

REQUEST FOR PROPOSALS

**Request for Proposals Issued:
Houghton Lake Community Schools**

Custodial and Grounds Maintenance Services

**Deadline for Submittal of Proposals:
6/21/2017**

I. INSTRUCTIONS

Houghton Lake Community Schools is seeking proposals from qualified suppliers to assist the District in procuring the following:

Custodial and Grounds Maintenance Services

Interested parties are invited to submit one original proposal and a digital copy (CD or flash drive) in PDF format. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than the date posted above. Please send proposal to the following address:

Attn: RFP- Custodial and Grounds Maintenance Services
6001 West Houghton Lake Dr.
Houghton Lake, MI. 48629

This Request for Proposals (RFP) does not commit Houghton Lake Community Schools to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Interested parties are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing Camie Hansen at 989-366-2033 or email at hansenc@hlcsk12.net.

II. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to deliver products and services requested. The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

Specification for Proposal

1 FTE Working Supervisor

1 FTE Day Porter

6.5 FTE 2nd Shift

2 FTE Grounds

Instruction to Bidders

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address, and telephone number of the responding Vendor or service provider. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a 120 day period and that the staff proposed is available immediately to work on this project. The person authorized by the vendor to negotiate a contract with the District shall sign the cover letter.

B. Description of Firm

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of the District. This information should be a brief summary to establish your firm is capable of completing the scope of this project.

C. Project Overview

This section should clearly convey the consultant understands of the nature of the work and general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

D. Detailed Product/ Service Plan

This section of the RFP should include a full description for completing the project. The service and or product description should be in sufficient detail to show a clear understanding of the districts need. This section should also include a description of the format, content, and level of detail that can be expected for each deliverable. A schedule showing the important milestones or anticipated delivery dates should also be included.

E. Cost Proposal

This section must provide a full description of the expected expenditures for the product or service described in this RFP. This comprehensive cost figure must include in detail any and all consultant fees, preparation of deliverables, shipping, travel expenses for training (per trip and total). This section may also list pricing options and recommended add on modules and services or price bracketed alternatives to your proposed solution.

III. SELECTION CRITERIA

Consulting firms submitting proposals are advised that all proposals will be evaluated to determine the vendor or service provider deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- A. Demonstrated understanding and responsiveness to the RFP.
- B. Vendor's ability to deliver products, support or services.
- C. Vendor's past experience with similar projects.
- D. Project understanding and approach including an understanding of the District's need.
- E. Completeness and quality of the proposed solution.
- F. Cost proposal.

A selection committee will select those companies deemed to be the most highly qualified to provide the required product or service. The selection committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the rfp contact will notify those companies selected as to the place, date, and time. The District will make investigations as necessary regarding the financial stability of any or all respondents and may require review by the District's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. Firms that have not been selected shall be so notified after the conclusion of the selection process. Late or incomplete bids may be refused at the discretion of the District.

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and District experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of the District will be based on the following in addition to the above mentioned: Cost, Support, Sustainability, Purchasing Power, and Technology being provided..

Award of Contract

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to the District, price, and other factors being considered. The District reserves the right to reject any and all bids or part thereof and waive any irregularities.

Timeline

RFP issued: 5/7/2017

Questions: 6/21/2017

RFP due: 6/21/2017

Contract / Purchase: 7/1/2017