

**SCHOOL OF EXCELLENCE  
IN EDUCATION**

**REQUEST FOR PROPOSALS  
Handyman Services**

**I. NOTICE OF REQUEST FOR PROPOSALS**

Pursuant to the provisions of Texas Education Code Section 44.031(a)(3), as amended, it is the intention of the School of Excellence in Education (Charter) to select via the Request for Proposals process a person or firm to complete different projects on all campuses for the school district. Proposals responses are referred to herein as “proposals.” Entities submitting proposals are referred to as “vendors.”

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
August 17th, 2018 at 5:00 pm**

SEE will open proposals upon receipt proposals. Any proposal received after the deadline will not be considered. Proposals may be submitted by mail, courier service, or in person. **No proposals will be taken electronically.** Send completed proposals to:

Ms. April Short, Director of Human Resources  
School of Excellence in Education  
1826 Basse Road  
San Antonio, Texas 78213

Proposal must be plainly marked as

follows:

**PROPOSAL  
Handyman Service**

**PROPOSALS MUST BE SUBMITTED ON THE PROPOSAL FORM ATTACHED AS EXHIBIT A. THIS RFP CONTAINS REQUIRED TERMS AND DESCRIPTIVE INFORMATION ABOUT THE SERVICES. RESPONSES NOT MADE AS SET FORTH IN THE RFP MAY BE DEEMED NON-RESPONSIVE AND MAY NOT BE CONSIDERED.**

*For questions regarding this RFP, please contact Dr. Lois Butler at 210-508-1997*

Proposals are to include the information requested in Section IV of this RFP. Proposals must follow the sequence and format prescribed. In addition to and separate from the requested information, offerors submitting proposals may provide supplementary materials further describing their capabilities and experience.

The district will select a vendor and may choose to reject all proposals.

District will rank the proposals based on the following criteria and relative weights:

|    | WEIGHT | CRITERIA  |
|----|--------|---|
| 1. | 40%    | the price   |
| 2. | 20%    | the reputation of the vendor and of the offeror's goods or services |
| 3. | 10%    | the quality of the vendor's goods or services                       |
| 4. | 25%    | the extent to which the goods or services meet the district's needs |
| 5. | 5%     | the vendor's past relationship with the district                    |

All responses in the proposal may be used to help the district select a vendor based on these criteria. The district reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the district without regard to whether such information appears in the proposal.

## II. INSTRUCTIONS TO OFFERORS

**A. PROPOSAL FORM:** The proposal form attached as Exhibit A must be filled out and signed by the submitter. Submit one signed original and three copies.

**B. TIME:** Offeror agrees to hold the proposal open for acceptance for one hundred-twenty (120) calendar days from the proposal date.

**C. PROCUREMENT SCHEDULE:** The District intends to complete procurement of the services on the following schedule:

|                                    |            |
|------------------------------------|------------|
| Issue Date of RFP:                 | 7/20//2018 |
| Deadline for Receipt of Proposals: | 8/20/2018  |
| Tentative Contract Award:          | As Needed  |
| Start Date:                        | TBD        |

**D. WITHDRAWAL OF PROPOSALS:** Offers' may request permission to withdraw a proposal prior to the actual time for proposal opening. Such request must be made in person or in writing at the same location designated to receive the proposal. The district will return the proposal documents unopened at that time.

**E. WAIVER:** By submitting a proposal, each vendor agrees to waive any claim it has or may have against the district, the trustees, agents, the employees, and any reference sources, arising out of or in connection with the administration, evaluation, or recommendation of this proposal; waiver of any requirements under the proposal documents; acceptance or rejection of any proposal; and award of a contract. The district shall have no contractual obligation to any vendor, nor will any vendor have any property interest or other right in this proposal or contract being proposed unless and until the contract is unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the vendor have been fulfilled by the vendor.

**F. INSURANCE:** Vendor must carry and provide proof of insurance which meets the requirements established by the district. Proof of insurance coverage must be submitted with the proposal. Insurance coverage should name the district as an additional insured. Failure to provide proof of required insurance could result in disqualification of the proposal. The following minimum coverages are required:

Insurance Requirements

|                                 |  |
|---------------------------------|--|
| Workers Compensation            | Statutory Limits   |
| Employers Liability             | \$500,000 each accident<br>\$500,000 policy limit<br>\$500,000 each employee |
| General Liability/Bodily Injury | \$500,000 combined single/limits   |
| Property damage                 | \$1,000,000 aggregate  |
| Automotive Liability            | \$250,000 each person/\$500,000 each accident                                |
| Property damage                 | \$250,000  |

**G. CRIMINAL HISTORY RECORD CHECKS.** Vendor will, at least annually, obtain criminal history record information that relates to an employee, applicant, agent or subcontractor of vendor or a subcontractor of vendor, if the person has or will have continuing duties related to the contract, and the duties are performed on the district's property or at another location where students are regularly present. Vendor shall assume all expenses associated with the background checks, and shall immediately remove any employee or agent who was convicted of a felony or a misdemeanor involving moral turpitude from the district's property or other location where students are regularly present. The district shall determine what constitutes "moral turpitude" or "a location where students are regularly present." All background checks will be turned in to the district HR department.

**H. ADDITIONAL PROVISIONS:**

1. The district is exempt from state sales tax.
2. All services shall be performed in accordance with the Federal Occupational Safety and Health Act.

3. All information, documentation, and other materials submitted in response to this request for proposals is considered non-confidential and/or non-proprietary and is subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, *et seq.*) after the solicitation is completed.
4. The district does not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political beliefs or disability in its educational programs, employment practices and procurement processes. The vendor, by submitting a proposal, commits that it has a similar policy, and will comply with the district's non-discrimination policy.
5. The district reserves the right to purchase all supplies needed if we get a better rate.

**I. OTHER INFORMATION:** The district believes the information included in this RFP is materially accurate, however, the district does not warrant this information to be free from errors or omissions. Vendors are encouraged to inspect the premises prior to submitting a response.

**J. THE VENDOR MUST SUBMIT THE FOLLOWING ITEMS:**

“Proposal Form”, Exhibit A, signed by vendor.

“Responses to information that must be provided by vendors in Section IV and signed by vendor.

### **III. SCOPE OF WORK**

**A. Term.** The term of the agreement shall be one year, with a possible 2-year extension.

**B. Locations.** Services will be performed at the following locations:

1826 Basse Rd or 802 Oblate or 5703 Blanco

**C. Services.**

a. Odd jobs as needed by the district

Painting, drywall, fences, etc.

## IV. INFORMATION TO BE PROVIDED BY OFFERORS

Please provide the following information concerning your company:

### A. Offeror Information

1. Name of Firm
2. Business Address
3. Telephone Number
4. Fax Number
5. Type of Organization (Individual, Partnership, Corporation, Association)
6. Number of Permanent Employees. (Employees hired for the duration of a specific project or under a fixed-term contract are not considered permanent employees for purposes of this proposal).
  - i. Home Office
  - ii. Field
7. Primary Contact Person for district inquiries
8. Main Office Location (if different than above)
9. Describe and substantial changes in ownership of your firm during the past five years.
10. How many years has your firm operated under its current form of business organization?
11. List all professional or industry organizations in which your firm or its principals are members.
12. In order to assist the district in determining whether there exist any conflicts of interest, please describe any business or family relationships between any member of the Board of Directors of the district and:
  - i. your firm;
  - ii. any principal of your firm;
  - iii. any subcontractor you are considering using to perform any portion of the project work; or,
  - iv. any principal of such subcontractor.

### B. Personnel Information. Provide brief resumes (2-page limit) for the persons listed below:

1. Principals/ Corporate Officers:
  - President
  - Vice President(s)
  - Partners
  - Primary manager of repair services for the district

### C. School Services. List all schools, school districts or charter schools your firm has provided services for within the past five years. For each school, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

**D. Non-Educational Services (Optional).** List up to five non-school district clients your firm has provided services for within the past five years. For each client, list:

1. Client, Client Contact Person, and Telephone Number
2. Duration of services

**E. Organization**

1. Describe the most common problem or challenge which you have encountered in serving schools and your method for addressing the issue.
2. Describe your firm's concepts for working in a team relationship with the Owner (Maximum 2 Page).
3. List the classifications of work or trades which you anticipate performing with in-house forces.

**F. Claims and Litigation**

1. Identify any claims or suits, if any, brought against your firm within the last five years.
2. Describe all instances in which your firm was unable to complete the work under a contract.
3. Identify any judgments, claims arbitration proceedings or suits pending or outstanding against your firm or its officers.
4. Identify any lawsuits filed or arbitration requested by your firm with respect to bus repairs service of your firm.

**G. Current Work Load.** Provide the following information for the five largest current project contracts:

1. Owner
2. Location of facilities
3. Current Annual Contract Amount

**H. Financial Information**

1. Total amount of services in last year
2. Bank reference(s).
  - i. Individual, Title
  - ii. Name of Bank
  - iii. Address
  - iv. Telephone
3. Dunn & Bradstreet rating, if available

**I. Conflict of Interest will be signed upon award**

**I. Execution.** The foregoing is true and correct. The district, or any authorized representative of the district, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition, and any other information which the district might determine as being desirable.

Offeror: \_\_\_\_\_

By: (Signature)  
Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

**Walkthroughs of each job will be given by the Director of Facilities as needed.**

**RFP SUMMARY PROPOSAL**

**Handyman Work**

**PROPOSAL DATE:**

**\*\*\* SUMMARY PROPOSAL MUST BE COMPLETED FOR PROPOSAL TO BE VALID \*\*\***

**COMPANY NAME,  
ADDRESS, PHONE  
NUMBER**

1

a) Company Name:

b) Address:

c) Phone:

2 **CONTACT NAME:**

3 **INSURANCE  
COVERAGE PER RFP:**

Yes No

4 **CRIMINAL  
BACKGROUND CHECK:**

3 Yes No

5 **Cost per hour**  
Hourly fee assistant



Hourly fee owner

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Price per job

Total Cost per hour

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7 Five (5) Largest  
Contracts:

a)

b)

c)

d)

e)

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Financial Information:

8 A. Total Amount  
handyman work Past  
Five (5) Years:

