

**THE TOLEDO PUBLIC SCHOOL DISTRICT**  
**REQUEST FOR PROPOSAL**  
**When and As Needed Maintenance Services**  
**Carpenter, Glazer, Lawn Equipment Repair,**  
**Grounds Maintenance, Painter**

The issuing office of this Request for Proposal is:

The Toledo Public School District  
Business Services – Rm. 112  
420 East Manhattan Blvd.  
Toledo, Ohio 43608

This Request for Proposals ("RFP") contains instructions for when and as needed maintenance services to the District buildings and grounds.

Any questions concerning this RFP should be directed in writing to [diane.mettler@tps.org](mailto:diane.mettler@tps.org). Please enter **RFP-12/13 When and As Needed Maintenance Services** in the Subject line. Please note that all questions and subsequent answers will be posted on the TPS Website @ [tps.org](http://tps.org). Follow the link to District Programs, then Business Division.

A Vendor submitting a proposal in response to this RFP understands that there are certain prerequisites and minimum conditions, and such Vendor acknowledges its acceptance of and agreement to these prerequisites and conditions by the act of submitting a proposal.

Sealed proposals must be received in the Treasurer's Office – room 3, no later than 12:00 p.m. on **Tuesday, June 26, 2012** unless the District extends this deadline. Proposals and one (1) copy sent to this office and should be marked for the attention of James Gant, Chief Business Manager.

## **PROPOSALS**

Written proposals for services should be submitted to the District in accordance to this RFP. Any assumptions made by the Vendor shall be clearly expressed in their proposal.

## **CRITERIA**

An award shall be made, if any, to the responsible Vendor whose proposal is deemed, in the exclusive judgment of the District, to be most advantageous to the District, with benefits and other factors considered.

The District does not obligate itself to accept the lowest cost proposal, the greatest benefit proposal, or any other proposal. The District reserves the right to reject any and all proposals and shall have no liability whatsoever to any company whose proposal is not accepted.

The services shall be performed as on a when and as needed basis, as requested by TPS Maintenance and Operations Foremen.

Vendor is required to include:

1. Certificate of Liability Insurance

2. Bureau of Workers Compensation Certificate
3. Proof of 2 years of experience
4. If work is to be performed inside a school location, while students are present, vendor must provide proof of BCI/FBI back ground check.
5. Vendor must specify specific maintenance area for which they are to be considered.
6. Vendor must be properly licensed or accredited in their selected area, if applicable.
7. Complete list of services provided by Vendor
8. Cost to TPS for your complete services on an hourly as needed basis
9. Current phone number for contact person
10. Current e-mail address for contact person

## **COMPLIANCE WITH DISTRICT'S POLICIES**

Proposals submitted by Vendors, and any contract/Master Service Agreement entered between the District and the successful Vendor, must conform to and will be subject to the District's policies. The District's Master Service Agreement is posted on the TPS website @ [tps.org](http://tps.org). Follow the link to District Programs, then Business Division.

## **COMPLIANCE WITH STATE AND FEDERAL LAW**

The District will only do business with a Vendor that complies with all local, state and federal requirements regarding non-discriminatory hiring, fair employment practices and wage and hour standards. Moreover, the Vendor must comply with all local, state and federal laws, rules and regulations applicable to the subject matter of this contract, and any contract proposed by a Vendor must in all respects comply with such laws, rules and regulations.

Any contract entered between the District and the successful Vendor is subject to all local, state and federal laws, rules and regulations now in effect or hereinafter enacted, and if any of these at any time require the termination of the contract, the contract shall terminate and each party shall be left in the position it then occupies, retaining any benefit it has received prior to the time of such termination. The District shall not be required by any contract to engage in any conduct which is prohibited by, contrary to, inconsistent with or pursuant to, any federal or state law, rule, or regulation.

## **MODIFICATION**

The District reserves the right, in its sole discretion, to modify the procedure and required terms of any agreement until any such agreement is executed.

Acceptance of a proposal shall not constitute an agreement between the Vendor and the District and shall not be binding on the District unless and until an agreement containing all terms and conditions has been reduced to writing and executed by both the Vendor and the District.

The District reserves the right to reject any or all proposals. Vendors whose proposals are not accepted will be notified after a binding contract exists between the District and a Vendor or if the District rejects all proposals.

The District reserves the right, in its sole discretion, to ask any Vendor to clarify, modify, or supplement its proposal, including through direct contact with the Vendor prior to and/or after the selection of the successful Vendor.