



Request for Proposal  
Facility Management and Maintenance

Refer ALL inquiries to:

Office of Procurement and Contracts  
Bethune – Cookman University  
640 Dr. Mary McLeod Bethune Blvd  
Daytona Beach, FL 32114

Email: [brooksj@cookman.edu](mailto:brooksj@cookman.edu)

## TABLE OF CONTENTS

### Contents

- 1.0 INTRODUCTION AND GENERAL INFORMATION**
  - 1.1 STATEMENT OF OBJECTIVES**
  - 1.2 CONTRACT AWARD**
  - 1.3 GENERAL INFORMATION**
  
- 2.0 GENERAL CONDITIONS**
  - 2.1 AUTHORIZED B-CU REPRESENTATIVE/PUBLIC NOTICES/B-CU DISCRETION**
  - 2.2 APPROXIMATE CALENDAR OF EVENTS**
  - 2.3 PROPOSERS' COMMUNICATIONS OR INQUIRIES**
  - 2.4 WRITTEN ADDENDA**
  - 2.5 PROPOSAL DUE DATE**
  - 2.6 PROPOSAL OPENING DATE**
  - 2.7 POSTING OF RECOMMENDED SELECTION**
  - 2.8 PROPOSAL VALIDITY PERIOD**
  - 2.9 DISPOSITION OF PROPOSALS**
  - 2.10 ECONOMY OF PRESENTATION**
  - 2.11 RESTRICTED DISCUSSIONS/SUBMISSIONS**

<b>2.12</b>	<b>VERBAL INSTRUCTIONS PROCEDURE</b>
<b>2.13</b>	<b>STATE LICENSING REQUIREMENTS</b>
<b>2.14</b>	<b>PARKING</b>
<b>2.15</b>	<b>DEFINITIONS</b>
	<b>B-CU'S CONTRACT ADMINISTRATOR</b>
	<b>PROPOSER</b>
	<b>SUCCESSFUL PROPOSER</b>
	<b>CONTRACT</b>
	<b>CONTRACT MANAGER</b>
<b>2.16</b>	<b>SOLICITATION RULES</b>
<b>2.17</b>	<b>FORCE MAJEURE</b>
<b>2.18</b>	<b>LIMITATION OF REMEDIES, INDEMNIFICATION, AND INSURANCE</b>
<b>2.19</b>	<b>TERM OF CONTRACT</b>
<b>2.20</b>	<b>CANCELLATION/TERMINATION OF CONTRACT</b>
<b>2.21</b>	<b>ASSIGNMENT AND AMENDMENT OF CONTRACT</b>
<b>2.22</b>	<b>INDEPENDENT PARTIES</b>
<b>2.23</b>	<b>PERFORMANCE INVESTIGATIONS</b>
<b>2.24</b>	<b>SEVERABILITY</b>
<b>2.25</b>	<b>NOTICES</b>
<b>2.26</b>	<b>GOVERNING LAW AND VENUE</b>
<b>2.27</b>	<b>LIAISON</b>
<b>2.28</b>	<b>SUBCONTRACTS</b>
<b>2.29</b>	<b>EMPLOYMENT OF B-CU PERSONNEL</b>

- 2.30 EQUAL OPPORTUNITY STATEMENT**
- 2.31 WAIVER OF RIGHTS AND BREACHES**
- 2.32 HEADINGS NOT CONTROLLING**
- 2.33 EMPLOYEE INVOLVEMENT/COVENANT AGAINST CONTINGENT FEES**
- 2.34 SITE RULES AND REGULATIONS**
- 2.35 TRAVEL EXPENSE**
- 2.36 TAXES**
- 2.37 CONTRACTUAL PRECEDENCE**
- 2.38 EVALUATION CRITERIA AND SELECTION PROCESS**

### **3.0 SPECIAL CONDITIONS**

- 3.1 SCOPE OF WORK**
- 3.2 FACILITIES MANAGEMENT**
- 3.3 GENERAL FACILITIES MANAGEMENT**
- 3.4 CUSTODIAL SERVICE REQUIREMENTS**
- 3.5 LANDSCAPE – GROUNDS MAINTENANCE REQUIREMENTS**
- 3.6 EMERGENCY SERVICES**
- 3.7 MINOR RENOVATIONS/CONSTRUCTION AND ENHANCEMENT SERVICES**
- 3.8 TRASH REMOVAL/RECYCLING**
- 3.9 PEST CONTROL SERVICES**
- 3.10 EVENT SET-UP**

- 3.11 OFFICE SPACE - CONTRACTOR**
- 3.12 BUILDING SERVICES/JANITORIAL**
- 3.13 CONTRACTOR'S REPRESENTATIVE**
- 3.14 SCHEDULING HOUSEKEEPING**
- 3.15 CLEANING REQUIREMENTS AND SCHEDULE STANDARDS**
- 3.16 PERSONNEL**

#### **4.0 REQUIRED PROPOSAL FORMAT**

##### **4.1 INTRODUCTION**

##### **4.2 RESPONSE CONTENT/SUBMITTALS**

**TAB A – EXECUTIVE SUMMARY/FACILITIES MANAGEMENT**

**TAB B – PREVENTATIVE MAINTENACE PLAN**

**TAB C – STAFFING PLAN AND POLICIES**

**TAB D – OPERATIONAL PLAN AND POLICIES**

**TAB E – COMPUTERIZED MAINTENACE MANAGEMENT  
SYSTEM**

**TAB F – FINANCIAL**

#### **EXHIBIT 1 – AREAS TO BE SERVICED**

#### **5.0 APPENDIX FORMS**

**5.1 RFP – BIDDER ACKNOWLEDGEMENT FORM**

**5.2 AMENDMENTS ISSUED BY ~~THE UNIVERSITY~~B-CU**

**5.3 NON-COLLUSION AFFIDAVIT**

**5.4 STATEMENT OF NO INVOLVEMENT**

**5.5 NOTICE OF CONFLICT OF INTEREST**

**5.6 FLORIDA DEPARTMENT OF STATE – CERTIFICATE OF STATUS**

## **1.0 INTRODUCTION AND GENERAL INFORMATION**

### **1.1 Statement of Objective**

Bethune-Cookman University (“B-CU”) seeks to engage a company to provide full facility management services and comprehensive maintenance for its Daytona Beach, Florida campus as stated in the Scope of Work on this RFP.

The Successful Proposer, if any, will enter into a contract with B-CU to provide comprehensive facility management and maintenance for B-CU’s campus and address any related needs of B-CU and its community.

### **1.2 Contract Award**

- A. B-CU intends to award a contract or contracts resulting from this solicitation to the responsible proposer(s) whose proposal represents the best value after evaluation following the criteria in this solicitation.
- B. B-CU may accept, award, or reject any or all proposals if such an action is in B-CU’s best interest.
- C. B-CU may cancel or withdraw the award when deemed in its best interest.
- D. B-CU may waive informalities and minor irregularities in proposals received. There is no obligation on the part of B-CU to award the contract to the lowest bid, or any Proposer.
- E. B-CU shall be the sole judge of the proposal and the resulting negotiated agreement, and its decision shall be final. This RFP does not create any obligation on the part of B-CU to enter into any contract or undertake any financial obligation with respect to the service referred to herein.E. B-CU reserves the right to evaluate proposals and award a contract

without negotiations with the proposers. Therefore, the proposer's initial proposal should contain the proposer's best terms from a cost or price and technical standpoint.

F. B-CU reserves the right to conduct negotiations with the highest-ranked proposer(s).

G. A written notice of the award will be posted on the B-CU Procurement and Contracts Department. Award will not be final until authorization is granted for contract execution by BCU's Procurement and Contracts Department.

### 1.3 General Information

#### Background

Bethune-Cookman University (B-CU), founded in 1904 by Dr. Mary McLeod Bethune, is a historically Black, United Methodist Church-related, private, coeducational, residential University offering undergraduate and graduate degree programs. Located in the Atlantic coast city of Daytona Beach, Florida, B-CU's main campus consists of 66 academic, administrative, and student support buildings spanning over 86 acres of land. B-CU's current enrollment is 2,351 students, undergraduate and graduate students collectively.

Bethune-Cookman University is known for its small-university community feel and its HBCU sensibility, for its strong academics and exceptional, personalized teaching, and for carrying forward the legacy of Dr. Bethune. That legacy includes a dedication to service and an undying commitment to building a vision for the future, then applying creativity, initiative, and resilience to bring success both in college and the world beyond.

The mission of Bethune-Cookman University is to educate a diverse community of learners to become responsible, productive citizens and solution-seekers through the promotion of faith, scholarship, creative endeavors, leadership, and service.



## **2.0 GENERAL CONDITIONS**

### **2.1 Authorized B-CU Representative/Public Notices/B-CU Discretion**

Proposer's response to this RFP and any communications and/or inquiries by Proposer during this RFP process must be submitted in writing to the individual and address stated below. **Inquiries are preferred via email.** B-CU will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, "Calendar of Events." To the extent B-CU determines, in its sole discretion, to respond to any communications or inquiries, such response will be made in writing and posted on B-CU's ~~the~~ University's website. B-CU shall not accept or consider any written or other communications and/or inquiries (except a Proposal) made between the date of this deadline and the posting of an award, if any, under this RFP.

**Jared A. Brooks, Esquire**  
**Board Relations, Government Affairs, Special Projects**  
**Bethune-Cookman University, Inc.**  
**640 Dr. Mary McLeod Bethune Blvd.**  
**Daytona Beach, FL 32114**  
**[brooksj@cookman.edu](mailto:brooksj@cookman.edu)**  
**386-481-2216**

B-CU reserves the right and sole discretion to REJECT any proposal at any time on grounds that include, without limitation, either that a proposal is nonresponsive to the RFP or is incomplete or irregular in any way, or that a responsive proposal is not in B-CU's best interest.

## 2.2 Approximate Calendar of Events

Listed below are the dates and times by which stated actions should be taken or completed. If B-CU determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFP. All listed times are Eastern Standard Time (EST).

<b>Date/Time</b>	<b>Action</b>
<b>12/6/2024</b>	Request for Proposal Advertised
<b>1/15/2025</b>	Mandatory Pre-Proposal Conference and Site Visit Bethune-Cookman University, 1020 W International Speedway Blvd., 2 <sup>nd</sup> Floor, Daytona Beach, FL 32114
<b>1/21/2025</b>	Deadline for submitting questions and/or inquiries in writing only; preferably by email to <a href="mailto:brooks@cookman.edu">brooks@cookman.edu</a> no later than 5:00 PM)
<b>1/31/2025</b>	Responses to inquiries and Addenda, if any, Posted on B-CU Website
<b>2/7/2025</b>	Deadline for Proposal submission at 2:00 PM (RFP Opening) Procurement and Contracts Department, 1020 W. International Speedway Blvd., 2 <sup>nd</sup> Floor, Daytona Beach, FL 32114
<b>2/10/2025</b>	The Evaluation Committee will begin its independent evaluations
<b>2/21/2025</b>	The Evaluation Committee completes independent evaluations
<b>TBD</b>	Posting of the Intent to Award (or other Notice(s) as Appropriate)
<b>TBD</b>	End of 72-hour Protest Period
	Upon receipt of a formal written protest that has been timely filed, the Executive Vice President or her/his designee shall review the protest and make a final determination in her/his sole discretion.

	<b>DATES SHOWN ARE ESTIMATES AND ARE SUBJECT TO CHANGE</b>
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2.3 Proposer Communications and Inquiries

A. B-CU is not liable for interpretations, misinterpretations, or other errors or omissions made by the Proposer in responding to this RFP. The Proposer shall examine this RFP to determine if B-CU’s conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this RFP, the Proposer believes there are any conditions or requirements that remain unclear or which restrict competition, the Proposer may request, in writing, that B-CU clarify or change condition(s) or requirement(s) specified by the Proposer. The Proposer must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the conditions or requirements questioned by the Proposer. The Proposer also must provide detailed justification for a change and must recommend specific written changes to the specified condition(s) or requirement(s). Requests to changes to this RFP must be received by B-CU on or before the “Calendar of Events” date, as initially set forth in Section 2.2 and subject to change by B-CU through any subsequent Addendum to this RFP. **The Proposer’s failure to communicate, inquire, or request changes by the date described above shall be considered to constitute the Proposer’s acceptance of all B-CU’s conditions and requirements. Proposers shall not be silent on concerned conditions and requirements before the submittal of the proposal with the hope of negotiating a change of those conditions and requirements after the award of a contract resulting from this RFP. Proposers disagreeing with any conditions and requirements shall act to resolve the difference before proposal opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that proposal and the university may seek to award the contract to the next favorable proposer. B-**

CU shall in its sole discretion determine what requested changes to this RFP are acceptable. B-CU shall issue an Addendum reflecting the acceptable changes to this RFP, if any, which shall be posted on the B-CU Website as specified in Section 2.1.

- B. Any communications and/or inquiries from the Proposer concerning this RFP in any way must be submitted in writing to Jared A. Brooks in Section 2.1 not later than **1/21/2025 by 5:00 PM Eastern Standard Time (EST)** as outlined in the Calendar of Events. Written inquiries must be legible and concise and must identify the Proposer who is submitting the inquiry.

#### 2.4 Written Addenda

Written Addenda to this RFP along with an Addenda Acknowledgment Form will be posted on the B-CU Website. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Proposer, dated, and returned with the proposal.

#### 2.6. Proposal Due Date

The proposer's response to this RFP shall be prepared following Section 4.0., "Request for Proposal Format". Proposals are due at the time and date specified in Section 2.2., "Calendar of Events" and must be received by B-CU's Authorized Representative in B-CU's Procurement and Contracts Department, 1020 W International Speedway Blvd., 2<sup>nd</sup> Floor, Daytona Beach, Florida 32114, no later than **2:00 PM, EST 2/7/2025** according to the time clock in the B-CU's Procurement and Contracts Department.

Proposals or amendments to proposals that arrive after **2:00 PM, EST, 2/7/2025**, will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and

electronic mail, and telegraphic proposals and/or amendments to proposals shall not be accepted at any time.

Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposal submission time and date shown above. Proposals must be delivered in sealed envelopes identifying the RFP number. The proposal must be submitted in **one (1) original, eight (8) copies, and one (1) electronic media (USB Drive) with the Response in either Microsoft Word or Adobe PDF format.** Only one copy needs to contain the original signatures of the Proposer's authorized representatives on the document titled "REQUEST FOR PROPOSALS ACKNOWLEDGMENT FORM." The copy containing the original signature must be marked "ORIGINAL."

#### 2.7. Proposal Opening Date

Proposals will be opened in B-CU's Procurement and Contracts Department on 2/7/2025

#### 2.8. Posting of Recommended Selection

The recommendation to award a contract, if any, to a Proposer(s) to this RFP will be posted for review by interested parties on the B-CU Website and will remain posted for seventy-two (72) hours (three (3) business days).

#### 2.9. Proposal Validity Period

Any submitted proposal shall in its entirety, remain a valid proposal for one hundred twenty (120) days after the proposal submission date.

#### 2.10. Disposition of Proposals

All proposals become the property of the B-CU, and ~~the~~ B-CU shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to B-CU with the proposal that is copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret”, will be exempted from the “open records disclosure requirements” of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. B-CU’s selection or rejection of a proposal will not affect this exemption.

#### 2.11. Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the Proposer’s capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. The emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, Proposers shall follow the format and instructions contained herein. B-CU is not liable for any costs incurred by any Proposer in responding to this RFP including, without limitation, costs for oral presentations requested by B-CU, if any.

#### 2.12. Restricted Discussions/Submissions

From the date of issuance of the RFP, until B-CU takes final ~~University~~ action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of B-CU except as expressly requested by B-CU in writing. Violation of this restriction will result in REJECTION of the Proposer’s proposal.

#### 2.13. Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the Proposer because of any discussions with any B-CU employee. Only those communications that are in writing from the authorized representative identified in Section 2.1 of this RFP. Only communications/inquiries from the Proposer that are signed in writing and delivered on a timely basis, i.e., not later than **5:00 PM, EST on 1/21/2025**, will be recognized by B-CU as duly authorized expressions on behalf of the Proposer.

#### 2.14. State Licensing Requirements

All corporations seeking to do business in the State of Florida shall, at the time of submitting a proposal in response to this RFP, either be on file or have applied for registration with the Florida Department of State following the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to B-CU when submitting the proposal. The Successful Proposer, if any, shall be on file with the Florida Department of State, Division of Corporations, at the time of execution of a contract resulting from this RFP, if any. Similarly, foreign business entities, including, without limitation, corporations, limited liability companies, and partnerships seeking to do business in the State shall, at the time of submitting such a proposal, have complied with all applicable registration provisions as required under Florida law.

A Certificate of Good Standing shall be required indicating that the Proposer is a corporation or other legal entity, provided by the state from which such Proposer was formed. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida following Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Proposer shall contact the Florida Secretary of State's Office at: Corporations (850) 245-6052, option 2; limited liability or partnership companies (850)245-6051; or [www.sunbiz.org](http://www.sunbiz.org)

## 2.15. Parking

The Successful Proposer, if any is selected by B-CU, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this RFP shall have proper parking permits. All vehicles must be registered with B-CU's Department of Campus Safety, and the Proposer must purchase parking permits. Proposers' vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all B-CU's parking rules and regulations could result in tickets and/or towing at the expense of Proposer or Proposer's employee. For additional parking information, contact B-CU's Department of Campus Safety at 386-481-2982.

## 2.16. Definitions

B-CU – Bethune-Cookman University

**B-CU'S Contract Administrator** B-CU's designated liaison with the Proposer.

**Proposer** - Anyone who submits a timely proposal in response to this RFP.

**Successful Proposer** - The firm or individual who is the recommended recipient of the award of a contract under this RFP. This term is used interchangeably with "Company" after the Successful Proposer has been awarded the bid and is fulfilling its obligations as set forth in this RFP or the Agreement.

**Contract** - The formal bilateral agreement signed by a representative of B-CU and the Vendor which incorporates the requirements and conditions listed in this RFP, the Vendor's proposal, and University mandated terms.

**Contract Manager** - After the contract award a liaison from the user department will oversee the contractor's performance and report as needed to the contract administrator.



## 2.17. Solicitation Rules

- A. B-CU has established for purposes of this RFP that the words “shall,” “must,” or “will” are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by B-CU. A deviation is material if, in B-CU’s sole determination, the deficient response is not in substantial accord with this RFP’s mandatory conditions requirements.
- B. The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a proposal but may result in the proposal being considered as not in the best interest of B-CU.
- C. **The Proposer must agree to abide by each mandatory condition and requirement included in this RFP. Also, the Proposer must initial the designated item, using APPENDIX II, indicating that this section has been understood and agreed upon.**
- D. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer’s errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for B-CU’s REJECTION of the proposal.

## 2.18. Force Majeure

No default, delay, or failure to perform on the part of B-CU shall be considered a default, delay, or failure to perform otherwise chargeable, hereunder, if such default, delay, or failure to perform is due to causes beyond either B-CU’s reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities,

epidemics, pandemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond B-CU's reasonable control, any date, or times by which either party is otherwise scheduled to perform shall be extended automatically for some time equal in duration to the time lost because of the cause beyond the reasonable control of B-CU.

#### 2.19. Limitation of Remedies, Indemnification, and Insurance

- A. Any proposal by the Proposer to limit the Proposer's liabilities to B-CU or to limit the B-CU's remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer's proposal.
- B. Under this RFP and the resulting contract, if any, the Proposer must hold B-CU and those in privity with B-CU, and their governing boards, officers, employees, and agents harmless from and indemnify each of them against any liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer's supervision and control; provided, however, such indemnification shall not include any amounts for consequential damages and shall be limited to proven damages in an amount not to exceed the required insurance policy limits of the Proposer.
- C. The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFP or that which the Proposer may desire to obtain. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule below. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFP, if any, and shall be effective throughout the effective period of such contract. B-CU, and its Board of

Trustees shall be included as additional named insured on each of Proposer’s policies. **The Proposer shall furnish B-CU proof of Proposer’s insurance coverage by original ACCORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before the commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule.** See also Section 2.29 below entitled “Subcontracts.” B-CU shall always be exempt from, and in no way be liable for, any sums of money that may represent a deductible in any of Proposer’s or Proposer’s subcontractors’ insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer’s subcontractor who obtained the insurance. The Proposer shall always promptly notify B-CU of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 2.29. entitled “Subcontracts.”

**SCHEDULE:**

Policy	
Worker's Compensation	Statutory
*Comprehensive General Liability Insurance:	
(1) Bodily Injury Liability	\$5,000,000 each accident
(2) Property Damage Liability	\$5,000,000 occurrence
	\$1,000,000 aggregate
(3) Comprehensive Automobile Liability Insurance:	
(a) Bodily Injury Liability	\$500,000 each person
	\$2,000,000 each occurrence
(b) Property Damage Liability	\$500,000 each occurrence
(c) Excess Umbrella Liability	

Combined Single Limit Bodily Injury	\$25,000,000 each occurrence
Injury and/or Property Damage	\$25,000,000 aggregate

\*Comprehensive Liability to include but not be limited to:

- (1) Consumption or Use of Products
- (2) Existence of Vehicles, Equipment or Machines on Location
- (3) Contractual Obligations to Customers

C. WORKER’S COMPENSATION - Limit of liability as provided by Worker’s Compensation Law, State of Florida

The Company shall secure and maintain during the life of this agreement, Worker’s Compensation Insurance for all his employees connected with the work of this project, and in case any work is sublet, the Company shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all the latter’s employees unless such insurance shall comply fully with the Florida Worker’s Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker’s Compensation statute, the Company shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the purchaser, for protection of his employees not otherwise protected. If there is an instance where the Company is subcontracting the required services with a vendor who is not required by Florida Statute to cover their employees by Worker’s Compensation, the Company must obtain prior approval of the subcontractor by Bethune-Cookman University.

D. Commercial Blanket Fidelity Bond \$500,000 per claim

The successful -Company shall supply a Commercial Blanket Fidelity Bond, which will indemnify B-CU for loss caused by a dishonest act or fraudulent act of an employee

covered under the bond. Bethune-Cookman University may request higher limits if the exposure to loss increases.

B-CU shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the bidder and/or subcontractor providing such insurance.

The public liability policy shall be properly endorsed with the “Hold Harmless Agreement” to save Bethune-Cookman University and their Board of Trustees, and employees harmless and to indemnify Bethune-Cookman University for any claim or liability to benefits under the Worker’s Compensation Law of Florida (Chapter 440, Florida Statutes) occasioned by an accidental injury to temporary help by Bethune-Cookman University.

Such policy or policies of insurance shall contain an endorsement giving the Bethune-Cookman University Procurement and Contracts Department thirty (30) days written notice in advance of any material alteration or cancellation of the policy. Such policy or policies shall contain a 3<sup>rd</sup> party rider showing Bethune-Cookman University and their Board of Trustees as additional named insured. Such a policy is to be submitted to the Bethune-Cookman University, Procurement and Contracts Department for approval no less than ten (10) days before the commencement of the term of the agreement.

#### 2.20. Term of Contract

The contract term resulting from the RFP will be \_\_\_\_\_, to \_\_\_\_\_, with an option to renew for up to three (3) additional one (1) year terms pending mutual consent.

#### 2.21. Cancellation /Termination of Contract

Any contract established as a result of this RFP may be unilaterally canceled by B-CU for refusal by Proposer to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received

by the Proposer in conjunction with this RFP or the resulting contract. B-CU also may terminate such contracts resulting from this RFP, if any, without cause on thirty (30) days advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by (a) mutually consenting in writing, either party may terminate such contract immediately and (b) for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

#### 2.22. Assignment and Amendment of Contract

Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of B-CU, which B-CU may give in its sole and absolute discretion. Any contract resulting from this RFP may be amended only in writing and signed by the Proposer and B-CU with the same degree of formality evidenced in the contract resulting from this RFP.

#### 2.23. Independent Parties

Except as expressly provided otherwise in the contract resulting from this RFP, if any, B-CU and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative, or co-partner of, or a joint venture with, the other.

#### 2.24. Performance Investigations

As part of its evaluation process, B-CU may make investigations to determine the ability of the Proposer to perform under this RFP. B-CU reserves the right to REJECT any proposal if the Proposer fails to satisfy B-CU that it is properly qualified to carry out the obligations under this RFP.

2.25. Severability

If any provision of the contract resulting from this RFP, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

2.26. Notices

All notices and all other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when received by the addressee at the address listed below:

Office of Legal Affairs  
Bethune-Cookman University, Inc.  
  
640 Dr. Mary McLeod Bethune Blvd.  
Daytona Beach, FL 32114

Procurement and Contracts Dept.  
Bethune-Cookman University, Inc.  
1020 W. International Speedway Blvd.  
2nd Floor  
Daytona Beach, FL 32114

2.27. Governing Law and Venue

This RFP and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. B-CU and Proposer hereby agree that this RFP and resulting contract, if any, shall

be enforced in the courts of the State of Florida and that venue shall always be in Volusia County, Florida.

#### 2.28. Liaison

B-CU's liaison with the Successful Proposer, if any, shall be the Director of the Procurement and Contracts Department or as otherwise identified by B-CU.

#### 2.29. Subcontracts

The Proposer is fully responsible for all work performed under the contract resulting from this RFP, if any. The Proposer may, with the prior written consent of B-CU, enter into a written subcontract(s) for the performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Proposer's response to this RFP. No subcontract shall be implemented or effective until approved in writing by B-CU. No subcontract(s), which the Proposer enters into under the contract resulting from this RFP, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible for fully notifying any subcontractor(s) of their responsibilities under any subcontract and applicable law. All payments to subcontractors shall be the sole responsibility of the Proposer.

#### 2.30. Employment of B-CU Personnel

The Proposer shall not, without B-CU's prior written consent, knowingly recruit for engagement, on a full-time, part-time, or other basis during the period of this RFP and any resulting contract, any individuals who are or have been B-CU employees at any time during such period, except for B-CU's regularly retired employees, or any adversely affected State employees.



### 2.31. Equal Opportunity Statement

B-CU subscribes to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability.

### 2.32. Waiver of Rights and Breaches

No right conferred on B-CU by this RFP or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by B-CU's signatory. B-CU's waiver or excuse for a breach by the other party shall not constitute a waiver or excuse of any other breach.

### 2.33. Headings Not Controlling

Headings used in any contract resulting from this RFP are for reference purposes only and shall not be considered to be a substantive part of such contract.

### 2.34. Employee Involvement/Covenant against Contingent Fees

Following Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of B-CU who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services there under. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged, or retained to solicit or secure any contract

resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence shall have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, B-CU shall have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by B-CU under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to B-CU under such contract, at law or in equity.

#### 2.35 Site Rules and Regulations

Proposer shall use its best efforts to assure that its employees and agents, while on B-CU's premises, shall comply with the State's, Volusia County, and B-CU's policies and procedures, Board of Trustees (BOT) site rules and regulations, if any.

The Company will assure that any employee present on any B-CU site, for any reason whatsoever, is not a registered sex offender or sexual predator. The Company will not allow people to enter B-CU property if their backgrounds indicate they would be a threat to others.

#### 2.36 Travel Expense

The Proposer shall not under this RFP or any resulting contract charge B-CU for any travel expenses, meals, ~~and~~ or lodging without B-CU's prior written approval.

### 2.37 Taxes

Bethune-Cookman University, Inc., is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible for paying any and all such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFP.

### 2.38 Contractual Precedence

The agreement that results from this RFP and any attachments and/or addenda that are executed by B-CU's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include but are not limited to B-CU Request for Proposal ("RFP") including all B-CU's RFP specifications, and the Proposer's RFP response. In the event of any conflict or inconsistency between before mentioned documents, the order of precedence is:

- A. The Agreement.
- B. B-CU's RFP and RFP specifications.
- C. Proposer's RFP response; and
- D. Any other attached document signed by B-CU's official signatory at the time the Agreement is executed.

### 2.39 Evaluation Criteria and Selection Process

- A. B-CU reserves the right to conduct negotiations with the highest-ranked proposer(s). Discussions with the proposer(s) after receipt of a proposal do not constitute a rejection or counteroffer by B-CU.

In the event the B-CU designee or her/his representative deems, in consultation with the President or Executive Vice President, determines that it is in B-C U's best interest to enter negotiations, the following shall apply:

1. Establish an evaluation committee tailored for the acquisition that includes appropriate expertise to ensure a comprehensive evaluation of proposals. The Committee will review all responsive proposals and develop a ranked order of proposers based on the points given for each evaluation criteria contained herein.
2. Develop the acquisition plan (strategy to award with or without negotiations) after review of proposals.
3. Ensure consistency among the solicitation requirements, notices to proposers, proposal preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements.
4. Ensure that proposals are evaluated based solely on the evaluation criteria contained in the solicitation.
5. Consider the recommendations of the evaluation committee in determining which proposer(s) to enter negotiations; and
6. Select the negotiation team. This can be the evaluation team or any other individual(s) the B-CU designee deems necessary for the acquisition. The negotiation team will invite the highest-ranked proposer(s) falling within the desired competitive range to enter negotiations.

B. The Evaluation Committee shall initially evaluate all proposals based on weighted criteria outlined in the table below by members of the evaluation committee. Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFP and any aspect thereof including,

without limitation, the proposals, and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFP, each evaluation committee member shall conduct an independent evaluation of the proposals following the weighted evaluation criteria outlined in the following Table A:

**Table A**

<b>Criteria</b>	<b>Maximum Points</b>
1. Executive Summary/ Facilities & Maintenance Management Experience	20
2. Preventive Maintenance Plan	15
3. Staffing Plans and Policies	15
4. Operational Plans and Policies	15
5. Computerized Management Maintenance System	10
6. Overall Pricing	25
Total	100

## **3.0 SPECIAL CONDITIONS**

### **3.1 Scope of Work**

Bethune-Cookman University seeks to engage a company to provide full facility management services and comprehensive maintenance for its Daytona Beach, Florida. This document is a Request for Proposal (RFP) for the services described below and does not obligate B-CU to accept responses from eligible companies (entities giving responses to this RFP shall be referred to individually as a “Company” and collectively as the “Companies”). This RFP establishes minimum requirements a Company must meet to be eligible for consideration as well as information to be included in the Company’s proposal.

Based on this RFP, B-CU intends to award a contract to the responsible proposer/bidder whose bid proposal, conforming to this RFP, is most advantageous to B-CU, price, and other factors considered. B-CU reserves the right to separately procure individual requirements that are the subject of the contract during the contract term when deemed by B-CU to be in its best interest.

B-CU believes that its physical plant, including facility maintenance, grounds, and custodial services, supports its educational responsibilities and activities. These services contribute to the continued well-being and support of our students and community members in their academic, administrative, and residential areas of campus. A successful physical plant is expected to offer quality and courteous maintenance, grounds, and cleaning services provided by well-trained and experienced personnel, enhancing positive public relations while utilizing economically sound operating practices. All programs should support an awareness of the priorities of recycling and waste reduction, as well as energy and natural resource conservation.

B-CU intends to award a contract to the Company that is most responsive to its needs and offers the best operational program with a realistic, economical fiscal investment with a commitment to regular performance evaluations. Companies are encouraged to demonstrate how their expertise and resources will contribute to the long-term planning and upkeep of the facilities and grounds and include specific benchmarks and data regarding the funding information (i.e., dollars per square foot per year) and other best practices and benchmarks in the facilities management field. All contracted services at B-CU are an integral part of the campus. All companies are encouraged and expected to become involved in our community and take an ownership interest in our mission.

It is expected that the selected Company will exhibit a commitment to regular evaluation of performance through the development of key performance indicators and that performance will be continually measured against benchmarks. These measures must include an evaluation of work quality, operational efficiency, and faculty, staff, and student satisfaction levels.

B-CU requests submittal for the following services and major functions:

- Facilities Management (management of physical plant operations)
- General Facilities Maintenance
- Custodial Services
- Grounds Maintenance

For each of these services, B-CU requests proposals for a full-service contract with a Company providing all of the staff and human resource support services for that team. The proposal should include specific Company-provided budget support for the operations along with expected B-CU budget support of operations. In addition to the requested submittals, proposals may include other services under the value-added section. B-CU reserves the right to select or reject any value-added proposals.

### **3.2 Facilities Management**

#### a) Management Organization

The Company will provide an experienced Facilities Management Director who will report to the Executive Vice President or her designee. In addition, the Company will provide a supervisor for each major function, Maintenance, Custodial Services, and Grounds.

Develop, implement, and interpret policies and procedures necessary for the successful management and operation of the total facility management and maintenance programs for B-CU, including scheduling preventive maintenance programs.

Coordinate and secure proposals from contractors and vendors to address maintenance issues not covered under this contract for the review and approval of B-CU representatives.

Coordinate all building modifications, repairs, and minor projects following all applicable local governmental regulations, including, without limitation, building and fire codes.

Initiate and track a standard comprehensive preventive maintenance program for all applicable building systems and equipment throughout B-CU facilities (i.e., mechanical, electrical, plumbing, sanitation, etc.). Ensure that scheduled services follow the operational and maintenance manuals and incorporate a master calendar for all preventive maintenance tasks.

Provide and utilize a computerized maintenance management system (CMMS) to track work requests, maintenance history, and reporting associated with B-CU Facilities.

Provide and manage building operations for the entire B-CU facilities, grounds, parking lots, and exterior common spaces.

Provide and manage the routine and emergency maintenance services.

Develop maintenance data reporting procedures to ensure adequate reporting of all requests and associated costs including type and location of service/repairs.

Track and coordinate all applicable warranty information associated with the building systems.

Develop a system to track and timely respond to all maintenance-related issues to ensure a standard comfort level throughout the facility.

Prepare requisitions for maintenance parts and repair services that are not covered under this contract.

Provide a skilled mechanical technician with a comprehensive understanding of Building Automation (BA) energy management control systems.

Work closely with the Building Code Official at B-CU, the City of Daytona, and the State of Florida to ensure that all modifications, repairs, and renovations conform to all pertinent state, local, and national code requirements.

Maintain a positive working relationship with B-CU's student groups, faculty, staff, and organizations to ensure that B-CU facilities project a good image of B-CU.

Coordinate and interpret specific maintenance procedures on current industry standards for the mechanical, electrical, plumbing, and electronics systems at B-CU.

b) Normal Hours and Emergencies

Maintenance and custodial services are required to be on call 24 hours per day, seven days per week. A work Control Center will be required to be staffed Monday-Friday from 7:00 AM – 4:00 PM. The Company must provide the means to request emergency maintenance services after normal hours.

B-CU is active 24 hours/day and 7 days/ week during the year. It is expected that the Company will provide essential support for evening and weekend activities in addition to the typical work schedules outlined in this section.



During emergencies, or under emergency conditions, the Company may be directed to perform services other than those scheduled within the building or area being serviced. Such services as but are not limited to wet vacuuming work and the placement of dehumidifiers in the event of a water line break or other water problems. The Company must respond immediately to all emergency service calls. Emergency work may be required after normal working hours, weekends, holidays, etc.

c) Subcontractors

It is assumed that “specialty” outside Subcontractors will be required under limited circumstances. The Company must provide oversight and management of any outside Subcontractors. The Company will request proposals for services and provide B-CU with a minimum of three proposals for any contract that exceeds \$5,000. Currently, qualified Subcontractors are used to provide the following services: elevator maintenance and repair, elevator inspections, interior and exterior pest control, etc.

d) Major or Minor Repairs

Minor Projects or Minor Repairs will be defined as any repair or project that does not exceed a cost of \$10,000. The Company’s staff will be expected to perform any minor repairs and assist in any major repairs that are within the Company’s scope of work. All major repairs or projects will require approval from B-CU before the work is initiated.

e) Building Drawings

The Company is responsible for managing and maintaining the drawings of the various buildings on campus existing at the time of the contract as well as any rendered during the contractual term.

f) Facilities Audit

A Facilities Condition Assessment will be performed and submitted to B-CU at the commencement of the contract. The initial audit will be due within six months of the contract’s start date. Sufficient detail is required to develop a comprehensive maintenance and capital plan and budget. This audit should include specifications and ages of facilities and equipment maintained. It should also include a listing of any deferred maintenance.

g) Supplies

The Company must supply all cleaning supplies and equipment. The Company must supply all custodial equipment including but not limited to vacuums, floor machines, mops, buckets, ringers,

etc. The Company must supply all tools and equipment for building and operations maintenance, and landscaping maintenance that may be necessary to complete contracted services. The Company will replace or repair equipment as necessary. Any existing grounds, equipment, and vehicle conditions will be assessed with age and condition to determine if the awardee will utilize these in the operations after the contract begins. The buy-out amount must be determined through negotiations.

### **3.3 General Facilities Maintenance Services**

#### Overview

The following Maintenance Services are required: Minor Project Management (project not to exceed amounts established annually through negotiations), Exterior Building Maintenance and Repair, Interior Building Maintenance and Repair, Equipment and Systems Operations, Heating and Air Conditioning, Plumbing, Electrical Systems, Preventive Maintenance, and Miscellaneous Services.

#### a) Building Services

All B-CU facilities will be included in this contract. These facilities are on the main campus as well as B-CU-owned buildings and other facilities in the local community. For this project, the approximate square footage is 459,895.

#### b) Project Management

The Company will provide appropriate staff to manage contracts for the entire Plant Operations and Maintenance function. If significant capital projects are required, then scope and duration shall be determined if a full-time or part-time project manager is needed.

#### c) Exterior Building Inspection, Maintenance and Repair

The Company must conduct a visual inspection of all building exterior areas and provide a written report annually. Inspections shall include, but are not limited to the building structures, exterior lighting, interior below-grade space for evidence of water penetration, roofing, flashing, edge strips, drains, gutters awnings, balconies, and roofs.

The Company shall provide general maintenance including washing and repairs to all parking lots, sidewalks, benches, tables, trash receptacles, and signage.

The Company is responsible for minor repairs and for reporting areas needing major repairs.

d) Interior Building Inspection, Maintenance and Repair

The Company must conduct a visual inspection of all building interiors. Interior building maintenance and repairs must be carried out based on a combination of activities which include formal inspections, preventive maintenance actions, and repair as identified during routine maintenance. These inspections and maintenance shall include, but are not limited to tile, vinyl flooring, carpet, plaster and gypsum wallboard, ceiling tile, signage, doors, trim, windows, window coverings, lighting, fixtures, hardware, wallpaper, and paint.

e) Equipment and Systems Operation

The Company must operate all building systems. In addition, the company must inspect and record the condition of all systems and components that have local alarms, indicators, and gauges. The Company shall take the necessary actions to maintain their normal condition or necessary corrective actions to return them to normal condition.

f) Heating and Air Conditioning

The Company shall be responsible for the operation, minor repair, and preventive maintenance of all the heating and cooling systems, subsystems, and components. All heating and cooling equipment shall be operated following the State, Local, and Federal laws, regulations, and permits.

The Company will provide qualified HVAC Technician(s), with experience in heating, heat transfer, refrigeration, water treatment, and purification systems. The Company's personnel will remain current with technological improvements and advances in engineering and design of high and low-temperature hot water heating systems, water cooling systems, and water treatment systems.

The Company personnel shall be thoroughly knowledgeable of all EPA governmental regulations (including the Environmental Protection Agency) regarding reclaiming refrigerant for air conditioning, refrigeration, and freezer systems. The personnel shall provide all minor and routine repair services such as replacing pumps, belts, wall units, thermostats, etc.

Preventive maintenance on the Air Handler units shall be as follows:

- (a) annual maintenance includes inspecting and cleaning coil, drain pan, and drain line, inspecting fan wheels, and drive sheaves, checking belt alignment and tension, checking, and lubricating bearings, checking bearing and motor mounting, checking

- motor operating voltage amperages, checking inlet vanes for dampers and adjust as required;
- (b) quarterly preventative maintenance includes checking belt tension, inspecting air filters, lubricating all ball bearings, and motor mounting, checking excessive vibration or noise, and correcting if required; and
  - (c) change air filters monthly or as needed.

Condenser and Chiller Water Pump shall have both annual and preventative maintenance scheduled to involve the following:

- annual maintenance includes cleaning pump strainers, lubricating pump bearings and motor bearings per manufacturer's recommendations, tightening all nuts and bolts, checking for leaks, checking, and tightening motor mount and vibration pads, visually checking pump alignment and coupling, checking motor operation conditions, inspect electrical connections and contactors; and
- Preventative maintenance will involve six (6) inspections annually including lubricating the pump, and motor bearings per the manufacturer's recommendation, checking suction and discharge pressures, checking packing or mechanical seal and adjusting as necessary, and checking motor voltage and amperage.

As part of the submittal for this RFP, within 6 months of the contract start date, the Company, shall conduct a preliminary energy audit, and make recommendations to B-CU for energy conservation measures that will save money as well as reduce the carbon footprint. If any existing energy performance contract is in place, the Company shall review the status and provide a report of the financial and energy benefits to the school.

B-CU receives warranties on various systems and components of the campus. The Company's maintenance services shall maintain and coordinate such warranties and/or maintenance agreements. In addition, the Company shall initiate requests for warranty and/or maintenance agreement work.

A preventive maintenance program shall be prepared, and scheduled maintenance activities shall be conducted according to the manufacturer's instructions. Examples of scheduled maintenance include such functions as inspecting and cleaning fan coil units, filters, condensers, pressure relief valves, steam traps, pumps, belts, and strainers.

g) Maintenance Vehicle Fleet

The Company shall provide necessary transportation to carry out all contracted services. This will include but is not limited to trucks, vans, golf carts, utility carts, and trailers. It is the sole

responsibility of the Company to insure, maintain, and fuel all vehicles. The Company will also be required to assist in the management and maintenance of B-CU vehicles. This includes transporting vehicles for service and repairs, fueling vehicles, maintaining service logs, and vehicle usage scheduling.

h) Plumbing

The Daytona Beach Utilities will provide domestic water, chilled water, and sanitary sewer to the campus. The Company shall inspect and test all plumbing pressure pumps, sprinkler systems, standpipe systems, and the fire pump. All plumbing fixtures are to be inspected and tested regularly for leakage and such leakage is to be corrected. The Company generally is responsible for unclogging drains or toilets and repairing or replacing certain fixtures or valves.

i) Fire Protection Systems

Maintenance of the fire protection system shall consist of monthly inspections conducted by the Company. Annual inspections are conducted by an outside company coordinated by the Company. Inspections will be conducted on the condition of all components for corrosion and rust by an outside company. Major system inspections shall be performed by a certified fire protection systems company.

In addition, the Company will be responsible for maintaining documentation verifying the successful completion of the annual inspection, testing, and/or maintenance of the following systems per their respective NFPA code:

- Fire Extinguishers (NFPA 10)
- Fire Alarm Systems (NFPA 72)
- Sprinkler systems (NFPA 25)
- Emergency lighting (IFC 10)
- Exit lights (60-minutes of illumination)
- Means of egress lighting (60 minutes of illumination)

j) Maintenance Electrical System

The Daytona Beach Utilities provide B-CU with electricity from their grid, and the maintenance will only be from the feeder to B-CU buildings. Preventive maintenance includes work such as replacing contacts and springs on circuit breakers; checking motors and control centers on switchgear; cleaning armatures and replacing bearings on motors for HVAC equipment, fire

pumps, conveyor systems, exhaust fans, etc. Check voltages, batteries, and battery chargers on emergency and battery lights and re-lamp as required.

The Company shall (a) respond to trouble calls; (b) isolate faults in equipment wiring and circuits and replace or make necessary repairs; (c) repair tamper switches and reset fire alarms; (d) locate tripped breakers and recalculate line loads as required (e) repair motors by replacing couplings, belts, reduction gear, shafts, etc., modifying replacements as required to accommodate the appropriate function, and working without schematics for old systems when necessary; (f) replace /repair broken light fixtures and illuminated exit signs and (f) remove and replace ballasts, transformers, capacitors, sockets, starters, photocells, and fuses in lighting systems and controls for the terminals and street-side parking lots, sidewalks, flag poles, etc.

The electrical maintenance also includes, clock systems, sidewalk and parking lot lighting, distribution and branch circuit wiring, lights and receptacles, fire alarm systems, manhole sump pump systems, three- and single-phase electrical motors of many uses, sizes, and building emergency generators. In addition to maintenance, the electrical work might include installation of telephone lines, computer cables, and terminations; and does preventative maintenance on electrical systems campus-wide.

k) Painting

The Company will be responsible for routine touch-up or painting projects throughout the year of all the interior and exterior of buildings as needed. A maintenance schedule shall be kept ensuring high-traffic areas such as entrances, lobbies, doors, and corridors are properly maintained promptly.

l) Preventive Maintenance

The Company shall be responsible for preparing and maintaining a complete and detailed preventive schedule for all components maintained by the Company. The preventive maintenance program will minimize equipment or system breakdown or failure. If a manufacturer's written preventive maintenance instructions and schedule do not exist, the Company must develop a preventive maintenance instruction and schedule.

m) Miscellaneous

The following miscellaneous services are required:

- Provide setup for special events, days, nights, and weekends by request.
- Schedule and supervise annual elevator maintenance.
- Maintenance of all local codes including NFPA and OSHA reporting/recording guidelines.

- Project Management assistance on renovation and new construction projects, as requested by B-CU
- Coordination of campus recycling program.
- Coordination and oversight of campus solid waste management, including dumpster placement and management during student move-in and out.
- Hazard Communication program covering chemicals handled by Facilities Management personnel.
- Residence Hall inspections, at check-in and check-out for Fall, Spring, and Summer terms.

n) Elevator and Vertical System Maintenance and Inspection

The Company agrees to designate an elevator mechanic to perform on-site preventive maintenance procedures for elevators exclusive of emergency callback service, emergency repairs, scheduled repairs, or safety tests which should be assigned to separate repair personnel. Inspections performed by city, county, state, or federal government and/or insurance agencies or representatives are included in this specification.

o) Automatic Door Access Control Systems

Annual maintenance contract for maintenance, repair, and quarterly PM inspections of all automatic door operator equipment located throughout the building.

p) Emergency Backup Generator

The Company shall be responsible for maintaining the Emergency Standby Generator(s) located on the site. The generator(s) shall be tested weekly, and be physically checked and inspected for engine oil, radiator cooling water, leak, ventilation system, batteries, gauge and automatic transfer switches, fuel tanks, etc., weekly and must be always available for operation.

After inspecting the generator(s), any defective or malfunctioning that determines the generator unsafe to operate, the generator must be turned off manually and locked/tagged. This must be reported immediately to B-CU, and scheduled for repair, and the problem must be fixed promptly.

It shall be the Company's responsibility to perform an annual full load test of the entire generator system and the manufacturer's recommendation shall be complied with for repair and preventive maintenance program. A monthly report shall be submitted to B-CU showing the date of inspection, deficiency, or malfunction, if any, corrective actions taken, and all repair and preventive maintenance performed.

q) Energy Management

The Company is responsible for providing Utilities Maintenance services that manage overall energy consumption at B-CU. This includes identifying and implementing energy conservation measures and projects. The HVAC/Energy Management System and instrument and controls lab will be administered to effectively control the cooling and heating conditions of the facility through the computerized Niagara System. Any repairs or changes made to the control system must maintain the open architecture of the system.

r) KeyBank/Locksmith

The locksmith installs and services all the locks and door hardware in the building.

- Issuing Keys: Keys to B-CU spaces, i.e., offices, classrooms, lecture halls, housing, mechanical spaces, storage spaces, high voltage spaces, etc., will be issued to the B-CU employees with the approval of the appropriate Department Head, Dean, or Director. Each key issued to B-CU employees, students, or contractors, shall be documented by the Facility Manager. No key shall be transferred from one person to another without being returned to the Facility Manager for appropriate re-issuing. Each key will be stamped with a unique code and issued by code to a specific lock with a few exceptions. The employee or student to whom keys are issued will be picked up and signed for at the Facility's Manager's office.
- Maintaining Keys: Access to the B-CU key box is limited to the Facility Manager and other authorized personnel.

s) Roof Maintenance

All roof areas shall be inspected regularly, and such inspection should document any noticeable flaws in the roofing and flashing system. All roof areas shall be kept free of debris and waste material and all roof drains and scuppers shall be clear, free of debris, and are not pending.

Such inspection shall be done weekly during the rainy season and after each hurricane or heavy thunderstorm.

Inspect, maintain, repair, and/or replace the ground lighting protection mounted on the roof surfaces.

t) Carpentry



The carpentry will serve many of the building and remodeling needs of B-CU. It builds, installs, and repairs ceilings, walls, floors, windows, and doors. The carpenter shall also be responsible for producing and installing signs in the interior and exterior of the building.

u) Trash Removal

Trash removal services are managed by the Company. The Company personnel will be responsible for transporting trash to dumpsters and recycled trash to the appropriate collection site on and off campus.

v) Pest Control

Routine service normally established in universities similar to B-CU in class and quality.

### **3.4 Custodial Service Requirements**

#### Overview

The Company will furnish all paper towels, soap, and toilet paper for restrooms, classrooms, and labs. Replacement of/or brand change shall not be permitted without university approval.

Walk-Off Mats – B-CU will procure replacement mats for the inside and outside of each building entrance. The Company will maintain and communicate to B-CU about wear and tear on mats and relay when a replacement is needed.

Window Cleaning - The Company will be responsible for cleaning exterior windows and high (above arm's reach) interior windows on an annual basis. The annual price provided in the Pricing Worksheet should include all window cleaning.

Level of Cleanliness - It will be the responsibility of the Company to provide housekeeping services for the individual locations in keeping with the Association of Higher Education Facilities Officers (APPA) Level 2 standards as an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, this proposal request intends to approach this matter from a level of cleanliness concept.

Cleaning Schedule - The Company will provide enough manpower time to be available to complete the cleaning schedule identified in this contract and continue maintenance of each building from Monday through Friday according to the building schedule identified below in Section 3.15.

Recommend improvements based on the requirements and needs of B-CU facilities.

The following Custodial Services are required: Project Management, Residence Halls, Academic and Other Buildings, and Miscellaneous Services.

a) Building Serviced

All B-CU facilities will be included in this contract. These include facilities on the main campus as well as B-CU-owned buildings and other facilities in the local community. The Company must clean these facilities to not disturb office or academic personnel. Certain buildings should be cleaned before 8:00 AM or as otherwise specified by B-CU.

Exterior cleaning of all buildings must be included. All outdoor areas must be free of debris.

b) Residence Halls

The Company must clean the following areas in the residence halls: Schedule custodial services during the daytime and will provide coverage during the regular working hours of B-CU. The Company should use a team cleaning approach where possible. Areas where team cleaning is not advised will be cleaned by individual team members.

Entranceways, lobbies, lounges, corridors, stairwells, laundry rooms, and kitchens will be cleaned daily.

c) Resident Rooms

The Company must clean resident rooms after move-outs and before weekly camps from May through August, other summer resident events, and before semester check-in. Cleaning will consist of removing trash and litter, cleaning furniture, fixtures, walls, windows, and bathrooms, and cleaning carpet or stripping and refinishing hard surface floors. The Company must arrange furniture in rooms where needed.

Before the opening of residence halls, there will be a building inspection with the Company's manager and Director of Housing to determine if and fulfill final custodial/maintenance needs before opening.

Private bathrooms should be cleaned after move-out, and/or before weekly camps from May through August, other summer resident events, and before semester check-in.

Anytime an occupied, private room is entered throughout the academic year (including Christmas and Spring Break), more than one custodian should be present. In private bathrooms, the Company must mop floors with a disinfectant cleaner.

Clean and polish all mirrors, fixtures, and enameled surfaces. The Company must disinfect all basins, urinals, and bowls using a non-abrasive cleanser. The Company must empty and sanitize all receptacles, damp-wipe them with a disinfectant cleaner, and remove wastepaper and rubbish from the premises. Miscellaneous duties include, but are not limited to washing all partitions, and tile walls, including grout and outside surfaces of all dispensers and receptacles with a disinfectant cleaner. The Company must scrub and disinfect all shower walls, and floors, including grout, doors, and curtains to remove soap scum and mildew.

In the common area spaces cleaning will consist of removing trash and litter, cleaning furniture, fixtures, walls, windows, and vacuuming, and cleaning carpet or sweeping and mopping hard surface floors.

d) Project Work

The Company must shampoo carpets and strip, scrub, and refinish hard surface floors on a scheduled basis. The Company must polish all hard surface floors commensurate with daily traffic to always maintain a good appearance. Miscellaneous project duties include but are not limited to washing exterior windows, and pressure wash walkways, decks, and balconies.

Trash should be removed once a day over the weekend from Residence Hall receptacles. The Company will shampoo the carpet in medium to high-traffic areas as required to maintain a neat and clean appearance a minimum of four times per year.

### **Special Notes**

All chemicals and equipment must meet or exceed OSHA/CDC requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes. The Company must furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of Bethune-Cookman University.

### **3.5 Landscape - Grounds Maintenance Requirements**

The Company shall furnish all horticultural, labor, material, equipment, and transportation required to maintain the landscape throughout the contract period, as specified herein. The Company will also be responsible for repairs and maintenance of existing irrigation systems at B-CU. B-CU includes approximately 80+ acres requiring mowing and routine care. Routine services consist of the following:

a) Mowing

The season will dictate the frequency of mowing. The mowing height will be based on what is horticulturally correct for the turf variety considering the season. Included in this task shall be maintenance of mowing equipment to ensure clean and even cutting, prevention of rutting of turf by equipment, avoidance of scalping, and the avoidance of damage to trees and shrubs. If clipping is present on paved areas after mowing, paved areas shall be swept or blown.

b) Fertilization

Lawns shall be fertilized as warranted with a commercial fertilizer. The number of applications will be dependent on the type of nitrogen used and the type of turf grass.

c) Fungicide:

Apply recommended, legally approved fungicides to control disease-causing damage when necessary.

d) Pesticide:

Apply recommended, legally approved pesticides to control disease-causing damage when necessary.

e) Weed Control:

Pre-emerge: This type of control should be used only if a known weed problem warrants its use.

Posts emerge: Control broadleaf weeds with selective herbicides.

The chosen chemical will be recommended and legally approved for the specific weed problem.

**Ground Cover Area/Shrub Areas:**

f) Edging

Edge ground cover as needed to keep within bounds and away from obstacles.

g) Pruning

Shrubs shall be pruned only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damage or diseased wood. This excludes pruning necessitated by storm damage, disease, neglected overgrowth, or winterkill.

h) Tree, Shrub and Ground Cover Maintenance

All beds and planters containing exposed soil shall be cultivated and mulched. The Company will keep planting beds and tree rings free of weeds manually or by the timely application of herbicides.

The Company shall maintain hedges at an appropriate height and shall hand prune when necessary to facilitate new growth. The Company will regularly prune trees and shrubs as required.

i) Mulch

All beds shall be mulched at least once annually or as necessary to maintain a fresh, clean bed presentation. Mulch will be provided by the Company.

j) Gardens and Plantings

The Company will maintain the established gardens/landscaping. All major landscaping services and all major grounds projects are Company managed. The Company will provide and plant perennials, annuals, and bushes. Tree removal will be done within the capabilities of the Company's onsite staff.

k) Parking Lot Maintenance

The Company will oversee surface parking lot maintenance, which is to include, regular maintenance walkthroughs, replacement of lights, restriping, spot pressure washing, the management of monthly sweeping (which may be provided in-house or out-sourced if approved by B-CU), and the management of annual complete pressure washing.

l) Pavements

The Company will inspect all paved surfaces regularly and patch or repair them as required. Major repairer renovation projects will be approved in advance by B-CU. All paved areas will be kept clean.

m) Trash Removal and recycling-

The Company will be responsible for all costs associated with trash removal and recycling. Trash removal services are managed by the Company. The Company personnel will be responsible for transporting trash to dumpsters and recycled trash to the appropriate collection site on and off campus.

n) Leaf Removal

The Company will remove leaves from beds, rooftops, gutters, and drains as needed.

o) Irrigation System

The Company will provide irrigation maintenance management and repairs as required.

### 3.6 Emergency Services

All emergency conditions shall be promptly reported to B-CU's authorized representative.

**A. After-Hours Response Plans: Emergency standby coverage.**

After normal working hours, the Company ~~you~~ will need to assign a maintenance staff to serve on standby status to respond to emergency calls. Such calls may be for broken windows, broken water lines, power outages, boiler problems, sewer or plumbing problems, or other emergencies threatening the health and safety of tenants or situations that may create a liability for B-CU.

**B. After-Hours Response Plans: Emergency Response Service Directory.**

Updated quarterly. This will readily assist on-call staff that have been assigned to handle the abatement of emergencies during off-hours (nights, weekends, and holidays). Depending on the nature or severity of the emergency, maintenance staff should prepare a work order or a report – which can later be converted to a work order. Records should indicate “who, what, where, and when”, time and material costs, and the status, i.e., work performed was either completed or not completed.

### **3.7 Minor Renovations/Construction and Enhancement Services**

Minor renovations/construction and enhancement services will be on a reimbursable basis. The Company will be the owner representative for all minor renovations/construction projects.

### **3.8 Trash Removal**

Trash removal services are managed by the Company. The Company personnel will be responsible for transporting trash to dumpsters and recycled trash to the appropriate collection site on and off campus.

### **3.9 Pest Control Services**

Routine services normally established in universities similar to B-CU in class and quality.

### **3.10 Event set-ups**

Event setups are chargeable services as requested.

### **3.11 Office Space - Contractor**

Bethune-Cookman will provide a small office space, limited storage space and utilities for the Company's on-site operations.

### **Special Note**

**The Company ~~contractor~~ shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for employees, and B-CU's ~~the University's~~ students, staff, and faculty.**

### **3.12 Building Services/Janitorial**

Soap, Paper, and Feminine Hygiene Products - The Company will furnish all paper towels, soap, and toilet paper for restrooms, classrooms, and labs. Replacement of/or brand change shall not be permitted without B-CU's approval.

Walk-Off Mats – B-CU will be responsible for procuring replacement mats for the inside and outside of each building entrance. The Company will maintain and communicate to B-CU about wear and tear on mats and relay when a replacement is needed.

Window Cleaning - The Company will be responsible for cleaning exterior windows and high (above arm's reach) interior windows on an annual basis. The annual price provided in the Pricing Worksheet should include all window cleaning.

Level of Cleanliness - It will be the responsibility of the Company to provide housekeeping services for the individual locations in keeping with the Association of Higher Education Facilities Officers (APPA) Level 2 standards as an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility.

Cleaning Schedule - The Company will provide enough manpower time to be available to complete the cleaning schedule identified in this contract and continue maintenance of each building from Monday through Friday according to the building schedule identified below in Section 3.15.

Recommend improvements based on the requirements and needs of B-CU facilities.

### **Special Notes**

**All chemicals and equipment must meet or exceed OSHA/CDC requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes. The Company must furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of Bethune-Cookman University.**

### **3.13 Company's Representative**

A representative of the Company shall be appointed within 24 hours after receipt of the contract, and this person shall be available as deemed necessary by the Company for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters.

### **3.14 Scheduling Housekeeping**

All housekeeping shall be done with a minimum of disruption to normal B-CU functions.

### **3.15 Cleaning Requirement and Schedule Standard**



## **A. Classrooms/Labs**

### 1. Daily Requirements:

- a. Empty all trash receptacles; damp clean, sanitize exterior, and replace liners from Company's supply.
- b. Spot clean to hand height (70") glass partitions and glass doors
- c. Spot clean all walls to hand height (70")
- d. Dust mop composition floors with a chemically treated dust mop.
- e. Spot clean composition floors with all-purpose cleaner
- f. Spot-clean all desktops and furniture.
- g. Damp clean countertops.
- h. Erase chalkboards/whiteboards.
- i. Spot clean carpet
- j. Vacuum carpet

### 2. Weekly Requirements:

- a. Sweep baseboards, corners, around and under desks.
- b. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings.
- c. Clean partition glass
- d. Clean chalkboards
- e. Dust intake vents
- f. Damp clean window ledges
- g. Damp mop composition floors
- h. Damp clean chalk trays
- i. High dust above hand height

### 3. Monthly Requirements:

- a. Spray and buff floors.

### 4. Semi-Annually Requirements:

- a. Shampoo upholstered furniture.
- b. Renovate and refinish composition floors (apply 100% solid finish)
- c. Shampoo carpets.

## **B. Lobby and Common Area**

### 1. Daily Requirements:

- a. Clean door glass
- b. Empty and damp clean all trash receptacles
- c. Empty and clean ashtrays and sand urns

- d. Dust and spot-clean all furniture
- e. Clean and polish all metal door handles
- f. Spot clean all walls to hand height
- g. Damp clean elevator exterior doors.
- h. Vacuum entrance mats
- i. Spot clean entrance mats
- j. Dust mop composition floors.
- k. Spot mop composition floors
- l. Clean directory board
- m. Clean and sanitize water fountains.
- n. Vacuum carpet

## 2. Weekly Requirements:

- a. Spray buff composition floors-
- b. High dust above hand height on all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets.
- c. Damp clean baseboards, along walls, and corners
- d. Clean door glass
- e. Dust intake vents-

## 3. Quarterly Requirements:

- a. Shampoo carpets-

## 4. Semi-Annually Requirements:

- a. Scrub and refinish the floor-
- b. Renovate and refinish the composition floor and apply a 100% solid finish-
- c. Shampoo all upholstered furniture and wash vinyl furniture-
- d. Extract carpets-

## **C. Office Area and Conference Rooms**

### 1. Daily Requirements:

- a. Empty wastebaskets and replace liners as needed-
- b. Empty and damp clean ashtrays
- c. Dust furniture tops and chairs-
- d. Dust all telephones-
- e. Dust all exposed filing cabinets, bookcases, and shelves-
- f. Spot clean desktops
- g. Clean countertops
- h. Spot clean door glass, partition glass
- i. Clean and sanitize water fountain(s)

- j. Vacuum all the carpet-
- k. Spot clean carpet
- l. Dust mop composition floors-
- m. Spot mop composition floors
- n. Low dust on all surfaces to hand height (70")

2. Weekly Requirements:

- a. High dust to hand-height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
- b. Clean entire desktops (where possible)-
- c. Sweep baseboards, corners, around and under desks-
- d. Spray buffs all composition floors-
- e. Remove fingerprints from doors, frames, light switches, kick push plates, handles, and moldings around doorways
- f. e) Clean entrance glass-
- g. Remove dust and cobwebs from the ceiling area-
- h. Dust all baseboards-

3. Monthly Requirements:

- a. Clean all partition glass
- b. Dust blinds

4. Semi-Annually Requirements:

- a. Renovate and refinish all composition floors, and apply 100% solid finish-
- b. Clean upholstered furniture
- c. Shampoo carpets

**D. Restrooms**

1. Daily Requirements:

- a. Clean and sanitize all vitreous fixtures including toilet bowls, urinals, and hand basins-
- b. Clean and sanitize all flush rings, drain, and overflow outlets-
- c. Clean and polish all chrome fittings-
- d. Clean and sanitize toilet seats-
- e. Damp mop with disinfectant-
- f. Clean and polish all glass and mirrors-
- g. Empty all containers and disposals-
- h. Spot clean and sanitize the exterior of all containers-
- i. Dust metal partitions and windowsills-
- j. Remove spots, stains, and splashes, from the wall area adjacent to hand basins-
- k. Refill all dispensers to normal limits: tissue and towels-

- l. Spot clean metal partitions
- m. Remove fingerprints from doors, frames, light switches, handles, etc.
- n. Low dust on all surfaces to hand height including windowsills, ledges, moldings,
- o. shelves, frames, and ducts

2. Weekly Requirements:

- a. Wash and sanitize metal partitions-
- b. Spot clean tile walls-
- c. High dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and heating outlets-

3. Monthly Requirements:

- a. Machine scrub floors
- b. Wash all tile walls-

**E. Lounge/Vending Area/Cafeteria**

1. Daily Requirements:

- a. Dust mop composition floors-
- b. Damp mop composition floors-
- c. Damp clean chairs and tables-
- d. Empty trash containers and replace liners-
- e. Vacuum carpet
- f. Spot clean carpet

2. Weekly Requirements:

- a. Clean the exterior of trash containers
- b. Spray buff composition floor
- c. Sweep baseboards

3. Monthly Requirements:

- a. Clean the interior of trash containers

4. Semi-Annually Requirements:

- b. Scrub and refinish all composition floors, and apply 100% solid finish

**F. Stairwells**

1. Daily Requirements:

- a. Sweep stairs and landings
- b. Spot clean exit doors
- c. Spot clean wall to hand height (70")
- d. Dust handrails-
- e. Spot mop stairs

2. Weekly Requirements:

- a. Mop stairs
- b. Damp clean handrails, ledges, and sills

**G. Elevators**

1. Daily Requirements:

- a. Vacuum carpet
- b. Spot clean carpet
- c. Spot clean interior walls and doors
- d. Clean keyboard

2. Weekly Requirements:

- a. Clean interior walls and doors
- b. Clean elevator tracks
- c. Pac vac carpeting

**H. Disease Outbreak/Control/COVID-19 Cleaning Plan**

1. Daily Requirements:

- a. Two to three times per day, wipe down and disinfect high-touch surfaces; High touch surfaces include: tables, doorknobs/handles, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, elevators, dispensers, etc. (all touch points that patrons visit most in the building and are commonly touched).
- b. Perform chemical treatment with an electrostatic sprayer and CDC-approved chemicals in common spaces used including classrooms, breakrooms, lounges, study rooms, and restrooms.
- c. Upon request perform chemical treatment with an electrostatic sprayer and CDC-approved chemicals of office spaces
- d. Wear gloves and change them throughout the shift if they are soiled, wet, or torn. Also, to minimize the chance of transfer of germs once you spray down objects allow them the appropriate contact time to ensure sanitation. The Company must ensure that the

rag/paper towel/cloth being used is changed as necessary to minimize the chances of transferring germs (i.e., if you use a rag/paper towel/cloth for a sink change it before using it for a doorknob).

- e. Company will monitor and provide hand sanitizer and chemical refill cleaning stations strategically placed throughout the building for easy access for staff, students, and patrons.

## 2. Quarterly Requirements:

- a. Perform chemical treatment fogging of all common spaces including library, classrooms, offices, restrooms, lobby, elevator, and hallways.

## 3. Confirmed case/Outbreak response plan:

- a. Provide a copy of your confirmed case and outbreak response plan to B-CU. This plan should include a detailed course of action that covers the isolation of the space and steps to get it back online.
- b. The Company will report all suspected and confirmed case reaction results in a report for filing purposes to B-CU within 48 hours of the event.

### **3.16 Personnel**

All matters about the recruitment, screening, hiring, and retention of employees shall be the exclusive responsibility of the Company. These matters shall be done in full compliance with existing statutes and regulations on affirmative action, nondiscrimination, wage and hours, and any other stipulations germane to prudent personnel management.

Only those employees who have been properly trained shall be assigned duties under this contract.

All personnel shall be dressed professionally in a manner authorized by the Company and approved by B-CU. The personnel shall be neat and clean in appearance. Picture identification badges shall be worn that fully identify the worker as a member of the Company's workforce.

No employee who has a criminal record other than minor traffic violations may be assigned duties under this contract. Any employee who has pleaded no contest to, or been convicted of, a first-degree misdemeanor or a felony cannot be assigned to work on this contract. Similarly, any convicted sex offender cannot be assigned to work on the Bethune-Cookman University campus. The Company shall be responsible for the submission of police criminal history investigation clearance records within 24 hours upon request for all employees and Bethune-Cookman

University has the right to refuse the employment of anyone assigned to work on this contract by the Company.

The Company will pay at least the minimum wage rate as established by federal or state law. The Company will pay all taxes on his or her employees as required by law. The Company must ensure that all staff vehicles, including company vehicles, have parking permits according to B-CU Parking Rules and Regulations.

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the workforce upon written request of the authorized B-CU representative.

Response time: The Company will be required to respond to requests for maintenance within one (1) hour of receiving notification for emergencies and within twenty-four (24) hours for non-emergency situations. The notification can be either via the telephone, in written form in a memo, or by email.

## Section 4 PROPOSAL FORMAT Requirements

### 4.1 Introduction

The Proposer shall not alter the RFP in any way and shall not reproduce all or any part of the RFP in its proposal document. The contract, if any, resulting from this RFP shall attach the entire RFP and incorporate the RFP by reference.

To facilitate analysis of its proposal, the Proposer must prepare its proposal following the instructions outlined in this section. If the Proposer's proposal deviates from these instructions, such proposal may, in B-CU's sole discretion, be REJECTED.

#### **B-CU EMPHASIZES THAT THE PROPOSER CONCENTRATES ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.**

The Proposer must use sections and tabs that are identified and must number and label all parts, pages, figures, and tables in its proposal. Additional tabs may be appended that contain any other pertinent matters that the Proposer wishes B-CU to take into consideration in reviewing the proposal. The Proposer's response to this RFP must be sent to B-CU's Authorized Representative at the address listed in Section 2.1. above.

### 4.2 Response Content/Submittal

The Proposer shall organize its proposal into the following major sections.

**SUBMITTALS**- Proposers are required to submit the documentation listed below with their proposal reply. The proposals are to be in a sealed envelope, marked with the RFP number, title, opening date, and time.

1. **Request to Proposal Acknowledgment Form**, page 51, completed, executed, and signed.
2. **Response as outlined in proposal format** including acknowledgment of amendments issued by B-CU.
3. Copy of **required license and background information**
4. Copy of **required insurance**.
5. Each Proposer shall submit **evidence of qualifications**. The vendor must have been in business for a minimum of seven (7) years. The vendor must include two (2) accounts



that are similar in size and have comparative programmatic complexity. *Bethune-Cookman University reserves the right to contact these businesses, institutions, etc.*

## **Proposal Format and Evaluation Criteria**

### **TAB A: Executive Summary/ Facilities Management**

1. Please provide a cover letter that demonstrates your understanding of the scope of services required by this RFP. The letter should be a formal document that briefly explains your Company's interest in and ability to fulfill the requirements of the RFP. Please also include relevant milestones and an explanation of your Company's basic mission.
2. The Proposer should describe its relevant higher education experience and specialty areas of expertise that pertain to the work outlined in this RFP.
3. Please provide the Company's qualifications and experience in facility management, such as their business plan, organizational structure, years in business, and references.

### **TAB B: Preventative Maintenance Plan**

1. Provide a comprehensive maintenance plan for B-CU, including details and specific approaches.

### **TAB C: Staffing Plan and Policies**

1. Explain facility management and maintenance staffing plans for the campus.
2. Provide organizational charts recommended for this project.
3. Provide resumes for key corporate and site employees, including the project manager.

### **TAB D: Operations Plan and Policies**

1. Explain quality control procedures.
2. Explain security plans and procedures.
3. Explain the building services / janitorial cleaning plan.
4. Explain the grounds and landscaping maintenance plan.
5. Explain reporting requirements, monthly, quarterly, and annually.

6. Explain the event set-up support plan.

**TAB E: Computerized Maintenance Management System**

1. Explain how your system will track work orders.
2. Provide how this system will track maintenance history by department or building.
3. Provide examples of reports.

**TAB F: Cost/Fees**

1. Please thoroughly address all fees/costs associated with your response to this RFP in performing the services you proposed—a five-year cost to be paid annually.
2. Start-up cost – All fees associated with providing the solutions offered must be itemized and given a total so that a score can be assigned.
3. Describe the annual sponsorship payment the Proposer will make available to B-CU as additional consideration as defined in the *Internal Revenue Code and Treasury Regulations*. Sponsorship consideration may include scholarships and non-athletic sponsorship.

**EVALUATION SCORING SHEET**

**NAME OF PROPOSING COMPANY** \_\_\_\_\_

**INSTRUCTIONS TO EVALUATION COMMITTEE MEMBERS:**

1. Evaluate each proposal on a separate form.
2. Work independently and do not discuss the Proposals or your evaluation with anyone.
3. When the forms are completed, sign, date and deliver them in a **sealed envelope** to the Procurement Representative’s name from Section 2.1.

Evaluation Factors	Max Points	Points Awarded
1. Executive Summary/Facilities and Maintenance Management Experience	20	
2. Preventive Maintenance Plan	15	
3. Staffing Plans and Policies	15	
4. Operations Plans and Policies	15	
5. Computerized Management Maintenance System	10	
6. Overall Cost	25	
Total	100	
Comments, if any:		

**EVALUATOR’S NAME** \_\_\_\_\_

**EVALUATOR’S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**EXHIBIT 1****Areas to be Serviced.**

<b>Building Name</b>	<b>Gross Sq Ft</b>	<b>Gross Acres</b>
<b>Megis Hall</b>	<b>27,494</b>	
<b>145 S. Lincoln St</b>	<b>14,999</b>	
<b>325 MLK Blvd</b>	<b>1,494</b>	
<b>332 Walnut St</b>	<b>1,604</b>	
<b>334 Model</b>	<b>2,500</b>	
<b>341 Model</b>	<b>2,000</b>	
<b>500 Oak Street Lot</b>	<b>0</b>	<b>0.5</b>
<b>558 Oak Street Lot</b>	<b>0</b>	<b>0.5</b>
<b>636 State</b>	<b>2,000</b>	
<b>640 State Street</b>	<b>2,000</b>	
<b>600 Ingram Lot</b>	<b>0</b>	<b>1</b>
<b>714 MMB Lot</b>	<b>0</b>	<b>0.75</b>
<b>Adams Infirmary</b>	<b>3,673</b>	
<b>Athletic Coaches Complex</b>	<b>13,479</b>	
<b>Bethune Fine Arts</b>	<b>38,404</b>	
<b>Bethune Foundation House</b>	<b>2,500</b>	
<b>BJ Moore Center</b>	<b>2,977</b>	
<b>Bronson Hall</b>	<b>42,066</b>	
<b>Bronson Hall Annex</b>	<b>85,333</b>	
<b>Carl Swisher Library</b>	<b>35,095</b>	
<b>Civic Engagement</b>	<b>75,205</b>	
<b>Cook Administration/ Financial Aid</b>	<b>5,667</b>	
<b>Crosslyn Center (Sickle Cell)</b>	<b>1,450</b>	
<b>Curtis Hall</b>	<b>18,246</b>	
<b>Davis A/C Plant</b>	<b>1,710</b>	
<b>Doran</b>	<b>20,000</b>	
<b>Faith Hall</b>	<b>3,895</b>	
<b>Faith Hall Annex</b>	<b>1,152</b>	
<b>Female Residence 332 Model St.</b>	<b>1,814</b>	
<b>Financial Operations</b>	<b>2,952</b>	
<b>Gainous Science</b>	<b>23,187</b>	
<b>Gale Lemerand School of Nursing</b>	<b>34,000</b>	
<b>General Studies</b>	<b>5,616</b>	
<b>George Miller Center</b>	<b>5,200</b>	
<b>Graduate &amp; Professional</b>	<b>1,940</b>	

<b>Green House</b>		<b>800</b>		
<b>Gross Science Hall</b>		<b>29,664</b>		
<b>Grounds/Auto Maintenance</b>		<b>2,050</b>		
<b>Handfield Music Bldg.</b>		<b>1,820</b>		
<b>833 ISB</b>		<b>TBD</b>		

## 5.0 APPENDIX FORMS

**REQUEST FOR PROPOSAL  
 BIDDER ACKNOWLEDGEMENT FORM**

Page of Pages		<b>BID WILL BE OPENED:</b> February 7, 2025 @ 2.00 P.M.	<b>RFP.</b>
<b>Posting Date:</b> 12/6/24		<b>BID TITLE:</b> Bethune-Cookman University (B-CU) Facility Management and Maintenance	
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER:			
VENDOR NAME		REASON FOR NO BID  POSTING OF BID TABULATIONS  Bid tabulations with recommended awards will be posted for review by interested parties on the B-CU Website and will remain posted for a period of 72 hours (excluding weekends and holidays). Failure to file a protest within the time prescribed shall constitute a waiver of of the protest proceedings.	
VENDOR MAILING ADDRESS			
CITY-STATE-ZIP			
AREA CODE:	TELEPHONE NUMBER:		
	TOLL-FREE NUMBER:		
<i>I certify that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same commodities/ services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this bid for the bidder and that the bidder complies with all requirements of the Request for Proposal, including but not limited to, certification requirements. In submitting a bid, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign, or transfer to the BETHUNE-COOKMAN UNIVERSITY Board of Trustees all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by BETHUNE-COOKMAN UNIVERSITY. At the University's discretion, such assignment shall be made and become effective at the time the University tender's final payment to the proposer.</i>		_____ AUTHORIZED SIGNATURE (MANUAL)  _____ AUTHORIZED SIGNATURE (TYPED) & TITLE	

5.2

**AMENDMENTS ISSUED BY B-CU ~~THE UNIVERSITY~~**

Failure to acknowledge receipt and compliance with the amendments issued by B-CU will result in disqualification.

Amendment No. \_\_\_\_\_ Dated \_\_\_\_\_  
YOUR INITIALS

\_\_\_\_\_  
COMPANY'S NAME

\_\_\_\_\_  
TYPE THE NAME OF THE AUTHORIZED REPRESENTATIVE  
TO BIND THE COMPANY INTO A CONTRACT/PURCHASE  
ORDER

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
FEID NO./SOC. SEC. NO. (ENTER APPLICABLE NUMBER)

\_\_\_\_\_  
Phone Number      Fax Number

\_\_\_\_\_  
Email Address

5.3

**NON-COLLUSION AFFIDAVIT**



STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I state that I \_\_\_\_\_ of \_\_\_\_\_,

(Name)

(Title)

(Name of Firm)

I am authorized to make this affidavit on behalf of my firm, and its owner, directors, and officers. I am the person responsible in my firm for the price(s), the amount of this Response, and the preparation of the Response. I state that:

1) The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication, or agreement with any other Provider, potential Provider, bidder, or potential bidder.

2) Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, bidder, or potential bidder, and they will not be disclosed before bid opening.

3) No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract or to submit a price(s) higher than the prices) in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.

4) The Response of my firm is made in good faith and not according to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees  
(NAME OF FIRM)

are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion to bidding, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the State of Florida of the facts relating to the submission of Responses for this contract.

\_\_\_\_\_  
\_\_\_\_\_

Signature

Title

Company

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_

Signature of Notary

STATE OF \_\_\_\_\_

\_\_\_\_\_

Print, Type or Stamp Commissioned Name of Notary Public

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

Type of identification produced.

**STATEMENT OF NO INVOLVEMENT**

I, \_\_\_\_\_, as an authorized representative of the Company, certify that no member of this firm or any person having any interest in this firm has been involved with Bethune-Cookman University to assist it in:

- 1) Developing this Request for Proposal; or,
- 2) Performing a feasibility study concerning the scope of work contained in this Request for Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

5.5

NOTICE OF CONFLICT OF INTEREST

Company or Entity Name \_\_\_\_\_

To participate in the Request for Proposal process and comply with, the provisions of Chapter 112, *Florida Statutes*, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors, or agents and are currently employees of Bethune-Cookman University or Users:

_____	_____
_____	_____
_____	_____

The persons listed below are current University employees who own an interest of five percent (5%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

The above information is true and correct to the best of my knowledge. Signed on this \_\_\_, day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

5.6

Florida Department of State

Certificate of Status