**REQUEST FOR PROPOSAL**

**TO MAINTAIN AND REPAIR DOORS**

**FOR**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**PROPOSALS MUST BE UPLOADED TO:**

[**https://app.smartsheet.com/sheets/8cwFPr3WRVMR8Vv6g5MPjJP7XhXv7h39Qp44JrR1**](https://app.smartsheet.com/sheets/8cwFPr3WRVMR8Vv6g5MPjJP7XhXv7h39Qp44JrR1)

**NO LATER THAN 12 NOON on JULY 30, 2022**

1. **Overview of Facility**
   1. Maya Angelou Public Charter School (MAPCS) is located at 5600 East Capitol Street NE, Washington DC 20019. Our mission is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can succeed academically and socially.
2. **Intent and Definitions**
   1. The intent of this solicitation is to secure proposals to maintain and repair interior and exterior doors at MAPCS.
   2. The term “owner” or “MAPCS” means Maya Angelou Public Charter School. The term “contractor” means the responsible bidder awarded the contract. The term “doors” means all software, materials and labor required to maintain and repair doors, including hardware, shimming, etc.
3. **Scope of Work\***
   1. Provide a detailed bid for “scheduled” service, including trip, service and labor description and charges.
   2. Provide a detailed bid for “emergency service” (within 8 hours of notification) in the event that an exterior door repair is needed to secure the building overnight.
   3. Provide a detailed bid for door tagging including, set up (software, supplies and materials), monitoring and training.
   4. Provide all labor, materials, and supervision necessary to maintain and repair doors.
   5. Dispose of all repair debris. Clean-up and removal of old materials is the sole responsibility of the contractor.
   6. The owner reserves the right to consider proposals with minor variances with respect to any specific requirements specified herein, but judged to meet the intent of this specification.
4. **Expectations in Workmanship**
   1. Successful execution is divided into two parts: Site Inspection and Service.
   2. Part I: Site Inspection
      1. Contractor will schedule a site walkthrough to assess all doors to be maintained to ensure that proper hardware is used in service.
      2. **This walkthrough should be conducted by July 15th.**
   3. Phase II: Service
      1. Contractor will provide all necessary labor, supervision, and materials to complete the door repairs for the contract term.
      2. Remove all repair debris (if any) from building in a timely manner (e.g., to the dumpster at the end of each day).
      3. In the event that an exterior door needs to be replaced, the replacement must occur in one day. If replacement of an exterior door is not completed within a day, the contractor will pay for a uniformed Metropolitan Police Department police officer to man the post overnight.
   4. Contractor will be responsible to ensure that all service included in this contract:
      1. Match the style of the existing doors and hardware.
      2. Are compliant with fire code regulations (e.g., fire rated doors will have self-closers etc.).
   5. Hardware:
      1. Must be designed for high-use commercial applications
5. **Evaluation Criteria**
   1. The following criteria will be used to evaluate each proposal:
      1. Cost
      2. Function
      3. Experience
      4. Quality of the proposed installation
      5. Employment of DC residents
      6. References
   2. The owner will evaluate each proposal. Cost will not be the sole factor when awarding the contract. The owner reserves the right to reject any or all proposals.
6. **Contractor Expectations**
   1. All bidders are expected to inspect the site at 5600 East Capitol Street NE, Washington DC 20019 no later than **July 15, 2022**.
   2. Appointments can be scheduled by contacting **Enje Harden** at **(202) 792-5655** or at **ebrown@seeforever.org**.
7. **Eligibility**
   1. To be eligible for award, the contractor shall:
      1. Propose materials that match the style of the existing doors and exceed standards for commercial use.
      2. Be licensed to do business in the District of Columbia.
      3. Describe general relevant corporate experiences in providing similar service to the one described in this RFP.
      4. Possess adequate insurance (liability, workman compensation, etc.) to perform work.
      5. Include three references.
8. **Materials**
   1. The contractor shall:
      1. Provide materials with a proven track record in a commercial setting.
      2. Be responsible for all products, components, accessories, and methods used in maintenance and repair.
      3. Meet or exceed the minimum code requirements of the District of Columbia Building Code(s) for material quality, fabrication, and installation procedures.
9. **Required Submittals**
   1. At the time of bidding, the contractor shall furnish a complete bid including a detailed list of materials and labor.
   2. All bids are must include:
      1. Description of door tagging service.
      2. Detailed information about the process for scheduling service.
      3. Description of material composition of the different types of doors.
10. **Bid Proposal Acceptance and Information**
    1. All bid proposals will be accepted until 12:00 PM on July 30, 2022.
    2. Interested vendors will respond to the advertised Notice of RFP via upload to SmartSheet link at [https://app.smartsheet.com/sheets/8cwFPr3WRVMR8Vv6g5MPjJP7XhXv7h39Qp44JrR1](https://app.smartsheet.com/sheets/8cwFPr3WRVMR8Vv6g5MPjJP7XhXv7h39Qp44JrR1%20)
    3. Any proposal received after 12:01 PM on July 30, 2022 is deemed non-responsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail (unless authorized), telegraphic transmission, or fax.
    4. All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
    5. The owner will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
    6. All proposals remain valid for a minimal period of 45 days subsequent to the RFP closing date.
11. **Award**
    1. The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.
    2. The owner reserves the right, in its sole discretion, to award the contract to another contractor if contract negotiations do not appear successful.
12. **Payment for Work**
    1. Unless the contract stipulates otherwise, payment will be made within 30 days of receiving an invoice for work completed.
13. **Bid**
    1. In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials for the removal and installation of doors at Maya Angelou Public Charter School located at 5600 East Capitol Street NE, Washington DC 20019.

\***Please attach pricing schedule which includes “scheduled” and “emergency” trip charges, door tagging set up and associated recurring fees.**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: FULL NAME: (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor’s employees, warranties, etc.