
Request for Proposal

Contracted Maintenance 2010

Orange County

06/09/10

Community Action Partnership of
San Luis Obispo County, Inc.
1030 Southwood Dr.
San Luis Obispo, CA 93401

We need to receive the **Receipt Confirmation Form by Friday, June 18th, 2010,** and the completed bid/rate sheet by **Friday, June 18, 2010 by 3:00 P.M.**

Larry Rechtfertig, Facilities Coordinator
Phone 805-549-7691
lrechtfertig@capslo.org

Community Action Partnership of San Luis Obispo County, Inc.

RECEIPT CONFIRMATION FORM

To acknowledge your intent to respond and to receive any amendments or further information about this Request for Proposal, it is requested that this form be returned immediately to:

Attention: Larry, Facilities Department
Community Action Partnership of San Luis Obispo County, Inc.
Facilities Department
1030 Southwood Dr.
San Luis Obispo, CA 93401
Fax: (805) 549-8103 Telephone: (805) 549-7691

Failure to return this form may result in no further communication regarding this Request for Proposal.

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE #: _____ **FACSIMILE #:** _____

CONTACT PERSON (NAME/TITLE): _____

EMAIL: _____

We have received a copy of the above noted Request for Proposal for the **Contract Maintenance for the Orange County MSHS facility.**

___ **YES**, I will be responding to this Request for Proposal.

___ **NO**, I will not be responding to this Request for Proposal.

I understand that if I do not submit a proposal, this will not affect our company's status as a potential Vendor to Economic Opportunity Commission of San Luis Obispo, Inc. in the future. I also understand that if I do not return this form our company will not receive any further notices with regard to this Request for Proposal.

SIGNATURE:

TITLE: _____

DATE: _____

NOTE: Do not show up at the facilities unannounced. If you feel that a visit is necessary, call Larry, Facilities Coordinator, at 805-549-7691.

PLEASE RETURN BY FAX NO LATER THAN 3:00 PM Friday, 6/18/10.

INVITATION FOR BIDS/REQUEST FOR PROPOSAL (RFP)

CAPSLO wishes to retain the services of an appropriately licensed and insured contractor (subcontractors must be licensed by CSLB and insured as well) to provide contract maintenance for El Jardin de Ninos MSHS, 801 E. First Street, Santa Ana.

Description of work to be performed:

- Electrical maintenance
- Plumbing maintenance
- HVAC maintenance
- Fire Sprinkler repair and certification
- Ansul system servicing
- Fire extinguisher and emergency exit servicing
- Pest control
- Floor maintenance

Services provided by the winning vendors generally consist of performing minor/major repairs, renovations and capitol improvement projects in the area of expertise the vendor is chosen for, such as:

- Winning Electrical Vendor: changing ballasts, adding circuits, inspecting system and making recommendations.
- Winning Plumbing Vendor: repairing leaks, toilets, sinks, drains, valves, backflow prevention devices.
- Winning HVAC Vendor: HVAC maintenance and repairs.
- Winning Fire Sprinkler Vendor: repairs and certification.
- Winning Ansul System Vendor: repairs and certifications
- Winning Fire Extinguisher & Emergency Exit Sign servicing Vendor: repairs and certification.
- Winning Pest Control Vendor: Pest control of insects (interior and exterior) of childcare renters in accordance with the "Healthy Schools Act".
- Winning Flooring Maintenance Vendor: Shampoo carpets, strip and wax sheet vinyl, VCT, and tile.

Being selected as the winning vendor will contractually guarantee you al routine and minor project work in you field of expertise. All projects costing \$4,000 or more require competitive bidding. All projects costing \$2,000 or more require that workers be paid in accordance with the Davis Bacon Prevailing Wage Act.

CAPSLO requires that for all emergency service calls placed before 11:00 am, same day service shall be provided. For all calls placed after 11:00 am, services shall be provided the following day before 12:00 pm. Regular service calls that are not of emergency nature shall be answered within three business days. **Services required vary by site.**

- All work being performed requires signed written authorization from the CAPSLO Administrative Office. A defined scope of work and monetary thresholds will be firmly adhered to. All changes in scope of work, materials and pricing must be agreed to in writing as a change order by both parties or the disputed amount will not be paid.
- **A line item budget will be required and show breakdown of parts and labor.**

Permits:

- NOTE: No *Notice to Proceed* shall be issued until permits have been acquired by contractor and provided to the CAPSLO Facilities Department.

- Where applicable, contractor to arrange for all permits, drawings and inspections. Price quote on response to RFP to include any and all fees associated with drawings, inspections and the permitting process. Winning bidder to provide a hard copy and electronic copy of site plans.

Dig Alert/USA:

- Underground Service Alert- USA South (**Santa Barbara** County and all areas south): Contractor to call 1-800-227-2600 to verify presence/absence of any underground service/utility lines in any and all work areas. For more information, visit www.digalert.org.

Change Orders AND Alterations to Scope of Work:

- All work being performed requires signed written authorization from the CAPSLO Administrative Office. A defined scope of work and monetary thresholds will be firmly adhered to. All changes in scope of work, materials and pricing must be agreed to in writing as a change order by both parties or the disputed amount will not be paid.
- ON-SITE STAFF ARE NOT ALLOWED TO ALTER THE SCOPE OF WORK DESCRIBED IN THIS RFP.

Materials, Using Alternate Materials, Etc:

- All work and materials are to comply with the ASTM, CPSC, Uniform Building Code, IBC, Federal, State, County and Local government codes and regulations. Where ASTM specifications are referred to, it is understood to mean these specifications shall comply with the latest American Society for Testing Materials specifications of the serial designation.
- No substitutions of materials shall be made unless agreed to in writing by both parties.

Walk Through:

- Where applicable, contractor to perform walk-through at completion of job with a representative of the Facilities Department to verify that all materials used and work performed conforms to contractual obligations

Cleanup, Disposal, HAZMAT, Safe Work Zones:

- Contractor to remove and dispose of all materials and refuse. In the event of hazardous materials needing disposal, CAPSLO to be provided with copies of the manifest provided from the disposal site(s). It is the Contractor's responsibility to "assume" that any suspect material may contain hazardous components such as lead and or asbestos and appropriate testing methodologies shall be used to confirm the presence of these materials. If hazardous materials are in fact identified, it will be the Contractor's responsibility to hire a sub-contractor licensed by the State of California (CSLB) Contractor State License Board to legally conduct this work by possessing the appropriate classification of license and must be in good standing at the time of removal and hauling of such materials.
- Daily clean-up of work zones, including, but not limited to, pick up of nails and debris to be performed. Area shall be broom clean at the end of each day.
- Work zones must be established and fenced off (plastic construction fencing, of the same quality, as that of Home Depot is appropriate) to separate the work zone from the children, should the work be at an existing facility.

Permits and Coordinating Work:

- Work to be coordinated through Larry in the Facilities Department at CAPSLO's Central Administration office at 805-549-7691

- Where applicable, the winning bidder shall obtain permits, provide required drawings and paperwork required as part of the permitting process and arrange for all inspections with building department and other regulatory agencies associated with the project. CAPSLO to be provided with a copy of permits prior to commencing work.
- Contractor to arrange for necessary permits, supporting documents (to include site plans, etc) and inspections required by regulatory agencies. If permits and inspections are not required, the contractor must submit a written statement declaring that permits and inspections are not required (cite person, agency, date and contact information for all agencies contacted).

- 1) Fax proposal to recipients listed at the end of this RFP. Proposals will not be opened in public.
- 2) Pricing to be valid for a minimum of 90 days from the date so specified on the fully executed contract.

Tax ID # or Social Security # is required to be placed on the invoice for tax form 1099 purposes. Thirty day billing cycle begins on the day the invoice is received at the CAPSLO main office.

- 3) Warranty of all work performed: Contractor shall warrantee all work performed for a period of not less than 1 year (unless another period has been specified by CAPSLO) and shall furnish 100% of all labor and materials required for any repairs needed throughout this period. CAPSLO is not responsible for arranging warranty work with subcontractors- it is the sole responsibility of the general contractor to arrange for this work with the subcontractor and provide CAPSLO with a written timeline (within five days of notification) of when and how there will be resolution to the concerns addressed.
- 4) Responding firms are encouraged to consider that the Community Action Partnership of San Luis Obispo County, Inc. is a 501 (c) 3 public benefit corporation, and as such, donations made to the CAPSLO may be tax deductible.
- 5) **Due to funding requirements *proposals must include all of the following:***
 - i) Fixed fee for work described.**
 - ii) Acknowledgement of receipt of any addenda received.**
 - iii) Copy of appropriate license(s) and or certifications for primary and *all* subcontractors. All subs used must be in possession of a valid contractor's license and carry the same insurance and bonding required (when applicable) as the general contractor they are subcontracting for.**
 - iv) Builders risk insurance shall be required for major projects**
 - v) 10% retention will required on major projects**
 - vi) A timeline for completion of the project.**
 - vii) At least three references.**
- 6) **NONDISCRIMINATION:** CAPSLO encourages the submission of bids from minority, disabled veteran and women owned businesses.

CAPSLO is an Equal Opportunity Employer. Recipients of contracts with CAPSLO must be aware that the CAPSLO is a pass thru agency for federal, state, county and local dollars and that the CAPSLO does not discriminate. Recipients of contracts are subject to prohibitions against discrimination. Recipients of awards agree that they will not discriminate against men or women regardless of race, creed, ancestry physical ability, medical condition, pregnancy, age, political

affiliation, marital status or sexual orientation. Recipients must comply with CAPSLO's drug free workplace policy.

Recipients are subject to and must comply with all federal, state, county and local laws, including but not limited to nondiscrimination laws, Immigration and Naturalization law, Gender Harassment Warranty and Liability, Americans with Disabilities Act, Social Security Act and Drug Free Workplace.

- 7) CAPSLO reserves the right to reject any and all bids or waive any irregularities in a bid or in the bid process.
- 8) Timelines:
 - **Receipt Confirmation Form:** To be considered eligible to respond to this RFP, this form must be returned no later than **3:00 PM Friday, 6/18/10.**
 - **Responses to RFP:** To be considered eligible for the winning bid, all Bids must be received no later than **3:00 p.m. Friday, 06/18/10.**
- 9) The successful bidder shall provide to CAPSLO evidence of general liability insurance naming CAPSLO, its officers, employees and agents as additional insured, in the amount of \$1,000,000 and b) workers compensation insurance. No work shall be performed under the terms of this agreement until such evidence has been provided to, and approved by, CAPSLO.
- 10) ***FOR PROJECTS OVER \$2,000.00: All laborers and mechanics employed by the Contractor or by any sub-contractor on the project shall be paid and treated in compliance with the Federal Davis-Bacon Act prevailing wage statute (40 U.S.C. section 276a, et. seq.) and the federal Department of Labor's regulations relating thereto (collectively, the "DBA Laws"). The relevant wage determination for this project can be accessed at <http://www.access.gpo.gov/davisbacon/ca.html>. Printed copies of the wage determination are available on request from the contact information listed below. Before processing this job for payment, payroll sheets verifying compliance with the prevailing wage requirements must be provided.***
- 11) All work and materials are to comply with the Uniform Building Code, IBC, Federal, State, County and Local government regulations as well as all applicable and current ASTM and CPSC standards for the age group described within this RFP. Where ASTM specifications are referred to, it is understood to mean these specifications shall comply with the latest American Society for Testing Materials specifications of the serial designation.

12) Proposals shall be received by and shall be addressed to:

Larry, Facilities Department
Community Action Partnership
1030 Southwood Drive
San Luis Obispo, CA 93401
Office: (805)544-4355
Fax: (805)549-8103

EOE/M/F/D/V/Drug Free Workplace
END OF RFP-