

**REQUEST FOR PROPOSALS
ELECTRICAL SERVICES FOR NEW BEGINNINGS SCHOOLS NETWORK**

Purpose

New Beginnings Schools Foundation(NBSF) invites all interested firms to submit a proposal to provide electrical services for all NBSF schools The term of the initial contract is expected to be July 1, 2017- June 30, 2018 with renewable one year extensions through June 30, 2020. Only those Proposers that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the Network. A description of New Beginnings Charter Schools Network, the services needed, and other pertinent information follow in this Request for Proposals (RFP).

All Request for Proposals responses must be submitted in a sealed package or emailed in pdf form to:

New Beginnings Schools Foundation
2045 Lakeshore Dr. Ste. 415
New Orleans, LA 70122
Attn: Electrical Services
NO LATER THAN 4:00 P.M. CST ON June 23, 2017
rfp@newbeginningsnola.net

All requests for clarification, additional information, or appointments related to this RFQ must be submitted in writing, fax, or email on or *before June 2, 2017* to:

Ms. Shawanda Raphael
Executive Assistant to the CEO
Telephone: (504) 280-2309
Fax: (504) 280-2312
rfp@newbeginningsnola.net

Reservation of Rights

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the NBSF to select a vendor and/or award a contract. New Beginnings Schools Foundation reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the NBSF's funding and by the appropriation of funds by the legislature of the State of Louisiana.

A description of New Beginnings Schools Foundation, and other pertinent information follows:

Background of New Beginnings Schools Foundation

New Beginnings Schools Foundation is a PK-12th grade learning community that innovatively prepares every child, every day for success in life, college, and careers. We view high-quality education as a fundamental right of every child, every. As such, all NBSF students receive respect, encouragement, and the opportunities required to build the knowledge, skills, and attitudes to be successful, contributing members of a global society. NBSF operates Medard H. Nelson, and Pierre A. Capdau at Avery Alexander Elementary Schools, as well as, Lake Area New Tech Early College High School. New Beginnings has provided educational services 2100 students during the 2016-2017 school year.

Schedule of Events

Event	Date & Time
RFP released	May 15, 2017
Deadline for receiving proposer written inquiries	June 2, 2017 at 4:00 pm
Deadline to issue responses and answer proposer written inquiries	June 9, 2017 at 4:00pm
Deadline for submitting proposals	June 23, 2017 at 4:00pm
Evaluation of Proposals	June 26, 2017
Notice of Intent to Award	TBA

Additional Proposal Authorities

Subcontracting Information

The selected firm shall be the prime Proposer responsible to the Network. Proposers may enter sub Proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the Proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub Proposer.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the Network in connection with this Request for Proposal,

shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the Network.

Ownership of Proposals

All materials submitted in response to this request become the property of the Network. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the Network and not returned to Proposers.

Proposals Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, the Network reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers Inquiry Periods

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

Changes, Addenda, Withdrawals

The Network reserves the right to change the calendar of events at any time. The Network also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the Network to award a contract. The Network reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of the Network to do so.

Waiver of Administrative Informalities

The Network reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

Proposer Requirements

NBSF expects all Proposers to sufficiently address the following terms within the submitted proposal;

A. Personnel

1. Proposer must have commercial electrician's credentials issued and recognized by the State of Louisiana contractors board.
2. Agree to submit to NBSF the names, addresses, background checks, and drug screenings of all technicians assigned to render services on school grounds. Agree to provide NBSF with updated lists of staff assigned to school sites.
3. Certifications and credentials must be provided for all persons performing work for NBSF.
4. All work must be supervised by a Master Electrician.
5. All technicians will be escorted and/or monitored by Network personnel during the execution of the work. All technicians must be dressed in apparel clearly marked with proposer's logo.
6. All work performed under this bid must comply with all OSHA, local, state and federal codes relative to the type of work being performed. The awarded vendor must also be aware of and comply with Orleans Parish School Board Rules.
7. Assume all responsibility for hiring, training, and discharging personnel; however, the Network reserves the right to request dismissal of any staff member from service.
8. The awarded vendor(s) must provide 24-hour service and maintain emergency service contacts after normal hours and non-school days throughout the term of this bid and any renewal(s).
9. Response time for all non-emergency calls shall be scheduled and work shall start within a maximum of two days. Response time for all emergency calls shall be a maximum of two hours.
10. It shall be the sole responsibility of the awarded vendor(s) performing services for this contract to safeguard their own materials, tools, and equipment. The District shall not assume any responsibility for vandalism and/or theft of materials, tools, and/or equipment.
11. Agree to repair, at own expense, any damage caused to NBSF property.

B. Insurance

1. Worker's Compensation/Employer's Liability insurance to cover in the amount a minimum of \$1,000,000 each accident/disease each employee/ disease policy limit; including a waiver of subrogation and Alternate Employer endorsements in favor of NBSF.
2. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and

- \$3,000,000 aggregate; including naming NBSF Schools as additional insured and including a waiver of subrogation in favor of NBSF.
3. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles; including an Additional Insured Endorsement and a Waiver of Subrogation in favor of NBSF.
 4. Excess Umbrella Liability Coverage with a minimum limit of \$5,000,000
 5. All employees must be bonded.
 6. All of the above mentioned policies will include a provision that NBSF will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
 7. In addition, it is understood and agreed that NBSF will not be held responsible for damage to provider's equipment or vehicle regardless of cause.
 8. Insurance requirements are subject to change based upon enrollment trends and NBSF discretion.

Proposal Format

All proposers must have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility. Each proposer is expected to account for all necessary related-costs before offering the requested service at a competitive final price. Proposals should follow the format and order of presentation described below:

A. Introduction (Cover Letter)

- A brief company profile to include, but not limited to, headquarters location, years of service to K-12 schools in New Orleans, and other operating locations.
- A brief statement regarding the vendor's understanding of the scope of work to be performed.
- Detail your firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom NBSF may direct questions concerning the proposal.
- Be signed by an individual who is authorized to make proposals of this nature in the name of the firm making the proposals as listed on **Schedule A, Certification Statement**.

B. Executive Summary

- Provide an executive summary of the Proposer's plan as well as its area(s) of expertise and resource capabilities it believes highlights its firm as superior or unique in addressing the needs of NBSF as stated in the Scope of Work.
- This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (1) year from the date of submission.
- The section shall also include a summary of the proposer's qualifications and ability to meet the State's overall requirements.
- Finally, it shall include a positive statement of compliance with the RFP terms. If the proposer cannot comply with any of the terms, an explanation of each exception

must be supplied.

C. Qualifications and Experience

- Discuss experience providing electrical services to schools. Provide company values and qualities that distinguish services from competitors.
- Provide evidence of financial stability and substantiate the availability resources to satisfied services as outlined in this RFP. The Network reserves the option of validating financial and control status and matters with the Proposer before awarding the services. Failure to satisfy this concern may cause the District to reject the proposal.
- A proposer shall demonstrate (at a minimum) proof of the ability to obtain errors and omission insurance in an amount equal to 100% of the total annual contract amount.
- Proposers should ensure that their proposals contain sufficient information for NBSF to make its determination by presenting acceptable evidence of the above to perform the services outlined in the scope of work.

D. Proposed Plan

- Proposals should include any resources for project implementation or deployment. Present creative solutions or innovative concepts to meet the needs of the district for consideration.
- Clearly describe the approach and methodologies to be employed in the performance of the Scope of Work/Services.
- All proposals must include a safety plan and/or supporting documentation which is required to be in conformance with Federal and State of Louisiana Laws and Regulations.
- Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.

Responses should include:

- a. Feasible and Effective Transition Plan
 1. Manager
 2. Electrician recruiting and/or staff transition
 3. Organization & Staff
 - Organizational Chart
 - Resumes of key contributors
 - Training & professional development program
- b. Additional System Technology Proposed Beyond RFP Requirements
- c. Financial Incentives Proposed to School District

E. Proposed Fees

- The fees and costs proposed by the prospective vendor shall be submitted using the format found in **Schedule B - Pricing**. All Proposers must respond to **Schedule B** in order for any Alternate Proposal to be considered.
 - a. Provide per hour pricing for each element of service (this is to be the

contracted pricing amount)

- b. Pricing shall include the electrical services required along with fulfilling the terms and conditions stated in this scope of services.

F. References

The Network reserves the right to contact references concerning similar cooperative program participants who can attest to the respondent's ability to meet or exceed the Network's requirements. Responses should include the names, emails, and phone numbers of three (3) references from existing clients where the Proposer has provided the requested services. There is particular interest in references that would include any School Districts or organizations that are similar in size and complexity to the NBSF.

Scope of Electrical Services and Requirements

It is the intent of the Network to contract with qualified individuals or entities to provide full-electrical services to include the purchase and installation, repair, and renovation of electrical systems during both regular business hours (8:00am – 5:00pm) and after hour emergency services. All work performed under this bid will be on an as needed basis with no guarantee of a specific volume of work to be performed. All labor, tools, equipment, electrical, supervision, licenses and materials necessary to perform work under this bid will be the responsibility of the vendor. NBSF will not purchase, lease or otherwise acquire any equipment for use by the awarded vendor(s) in the performance of electrical services. All cost projections must be inclusive of these conditions.

The awarded vendor(s) will be required to provide a written job quote for each job performed under this bid. The awarded vendor(s) base line pricing will be used as the basis for each job quote. Each job quote must contain a detailed listing of hours and hourly cost required to complete the job, plus a detailed listing of parts and accessories (materials) required to complete the job. The listing of parts and accessories must include the awarded vendor(s) cost and price to NBSF based on the percentage (%) markup bid by the awarded vendor(s). NBSF reserves the right to require the awarded vendor(s) to provide documentation to substantiate their material cost. NBSF reserves the right to inspect all work prior to payment. Final project approval is contingent on the final inspection by a NBSF representative. The awarded vendor(s) shall promptly correct all work rejected by a NBSF representative.

Under the terms of this agreement, full electrical services will, include, but not limited to, the following services;

1. Troubleshoot circuitry, repair and/or replace branch circuits up to 480 volts.
2. Replace 480-volt switches, fuses and current breakers.
3. Remove and install motors up to 480 volts.
4. Maintain and install transformers up to 200 kav.
5. Repair and/or replace incandescent, fluorescent and vapor lamp fixtures.
6. Reset single/three phase breakers.
7. Troubleshoot single/three phase circuits.

8. Repair light switches and replace three phase circuits and motors.
9. Repair and replace lighting control systems.
10. Replace/add additional electrical outlets and plates.
11. Replace motors less than 3 Horse Power.
12. Repair/ replace exterior lighting attached to building.
13. Replace light ballasts.

Evaluation of Proposals/Criteria

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

Criteria	Maximum Score
1. Staffing Qualifications (staff prior experience, licenses, professional achievements) & Specialized Experience (experience in public school districts and charter schools)	20
2. Proposed strategy/plan (Vendor capacity, shared commitment, business integrity and reputation in the industry)	25
3. Organization (Vendor capacity, shared commitment, business integrity, and reputation in the industry)	10
4. Proposed Fees (cost effectiveness/efficiency)	40
5. Firm is a DBE/MBE entity	5
Total	100

Schedule A

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____

Official Contact Name: _____

E-mail Address: _____

Phone Number with area code: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least one year from the date of proposer's signature below
- (5) Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Schedule B – Pricing

All bid pricing must include hourly labor rates for repair and/or additional work on an as needed basis for the positions of Electrician and Helper. The billable hourly rate shall start upon arrival at the job site and end upon departure from the site. The standard hourly rate shall apply for services from 7:00 AM to 5:00 PM, Monday through Friday. The non-standard hourly rate shall apply for services from 5:01 PM to 6:59 AM, Monday through Friday. The non-standard hourly rate shall also apply to weekends and holidays. Any work under non-standard hours would require prior approval from an authorized NBSF representative. Bid pricing is required for parts and accessories (materials) on a percentage (%) mark up over cost. NBSF shall not incur any additional charges, including but not limited to, mileage or fuel charges. The bid sheet must be signed by an individual of the bidding firm that has the authority to bind the firm.

Flat Rate Services

Repair and/or replace incandescent, fluorescent and vapor lamp fixtures _____

Replace light ballasts _____

Weekdays 7:00 a.m. to 5:00 p.m. per **Master Electrician** wage per hour \$ _____

Weekdays 7:00 a.m. to 5:00 p.m. per **Helper** wage per hour \$ _____

Weekdays 5:01 p.m. to 6:59 a.m. per **Master Electrician** wage per hour \$ _____

Weekdays 5:01 p.m. to 6:59 a.m. per **Helper** wage per hour \$ _____

Weekends or State Holidays per **Master Electrician** wage per hour \$ _____

Weekends or State Holidays per **Helper** wage per hour \$ _____

For School Years 2018/2019 & 2019/2020

The proposer must indicate below the percentage of price increase or percentage of price decrease applicable. If a percentage is not quoted (i.e. left blank), NBSF shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

The percentages indicated below will be used in the cost evaluation process to determine the lowest offer and the potential maximum financial liability to NBSF.

Annual Increase

Year 2 (2018/2019) Period: +/- _____ %over 2017/2018 rates

Year 3 (2019/2020) Period: +/- _____ %over 2018/2019 rates