

# **AIMS K-12 College Prep Charter District**



Notice  
Request for Proposal

Maintenance Services  
Open 2/2/2024  
Due 2/18/2024

## **Request for Proposal (RFP)**

**AIMS K-12 College Prep Charter School District (AIMS K-12)** is soliciting proposals to provide maintenance services for 3 schools: AIMS College Prep Middle School serving approximately 210 students, American Indian Public Charter School II serving approximately 650 students, and AIMS College Prep High School serving approximately 375 students. The successful provider will provide services to the previously mentioned schools. The successful provider will be expected to meet the requirements as addressed in this RFP.

### **RFP Process Schedule**

Listed below are scheduled activities related to this RFP. The following schedule reflects the expected completion dates but may be modified by AIMS K-12 at any time at its sole discretion:

Activity	Expected Completion Date
Legal Notice/Publication of RFP	February 8, 2024
Due Date for Bidder Questions	February 13, 2024
Response to Questions	February 15, 2024
Proposal Due Date	February 20, 2024
Estimated Notification of Award	February 23, 2024
Estimated Contract Start Date	March 1, 2024

### **RFP Point of Contact (POC) Information**

This RFP is being administered by the following AIMS K-12 point of contact. All communication regarding this RFP shall be delivered via email only (no telephone calls) to:

**Jason Perry**

Facilities and Maintenance Coordinator  
AIMS K-12 - [jason.perry@aimsk12.org](mailto:jason.perry@aimsk12.org)

Responses to questions from bidders regarding this RFP will be delivered and communicated to all bidders as a group versus individual responses to each bidder.

### **Proposal Submission Information**

Proposals must be submitted in **PDF format only** via email to Jason Perry at [jason.perry@aimsk12.org](mailto:jason.perry@aimsk12.org). Please include "**Your Company Name- Maintenance Proposal**" in the email subject line.

No bids will be received via email after 5:00 pm on [February 23, 2024]. All bids will be publicly opened and announced at AIMS K-12, 171 12th Street, Oakland, CA 94607.

No offer or intent should be construed from the legal notice that AIMS K-12 intends to enter into a contract with the interested company for maintenance services unless it is in the best interest of AIMS K-12.

The following actions **will disqualify your bid**:

- Late submission for proposal
- Inquiries/questions regarding this RFP are directed to any other AIMS K-12 representative, vendor, or agent other than Jason Perry.

## **SECTION 1 OVERVIEW OF AIMS K-12**

### **Client**

AIMS K-12 College Prep Charter District (AIMS K-12) is a nonprofit Charter Management Organization operating 3 schools serving approximately 1300 students across 2 school sites in Downtown Oakland. All of our schools aim to provide a world-class education to underserved students.

AIMS K-12 Mission Statement - AIMS exists to prepare all students, especially those who have been traditionally underserved, to enter a four-year college after graduation from high school and complete at minimum a four-year degree.

### **Hours of Operation**

The school day typically begins at 7:30 am when breakfast is served to students. Classes begin at about 8:00 am and students are typically dismissed at 4:00 pm on regular days.

The selected provider will ensure that staff representative(s) are available during non-school hours with exception of emergency situations. Most work will need to be done so that the learning environment is not disrupted. Larger projects will be performed during school breaks and during non-school hours.

The decision to close or delay the opening or closing of an AIMS K-12 facility is within the sole discretion of AIMS K-12. AIMS K-12 will communicate schedule adjustments to the contractor. The contractor will adjust the schedule to provide services within a reasonable time, after being notified of the decision to close or delay the opening of the facility.

## **SECTION 2 SCOPE OF SERVICES AND SPECIFICATIONS**

AIMS K-12 desires to receive high-quality, professional maintenance services. The general scope of these services is outlined in this RFP. It is the intent of these specifications that the facility(ies) is kept functional, clean, safe, and in a condition that enhances AIMS' educational environment at all times. These specifications should, therefore, be considered as a minimum guide rather than a limitation to the bidder.

In the performance of such services under this RFP, its proposal, and the final contract, the successful bidder will comply with any applicable federal, state, and local laws, rules, ordinances, policies, and regulations, as well as all licensing and permitting requirements applicable to providing the services anticipated in this RFP, and will indemnify, defend and hold AIMS K-12 harmless from any liability from its failure to comply.

## **GENERAL GUIDELINES**

### **Employee Recruitment, Hiring, and Training**

The contractor is expected to recruit and train employees to maintain high standards for the facility at all times. The contractor will manage the selection, evaluation, background checking, hiring, compensation, retention, and termination of employees, including all labor, supervision, and management necessary to provide the services outlined in this RFP. The contractor will provide training to employees through proven instructional techniques and work processes.

The contractor will provide all local, state, and federally mandated training, especially related to Occupational Safety and Health Administration (OSHA) requirements (e.g. personal protection equipment, Right-to-Know including Material Safety Data Sheets (MSDS), etc.)

All employees of the contractor assigned to AIMS K-12 will be required to complete a Live Scan Background check and provide proof of a negative TB Test.

The contractor will be responsible for all salaries, payroll, and other taxes, benefits, fees, and insurance required by any federal, state, and local law, statute, or regulation (including but not limited to unemployment taxes, Social Security contributions, worker's compensation premiums, and all similar taxes and payments).

All contractor employees assigned to AIMS K-12 will be subject to the rules and regulations of AIMS K-12 while at any school facility. The contractor, including its employees and agents, will be responsible for knowing AIMS K-12's policies and procedures concerning the appropriate behavior of persons in its facility and will comply with all such policies and procedures. AIMS K-12 will use its best efforts, as reasonably requested by the contractor, to assist the contractor in complying with any applicable policies.

In case of improper employee conduct according to school policies, safety guidelines, or as otherwise identified by AIMS K-12, the contractor will work proactively with AIMS K-12 to devise an acceptable resolution, potentially including imposing sanctions and/or removal of employee(s) from the facility temporarily or permanently. AIMS K-12 may orally or in writing request the removal or replacement of any prospective or actual employee or agent of the contractor from working under the contract. The contractor shall comply with any such request.

AIMS K-12 may request the contractor to perform additional services that are outside the scope of work in this RFP.

### **Tools and equipment**

All tools and equipment are to be supplied by the contractor.

### **Subcontracting**

Subcontracting of maintenance services will not be allowed in this Contract.

### **Insurance Requirements**

The contractor will provide Commercial General Liability insurance to provide coverage for

claims of bodily injury, property damage, and personal injury with the following limits:

Commercial General Liability Insurance: \$1,000,000 combined single limit liability per occurrence for bodily, injury and personal property damage, including contractual liability

Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage per accident. Coverage shall include, owned, non-owned and hired automobiles

Employers Liability: \$1,000,000 per accident for bodily injury or disease

Workers Compensation: Workers compensation as required by the state of California

For all policies required above, AIMS K-12 is to be named as additional insured via endorsement to the policy. In addition, for all policies required, the contracted provider's insurance coverage shall be primary. Any insurance carried by AIMS K-12 shall be in excess of the contracted provider's insurance and shall not contribute to it.

Additionally, to the fullest extent permitted by law, the contracted provider will agree to indemnify, defend, and hold harmless AIMS K-12, its agents, and employees from and against all claims, damages, judgments, expenses (including attorneys' fees and costs) for bodily injury, death or property damage arising out of or related to services provided to AIMS K-12 as per this contract. The contracted provider's obligations shall not extend to any claims, suits, damages, judgments, losses, or expenses, arising in whole or in part, from the negligence or willful misconduct of AIMS K-12, its agents, or employees.

The contractor will provide AIMS K-12 with certificates of insurance. The certificates for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates are to be received and approved by AIMS K-12 before work commences. AIMS K-12 reserves the right to require complete copies of all required policies, at any time.

### **Safety Requirements**

The contractor will report all health and safety issues promptly to the School Administrator at the specific school site as well as to the Facilities & Maintenance Coordinator at AIMS K-12. All contracted facility maintenance staff will wear proper safety equipment and be trained on the safe usage of hazardous materials at the workplace by the contracted provider. The contractor will ensure that all such materials on school premises are permissible per law and are identified, labeled, and stored at all times.

The contractor will ensure the safety of all individuals on the grounds while performing services and be knowledgeable of and abide by all provisions of local, state, and federal codes, statutes, and ordinances regarding safety and building code compliance.

### **Intent of RFP**

The purpose of this RFP, is to establish a mutually beneficial contractual relationship with an experienced and qualified contractor to provide **maintenance services** to AIMS K-12 campuses

previously mentioned. The selected provider will ensure that staff, students, and community users of AIMS K-12 facilities have a safe, healthy, functional, and legally compliant environment that contributes positively to the educational activities of AIMS K-12. AIMS K-12 seeks bidders who will provide superior workforce supervision, quality assurance, and customer services most efficiently and cost-effectively possible while maintaining the highest levels of safety and reliability.

The immediate objective of this RFP is to offer experienced & professional companies who can perform all services the opportunity to present a detailed proposal of their qualifications and experience in providing these services to schools and other facilities of similar size and scope as AIMS K-12 facilities.

Bidders will be evaluated based on responses outlined in Section 3 as well as any additional information collected as part of this RFP process.

Each proposal must detail the bidder's experience and expertise in order to allow AIMS K-12 to properly and efficiently evaluate each proposal. AIMS K-12 will select the proposal that it deems most qualified to serve the best interest of AIMS K-12, in its sole and absolute discretion.

The period of the contract resulting for this RFP is tentatively scheduled to begin on or about March 1, 2024 and continue through June 30, 2024, with options to renew on a yearly basis.

## **SCOPE OF SERVICES**

### **Overview of Services**

The contracted provider will provide maintenance services to 3 schools (2 locations) during the 2023-2024 academic year. Services will be required during and after school hours with the exact schedule determined by the school.

- Maintenance staff available on-site at minimum 3 days per week
- Personnel shall have their equipment
- Ability to manage multiple projects and provide updates as needed.
- Ability to identify projects that can be done to improve the schools
- Low voltage/CCTV
- Plumbing Knowledge
- Electrical knowledge
- HVAC Required EPA certification required
- Basic building maintenance
- Painting knowledge
- Flooring knowledge
- CIP projects during vacations and summer break

Specific responsibilities and frequency of duties performed are detailed in **EXHIBIT 1**.

The proposal should include the cost of services and the number of staff required for each

facility. A walk-through of school sites listed in this RFP can be arranged upon request with at least 3 business days advance notice and subject to school availability.

**Please contact Jason Perry at [jason.perry@aimsk12.org](mailto:jason.perry@aimsk12.org) to schedule a facility walk-through for any school location included in this RFP. Bidders who contact or visit schools without scheduling a visit with Jason Perry will be subject to dismissal from bidding on the contract.**

### **SECTION 3 FORMAT OF BIDDER'S PROPOSAL**

To ensure that all Proposals are evaluated equivalently, Bidders must submit a Proposal that corresponds to the sequence and format outlined below. The Bidder should ensure that its Proposal clearly explains all issues and questions addressed in this Section. In responding, it is at the discretion of the Bidder to expand upon topics.

#### **EACH PROPOSAL SHALL CONTAIN THE FOLLOWING SECTIONS:**

- 1. Experiences and References**
- 2. Proof of insurance**
- 3. Bid Pricing**
- 4. List of Exceptions**
- 5. Additional Capacities {if applicable}**

#### **1. Experiences and References**

To demonstrate the company's experience with similar schools or other facilities and experiences in the education sector, include:

- Summary Description of company and relevant experiences, as well as that of any strategic partners, if applicable.
- A list of clients served within the past five years (preferably schools); please include contact information (name, address, email, phone number).

#### **2. Proof of Insurance**

To demonstrate contractors ability of insurance obligations, please provide proof of insurance in the amounts outlined in Section 2: Insurance Requirements.

#### **3. List of Exceptions**

If applicable, submit a detailed list setting forth any requested exceptions, including explanations, to the RFP {i.e., of specific services that will not be provided by the bidder, and justifying reasons).

#### **4. Bid Pricing**

Provide a provider bid pricing information with a breakdown of specific costs for services outlined in Exhibit 1. Please include:



- An hourly billable rate for routine cleaning services {daily, weekly and monthly}
- Rate to perform re-waxing of vinyl floors and carpet shampoo over winter, spring and summer breaks.
- Rate to perform optional maintenance services

**5. Additional Capacities(if applicable)**

If applicable, description of any other resources to be provided by the contractor that would enhance the contractor's ability to carry out the services {cost savings guarantees, etc.}.

**Qualifications and Experience**

The qualified contracted firm must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate manpower and equipment to perform the services adequately
- Have satisfactorily furnished services of familiar size and scope for at least 12 months

**Selecting Proposal**

AIMS reserves the right to consider proposals based on their relative merit, risk and values to the organization, and reserves the right to negotiate with all contracted firms. Evaluation offers will be based on the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful contracted firm may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each contracted firm acknowledges that they have read and understand these requirements.

**Evaluation Criteria**

The following criteria will be used to evaluate each contracted firm’s proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrate company experience
- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor’s financial stability
- Vendor’s demonstrated commitment to the education sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost

**Rejection of Proposal**

AIMS reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of AIMS.

### **Confidentiality**

All information presented in this RFP, including information subsequently disclosed by AIMS during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

### **Project Deliverables**

All recommendations identified during this engagement will be documented and reviewed with AIMS management. All deliverables produced during the engagement are for sole use AIMS management. All work papers, analyses and final reports will remain the property of AIMS

### **Cost of Bid**

The contracted firm shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and AIMS shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### **AIMS K-12 RESERVATIONS OF RIGHTS**

Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis. Incomplete proposals or proposals submitted after the submission deadline may not be considered.

AIMS K-12 reserves the right, in its sole and absolute discretion {for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause.

AIMS K-12 further reserves the right to waive any irregularity or informality in the RFP process or any proposal.

AIMS K-12 further reserves the right to make corrections or amendments due to errors identified in proposals by AIMS K-12 or the bidder.

AIMS K-12 further reserves the right to modify and/or amend the final contract in negotiation with the contractor.

AIMS K-12 further reserves the right to select one or more bidders to perform the services.

## EXHIBITS

The following Exhibits are included in this RFP:

EXHIBIT 1: Maintenance Scope

EXHIBIT 2: School Calendar

EXHIBIT 3: Floorplans/School Maps

## **EXHIBIT 1: Overall service**

### **Description of Work- 171 12th St - 12th Street - Campus (45,000 sqft)**

The general maintenance and repair of building systems including but not limited to

- Replace lighting (light bulbs, ballasts, diffusers, complete fixtures as needed)
- Replace Repair flooring (vinyl, tile, carpet repairs/replacement)
- Replace/Repair door locks
- General carpentry
- Automatic roll-up door repair, PM
- Door entry systems
- Window washing, Power washing
- HVAC repair, PM
- Plumbing repair/replacement
- Electrical repair/replacement
- Low voltage wiring
- Painting of walls, doors, and ceilings
- Door closers and openers
- Window film application
- Furniture assembly
- CCTV camera installation
- Mounting TVs to walls
- Dump runs
- Support Janitorial services as needed

#### **Winter, Spring, and Summer Breaks**

- CIP projects
- Paint touch-up and whiteboard wall painting
- Major repair/upgrades to building systems
- Support Janitorial services with moving classroom furniture etc.

## **Overall Requirements**

- Maintenance shall be performed Monday through Sunday during non-school hours before 8:00 am and after 3:00 pm with the exception of emergencies. Major projects shall be performed during school breaks or during non-school hours.
- All working staff need to have a cleared background check and TB Test/Risk assessment clearance before starting working at the school site. Any new personnel will need to be cleared before starting at the site. In addition, all janitorial staff assigned to AIMS K-12 must be bonded and insured. All maintenance staff shall wear a work uniform that clearly displays the company name and name of the employee. Work boots shall be required when working on campus.
- The contracted firm warrants, covenants, and otherwise agrees that the personnel it assigns to AIMS K-12 shall be responsible individuals free of felony convictions.
- The contracted firm may not substitute any employee on AIMS K-12 property without prior notification to AIMS K-12.
- The contracted firm's personnel shall not disturb papers on desks, or open drawers, cabinets, files or bookcases.
- AIMS K-12 telephones shall not be used by the contracted firm's personnel for personal use.
- Under no circumstances shall the contracted firm's personnel be allowed to bring visitors, children, or other relatives into AIMS K-12 buildings.
- The contracted firm shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of AIMS K-12 facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by AIMS K-12.

## **Description of Work- 746 Grand Avenue - Lakeview Campus (25,000 sqft)**

The general maintenance and repair of building systems including but not limited to

- Replace lighting (light bulbs, ballasts, diffuser, complete fixtures as needed)
- Replace Repair flooring (vinyl, tile, carpet repairs/replacement)
- Replace/Repair door locks
- Window washing, Power washing
- Plumbing repair/upgrades
- Electrical repair/upgrades
- Low voltage wiring
- Painting of walls, doors, and ceilings
- Door closers and openers
- Window film application
- Furniture assembly
- CCTV installation
- Cabling for new tech
- Dump runs

- All maintenance items not covered by OUSD

#### **Winter, Spring, and Summer Breaks**

- CIP projects
- Paint touch-up and whiteboard wall painting
- Major repair/upgrades to building systems
- Support Janitorial services with moving classroom furniture etc.

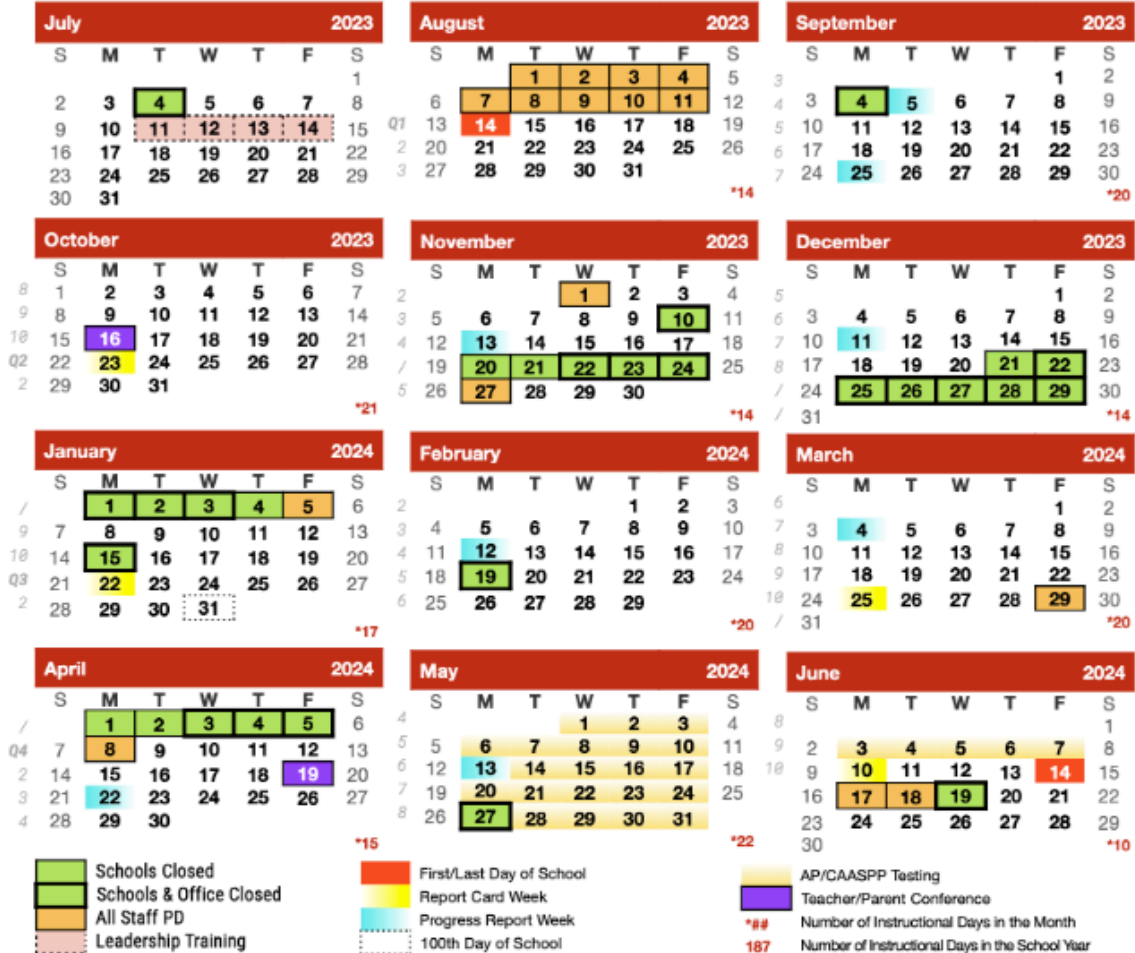
#### **Overall Requirements**

- Maintenance shall be performed Monday through Sunday during non-school hours before 8:00 am and after 3:00 pm with the exception of emergencies. Major projects shall be performed during school breaks or during non-school hours.
- All working staff need to have a cleared background check and TB Test/Risk assessment clearance before starting work at the school site. Any new personnel will need to be cleared before starting at the site. In addition, all janitorial staff assigned to AIMS K-12 must be bonded and insured. Staff shall wear a work uniform that displays the company name and name of the employee.
- The contracted firm warrants, covenants, and otherwise agrees that the personnel it assigns to AIMS K-12 shall be responsible individuals free of felony convictions.
- The contracted firm may not substitute any employee on AIMS K-12 property without prior notification to AIMS K-12.
- The contracted firm's personnel shall not disturb papers on desks, or open drawers, cabinets, files or bookcases.
- AIMS K-12 telephones shall not be used by the contracted firm's personnel for personal use.
- Under no circumstances shall the contracted firm's personnel be allowed to bring visitors, children, or other relatives into AIMS K-12 buildings.
- The contracted firm shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of AIMS K-12 facilities caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by AIMS K-12.

# EXHIBIT 2: School Calendar



## AIMS K-12 College Prep Charter District 2023-2024 School Calendar



JUL 04	Independence Day (School & Office Closed)	JAN 31	100th Day of School
AUG 01-11	AIMS Staff Orientation (School Closed)	FEB 19	Presidents' Day (School & Office Closed)
AUG 14	First Day of School for Students	MAR 25	End of Quarter 3 Marking Period
SEP 04	Labor Day (School & Office Closed)	MAR 29	Staff Development (School Closed)
OCT 16	Teacher/Parent Conference (No School For Students)	APR 01-05	Spring Break (School Closed)
OCT 23	End of Quarter 1 Marking Period	APR 08	Staff Development (School Closed)
NOV 01	Staff Development (School Closed)	APR 19	Teacher/Parent Conference (No School For Students)
NOV 10	Veterans Day (School & Office Closed)	MAY 01-JUN 07	AP/CAASPP Testing
NOV 20-24	Thanksgiving Break (School Closed)	MAY 27	Memorial Day (School & Office Closed)
NOV 27	Staff Development (School Closed)	JUN 07	End of Quarter 4/ Semester 2 Marking Period
DEC 21-JAN 04	Winter Break (School Closed)	JUN 14	Last Day of School for Students
JAN 05	Staff Development (School Closed)	JUN 14	AIMS Graduation Day
JAN 15	MLK Jr. Day (School & Office Closed)	JUN 17-18	Staff Development (School Closed)
JAN 23	End of Quarter 2/ Semester 1 Marking Period	JUN 19	Juneteenth (School & Office Closed)

Check Update: [calendar.aimsk12.org](http://calendar.aimsk12.org)

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**EXHIBIT 3: Floorplans/School Maps**  
 12th Street - 1st Floor

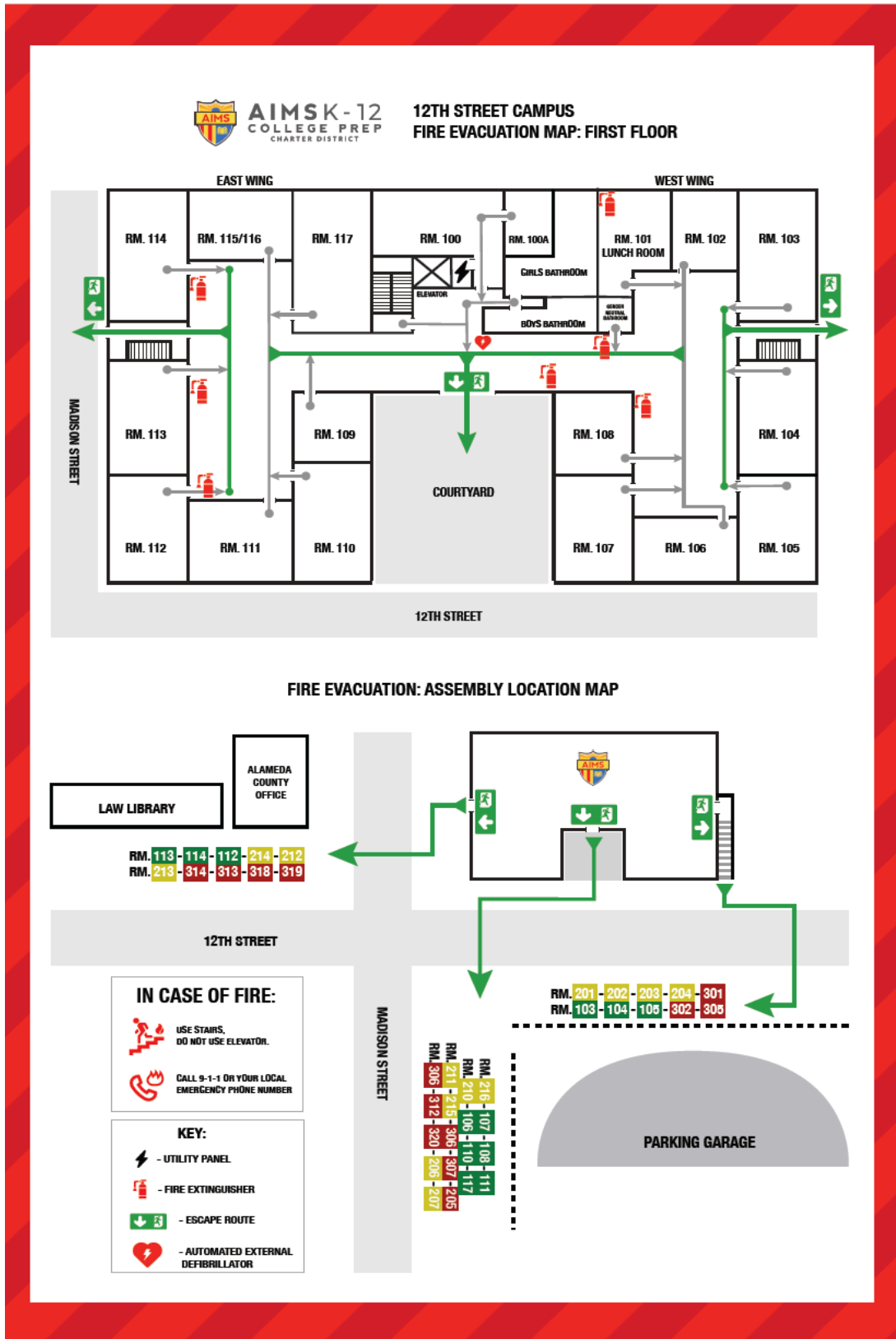




EXHIBIT 3: Floorplans/School Maps  
12th Street - 2nd Floor

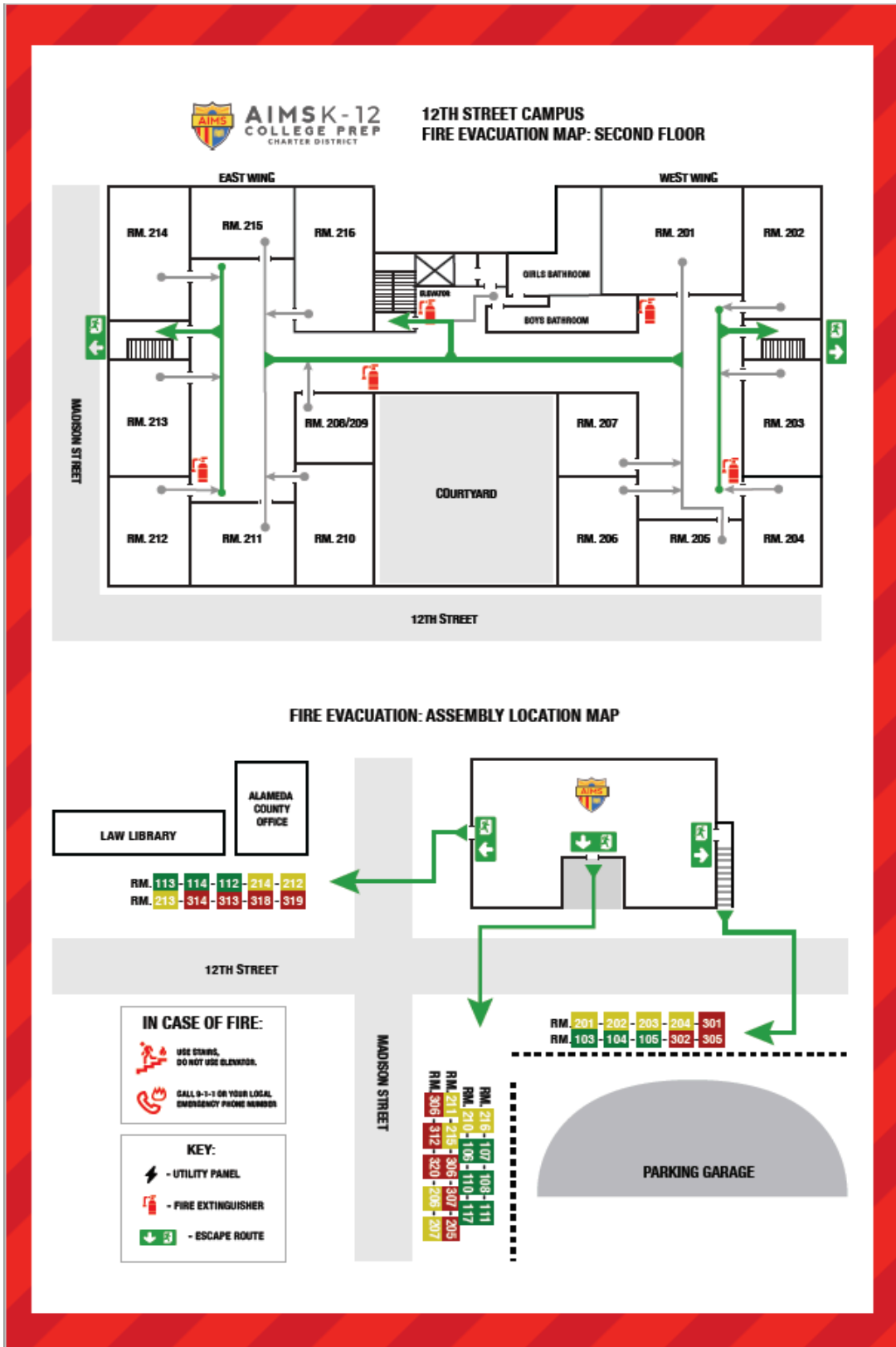


EXHIBIT 3: Floorplans/School Maps  
12th Street - 3rd Floor

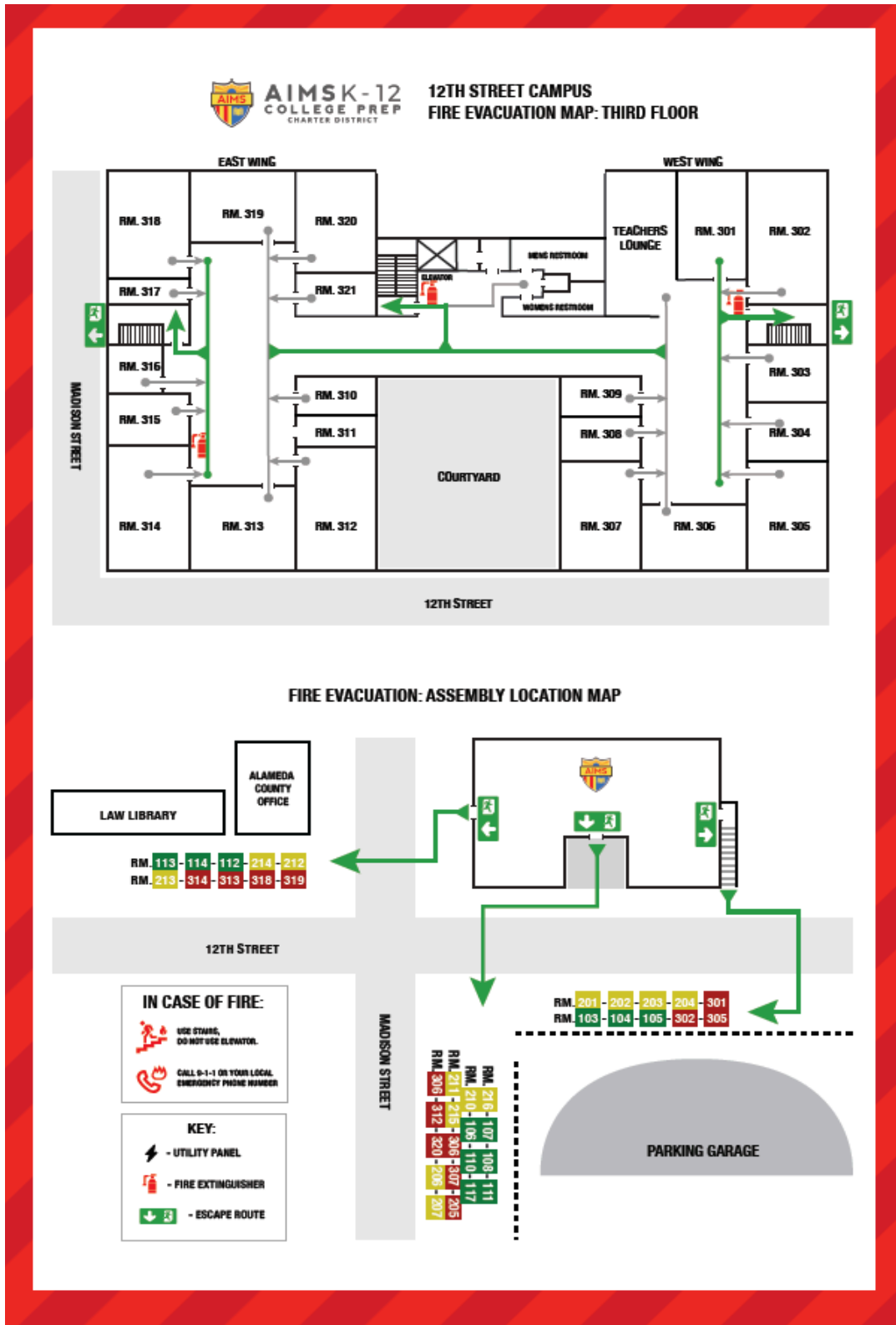


EXHIBIT 3: Floorplans/School Maps  
Lakeview Campus

