



Request for Proposal For
Contracted Facilities Management Services For the
Capitol Region Education Council
RFP# 20-104

Mandatory Pre-Proposal Wednesday, February 19, 2020 8:00 a.m.
Snow Date see web site

Conference and Site Visits: Start at CREC Operations,
147 Charter Oak Avenue, Hartford, CT 06106. Participants are
asked to meet in the front lobby, transportation will be
provided to other buildings.

Proposal Opening: Monday March 2, 2020, 11:00 am.

Contract Award Decision: Monday, March 9, 2020

Contract Effective Date: Wednesday, July 1, 2020

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STAFFING TEMPLATE EXCEL WORKBOOK SEPARATE ATTACHMENT

INVITATION TO BID

Pursuant to the terms and conditions of this Request for Proposal (“RFP”), the Capitol Region Education Council (“CREC”) is pleased to announce the invitation to submit proposals to vendors for contracted facilities management services for various properties owned and/or managed by CREC.

RFP documents may be obtained on the DAS and CREC websites.

Included in this RFP is an Add –alternate for a Facilities assessment and a Capital Improvement Plan. Details are included later in the document and the price proposal is included with the Facilities Management Pricing schedule.

Sealed proposals may be mailed or hand delivered to:

Kate Rotella, Purchasing Manager
Capitol Region Education Council
147 Charter Oak Avenue
Hartford, CT 06106
RFP # 20-104 Contracted Facilities Management Services 2020

Sealed proposals will be accepted at CREC, 147 Charter Oak Avenue, Hartford, Connecticut, 06106, until 11:00 AM March 2, 2020, at which time, proposals will be publicly opened and read aloud.

Mandatory Site Visits February ~~18~~ 19, 2020 at 8:00 AM
Snow Date See web Site
Vendors will meet in the lobby of 147 Charter Oak Ave Hartford, CT

It is expected that a contract award decision will be made by Monday, March 9, 2020.

CREC’s current service provider is authorized to submit a proposal.

CREC is an Equal Opportunity Employer.

Please direct any questions concerning this RFP by February 26, 2020 to Kate Rotella, Purchasing Manager at krotella@crec.org .

INTRODUCTION

ABOUT CREC: CREC is a Regional Education Service Center (“RESC”) established under Connecticut General Statute 10-66a-n.

CREC is a public non-profit organization and is tax exempt under section 170 c (1) of the Internal Revenue Code.

CREC’s administrative staff has been assigned the responsibility for negotiating, contracting, coordinating and monitoring the scope of the facilities management services to be provided by its vendor.

PURPOSE OF RFP: This RFP is requesting proposals (collectively, “Proposals” and individually, a “Proposal”) for services necessary and/or required to perform the work and provide the facilities management services set forth in this RFP for the Facilities (as such terms are defined below) pursuant to and in compliance with the requirements set forth in this RFP, including, without limitation, the staffing requirements, subcontracting requirements, management requirements, contract performance requirements, insurance and property requirements, custodial requirements, building maintenance program requirements and materials and equipment requirements (collectively, the “Services”). As used herein the term Facilities (individually, a “Facility”) shall mean collectively the different and separate buildings (collectively, the “Buildings” and individually, a “Building”), together with the sites improved with the Buildings and improvements appurtenant to such Buildings, either owned or leased by CREC, which Buildings comprising approximately an aggregate 1,827,367 sq. ft., are located at different addresses and are more particularly described on Exhibit A attached hereto and made a part hereof.

The Buildings are used for:

- (a) direct educational services to children, from infants through 12th grade;
- (b) programs that provide educational services, and/or
- (c) CREC’s corporate administrative and support services.

Awarding of the contract (“Contract”) for the Services by CREC, in its sole and absolute discretion, shall only be to one (1) vendor. The Contract shall not be divisible between Buildings and/or vendors.

In addition, there may be additional buildings, which are unknown at the time of the release of this RFP that may become part of the Contract at a later date. Due to the nature of CREC’s direct educational services to children, a number of CREC’s schools may continue to grow, thus requiring additional owned or leased facilities to be added to the CREC portfolio of facilities. Likewise, there may be circumstances that require CREC to discontinue the use of a building, thus reducing the number of buildings in CREC’s portfolio.

SUBMITTING A PROPOSAL

1. A Proposal must be submitted in a sealed envelope(s) or package(s), bearing on the outside the wording “RFP 20-104 Contracted Facilities Management Services 2020.”
2. One original and two copies proposal should be (i) contained in a hard cover three-ring binder, with the vendor name and the wording “CREC Contracted Facilities Management Services Response to Proposal 2020” on the outside front cover (the “Binder”); and (ii) **electronically presented on a flash drive.**
3. The following Tabs should be included in the Binder. A description of the documents required for each Tab is contained in the RFP section entitled “Requirements to Bid”.
 - a. Consolidated Summary
 - b. Facility Locations
 - c. Bid Bond
 - d. Financials
 - e. Laws and Regulations
 - f. Staffing
 - g. Subcontracting
 - h. Materials
 - i. Performance
 - j. Property
 - k. Custodial
 - l. Building Maintenance
 - m. Facilities Management
 - n. Strategic Partnerships
 - o. Insurance
 - p. References
 - q. Resumes
 - r. Independence
 - s. Affidavit
 - t. Other
4. Vendors shall only rely upon the written instructions of this RFP and any written addendums to the RFP, which addendums shall be provided to all vendors. Vendor shall not rely upon, nor will CREC be responsible for, any verbal instructions given to vendors.
5. Vendors shall accept that current management, maintenance and custodial employees in good standing with CREC **must be given preference for hire** before other management, maintenance and custodial employees.
6. If forwarded by mail, the sealed envelope(s) or package(s) containing the Proposal (marked as directed above) must be enclosed in another envelope, addressed as specified to:

Attn: Kate Rotella, Purchasing Manager

Capitol Region Education Council

111 Charter Oak Avenue

Hartford, CT 06106

RFP # 20-104 Contracted Facilities Management Services 2020

**CAPITOL REGION EDUCATION COUNCIL
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS**

1. Sealed proposals One (1) Original, two (2) copies and one (1) USB stick electronic copy will be received at the Office of the Purchasing Manager. Please address all packages Capitol Region Education Council, **Attn: Purchasing Manager** 111 Charter Oak Ave. Hartford, Ct 06106. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time, please address as stated to ensure delivery to the correct office. **Packets received after designated time will not be accepted.**
2. The envelope enclosing your bid should be clearly marked on its front by Bid number, Bid Name, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the agency, The Capitol Region Education Council reserves the right to reject any or all bids, completely or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the agency. Their decision is final.
4. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of CREC, any other person shall not affect the risks, or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
5. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site, which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to CREC.
6. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold CREC commitment to following Connecticut State and Federal law ensuring full compliance. CREC prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Title IX of the Education Amendments Act of 1973; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1991; and applicable state laws. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut.

The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement may be required by the successful bidder.
7. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless CREC for all damages assessed against CREC as a result of Bidder's failure to comply with said standards and/or regulations.

8. The Capitol Region Education Council is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
9. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.
10. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless CREC, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
11. Bidders are responsible for checking the Capitol Region Education Council website at www.crec.org/coop for any addendums and updates to the Bid.

Additional Information:

All Questions must be submitted in writing to the purchasing manager via email at krotella@crec.org

Rights Reserved CREC

The Capitol Region Education Council reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior CREC contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. CREC also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CREC will be served.

REQUIREMENTS TO BID

MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT

In order to be eligible to submit a Proposal, each vendor shall have participated in a visit of selected Facilities. Transportation shall be provided by CREC for the visit and each vendor can have up to no more than 3 participants. No pictures will be allowed as the visit will occur during regular school and business hours.

The visit is scheduled for **Wednesday, February 19, 2020 8:00 a.m.**

The vendor participants shall meet at CREC Operations located at 147 Charter Oak Ave. Hartford, CT. at 8:00 a.m. in the main lobby on such date. During the site visit, vendors will be provided with written details about each Building as follows:

Building purpose	Special rooms	Heating source
No. of floors	Service required	Cooling source
No. of restrooms & fixtures	Age of building	
Owned or leased		

Vendors are encouraged to discuss the scope of services during the site visit and to familiarize themselves with the areas involved and the conditions under which the work is to be performed. Failure to do so will not relieve the successful vendor of the obligation to furnish all labor, material, and equipment in accordance with the requirements of this RFP and the Contract.

Vendors may request in writing to view other Facilities not included in the mandatory site visit. The deadline to view Facilities not included within the mandatory site visit will be February 26, 2020 at 3:00.

DOCUMENTS TO BE PROVIDED IN PROPOSAL

A Proposal shall contain all information required by this RFP. Otherwise the Proposal may be considered non-conforming and subject to rejection. Within the Binder under the applicable Tab name identified below in bold letters, please include the following documents:

Consolidated Summary. This is a printed copy of the completed Excel spreadsheet entitled “Consolidated Summary” within the “Staffing Template” workbook. A copy of an incomplete, blank Consolidated Summary is attached as Exhibit B.

The Staffing Template workbook (STW) will calculate the total dollar value of the vendor’s Proposal. The STW contains multiple spreadsheets. The spreadsheets represent One Facility address and are named by the Facility address. For example, the CREC Central Building is represented by a spreadsheet named “111 Charter Oak Avenue” (the address of CREC Central). There is also a Data Input spreadsheet as well as a Consolidated Summary spreadsheet in the STW, the entries into the Data Input spreadsheet shall be used in all Facility address spreadsheets, thus reducing redundant inputs.

Exhibit D provides more information on each Facility address spreadsheet and detailed instructions on how to complete the Staffing Template workbook.

As an overview, for each Facility address spreadsheet, the vendor must input the following:

- a. The type and number of custodial and maintenance staff required to perform the Services and their hourly wages. The wages listed for each staff member or employee MUST be the actual hourly wages paid by the vendor. Vendors cannot “mark-up” wages for any staff member or employee.
- b. The cost of proposed equipment to be used at the Facility.
- c. All supplies provided will be at vendors’ cost without mark-up and evidenced by submission of supply invoices by vendor to CREC, which CREC will pay directly. Thus, the cost of supplies required for the performance of the Services is NOT to be included in a Proposal.
- d. Please use the detailed instructions on Exhibit D to ensure all required data elements are complete.

Once the Data Input spreadsheet and each of the twenty-seven (27) Building address are completed, the Consolidated Summary will automatically reflect the proposed cost for each Facility and in total.

Please print the Consolidated Summary, complete, sign the bottom section in order to be accepted as valid and include this document in the Binder.

1. Facility Locations. This section requires a printed copy of each of the twenty-seven (27) address spreadsheets (from the Staffing Template workbook). The totals on these pages should equal the amounts presented on the Consolidated Summary. Please include these spreadsheets in alpha order, by Facility name.
2. Bid Bond. Each vendor must submit, as part of the Proposal, a certified bank check or a bid bond, in favor of CREC, for an amount of Ten Thousand (\$10,000.00) Dollars, guaranteeing that the vendor will enter into contract based upon the RFP and reflecting the terms of the Proposal for a period of sixty (60) days following submission of their Proposal.
3. Financials. Each vendor must submit a statement of proof of financial responsibility consisting of a Dun and Bradstreet report or a certified financial statement and credit rating.
4. Laws and Regulations. Please describe how the vendor will comply with the laws and regulations set forth in the Staffing Requirements section of this RFP, under Applicable Laws and Regulations, specifically Subsection 4.
5. Staffing. A printed copy of the entire Staffing Regulations section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include. Also, please include a copy of your company’s (1) holiday schedule, (2) substance and abuse and drug testing policy with respect to new and existing employees; and (3) criminal record checks, fingerprinting and DCF checks.
6. Subcontracting. A printed copy of the section entitled Subcontracting, completed.
7. Materials. A printed copy of the entire Materials and Equipment Requirements section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.

8. Performance. A printed copy of the entire Contract Performance section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.
9. Property. A printed and signed copy of the Property Requirements section of the RFP.
10. Custodial. A printed copy of the entire Custodial Services Requirements section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.
11. Building Maintenance. A printed copy of the entire Building Maintenance Program Requirements section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.
12. Facility Management. A printed copy of the entire Facility Management Services section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.
13. Strategic Partnerships. A printed copy of the entire Strategic Partnership section of the RFP with the completed last page, including date, signatures and any additional materials the vendor wishes to include.
14. Insurance. A printed and signed copy of Exhibit C and any additional materials the vendor wishes to include.
15. References. Each vendor should submit a list of at least five (5) references for other customers where the vendor is supplying similar services. Two (2) of these references should be with customers that have over 1 million square feet of property. Each reference should include a contact name, phone number, company name, number of years vendor has supplied services to the company and type of services rendered. Vendors are also welcome to submit any written letters of recommendation.
16. Resumes. Please include (i) the resumes of all corporate and portfolio staff who will provide Services; and (ii) a brief background on the vendor company, number of years it has been operating, square footage of buildings currently managed and managed for the last three years, and how much of that square footage was managing school facilities.
17. Independence. Please see Exhibit E for the vendor independence statement. A signed copy of this must be included in the Proposal.
18. Affidavit. Please see Exhibit F for the vendor affidavit. A signed copy of the vendor affidavit must be included in the Proposal.
19. Other. Information which a vendor desires to present that does not fall within any of the above categories may be presented in this section.

Should a vendor desire clarification or interpretation of any item in the RFP, such request shall be made, in writing by February 26, 2020, to Kate Rotella, Purchasing Manager at krotella@crec.org. All Questions will be addressed via Addendum posted on the web site.

Proposal evaluators will place emphasis on completeness and clarity of content in each vendor's Proposal. Thus, the clarity of a vendor's written response will be considered along with a vendor's capability to perform the requirements of this RFP.

STAFFING REQUIREMENTS

APPLICABLE LAWS AND REGULATIONS:

1. The execution of the Contract binds the vendor to all applicable State of Connecticut ("State") labor standards, laws and regulations. All such standards, laws and regulations shall be binding to the same extent as if they were copied at length herein.
2. The vendor agrees and warrants that in the performance of the Services it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental or physical disability, including, but not limited to, blindness, unless it is shown by the vendor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State. The vendor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to blindness, unless it is shown by the vendor that such disability prevents performance of the Services.

It shall be the responsibility of the vendor to be familiar with and knowledgeable about all applicable State labor standards, laws and regulations. A vendor may be required to undergo a pre-award compliance review for the purpose of ascertaining whether, in the opinion of CREC, the vendor is willing and/or capable of complying with these requirements.

3. All work performed under the Contract must meet State and federal OSHA standards, as amended.
4. Federal, A.H.E.R.A., and State regulations require that anyone engaged in custodial and facilities services work in schools must have asbestos awareness training. This training, a two (2) hour session, must be done annually and records of this training must be maintained at the Buildings. Any new employees hired during the year must be trained within sixty (60) days of employment.
5. CREC is an equal opportunity employer and purchaser. The vendor agrees that in connection with the Services no employee or applicant for employment or vendor will be discriminated against because of race, color, religious creed, marital status, national origin, ancestry, sex, sexual orientation, age, present or past history of mental disorder, mental retardation or physical disability including but not limited to blindness, or veteran's status.
6. The vendor shall indemnify and hold the CREC Council, CREC, and their respective officers, agents, and employees wholly harmless from any harm, damage, or loss arising from any cause related to actions or in-actions by any of its employees or anyone directly or indirectly employed by vendor or anyone for whose acts vendor may be liable.

STAFFING:

1. CREC may approve or disapprove prior to and during employment any or all of the vendors employees. Notification shall be made by CREC to the vendor of such employees considered to be unsatisfactory by CREC. Such employees shall not be allowed to work in the Buildings under this contract and shall be immediately removed from providing Services upon notification.
2. The vendor shall maintain an office, staffed and equipped, so that communications, correspondence, dispatching of employees, handling complaints, and other problems normally related to the Services can be efficiently and effectively provided.

Regardless of the supervision and staff setup proposed by the vendor for the Buildings, it shall be the vendor's sole duty and responsibility to maintain and administer all phases of the Services under the terms of an awarded Contract.

3. The vendor shall employ an individual, or individuals, in a supervisory capacity, whose primary function will be the supervision of the vendor's employees or anyone directly or indirectly employed by vendor, including subcontractors, or anyone for whose acts vendor may be liable performing Services for the Facilities.

Said manager or supervisors shall be responsible for all communications, written or verbal, as required by the school principal, program manager or designee, concerning any activities related to the performance of the Services. The manager or supervisors shall represent the vendor, and all communications given to and given by the manager shall be as binding as if given to and given by the vendor. In addition, the manager or supervisors shall represent the policies and procedures developed by CREC as they pertain to the operations of the Facilities or the providing of the Services. These policies and procedures will be delivered through the direction of the CREC Director of Facilities.

Such communications may include, but not be limited to, the following:

- a. Reporting in, on a daily basis, to the school principal, program manager or designee, in the manner prescribed by the school principal, program manager or designee, at times to be determined on an individual site basis.
 - b. Describing the methods and procedures that will be employed to accomplish specific Services functions.
 - c. Reporting, in writing, any and all damage resulting from an occurrence during the vendor's occupancy of a Building.
 - d. Providing notification of any dangerous or potentially dangerous conditions existing at the site upon which Services are performed by the vendor.
 - e. Such notification shall include any observed building maintenance needs.
 - f. Attending review meetings as scheduled by the director of facilities, school principal, program manager or designee.
4. All vendors' employees shall be attired in suitable work clothes and each shirt shall be labeled with the vendor's suitable company decal, as well as a second company decal with the CREC company identification logo. Apparel shall be clean and in good condition at all times.

Suitable work clothes include, but are not limited to, the following:

- a. Shirts must be worn at all times;
- b. Shorts may not be worn.

5. The vendor shall be solely responsible for the proper training and qualification of its employees and all persons providing the Services.

The vendor shall at all times enforce among its employees the compliance with all safety and other rules, regulations, policies and procedures as may be established by CREC for the Facilities under its control.

6. It is required for the Vendor to provide a first-shift employee serving in the role as “Head Custodian” at each property. The Head Custodian will not be required to supervise others. The primary difference between the Head Custodian and others is that he/she will be a point of contact for custodial needs and will provide light building maintenance as reported by the Principal, faculty and staff. The Head Custodian shall follow-up on all requests for service through the established School Dude work order system. It shall be noted that in a large Facility an additional first-shift employee serving in the role as “Day Porter/Day Matron” is required to assist during school lunch waves.
7. The vendor shall employ staff sufficient in number to ensure the regular and uninterrupted operation of the Buildings for a twelve (12) month work year as required by the following:
 - a. Annual school calendar.
 - b. Work scope as specified in the custodial services, building maintenance programs and facilities management services sections in this RFP.
 - c. Scheduled work week of Monday through Friday.
 - d. Building coverage hours starting one and one-half (1 ½) hours prior to the start of school through 11:00 p.m. for other than the summer and school calendar recess periods. Building coverage hours during the summer and school calendar recess periods shall be for a day shift, starting one and one-half (1 ½) hours prior to the regularly scheduled staff arrival time.
 - e. Coverage for events, meetings or community use of Buildings may extend the finishing hours weekdays and require work to be performed on Saturday, Sunday, or school calendar designated holidays.
 - f. Summer cleanup to begin no earlier than the day after the last student attendance day and to be completed no later than ten (10) calendar days prior to the first scheduled staff attendance day, as shown in the annual school calendar.
8. The vendor shall make every effort to include at least one (1) female custodian on its staff to ensure proper coverage for the female rest rooms and/or locker facilities while school or special functions are in session.
9. All personnel that will be employed by the vendor to provide the “in-house” building maintenance program trade activities shall be licensed as required.

All personnel that will be employed by the vendor to provide the supervisory and/or facilities management duties and responsibilities should at a minimum:

- a. Be cognizant of codes for buildings, health, fire, lead and asbestos.
- b. Have the ability to read, understand, and interpret blueprints and plans.
- c. Possess MEP and HVAC background and experience.
- d. Have knowledge of custodial practices and methods.

10. At least one (1) person per Building shall be designated by the vendor as the employee to be called in to work outside of the employee's regularly scheduled shift for situations involving storms, building security, or emergency conditions, as determined by the school principal or designee.

The employee so designated is required to be able to respond within thirty (30) minutes to a Building when contacted by one of the following:

- a. Local police department;
- b. Local Department of Public works;
- c. Security monitoring service;
- d. School principal, program manager or designee;
- e. CREC Director of Facilities, or designee; or
- f. Agencies or firms added to this list by CREC if deemed necessary.

A list of the vendor's designated employees with home and cell phone numbers shall be provided to the referenced agencies, firms, or individuals. It is the responsibility of the vendor to keep this list updated with any employee changes that occur.

11. CREC reserves the right, acting through the principal, program manager or designee, to require, in its sole and absolute discretion, the removal, at any time, of any of the vendor's employees or anyone directly or indirectly employed by vendor, including subcontractors, or anyone for whose acts vendor may be liable performing Services.

12. All personnel directly or indirectly employed by vendor or anyone for whose acts vendor may be liable performing Services, including subcontractors, shall be carefully interviewed and screened for security.

- a. Once the Contract has been awarded, the vendor shall furnish to CREC the names, State vendors' license numbers, if applicable, of all the employees who will be working at the Facilities. This list shall be maintained in an up to date status as the vendor hires, fires, or replaces employees.
- b. The vendor shall submit with the response to this proposal a copy of its substance abuse and drug testing policies with respect to employees and new applicants for employment.
- c. The vendor, at its own expense, shall have all employees assigned to work under the requirements of this RFP fingerprinted for the purpose of securing reports from the Connecticut State Police and Federal Bureau of Investigation. Background checks on employees are not considered a substitute for fingerprinting. Once the fingerprinting results are obtained, the vendor shall provide CREC a list of each employee's name, date they were fingerprinted and the fingerprinting results. Under no circumstances is any vendor employee permitted to work at any Facility until they have been fingerprinted and the results obtained.

- d. CREC reserves the right to require that any individual with a record of prior criminal convictions or with criminal charges pending against them not be assigned to work under the Contract.

13. The vendor, at its own expense, shall have all persons performing Services trained and educated on sexual harassment in the workplace. The training shall be conducted in a classroom-like setting, using clear and understandable language and in a format that allows participants to ask questions and receive answers. Audio, video and other teaching aides may be utilized to increase comprehension or to otherwise enhance the training process. Once the training is administered, the vendor shall provide CREC a list of each employee's name and the date they have completed the training requirement. The content of the training shall include the following:

- a. Discuss the types of conduct that may constitute sexual harassment under the law, including the fact that the harasser or the victim of harassment may be either a man or a woman and that harassment can occur involving persons of the same or opposite sex;
- b. Describe the remedies available in sexual harassment cases, including, but not limited to, cease and desist orders; hiring, promotion or reinstatement; compensatory damages and back pay;
- c. Advise employees that individuals who commit acts of sexual harassment may be subject to both civil and criminal penalties; and
- d. Discuss strategies to prevent sexual harassment in the work place.

14. CREC values its employees and has developed a method to recognize workers through various recognition programs. Formal recognition supports the objectives and strategic goals of the Facility Department. The vendor shall institute at its own expense an Employee Recognition Program for its employees under this contract. The vendor may elect to import a program familiar to their organization however the Vendor is encouraged to discuss the scope of the program with the CREC Director of Facilities.

In the event the Vendor does not have a formal recognition program the following steps are to be incorporated in its creation.

Define program and create mission

- Step 1: Establish the purpose and criteria of the Recognition Program
- Step 2: Form a Recognition Committee
- Step 3: Determine Award Eligibility & Award Frequency
- Step 4: Determine a Budget, Select Types of Awards & Publicity
- Step 5: Establish and Monitor the Program

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the Standards, criteria,
requirements and other expectations outlined above in the STAFFING REQUIREMENTS section of
this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the STAFFING REQUIREMENTS.
- Vendor has written comments or clarifications to the STAFFING REQUIREMENTS and they are attached.

SUBCONTRACTING NEEDS

Overall, it is CREC's preference to work with a vendor who is able to fulfill the requirements and perform the services of this RFP using its employees and staff, without significant reliance on the use of subcontractors.

The vendor agrees not to delegate or subcontract its responsibilities under an agreement without the express prior written permission of CREC, in its sole and absolute discretion.

In addition, upon CREC's request, subcontractor's employees selected to provide Services shall comply with the fingerprinting and sexual harassment requirements outlined in sections 15 and 16 of the Staffing Requirements.

Please identify below by industry or field of expertise, the type of vendor you would need to subcontract to and also identify the vendors that you currently use to perform these services:

Industry/Field _____

Vendor Currently Used _____

CONTRACT PERFORMANCE REQUIREMENTS

1. Vendors responding to this RFP must meet and be in compliance with all local, state, and federal specifications, regulations, and requirements pertaining to the work, materials, equipment, or items requested in this RFP.
2. The successful vendor shall not assign or sublet the Contract in cases which are prohibited by law. In cases which may not be prohibited by law, the successful vendor may assign or sublet the Contract only if it is approved in writing by CREC, in its sole and absolute discretion, and such assignment of subletting is in full compliance with all applicable directives and laws.
3. The vendor shall provide a level of custodial services that is defined by The Association of Higher Education Facilities Officers, (APPA). The following is a summary of key indicators for each of APPA's five levels of cleanliness; the lower the score higher the level of cleanliness.

Level 1 – Orderly Spotlessness

- Floors and base molding shine and/or are bright and clean; colors are fresh.
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 2 – Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

Level 3 – Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation, there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 4—Moderate Dinginess indicators

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints.
- Lamp fixtures are dirty, and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

Level 5 – Unkempt Neglect

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy and there is a conspicuous buildup of dirt, dust and/or floor finish in corners and along walls. Base molding is dirty, stained and streaked. Gum, stains, dirt dust balls and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5 percent of lamps are burned out and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

If a conflict or question arises about which level of service applies to an area, the vendor shall provide Level 2 – Ordinary Tidiness service.

CREC shall, at its discretion, inspect or authorize inspections on all or any part of the Services performed by the vendor for the purpose of determining whether the work and material used in the performance of the Services conforms to the RFP requirements.

If required as a result of the inspections, the vendor shall receive written notice stipulating the deficiencies in either work or materials and the vendor shall respond in writing, within two (2) days after receipt of such notice, indicating the steps that shall be accomplished within five (5) days after receipt of such notice to remedy all defects stated in the notice.

If the vendor fails to respond or proceed to take corrective action, CREC may outsource the work to have the defects remedied and charge the cost of such work against any payments which may be due the vendor under the Contract, without prejudice to any other rights or remedies available to CREC.

4. CREC reserves the right to inspect, review and audit the vendor's books and records at any time during normal, regular business hours within the Contract term to ensure the vendor's invoices reflect the true and accurate wages and benefits of the vendor's employees and equipment pass through costs. CREC agrees to provide vendor with appropriate and sufficient notice and time to prepare for this and will work with vendor to identify a mutually agreeable timeframe.
5. Failure to adhere to and comply with the conditions of the RFP, accepted Proposal and the Contract will subject the Contract to termination.

With regard to the Services, CREC shall be the sole interpreter of the requirements of the work scope, and the judge of the performance thereunder by the vendor.

In the event of termination of the Contract due to a vendor default, the vendor agrees to hold CREC harmless and indemnified against any loss, cost, liability, or expense arising in connection with such default, including, without limitation, any increase in the costs of Services above the Contract amount for the remainder of the term of the Contract.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the standards, criteria,
requirements and other expectations outlined above in the CONTRACT PERFORMANCE
REQUIREMENTS section of this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the CONTRACT PERFORMANCE REQUIREMENTS.
- Vendor has written comments or clarifications to the CONTRACT PERFORMANCE REQUIREMENTS and they are attached.

PROPERTY REQUIREMENTS

The vendor must protect the Facilities and all property of CREC (i.e.; all floors, furniture, glass, land, etc.) from injury or other damage occasioned by or rising out of the performance of the Services. Any damage so caused must be repaired by the vendor at its own expense.

Employees of the vendor shall not disturb papers, records, or materials left on desks, tables, or cabinets, without specific instructions from CREC.

The vendor shall take all necessary precautions to prevent loss or damage caused by vandalism, theft, or pilferage of property located within the Facilities.

The vendor shall exercise extreme care in handling and securing all Facilities keys and security access key fobs (hereinafter both items referred to as keys). The vendor shall issue such keys to the employees at the start of each shift and shall collect them from the employees at the end of each shift. At all other times, the vendor shall keep such keys in a key box or other secure container furnished by CREC. In the event that such keys are lost, the vendor shall immediately notify CREC and the school principal, program manager or designee and the Director of Facilities. The vendor shall pay the costs of replacing lost keys and rekeying the locks to all doors operated by such keys.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the standards, criteria,
requirements and other expectations outlined above in the PROPERTY REQUIREMENTS section of
this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the INSURANCE AND PROPERTY REQUIREMENTS.
- Vendor has written comments or clarifications to the INSURANCE AND PROPERTY REQUIREMENTS and they are attached.

CUSTODIAL SERVICES REQUIREMENTS

The objective of the following custodial services functions, cleaning standards and work (collectively, the “Custodial Services”) is to provide a safe and appropriate learning environment for students, staff, and community by insuring cleanliness of all buildings and grounds in compliance with the following:

- Sanitary and health requirements of government agencies;
- Product manufacturers specifications; and
- Property maintenance programs as determined by CREC.

SCOPE: The vendor shall furnish, unless otherwise stated herein, all labor, supervision, equipment, cleaning materials and other supplies to provide Custodial Services for the Facilities; provided, however, the Custodial Services for The Learning Corridor Commons, The Learning Corridor High School, The Learning Corridor Theater, The Learning Corridor Montessori Magnet School and The Learning Corridor Garage are not part of this RFP as Custodial Services for such Buildings are provided by a third party vendor under a separate agreement.

EQUIPMENT: The vendor’s equipment shall be provided at no mark-up and with a required vendor invoice if leased. In addition the vendor’s equipment shall be properly maintained to eliminate breakdowns and malfunctions. CREC retains the right to request the vendor to repair or replace equipment that appears to be operating improperly.

The vendor shall provide all equipment and supplies not explicitly listed or mentioned herein or in the Materials and Equipment section of the RFP that are required and/or necessary to provide the Services. The supplies and equipment include, but are not limited to, such items as: dust mops/treatment, buckets with wringers, vacuum cleaners, maid carts, walk off mats, etc.

CLEANING STANDARDS: This section of the RFP specifies the tasks and frequency for the Custodial Services.

The term “as needed” referred to as a “frequency” in the task list is defined as being those Custodial Services requested by the principal, program manager or designee or dictated by the conditions of the applicable Facility.

Where “frequency” is not specified to indicate the number of times a task may be required to be performed, the frequency shall be required per CREC established policies or procedures or as determined by the principal or designee for the proper operation of the applicable Facility. For example, fire alarm/drills may have a frequency of 10-15 times per year in each Building.

a. General Requirements

- All floors shall be cleaned daily.
- Where dust mopping is specified, mops should be treated with a dust mop treatment in accordance with manufacturers' specifications.
- Where buffing is specified, only a liquid spray buff should be used. The use of aerosol spray buff is prohibited.
- All chemicals shall meet manufacturer floor maintenance specifications.
- Baseboard used in conjunction with any type of floor, including carpet, shall be kept clean and free from dirt, floor finish, water and machine marks.

b. Entrance mats

- Shall be vacuumed daily and cleaned using an extraction cleaner on Friday of each week, except during inclement weather, when they will be vacuumed and extracted as needed to keep them dry and functional.
- Vendor will be required to supply additional walk off mats during inclement weather.

c. Carpeted Floors

- Furniture should be moved to perform the cleaning of carpets.
- All areas that receive frequent or heavy traffic should be vacuumed daily.
- Carpet shall be spot cleaned on a daily basis to remove spills and stains.
- All carpeted floors shall be completely vacuumed three (3) times a week.
- All carpet should be extraction cleaned and shampooed biannually, and scheduled during the school recess periods and the summer vacation.

d. Corridors, hallways, lobbies, vestibules, and open public areas

- Shall be dust mopped daily.
- In inclement weather, floors shall be mopped as required to keep them dry.
- These floors shall be damp mopped and spray-buffed weekly with a floor buffer.

e. Rubber floors

- Regardless of the matrix, are to be cleaned only with those products accepted by the manufacturer.

f. Resilient floors

- Strip completely and re coat, with one (1) coat sealer and three (3) coats of floor finish at least twice each year.

g. Floors in eating and food preparation areas

- Should be dusted and damp mopped daily.
- Spray buffed weekly with a floor buffer.
- Wash and sanitize the kitchen, cafeteria and vending floor areas with a germicidal disinfectant daily.

h. Concrete floors

- Shall be dust mopped three (3) times per week and damp mopped once per week.
- These floors shall be spot cleaned daily and shall not be buffed or polished.

- i. Painted wood floors, including stage areas
 - Shall be dust mopped daily.
 - Floors shall be spot cleaned daily.
 - These floors should be damp mopped once per week.
- j. Floors in classrooms, laboratories, workrooms, and faculty and administrative offices
 - Shall be dust mopped daily, spot damp mopped to remove spills and other spots not removed by dust mopping.
 - Shall be completely damp mopped weekly.
 - Floors should be stripped and refinished as needed but no less than twice every year.
- k. Restroom, locker room floors, and showers
 - Shall be damp mopped daily with a germicidal cleaner.
 - Shall be machine scrubbed weekly. After scrubbing, water shall be picked up with a wet pick-up vacuum cleaner.
 - After mopping and scrubbing, the tile joints and baseboards shall be cleaned to remove dirt or spots or streaks.
- l. Cleaning of ceilings
 - Each week, the vendor shall remove dust and cobwebs from ceilings, grilles, and diffusers mounted in ceilings.
 - Trash in light fixtures shall be removed daily.
 - Dirty light fixture lenses should be opened and cleaned on an annual basis in either August or December.
- m. Cleaning of walls and partitions
 - Walls and partitions shall be spot cleaned daily to remove spills, hand prints, footprints, smudges, and graffiti.
 - This task should include doors, frames, interior window wall sills, and light switches.
 - Sills, ledges, moldings, modular partitions shall be dusted weekly.
 - Walls in laboratories should be spot cleaned weekly to remove hand prints and footprints.
 - Dust and cobwebs should be removed from walls on a weekly basis. Also, grilles, diffusers, and door louvers mounted in walls should be dusted on a weekly basis.
 - Graffiti shall be cleaned from walls and toilet stalls without damaging surfaces. If normal cleaning cannot remove the graffiti, the vendor should notify the principal, or designee, that the surface needs to be refinished.
- n. Cleaning of windows
 - Both sides of glass in entrance areas should be spot cleaned daily. Both sides of glass in entrance vestibules should be cleaned daily.
 - Glass in interior partitions, and vision panels in doors and bulletin boards and display cases should be spot cleaned daily and should be cleaned on both sides at least once every week.

- All mirrors shall be spot cleaned daily. Mirrors shall be completely cleaned when dirt, spots or streaks are apparent.
 - Both sides of all glass that functions as exterior walls should be washed twice per year. This task includes all sashes, storefronts, doors, vision panels, sidelights and windows. The vendor shall obtain the approval of the principal, or designee, to schedule this task.
- o. Cleaning of rest rooms, locker rooms and showers
- All toilets, toilet seats, urinals, urinal screens and lavatories shall be cleaned daily using a germicidal cleaner. Stainless steel toilet stalls and urinal screens should be polished weekly. These fixtures shall be cleaned so that dirt, scum deposits, stains, streaks are removed.
 - Rest room walls, shower stalls, and toilet stalls shall be spot cleaned daily with a germicidal cleaner. Shower stalls and toilet stalls shall be cleaned and disinfected weekly to remove dirt, mildew, and streaks. Plastic shower stalls shall be cleaned with a non-abrasive cleaner.
 - Towel dispensers, toilet paper and soap dispensers shall be restocked daily, as needed. If dispensers are broken or damaged, the vendor will be responsible for the replacement of them. The dispensers will be provided by the vendor and will be documented on the equipment and supplies inventory.
 - The vendor shall operate sanitary napkin dispensers. This task includes furnishing napkins, restocking the dispensers on a daily basis, and collecting revenues from the dispensers. Revenue collected will be used to offset the paper supply purchase and documented on the monthly invoices.
 - Plumbing shall be checked daily for stoppages or leaks. Operational problems must be reported immediately to the office of the principal.
- p. Cleaning of furniture, equipment and other items
- All tabletops and chairs in eating areas shall be washed, disinfected and spot cleaned daily. This task includes spot washing table pedestals and legs and chair legs to remove dirt, dust, scuff marks, spots, and spills.
 - Desktops, file cabinets, shelves, office equipment, and bookcases in all areas of the facility shall be dusted weekly. Inspect student furniture and clean to remove markings, graffiti or other conditions on a weekly basis.
 - Furniture in corridors and public areas shall be spot cleaned daily to remove spills and smudges. Also, furniture shall be dusted, vacuumed and/or damp cleaned weekly.
 - Conference tables in all areas of the facility shall be spot cleaned daily and should be polished weekly.
 - Fabric covered chairs in all areas of the facility shall be vacuumed once every three months. Plastic and wooden chairs and vinyl-covered chairs in all areas of the facility shall be spot cleaned daily and damp cleaned monthly.
 - Fabric covered room dividers in all areas of the facility shall be vacuumed at least twice a year.
 - White boards and trays shall be washed daily. Erasers shall be cleaned weekly. The vendor shall provide the equipment and chemicals specifically designed for the eraser and white board cleaning.

- Fire extinguishers in corridors and public areas shall be dusted weekly.
 - Drinking fountains shall be cleaned daily with a disinfectant solution and then polished.
 - Telephones in all areas of the facility shall be cleaned weekly and disinfected weekly. Public telephone shall be cleaned daily with a disinfectant solution.
 - Window treatments (shades, blinds, etc.) shall be adjusted daily so that all are evenly opened and extended. All window treatments shall be dusted monthly and completely cleaned biannually in accordance with the manufacturer's specifications.
 - Push and pull plates shall be spot cleaned daily. Door knobs, push, pull, and kick plates on all doors shall be washed and polished weekly. This task is intended to keep doors and plates clean of hand prints and footprints, dirt, floor finish, scuff marks, spots and spills.
 - Elevator tracks shall be cleaned daily. Graffiti on or in elevators shall be removed daily. Elevator walls shall be polished weekly. During inclement weather, mats shall be provided on the elevator floors and cleaned daily.
 - Mounted pictures, lamps, and monitors shall be kept clean and free of dust and lint at all times.
 - Replace burnt lamps or bulbs in light fixtures ten (10) feet in height or less.
 - In the stairwells, all stairs and landings shall be spot cleaned daily and shall be swept and damp mopped weekly. Landings shall be buffed with a high-speed buffer weekly. All handrails and stringers shall be dusted weekly. Wall light fixtures and vents in the stairwells shall be dusted weekly.
 - Daily police the vestibules, the lobby exterior, and the outside grounds and pick up and dispose of any debris.
 - Pencil sharpeners shall be emptied daily.
 - Wash all lockers (interior and exterior) including spacers and base plates during school recess periods and summer vacation.
- q. Trash removal
- All trash and waste containers shall be emptied daily, new liners shall be provided daily, and the outside of these containers shall be cleaned daily. The inside and outside of these containers shall be cleaned as needed so that dirt, stains, and streaks are removed and if odors are apparent.
 - All trash shall be placed in trash bags and placed in dumpsters.
 - The vendor shall comply with the requirements of the recycling program by utilizing the designated containers for mixed paper, aluminum cans, cardboard boxes, and books for pick up by the contracted trash hauler.
- r. Perform other miscellaneous duties, such as, but not limited to, the following:
- Respond to situations requiring emergency cleaning.
 - Clear the sidewalks and other walkways of snow and ice as necessary to keep the areas free from hazard.
 - Accept all material delivered in the building, inventory and check for damage, deliver to the designated areas.
 - Retrieve requisitioned supplies and equipment from storage areas and deliver to the designated rooms and offices.

- Set up and take down furniture and equipment for school and after school activities/events. Clean areas to be used prior to the activities/events and re clean following activities/events.
- Assist in all fire alarms and drills.
- Building opening duties.
- Building closing duties.

Date: _____

I _____(vendor owner or authorized employee) verify and authorize that
_____(vendor company name) accept and can meet the Cleaning
Standards and the other criteria, requirements and expectations outlined above in the CUSTODIAL
SERVICES REQUIREMENTS section of this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the CUSTODIAL SERVICES AND REQUIREMENTS.
- Vendor has written comments or clarifications to the CUSTODIAL SERVICES AND REQUIREMENTS and they are attached.

BUILDING MAINTENANCE PROGRAM REQUIREMENTS

The purpose CREC's maintenance program is to keep the exterior and interior of the Buildings in the original condition of completeness or efficiency, either through repairs or replacement of property. The vendor shall employ mobile maintenance technicians for the work in the Buildings; special emphasis shall be placed on electrical and HVAC and in addition two (2) maintenance technicians shall be dedicated at The Learning Corridor Commons, The Learning Corridor High School, The Learning Corridor Theater, The Learning Corridor Montessori Magnet School and The Learning Corridor Garage buildings.

1. The vendor shall be responsible for the development of and the assisting in the updating of CREC's Capital Improvement Plan for each Building. These plans identify needs such as repairs, replacement, renovation, remodeling or improvements to the Buildings. (Add Alternate 1)
The plans identify not only corrective work, but, upgrading of the Facilities to meet the needs of the program requirements. It shall be understood that the plans will be revised and updated annually due to changes in instructional and operational program requirements and as the evaluation of the conditions of the Buildings and Facilities dictates.
2. Preventive maintenance programs shall be used for the purpose of performing minor repairs on an as needed basis, scheduled repetitive repairs or replacements control the deterioration of a Facility in order to provide dependable operation, prevent service interruptions, and limit emergency repairs.
For example:
 - Service burners, pumps, compressors.
 - Re-lamp all lights, including emergency and exit lights.
3. Replacement schedules are based on known, standard system life expectancies, but shall take into consideration the specific use in the Buildings that may cause higher or lower usage than normal wear and tear.
4. The Buildings maintenance program makes provisions for:
 - Ceilings
 - Doors
 - Electrical
 - Floors
 - Mechanical
 - Painting
 - Plumbing
 - Roofing
 - Windows
 - Furniture & fixtures including lockers, tack and white boards, etc.
5. The Buildings maintenance programs and the Facility projects shall be funded either through annual operating fund budgets or through the capital improvement plan reserve fund established for each of the Facilities by CREC.
6. CREC shall be the sole authority on the funding level that will be approved for inclusion in the annual budgets.
7. As stated in Staffing Requirements, all personnel that will be employed by the vendor to provide the "in-house" building maintenance program trade activities shall be licensed as required.

8. The vendor shall employ an individual in a manager capacity, whose primary function will be the oversight of maintenance related requirements of the Buildings and the supervision of the vendor's mobile maintenance employees or anyone directly or indirectly employed by vendor or anyone for whose acts vendor may be liable performing maintenance Services for the Facilities.

The following shall be met are not limited to the goals of building maintenance:

- a. Maintain an inventory of existing Building Management Systems (BMS) to include the BMS version, the age/condition of each desk-top computer and operating software version.
- b. Develop a plan for service, equipment updates and/or replacement and BMS upgrade path.
- c. Research the possibility of one BMS software solution to control multiple buildings.
- d. Establish an on-line maintenance management portal to include a photo inventory of mechanical equipment.
- e. Review preventative maintenance schedule.
- f. Maintain mechanical equipment data to include; warranty documents, manufacturer instructions and service information.
- g. Establish a district-wide heating/cooling set-point.
- h. Coordinate with contracted energy services vendor and manage new projects to include solar photovoltaic roofing, power factor correction, thermal hot water tank units, etc.
- i. Co-manage retro-commissioning efforts.
- j. Attend ongoing job-site meetings concerning HVAC and controls installations.
- k. Coordinate building mechanical system training for facility staff.
- l. Attend project close-out sessions and commissioning meetings.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the standards, criteria,
requirements and other expectations outlined above in the BUILDING MAINTENANCE PROGRAM
REQUIREMENTS section of this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the BUILDING MAINTENANCE PROGRAM REQUIREMENTS.
- Vendor has written comments or clarifications to the BUILDING MAINTENANCE PROGRAM REQUIREMENTS and they are attached.

FACILITIES MANAGEMENT SERVICES

MANAGEMENT:

The vendor shall act as the facility manager for the Buildings under the Contract and therefore shall have the supervisory and administrative responsibility for all functions of Custodial Services, Building Maintenance, Construction Management, Operations Management and general Facilities Management (collectively, the “Facilities Management Services”).

In this capacity, the vendor shall be responsible for tasks, such as, but not limited to, the following:

- a. To assist in the management and supervision of the third party vendor supplying the Custodial Services for The Learning Corridor Commons, The Learning Corridor High School, The Learning Corridor Theater, The Learning Corridor Montessori Magnet School and The Learning Corridor Garage.
- b. Establish and administer schedules and procedures for the required custodial care of the school and office facilities and the performance of the Custodial Services.
- c. Inspect building and grounds for conformance to custodial standards.
- d. Maintain appropriate records of maintenance programs and projects and submit reports as required describing the condition of building and grounds.
- e. Develop a system for dealing with emergency repairs with efficiency.
- f. Manage warrantee and guarantee programs.
- g. Understand all utility systems and be prepared to respond to problems.
- h. Prepare and conduct training programs for applicable personnel utilizing the O&M manuals.
- i. Establish power failure procedures.
- j. Conduct safety checks and other inspections of all buildings and grounds to ensure compliance with all applicable code requirements. Examples are the inspection of fire extinguishers, inspection of playscapes and playgrounds for safety hazards, vandalism or needed repairs.
- k. Assist in the administration of the Asbestos Management Plan for all buildings.
- l. Administer the use of the computerized energy management system per manufacturer’s requirements at each facility.
- m. Administer the use of the security system ID services, training of users, etc...
- n. Process applications from within and outside of the school and prepare the required invoices for the use of the school buildings and facilities in accordance with the conditions and procedures periodically adopted by CREC.
- o. Keep abreast of trends and products in the area of custodial and building maintenance activities.
- p. Administer and maintain the use of a work order system. CREC has acquired the services of SchoolDude.com and utilizes Maintenance Direct as an online tool that allows employees to submit maintenance requests. The vendor shall become accustomed with Maintained Direct, its function and workflow.

- q. Organize and implement a program of preventive maintenance, including HVAC maintenance, roof maintenance, fire safety equipment maintenance, kitchen equipment maintenance, etc. See section Building Maintenance Program Requirements.
- r. Direct maintenance and operational activities through the use of electricians, HVAC technicians, general mobile technicians and other trade workers on staff or assigned to an outside vendor. See section Building Maintenance Program Requirements.

BUDGETING:

In addition, the vendor shall be responsible for preparing budget recommendations for the Facilities operations covering, yet not limited to, the following categories:

- a. Utilities
- b. Custodial services and supplies (per the contracted rate for such services)
- c. Landscape maintenance
- d. Snow removal services
- e. Roadway & walkway services and repairs
- f. Elevator maintenance
- g. Site lighting services
- h. Building maintenance services and supplies (per the contracted rate for such services)
- i. Building maintenance programs
- j. Building and site projects
- k. Pest control services
- l. Fire protection services
- m. Trash removal services
- n. HVAC, electrical, plumbing, carpentry, and other custodial or building maintenance (interior and exterior) services that are outsourced because the services are beyond the scope of the staff utilized by the firm awarded the contract for the services described in this RFP.
- o. Fees for the Facilities Management Services (per the contracted rate for such services) The budget shall contain detailed information supporting the estimated costs.

ADDITIONAL SERVICES:

Services for “specialized” functions such as elevator maintenance, fire protection, trash removal, food service equipment maintenance, pest control, etc. may be outsourced.

The vendor shall consult with CREC to determine the scope of service required for the special functions. The vendor shall establish an estimated cost for these services. For such service, the vendor shall prepare the bid or proposal documents, solicit bids or proposals as appropriate from the providers of such services and provide recommendations to CREC. Under no circumstance shall the vendor sign any contract on behalf of CREC.

The vendor shall supervise and inspect the work performed by outside vendors and shall verify that the terms of all such contracts have been fulfilled before authorizing the final payments. CREC shall pay the provider of these services directly.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the standards, criteria,
requirements and other expectations outlined above in the FACILITY MANAGEMENT SERVICES
section of this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the FACILITY MANAGEMENT SERVICES.
- Vendor has written comments or clarifications to the FACILITY MANAGEMENT SERVICES and they are attached.

FACILITIES ASSESMENT AND CAPITAL IMPROVEMENT PLAN

Add Alternate 1

CREC is seeking a qualified firm to conduct a detailed facilities assessment (FA) and to use that data to create a comprehensive, long-term (5-20 year) Capital Improvement Plan (CIP). Candidates should have experience in multiple fields including engineering, architecture and construction.

Included in this Capital Improvement List will be the anticipated useful life of each item and the replacement costs, in today's dollars. This excludes building replacement. The focus is on major systems within a building or in some cases major pieces of fixed equipment like a playground or a boiler/furnace. The goal is to provide a foundation upon which a financing/funding replacement plan can be built.

CREC will provide personnel to help in gathering data such as square footage of roofs, carpeting, installation date of HVAC systems, etc.

A preliminary listing of the major CREC-owned facilities and their component system is appended to this RFP. Additional items may be identified as the work on this project progresses and should be included in the final product.

A draft of the Facilities Assessment report is expected within six (6) months from Notice to Proceed (NTP), with the final report due by one (1) year from NTP.

The CIP is expected within six (6) months from receipt of the final FA report.

The specific areas that will be addressed in the FA will include the following:

1. Existing Roofs - Perform a field study of the existing roofs.
 - a. Evaluate the condition of each of the roofs.
 - b. Test cut to determine the make-up of each roof.
 - c. Test for asbestos and PCB's.
 - d. Analyze existing drawings; evaluate architectural and structural issues including the load bearing capacity and capacity for possible future solar panels.
 - e. Analyze existing drainage; recommend additional drains if necessary and where feasible.
 - f. Prepare a detailed report summarizing your findings.
 - g. Prepare budget cost estimates.

2. Building Exteriors - Perform a field study of the existing building exteriors.
 - a. Perform field investigations of exterior wall assemblies, including but not limited to masonry, window and door systems, foundations (where visible), structural steel components, metal.
 - b. Wall panels and other wall systems.
 - c. Analyze current conditions and offer useful life expectancies.
 - d. Prepare a detailed report summarizing your findings.
 - e. Prepare budget cost estimates.

3. Mechanical and Fire Protection Systems- Perform a field study of existing systems.
 - a. Analyze current conditions of all mechanical heating, ventilating, fire alarm, circulating, and cooling systems and offer useful life expectancies.
 - b. Offer solutions for replacement of mechanicals if needed.
 - c. Identify any code issues that maybe present.
 - d. Prepare a detailed report summarizing your findings.
 - e. Prepare budget cost estimates.

4. Hard and Soft scape areas
 - a. Analyze current condition of all driveways, parking areas, sidewalks and offer useful life expectancies.
 - b. Offer solutions for replacement of hard and soft scapes if needed.
 - c. Identify any code issues that maybe present.
 - d. Prepare a detailed report summarizing your findings.
 - e. Prepare budget cost estimates.

5. Sports Fields including Basketball Courts
 - a. Analyze current condition of all sports fields, artificial and natural turf, Basketball courts and offer useful life expectancies.
 - b. Offer solutions for repair and or replacement of Sports Fields if needed.
 - c. Identify any code issues that maybe present.
 - d. Prepare a detailed report summarizing your findings.
 - e. Prepare budget cost estimates.

All interested parties shall submit a Statement of Qualifications including a letter of interest, resumes of key personnel and descriptions of similar projects that have already been completed. Also include a proposed fee schedule (tab located in Exhibit B, STW pricing note for all individuals who will provide services.)

STRATEGIC PARTNERSHIPS

CREC is in the business of identifying cost saving opportunities and developing programs to deliver these opportunities to CT school districts and other interested parties.

1. The successful vendor must demonstrate the capacity and expertise to offer services to districts:
 - a. Custodial and/or Facilities Management Services, pursuant to all requirements outlined in this RFP and the subsequent agreement entered into between CREC and the successful vendor; and
 - b. Facilities Management Assessments, as follows.

DESCRIPTION OF FACILITIES MANAGEMENT ASSESSMENT SERVICE

One or more individuals with expertise in facilities management (experts) will be assigned to the client site by the vendor, based on the needs of the client. CREC shall be notified of the individual(s) assigned.

The assigned expert(s) will:

- interview district and building administration to ascertain concerns and gather background knowledge,
- observe and analyze the current conditions of the building(s) included in the assessment,
- interview staff responsible for custodial and maintenance duties as identified by district/building administration,
- gather information through other appropriate means in order to obtain the knowledge necessary to create a facilities management report, and
- draft such facilities management report, which may include the following information:
 - a review of custodial services including existing custodial issues, building cleaning specifications, staff training, quality assurance, and inventory management to include consumables, custodial equipment, and janitorial chemicals,
 - a review of routine and preventive maintenance including existing maintenance issues, maintenance staff review, and facility maintenance specifications,
 - a review of custodial and maintenance employee safety procedures and recommendations for training if needed,
 - a review of efficiencies related to custodial and maintenance services, including the work order system, purchase of supplies, cleaning methodology, and oversight of service agreements with vendors,
 - specific commendations and recommendations as appropriate in each of the above-mentioned areas based on findings, and
 - templates, literature, and other relevant information to assist the client in the implementation of recommendations.

The report will be submitted to CREC for review, and CREC will submit the report to the client. Any issues or concerns regarding this project, on behalf of the vendor or the client, should be directed to CREC. The client shall be instructed likewise.

2. In response to this RFP, the vendor shall propose a profit-sharing structure between CREC and the successful vendor for Custodial and/or Facilities Management Services to CT school districts and other interested parties. Such profit-sharing structure should not result in pricing for clients exceeding pricing provided to CREC. Exceptions must be described in detail.

3. In response to this RFP, the vendor shall propose the price to provide Facilities Management Assessments to CT school districts and other interested parties, including profit- sharing between CREC and the successful vendor.

4. CREC will become the successful vendor’s exclusive strategic partner in the State of CT for the sale of Custodial and/or Facility Management Services and Facility Management Assessments. The vendor will have a non-exclusive sales arrangement with CREC, but no other strategic sales partners.
 - The vendor retains the right to sell Facilities Management Assessments directly, but not at a rate lower than what is available through CREC.
 - CREC will enter into service agreements with clients for Facilities Management Assessments. CREC agrees to pay the vendor its fee upon client payment to CREC for the service. CREC will provide the vendor with copies of agreements.
 - The vendor retains the right to sell Custodial and/or Facilities Management Services directly, but not at rates lower than what is available through CREC, as outlined in the service agreement between CREC and the vendor effective July 1, 2020 through June 30, 2022, and any period of extension.
 - CREC will enter into service agreements with clients for Custodial and/or Facilities Management Services, as extensions of its aforementioned service agreement with the vendor. CREC will retain its share of the cost charged to clients, and pay the vendor for services on a quarterly basis. CREC will provide the vendor with copies of agreements with clients.
 - The vendor agrees that in the event a client whom the vendor has been introduced to by CREC should contemplate or show interest in custodial, facilities management or related services, the vendor shall enter into an agreement with such client through CREC.
 - Custodial and/or Facilities Management services agreements with CT school districts or other interested parties shall be in effect for the period of the service agreement for facilities management services between CREC and the successful vendor, unless otherwise agreed upon by CREC, the successful vendor and the client.

 Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
 _____ (vendor company name) accept and can meet the standards, criteria,
 requirements and other expectations outlined above in the STRATEGIC PARTNERSHIPS section of
 this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the STRATEGIC PARTNERSHIPS.

- Vendor has written comments or clarifications to the STRATEGIC PARTNERSHIPS and they are attached.

MATERIALS AND EQUIPMENT REQUIREMENTS

The vendor shall provide materials and equipment (collectively, the “Materials and Equipment”) for performance of the Services under the Contract as follows:

1. The vendor shall provide all equipment and trade tools required to perform the custodial and building maintenance services as specified in this RFP.
2. The vendor shall utilize computer hardware and software for its Management staff and building based Head Custodians provided by CREC and maintained by CREC IT.
3. The vendor shall adhere to the CREC standard for mobile technology communication and provide its Management staff and Mobile Technicians with an iPhone running Apple IOS. The iPhone device shall coincide with the latest version at the signing of the contract. The vendor shall maintain a service plan to include yet not limited to full texting and wireless data transmission for its Management staff and Mobile Technicians.
4. All vendors’ materials and equipment shall be stored in the areas of each building as designated in the construction documents, which will be provided to the awarded vendor. Such areas shall be maintained on a daily basis by the vendor to the satisfaction of the school principal, program manager or designee.
5. All supplies acquired by the vendor to fulfill the requirements of this RFP or the performance of the Services under the Contract will be invoiced directly to CREC for payment.
6. Should the school principal, program manager, or designee deem that any of the materials and equipment or consumable supplies being proposed or subsequently utilized by the vendor are inappropriate (i.e.; aesthetic results, impact on property longevity, floor covering manufacturing specifications, etc.), the vendor shall cease using said materials and equipment and provide the type and quality of the materials or equipment that meet the school principal, program manager or designees’ approval. The vendor will maintain, at each location, updated Safety Data Sheets on all products used in the performance of the Services.

It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are in fact the items included in the Contract. Should items/materials prove to be different in any way; the vendor agrees to the return of the items and agrees to supply the correct items at vendor’s expense.

7. For all vehicles (company or employee owned) that will be used in executing the responsibilities contained within this RFP, the vendor will ensure that the vehicle is in reasonable physical condition, appearance and repair; that all vehicles are properly insured, have current registration with the CT State Department of Motor Vehicles; and that operators are properly licensed.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the standards, criteria,
requirements and other expectations outlined above in the MATERIALS AND EQUIPMENT
REQUIREMENTS section of this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the MATERIALS AND EQUIPMENT REQUIREMENTS.
- Vendor has written comments or clarifications to the MATERIALS AND EQUIPMENT REQUIREMENTS and they are attached.

AWARD OF CONTRACT

PROPOSAL ACCEPTANCE

Sealed Proposals will be accepted at CREC Central located at 147 Charter Oak Avenue, Hartford, Connecticut, 06106, until 2:00 p.m. February 28, 2020, at which time, Proposals will be publicly opened and read aloud. No extensions will be granted.

CREC shall have the right, in its sole and absolute discretion, to reject any or all Proposals and, in particular, to reject a Proposal not in compliance with the RFP, or a Proposal which is in any way incomplete or irregular. Further, CREC shall have the right, in its sole and absolute discretion, to waive any informality or irregularity in any Proposal received, to negotiate changes, to offer additional terms and to accept the Proposal that, in its judgment, will be in the best interest of CREC.

CREC may investigate and research, as it deems necessary, any vendor to determine the ability of the vendor to perform the Services. The vendor shall furnish all information and data for this purpose as CREC may request.

CREC reserves the right to reject any Proposal if evidence submitted by the vendor, or investigation of the vendor, fails to satisfy CREC that the vendor is properly qualified to perform the Services.

The vendor certifies under penalty of perjury that, to the best of their knowledge and belief, the prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other vendor or competitor and, further, that the prices which have been quoted in the Proposal have not been knowingly disclosed by them, directly or indirectly, to any other vendor or competitor prior to the opening of Proposals by CREC. The submission of a Proposal shall serve as conclusive evidence that the vendor is satisfied as to all requirements outlined in the RFP and to all conditions serving to control the execution of any Contract which may be executed between the parties.

AWARDING OF CONTRACT

Awarding of the Contract for the Services by CREC, in its sole and absolute discretion, shall only be to one (1) vendor. The Contract shall not be divisible between Buildings.

CREC may elect to award the Contract to a vendor that has not submitted the lowest Proposal if it is judged to be in CREC's best interest. Criteria which could be applied in the determination would include, but not be limited to, evidence of financial responsibility, performance on other contracts, experience, and ability to provide future services, references and utilization of technology.

It is to be noted that an important consideration in the award evaluation process will be the total cost of the vendor response, including, but not limited to, the number of custodial & maintenance personnel, their hours and fair wages proposed. The vendor must incorporate **\$15 per hour starting minimum wage** as set by CREC. The vendor shall incorporate a tier system to reflect custodial wages with an entry minimum wage level, a middle level and senior or Head Custodian maximum wage level. The decision of CREC as to the adequacy of the number of personnel, their hours and wages will be considered final and not subject to recourse by the vendor. The Contract award will be based upon the total cost of the Buildings and Facilities.

This RFP requires the vendor to identify the management staff necessary to manage the Buildings and Facilities. It is anticipated that this level of management staff will be required throughout the term of the Contract. As noted in the Introduction, if the number of buildings under the Contract changes (either increased or reduced) from the initial twenty-seven (27) Buildings, CREC acknowledges that the number or level of management staff required to oversee the portfolio may change. In this situation, the vendor and CREC will negotiate a change in the level of management staff necessary to oversee the portfolio.

Another important consideration in the award evaluation process will be the management fee charged by the vendor. As the RFP requires that all custodial & maintenance staff wages, management staff salaries and equipment fees are pass-through charges of the actual vendor costs, vendor profit is earned as a component of the management fee charged in the Contract.

In addition, another important consideration in the award evaluation process will be the facility management experience a vendor has with schools and related facilities. This information can be provided under the tab "Resumes".

No Proposal shall be accepted, nor Contract awarded, to any vendor whose performance on any previous contract has been determined to be unsatisfactory by CREC, in its sole and absolute discretion.

It is expected that a contract award decision will be made by Monday, March 9, 2020.

CREC shall not be responsible for any alleged oral instructions or contract interpretations given to vendors.

ADDITIONAL VENDOR INFORMATION

Vendors submitting a Proposal may be required to give an oral presentation of their Proposal. The oral presentation is intended to be a fact finding and explanation session only and will not include negotiation. CREC will schedule the time and location of the oral presentations. The decision to conduct oral presentations shall be exercised only at the option CREC.

During the evaluation process, CREC reserves the right, where it may serve in the best interests of CREC, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. CREC reserves the right to retain all Proposals submitted and to use any ideas in a Proposal regardless of whether that Proposal is selected.

TERM OF CONTRACT

CREC will award a three (3) year Contract, containing two (2), one (1) year options to renew. The options to renew may be exercised provided CREC is satisfied with the performance of the vendor through the original term.

Under the options to renew, the Contract shall be renewable in its present form, with terms and conditions of the renewal term negotiated and completed six (6) months prior to the expiration of original term. In the event the foregoing time limit is not complied with, the renewal option shall be deemed expired upon the expiration of said time limit.

All items in this RFP and those contained in the vendor's Proposal that have been agreed to by CREC are considered incorporated into the Contract as if fully set forth therein. In the event of

conflicts between the terms and conditions of the RFP and a vendor's Proposal, the terms and conditions of the RFP shall govern and control.

NOTICE OF AWARD

Until a Contract has been awarded, no vendor can claim any contract rights by virtue of the Proposal alone, or results of the public bid opening. Awarding of the Contract means actual written notice to the vendor that the Contract has been awarded.

The certified bank check or bid bond of rejected vendor Proposals will be returned upon the execution of a Contract. In the event the successful vendor refuses to execute the Contract, the proceeds of their check or bond will be forfeited by such vendor to CREC as liquidated damages.

PAYMENT FOR SERVICES

CREC agrees to pay the vendor in twelve (12) monthly installments for the Services. Each month, the vendor will submit an invoice for the prior months' Services which will be based upon the buildings and facilities under the Contract at that point in time. As previously noted, it is not uncommon for CREC to change the buildings and facilities under Contract as the number of School children being taught, or programs being offered, changes.

The monthly vendor invoice will be prepared by address and if required, by building. The monthly invoice will include a separate line item charge for each of the following:

- a. Management fee;
- b. Each management staff salary allocation;
- c. Each custodial and maintenance employee wages, identified by title/role and FT or PT indication;
- d. Payroll and benefit taxes for each employee; and
- e. Equipment fee.

Payment for facilities management services beyond the Services that have been agreed to will be made through a vendor invoice. The vendor invoices shall be paid subject to the timeliness and accuracy of the vendor's invoices, meeting CREC's requirements and subject to CREC's internal approval process.

CREC reserves the right NOT to reimburse the vendor for any invoices submitted by vendor that represent Services which were performed six (6) months prior, or previous to that time frame.

CANCELLATION OR CHANGES TO THE CONTRACT

1. In addition to any other rights CREC may have under the awarded Contract, CREC reserves the right to terminate the Contract without cause, in part or in whole, without penalty, upon thirty (30) days written notice to the vendor. In case of such termination, the vendor shall be entitled to receive payment for Services performed in accordance with this Contract, and actual costs incurred by reason of such termination, however the vendor and any party claiming through or under the Contract shall not be entitled to any overhead or profit on Services not so executed or unexecuted

Any Contract cancellation notice shall not relieve the vendor of the obligation to deliver and/or perform the Services prior to the effective date of termination.

2. CREC reserves the right to modify the general scope of the Contract by written notice to the vendor and in such event the compensation under the Contract shall be equitably adjusted based upon the unit prices contained in the Proposal. Changes within the scope of the Contract include, but are not limited to, the following:
 - a. Termination of services provided to a building or address if the building or address ceases to be owned or leased by CREC, or if programs within the building have changed; and
 - b. Addition of buildings or addressed during the term of the Contract.

Exhibit A

Exhibit A LISTING OF FACILITIES

CAPITOL REGION EDUCATION COUNCIL - CREC Facilities Management RFP Building Portfolio List						
No. Bldg.	School/Program	Address	City	Zip	Area	# Custodians
1	Academy of Aerospace & Engineering High School	1101 Kennedy Rd	Windsor	06095	164,765	11
2	Academy of Aerospace & Engineering Elementary School	525 Brook St.	Rocky Hill	06067	60,000	5
3	Academy of Science & Innovation School	600 Slater Road	New Britain	06053	145,000	9
4	Ana Grace Academy of the Arts Elementary School	20 Security Drive	Avon	06001	43,420	5
5	Arts Academy High School	160 Huyshope Ave.	Hartford	06106	50,000	7
6	Arts Academy Middle School	75 Van Dyke Ave.	Hartford	06106	45,000	5
7	Civic Leadership High School	1617 King Street	Enfield	06082	145,000	9
8	CREC Central – Community Education Offices	55 Van Dyke Ave.	Hartford	06106	14,000	3
9	CREC Central - Office Building	111 Charter Oak Ave.	Hartford	06106	50,617	3
10	CREC Operations Center - Office Building	147 Charter Oak Ave.	Hartford	06106	20,970	2
11	CREC Central - Transportation Office Building	317 West Service Rd.	Hartford	06106	1,800	1
12	CREC Central - Trust House Annex - Office Building	155 Wyllys St.	Hartford	06106	5,500	2
13	Discovery Academy School	176 Cumberland Ave.	Wethersfield	06109	67,235	5
14	Farmington Valley Diagnostic Center School	125 Latimer Ln.	Simsbury	06089	5,900	1
15	International Magnet School for Global Citizenship School	625 Chapel Rd.	South Windsor	06074	62,923	8
16	Learning Corridor – Commons Building	43 Vernon St.	Hartford	06106	78,103	N/A
17	Learning Corridor - Garage	377 Washington St.	Hartford	06106	119,000	N/A
18	Learning Corridor -High School	15 Vernon St.	Hartford	06106	74,868	N/A
19	Learning Corridor - Montessori Magnet School	1460 Broad St.	Hartford	06106	58,104	N/A
20	Learning Corridor Theater	359 Washington St.	Hartford	06106	53,451	N/A
21	Metropolitan Learning Center School	1551 Blue Hills Ave.	Bloomfield	06002	146,859	11
22	Museum Academy School	11 Turkey Hill Rd.	Bloomfield	06002	75,000	6
23	Reggio Magnet School for the Arts	59 Waterville Road	Avon	06001	64,120	7
24	River Street School – Berkin Campus	1289 Blue Hills Avenue	Bloomfield	06002	40,000	3
25	Soundbridge School	123 Progress Drive	Wethersfield	06109	31,684	1
26	Two Rivers Magnet Middle School	337 East River Dr.	E. Hartford	06108	128,000	9
27	University of Hartford Magnet School	196 Bloomfield Ave.	Hartford	06117	76,048	8
				Total Portfolio	1,827,367	121

Exhibit B

Exhibit B EXAMPLE OF THE BLANK CONSOLIDATED SUMMARY

CREC RFP for Facilities Management Services		
Consolidated Summary		
Contractor Name:	0	
Date of Submission:	January 0, 1900	
		Per School Total
Academy of Aerospace & Engineering High School	1101 Kennedy Road, Windsor	\$ -
Academy of Aerospace & Engineering Elementary School	525 Brook Street, Rocky Hill	\$ -
Academy of Science & Innovation School	600 Slater Road, New Britain	\$ -
Ana Grace Academy of the Arts Elementary School	20 Security Drive, Avon	\$ -
Arts Academy High School	160 Huyshope Avenue, Hartford	\$ -
Arts Academy Middle School	75 Van Dyke Avenue, Hartford	\$ -
Civic Leadership High School	1617 King Street, Enfield	\$ -
CREC Central – Community Education Offices	55 Van Dyke Avenue, Hartford	\$ -
CREC Central - Office Building	111 Charter Oak Avenue, Hartford	\$ -
CREC Operations Center - Office Building	147 Charter Oak Avenue, Hartford	\$ -
CREC Central - Transportation - Office Building	317 West Service Road, Hartford	\$ -
CREC Central - Trust House Annex - Office Building	155 Wyllys Street, Hartford	\$ -
Discovery Academy School	176 Cumberland Avenue, Wethersfield	\$ -
Farmington Valley Diagnostic Center School	125 Latimer Lane, Simsbury	\$ -
International Magnet School for Global Citizenship School	625 Chapel Road, South Windsor	\$ -
Learning Corridor Commons Building	43 Vernon Street, Hartford	\$ -
Learning Corridor Garage	377 Washington Street, Hartford	\$ -
Learning Corridor High School	15 Vernon Street, Hartford	\$ -
Learning Corridor - Montessori Magnet School	1460 Broad Street, Hartford	\$ -
Learning Corridor Theater	359 Washington Street, Hartford	\$ -
Metropolitan Learning Center School	1551 Blue Hills Avenue, Bloomfield	\$ -
Museum Academy School	11 Turkey Hill Road, Bloomfield	\$ -
Reggio Magnet School for the Arts	59 Waterville Road, Avon	\$ -
River Street School-Berkin Campus	1289 Blue Hills Avenue, Bloomfield	\$ -
Soundbridge School	123 Progress Drive, Wethersfield	\$ -
Two Rivers Magnet Middle School	337 East River Drive, East Hartford	\$ -
University of Hartford Magnet School	196 Bloomfield Avenue, Hartford	\$ -
		<hr style="border-top: 1px solid black;"/>
	Grand Total	0
<p>All costs for services shall increase annually on a cumulative basis after the first year in accordance with the following. Please insert your second and third year percentage increase.</p> <p>Second year increase:</p> <p>Third year increase:</p> <p>Company Name:</p> <p>Address:</p> <p>City, State, Zip Code:</p> <p>Authorized Signature:</p> <p>Type Name and Title:</p> <p>Phone:</p> <p>Fax:</p> <p>E-mail:</p>		

Exhibit C

Exhibit C INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CREC facility. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better and acceptable evidence of such insurance must be properly furnished to, and approved by, CREC.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CREC also requires that they be named as an additional insured on your general liability policy (ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "All CREC locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming CREC as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide CREC with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CREC.

The amounts of insurance available to CREC as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to CREC.

The proper name for the entity to be named as additional insured is: "Capitol Region Education Council, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to:

Capitol Region Education Council
Jeffrey E. Ivory, Comptroller Business Services
111 Charter Oak Ave. Hartford, CT
06106-1912
Contact information: Email: jivory@crec.org

Current insurance certificates must be furnished to CREC at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

CREC reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Required		
√	Commercial General Liability	<p>\$1,000,000 per occurrence \$2,000,000 aggregate for bodily injury/property damage, or sufficient to satisfy required underlying limits for the umbrella policy (see below). Policy form must be ISO CG 00 01, <i>or equivalent acceptable to CREC.</i></p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract. <p>All coverage provided to CREC under this section must be primary and non-contributory. CREC must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 <i>and</i> form CG 20 37, <i>or equivalent acceptable to CREC.</i></p> <p>Any Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job and acceptance by CREC.</p>
√	Automobile Liability	Covering owned, hired & non-owned vehicles. \$1,000,000 per accident minimum , or sufficient to satisfy required underlying limits for the umbrella policy (see below).
√	Workers Compensation Employers Liability	WC, Statutory EL \$1,000,000 per accident minimum , or sufficient to satisfy required underlying limits for the umbrella policy (see below).
√	Umbrella or Excess Liability	\$5,000,000 per occurrence minimum. Coverage must be excess over underlying policies described above. All coverage provided to CREC under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to CREC.
<input type="checkbox"/>	Professional Liability	May be required by job. Awarded contractor must have ability to obtain
<input type="checkbox"/>	Contractors Pollution Liability	May be required by job. Awarded contractor must have ability to obtain

Insurance Requirements

Contractors or vendors working for and/or doing business with the Capital Region Education Council (CREC), or using CREC facilities, agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CREC facilities the r policies of insurance. Insurance must be primary and endorsed to be noncontributory by CREC, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CREC must be endorsed to the policy as an additional insured (except Worker’s Compensation and Professional Liability) unless this requirement is specifically waived in writing by CREC. Contractors further agrees that any subcontractor they intend to use on CREC assigned work will be required to submit to the same indemnity and insurance requirements described here, and Contractor shall obtain insurance certificates evidencing such coverage.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CREC and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CREC either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CREC premises, the contractor or vendor shall furnish to CREC a certificate of insurance indicating, specifically, the existence of those coverage’s and limits required. CREC must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CREC as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CREC ten (10) days prior to renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CREC thirty (30) day’s notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CREC, the contractor or vendor shall furnish to CREC for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the authorized producer of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Capitol Region Education Council, Jeffrey E. Ivory, Comptroller, Business Services, 111 Charter Oak Ave., Hartford, CT 06106-1912. Tel.: (860) 524-4068, Fax: (860) 247-1949, Email: jivory@crec.org as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Date: _____

I _____ (vendor owner or authorized employee) verify and authorize that
_____ (vendor company name) accept and can meet the Standards, criteria,
requirements and other expectations outlined above in the INSURANCE REQUIREMENTS section of
this RFP.

Please check one box below:

- Vendor has NO additional comments or clarifications to the INSURANCE REQUIREMENTS.
- Vendor has written comments or clarifications to the INSURANCE REQUIREMENTS and they are attached.

Exhibit D

Exhibit D INSTRUCTIONS FOR COMPLETING THE CONSOLIDATED SUMMARY AND STAFFING TEMPLATE

The Excel attachment contains an excel workbook called “Staffing Template”. The Staffing Template workbook contains multiple spreadsheets including an Add Alternate 1 for a Facilities Assessment and Capital Improvement Plan development.

The Staffing Template is formularized and will automatically total all your data. Please note the following before you begin:

1. When the workbook is opened, there will be twenty nine (29) spreadsheets in the bottom tool bar. For each spreadsheet, the vendor input areas are indicted as boxed areas.
 - a. The first (1) spreadsheet requires data input that is used throughout the workbook.
 - b. The next twenty-eight (28) spreadsheets correspond with the twenty-seven (27) Facility locations.
 - c. There is one (1) Consolidated Summary spreadsheet itemizing the totals from the Facility address spreadsheets. **THIS SPREADSHEET WILL REPRESENT THE VENDORS TOTAL COST FOR THIS RFP.**
 - d. There is one (1) spreadsheet for the Facilities assessment and Capital Improvement Plan that correspond with the (27) Facility locations.
2. The Data Input spreadsheet requires data that is used throughout the workbook or (across the portfolio) to calculate the costs at each location, such as
 - a. Contractor name;
 - b. Date of submission;
 - c. Management and mobile maintenance staff roles/titles and their annual salary;
 - d. Management fee per square foot. The management fee is also assumed to cover a number of other vendor expenses such as, but not limited to, uniforms, staff cell phones and service, computers, copiers and fax machines, corporate support and resources, and other non-reimbursable costs.

The Data Input spreadsheet will calculate the total dollar amount of management fee and will also show the management fee per each Facility address.

The contractor name, date of submission, management staff role/title and management fee per address will automatically populate each address spreadsheet.

The workbook will allocate the cost of each management and mobile maintenance staff person by location based upon the square footage of twenty-seven (27) Facilities.

3. The purpose of each address spreadsheet is to calculate the total annual cost of each location. The vendor is asked to input the following:
 - a. The number and type of custodial and maintenance staff required to fulfill the RFP responsibilities, their weekly hours for each address and their hourly wages.
 - b. FICA and Medicare payroll taxes automatically calculate. FICA is calculated at 0.062 and Medicare at 0.0145.

- c. Due to the nature of the FUTA, SUTA, pension, workman's comp and other employee benefits calculations, the vendor is asked to input these individually for each employee.
- d. Under the Custodial Staff section, beginning with line 10, column A, input each individual staff person you intend to work at this location using descriptive titles that define their roles. Please input each person's hourly rate and the number of weekly hours they will work at this address and their corresponding FUTA, SUTA, pension, workman's comp and any other employee benefit.

As custodial services are provided by a third party vendor at The Learning Corridor Commons, The Learning Corridor High School, The Learning Corridor Theater, The Learning Corridor Montessori Magnet School and The Learning Corridor Garage they are not a part of this RFP response, thus should not be included in these addresses spreadsheets.

- e. Under the Maintenance staff section, begin with line 23, column A, and input each individual staff person you intend to work at this location using descriptive titles that define their roles. Please input each person's hourly rate and the number of weekly hours they will work at this address and their corresponding FUTA, SUTA, pension, workman's comp and any other employee benefit.
- f. Please do not use actual staff names on the spreadsheets. The spreadsheets should reflect staff roles or titles, not their actual names. Also, do not "group" multiple staff together as one person. For example, if two (2) custodians are recommended to be staffed at one address, please identify each of these individuals on separate lines as custodian 1 and custodian 2.
- g. Based upon the weekly cost of all custodial and maintenance staff at a location, the spreadsheet calculates an annual cost.
- h. In addition, at line 46, column D, the vendor inputs the annual cost of any proposed leased and rented equipment and vehicle costs that will be necessary to full the RFP responsibilities at each location. Included in this amount should be vehicle costs, whether they are reimbursable costs to employees or direct vendor costs.
- i. As maintenance supplies will be paid by CREC directly, those costs are not included in the RFP.
- j. The management and mobile maintenance staff title/role, their allocated salary and the management fee per address will automatically populate. For management and mobile maintenance staff, the FICA and Medicare costs will automatically calculate, but the vendor should manually calculate and input the cost of FUTA, SUTA, pension, workman's comp and any other employee benefit.
- k. The Address Total section, on Line 51 column D will display the total cost proposed for that address.

- 4. Each address spreadsheet requests Hourly Overtime Rates for weekend and holidays. This data is for informational purposes only and is not used in any calculations.
- 5. Proceed to the tab at the bottom tool bar and select the next facility address and repeat the procedures above. Once a spreadsheet for each facility address has been completed, the totals for each address will automatically fill in on the Consolidated Summary spreadsheet. Please verify this total as the responsibility for your bid rests entirely with the bidder.
- 6. The Consolidated Summary also requires the vendor to identify the percentage (%) increase they would charge for Years 2 and Three 3 of the Contract.

Please note that the management fee is included only in the twenty-seven (27) Facility spreadsheets. This reflects the fact that as facilities are added or removed from the portfolio, the total management fee will change. The actual management fee charges at any point in time will be based on the vendor management cost per sq. ft. and the total number of sq. ft. within the CREC portfolio.

Once all data has been entered, and all totals have been reviewed, please print out a copy and sign on the appropriate line and submit per RFP instructions.

Exhibit E

Exhibit E VENDOR INDEPENDENCE

When evaluating vendor responses, it is important to acknowledge any potential relationships between the vendor's management and CREC management which may not be, or not appear to be, independent.

Independence:

First, we request that each vendor disclose any relationship with a CREC management employee which would not be considered an "arms-length" or "independent".

For a relationship to be considered "arms-length" or "independent", a CREC employee should not be influenced, dependent upon, guided or controlled by a vendor into choosing that vendor, or item to purchase; nor should it appear to a third party that a CREC management employee made a purchasing decision which appears to be based upon a personnel relationship between the CREC employee and vendor.

The following are examples when a transaction is NOT considered arms-length or independent:

(1) When there exists a personal relationship between a CREC employee and a vendor, (2) when there exists the potential for a personal benefit to a CREC employee, or (3) the parties to a business deal are dependent upon one another for "something" other than the purchase itself.

The fact that a possible relationship between the vendor and a CREC employee may exist which may NOT be arms-length or independent will NOT preclude the vendor from being selected, nor will it be weighed against a vendor through the evaluation process.

Please check one box below:

- Vendor management relationships with CREC management employees would be classified as "arms-length" or "independent".
- Vendor management has the following relationships with CREC management employees which would be NOT be classified as "arms-length" or "independent". Please identify the name of the vendor employee and CREC employee and briefly describe the relationship.

Family Relations:

Second, we request that each vendor identify any CREC employee that is an immediate relative of the vendor's proprietors, owners or senior management. For purposes of this, an immediate relative is considered a spouse, parents, children, siblings, father-in-law, mother-in-law, sister- in-law, brother-in-law and financially supported relatives.

Please check one box below:

- Vendor's proprietors or senior management are not an immediate relative of any CREC employee.
- Vendor's proprietors or senior management are an immediate relative of a CREC employee. Please identify the name of the vendor employee and CREC employee and briefly describe the relationship.

Subcontractors:

Lastly, we request that each vendor identify any subcontractor they would potentially recommend or use under this Contract whereby the vendor does NOT have an “arms-length” or “independent” relationship with.

For a relationship to be considered “arms-length” or “independent”, the vendor and/or vendor management should not be influenced, dependent upon, guided or controlled by a subcontractor into choosing that subcontractor, or item to purchase; nor should a vendor and/or vendor management receive or potentially receive any financial or economic gain from recommending or using a subcontractor; nor should it appear to a third party that the vendor or vendor management made a hiring or purchasing decision which appears to be based upon a personnel relationship between the vendor and the subcontractor.

The fact that a possible relationship between the vendor and a subcontractor may exist which may NOT be arms-length or independent will NOT preclude the vendor from being selected, nor will it be weighed against a vendor through the evaluation process.

Please check one box below:

- Vendor and/or vendor management’s relationships with any subcontractor recommended would be classified as “arms-length” or “independent”.
- Vendor and/or vendor management’s relationships with any subcontractor recommended would be NOT be classified as “arms-length” or “independent”. Please identify the name of the subcontractor and briefly describe the relationship.

Signed By: _____

Date: _____

Vendor Name: _____

Name & Title of Vendor Authorized Signer: _____

Exhibit F

Exhibit F VENDOR AFFIDAVIT

Kate Rotella, Purchasing Manager
111 Charter Oak Avenue Hartford, CT
06106

Dear Mrs. Rotella,

We have read the Invitation to Bid and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required goods or services shall be judged solely by CREC.

It is further understood and agreed that all information included in or attached to our proposal that is required by the Invitation to Bid and shall be public record upon delivery to CREC. In addition, we are aware that CREC reserves the right to reject any or all bids.

We certify that, to the best of our knowledge and belief, the prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other vendor or competitor and, further, that the prices which have been quoted in the proposal have not been knowingly disclosed by us prior to opening, directly or indirectly, to any other vendor or competitor. The submission of a proposal shall serve as conclusive evidence that the vendor is satisfied as to all requirements outlined in the RFP and to all conditions serving to control the execution of any contract which may ensue.

Also, we attest that the employment policies and practices of our Company are to recruit and employ qualified job applicants without discrimination based on race, creed, color, religion, age, sex, national origin or handicap and to treat all employees equally without discrimination because of race, creed, color religion, age, sex, national origin or handicap.

We warrant that we are willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

We warrant that all information provided by it in connection with this bid is true and accurate.

Signed By: _____

Date: _____

Vendor Name: _____

Name & Title of Vendor Authorized Signer: _____

Exhibit G

Exhibit G NON-COLLUSION STATEMENT

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____