Hernando Workforce Board is a 501(c)(3) not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of 24 Regional Workforce Boards (RWBs), Pasco-Hernando Workforce Board receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment Act (WIA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

Minority or female-owned businesses, and community-based organizations are encouraged to apply. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under this RFP because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

A. Conditions Applicable to All Proposals

The following conditions are applicable to all proposals:

- **Pasco-Hernando Workforce Board** reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to **Pasco-Hernando Workforce Board** at the time and under the conditions stipulated in the specifications of this request.
- Non-conforming proposals will be considered non-responsive and are subject to return without review; however, **Pasco-Hernando Workforce Board** reserves the right to waive informalities and minor irregularities in proposals received.
- **Pasco-Hernando Workforce Board** reserves the right to request additional information for clarification from proposers, or to allow corrections to errors or omissions.
- All proposals are subject to negotiation by **Pasco-Hernando Workforce Board**

• **Pasco-Hernando Workforce Board** reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the organization of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between **Pasco-Hernando Workforce Board** and the organization selected.

B. Intent to Respond

A letter of intent should be submitted no later than September 2, 2013. Letters may be mailed to Brenda Gause at the following address or sent via email to: bgause@careercentral.jobs.

C. Closing Submission Date

Five copies and one electronic copy of the proposal are to be submitted, one containing original signatures, no later than 12:00 noon EDT, **September 9, 2013** to:

Brenda Gause
Director of Operations
Pasco-Hernando Workforce Board
3185 Premier Drive
Brooksville, Florida 34604

Funding award decisions will be made on or about **October 14, 2013**.

Successful bidders will commence services on or before **November 1, 2013**.

C. Who may respond?

Respondents must be insured maintenance service providers, contractors or sub-contractors (proof of insurance is required).

D. Experience sought

Pasco-Hernando Workforce Board seeks an organization with five (5) years' experience in a majority of the components indicated. To be considered, please provide a statement of qualifications for this position to include depth of experience.

Locations and square footage subject to change:

- Spring Hill 14,132 square feet
- Brooksville 4,970 square feet
- New Port Richey 18,713 square feet
- Zephyrhills 7,604 square feet

If a multi-person organization responds, the person assigned should meet the above requirements. Proposer should list the name of the person assigned in its response to the RFP.

Please submit a statement of qualifications and breakdown of hourly rate.

II. SPECIFICATIONS

A. Scope

The Building Maintenance Service Provider requirements include, but are not limited to:

- Electrical
 - Repair of receptacles, switches, florescent lighting
 - Electrical drops
 - Breakers
- Plumbing
 - Water leaks
 - Toilets and Urinals
 - Clogs
- Door and Window Repair
- Painting and Wall Repair
- Fire code deficiencies
 - Fire extinguisher recharge and inspection
 - Exit sign and emergency lighting
- HVAC preventive maintenance, service and repair
- Minor interior construction
- General Maintenance
 - Ceiling tiles
 - Light bulb replacement

B. Price

In consideration of all the requirements contained herein, prices must be divided into three categories for each of the above scopes as follows (1) standard service call – provide response time in proposal (2) emergency service call –provide response time in proposal (3) ultimate emergency – immediate response required.

C. Confidentiality

PHWB must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this RFP.

D. Technical assistance

Technical Assistance will be provided through a written question and answer format. Potential respondents will have until September 2, 2013 to submit questions in writing via email. Request for building walk-throughs prior to proposal submittal can be scheduled by appointment also via email to bgause@careercentral.jobs.

Answers will be posted on the website www.CareerCentral.jobs and available to all entities. PHWB reserves the right to decline a response to any questions if, in PHWB's assessment, the information cannot be shared with all potential bidders in a timely manner.

III. PROPOSAL FORMAT

- Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the minimum requirements.
- Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- Your proposal must be signed by an official authorized to bind your firm contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date for receipt of offers.

IV. EVALUATION CRITERIA

Overall responsiveness to the RFP is a major factor in the evaluation process. Evaluations will be based on the ability to provide Maintenance Services. Each evaluation will be scored and ranked based from the following categories listed below:

- A. All offers must meet the requirements as set forth in the request for proposal.
- B. Proposals will be evaluated by a panel based upon references, experience and price.

Maximum 100 POINTS

V. Termination of Contract

The duration of the building maintenance provider contract will be reviewed on a yearly basis after completion of the first contract and may be renewed yearly for up to two (2) years. The contract can be terminated at any time for any reason upon a 30 day written notice by either party.

VI. CERTIFICATIONS

- A. The individual signing certifies that he/she is authorized to contract on behalf of the organization.
- B. The individual signing certifies that the organization is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the organization.
- C. The individual signing certifies that there has been no attempt by the organization to discourage any potential organization from submitting a proposal.

Dated this _____ day of _____, 20_____.

Organization Name

Signature of Organization’s Representative

Printed Name and title of Representative Signing