

RSU #14 – WINDHAM RAYMOND SCHOOLS AND YARMOUTH SCHOOLS

School Risk Assessment

RFP # 12-06

Bill Hansen and Judy Paolucci

12/2/2011

RSU #14 Windham Raymond Schools and the Yarmouth School Department are requesting sealed bid proposals for “School Risk Assessment” services as described within this bid package. The bids will be evaluated by both schools and vendor selection will be based on the criteria within the bid package.

INSTRUCTIONS, SPECIFICATIONS, Bid RESPONSE FORM

SECTION 1: GENERAL REQUEST for QUOTE INFORMATION

- A. RSU #14 Windham Raymond Schools and the Yarmouth School Department are requesting sealed bids for formal School Risk Assessments for the respective K-12 Facilities.
- B. Sealed hard copy original bids with two copies and one PDF electronic copy on CD will be received by each School Department up to December 22, 2011 at 12 o'clock noon, at which time they will be opened. Due to the nature of public competitive bidding, bids via Fax or E-mail will not be accepted. Sealed Bids are to be sent to both of the following locations :
- RSU #14 Windham Raymond Schools
- Care of: Donn Davis, Assistant Superintendent, RSU #14, 228 Windham Center Road, Windham ME 04062
- Yarmouth School Department
- Care of: Judy Paolucci, Superintendent, Yarmouth School Department, 101 McCartney Street, Yarmouth ME 04096
- C. Bids shall be submitted with the required bid response with the required documentation in sealed envelopes, plainly marked "RFP #12-06 School Risk Assessment" and shall be addressed as shown above.
- D. An optional site visit to the RSU#14 Windham Raymond Schools and Yarmouth School Department Facilities has been scheduled for December 16, 2011, at 9:00 a.m., beginning in Yarmouth.
- E. A decision to award this bid will be made independently by each school system and is anticipated to be announced by the end of January 2012.
- F. Questions regarding the bid offering may be directed to Bill Hansen, Director of Facilities, RSU #14 Windham Raymond Schools, via e-mail at bhansen@rsu14.org and Judy Paolucci, Superintendent of Yarmouth School Department via e-mail at judy_paolucci@yarmouthschools.org.
- G. The successful vendor may be required to sign a contract with each School System. Prices quoted should be honored by vendor for a minimum of four (4) months beyond the quote due date of December 22, 2011.

SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS

In determining the “successful vendor(s),” the School Departments and their representatives/designees will evaluate price, compliance with all applicable bid specifications where appropriate, and shall also consider:

- The ability, capacity and skill of the vendor to perform the bid or provide any services that may be required;
- Whether the vendor can perform the bid and provide any service that may be required promptly, or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience and efficiency of the vendor;
- References;
- The quality of performance of previous bids;
- The previous existing compliance by the vendor with laws and ordinances relating to the bid;
- The sufficiency of the financial resources and ability of the vendor to perform the bid;
- The quality, availability and adaptability of the equipment to the particular use required;
- The ability of the vendor to provide the services within the timing required;
- The number and scope of conditions attached to the bid;
- Such other factors that may be determined that demonstrates that the bid is not in the best interest of either school system and does not promote the underlying purposes of this policy.

SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS (continued)

It is the custom of RSU # 14 Windham Raymond Schools and the Yarmouth School Department to pay invoices within 30 days following receipt of the invoice provided the products and services for all items covered by the purchase order are complete. In submitting bids under the attached specifications, vendors should take into consideration all discounts, both trade and time allowed in accordance with the above-mentioned payment policy. All vendors shall bid net prices, therefore, exclusive of all taxes.

- Any vendor submitting a quote hereby certifies that no member of RSU #14, the Yarmouth School Department, the School Committee/School Board, agents, or employees of either school system is pecuniarily interested in the bid; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other vendor for the same work; and that the vendor is competing solely on his/her behalf without connection with, or obligation to, any undisclosed person or firm.
- The RSU #14 Windham Raymond Schools and the Yarmouth School Department reserve the right at their sole discretion to waive any informality or irregularity in any bid, to reject any or all bids, to split the award to two parties, award a bid wholly or in part, to call for re-bids, to negotiate with any vendor, or to accept any bid even if that bid is not the lowest, if they deem it to be in the best interest of RSU #14 Windham Raymond Schools and the Yarmouth School Department.

SECTION 3: GENERAL CONDITIONS

The following General Conditions shall apply and govern all equipment suppliers and contractors in matters of furnishing equipment.

ARTICLE 1. CONTRACT DOCUMENTS

The contract of the parties include: Services Quote Form, Advertisement, Purchase Order, General Conditions and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of RSU #14 Windham Raymond Schools and the Yarmouth School Department for correction by addendum during the review period. Any such discrepancies discovered by the bidder not corrected by addendum shall be resolved on the basis of furnishing the greater quantity without change in contract.

ARTICLE 2. INTENT

It is the intent of these contract documents to include all labor, materials, fees, charges, features, capabilities, shipping and services of every kind necessary to properly execute the work, carry out the terms and conditions of payment and to establish minimum acceptable requirements for equipment design, construction and contract performance.

ARTICLE 3. QUALIFICATIONS OF VENDORS

No quote will be considered unless the firm submitting the quote can meet the following conditions:

- A. The vendor must have financial and personal resources of sufficient scope to assure prompt and satisfactory performance in the execution of the total conditions of this specification so as to not delay the progress of the work.
- B. The vendor must provide with this quote a certification from the manufacturer/supplier that he is authorized to perform the service proposed.

ARTICLE 4. CHANGES IN WORK

RSU #14 Windham Raymond Schools and the Yarmouth School Department may, at their individual discretion, order changes in the work with the contract sum being adjusted accordingly. All changes for additional equipment must be submitted in writing in advance to the appropriate party for approval.

SECTION 3: GENERAL CONDITIONS (Continued)

B. Specifications: Please See Section 5

ARTICLE 5. FINANCIAL

- The RSU#14 Windham Raymond Schools and the Yarmouth School Department will pay for the services after completed and found to meet requirements.

ARTICLE 6. BID EVALUATION

- RSU #14 Windham Raymond Schools and the Yarmouth School Department will evaluate the bids based on the following criteria:
 - a. Price – 40%
 - b. Vendor Qualification, Proposal Evaluation – 40%
 - c. Schedule – 10%
 - d. Other – 10%

SECTION 4: QUOTE RECOMMENDATIONS

Vendors are encouraged to provide recommendations to the Bid based on their knowledge, previous work, or other factors that would be of benefit. Any proposal based on a recommendation shall be **in addition** to responding to the base requested bid response form.

SECTION 5: SCOPE DESCRIPTION AND SPECIFICATIONS

General Scope Requirements

The scope of work includes performing a formal on-site risk assessment for each of the school facilities listed in the RFP #12-06 and developing a formal report that is specific to each site.

The on-site assessment shall include, but not be limited to:

- Assessment of the exterior access to each building
- Assessment of the interior security procedures for each building
- Assessment of the use of security equipment, communication systems and capabilities, including emergency power and communications, detection of intruders, and perimeter security
- Assessment of any internal theft
- Assessment of management procedures
- Identification and assessment of construction issues

Assessments are to take place early in the morning, during the school day, as well as in the evenings to evaluate after-hours operation and security at a number of locations at each facility while conducting assessments at all sites. The nighttime tours shall include driving around the neighborhood surrounding school sites in order to consider community hazards near each facility.

Findings from the site assessments are to be incorporated into a detailed written report with separate detailed sections for each facility. The report is also to include District recommendations, as well as individual school/facility recommendations.

In addition, a site survey shall be submitted for each facility which contains photographs of major hazards found, as well as positive security, safety, emergency management and school climate best practices noted so they can be replicated in other schools.

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Included in the bid shall be (1) day on-site and two (2) days off-site review of the school emergency and crisis preparedness plan, including preparedness, response and recovery which shall be included in the bid. This review shall examine lockdown procedures, shelter in place, emergency evacuation, reverse evacuation, National Incident Management System, and other functional protocols, as well as a review of incident-specific protocols such as intruder, bomb threat, fire, food contamination, weapons use, report of a weapon on campus, hostage situation, etc. The assessment shall also include a review of the types, methods, and adequacy of school emergency drills and exercises and professional development training of all school employees, students, parents, and other community stakeholders.

Findings from the evaluation shall be incorporated into a written report. The report will give suggestions to develop a plan to implement improvements that would improve the overall safety of the system.

An optional return visit to each school system will be requested as an itemized cost. The purpose of the return visit would be to review the risk assessment findings with Administrative Leadership and/or School Board members.

SECTION 5: SCOPE DESCRIPTION AND SPECIFICATIONS (continued)

Facilities Requiring Risk Assessments

RSU #14 Windham Raymond Schools

#	School Name	Physical Location	Grade	# of Students	Building Size Square Feet
1	Windham Primary School	404 Gray Road Windham, ME 04062	K-3	816	93,000
2	Windham Manchester School	709 Roosevelt Trail Windham, ME 04062	4-5	381	51,720
3	Windham Middle School	408 Gray Road Windham, ME 04062	6 & 8	464	80,500
4	Windham Field Allen School	215 Windham Center Road Windham, ME 04062	7	190	14,700
5	Windham High School	406 Gray Road Windham, ME 04062	9-12	1150	210,000
6	Raymond Elementary School	434 Webbs Mills Road Raymond, Maine 04071	K-4	241	61,879
7	Raymond Jordan Small School	423 Webb's Mills Road Raymond, ME 04071	5-8	208	52,320
8	RSU #14 District Office	228 Windham Center Road, Windham Maine 04062	N/A	N/A	6,948
9	RSU #14 Stadium Complex	406 Gray Road Windham, ME 04062	N/A	N/A	N/A
		Totals		3,450	571,067

SECTION 5: SCOPE DESCRIPTION AND SPECIFICATIONS (continued)

Facilities Requiring Risk Assessments

Yarmouth School Department

#	School Name	Physical Location	Grade	# of Students	Building Size Square Feet
1	William H. Rowe School	52 School Street Yarmouth, ME 04096	K-1	197	33,400
2	Yarmouth Elementary School	121 McCartney Street Yarmouth, ME 04096	2-4	310	49,000
3	Frank H. Harrison Middle School	220 McCartney Street Yarmouth, ME 04096	5-8	449	76,632
4	Yarmouth High School	286 West Elm Street Yarmouth, ME 04096	9-12	462	125,000
5	Central Office	101 McCartney Street Yarmouth, ME 04096	n/a	n/a	4,000
		Totals		1,418	288,032

SECTION 6: RESPONSE INSTRUCTIONS

The written bid responses are to be submitted in the following format:

- Section 1) Provide company detail including, but not limited to, number of employees, employee bios with details on experience and qualifications, years in business, etc.
- Section 2) A written company history detailing experience with school risk assessments.
- Section 3) The proposed timeline for the Risk Assessment activities for each School Department. The timeline is to encompass/include all activities from the initial assessment to the completion and submission of the final report.
- Section 4) A written scope of work for all activities associated with the risk assessment services. The scope is to also detail the end deliverables that will be provided.
- Section 5) Supply three school risk assessment references with contact names and phone numbers.
- Section 6) The financial proposal for the work. This section is to include the lump sum for the school risk assessment scope of work and time and material rates for additional services. This section is also to include an optional price to return to each School District for the purpose of reviewing findings with Administrator Leadership and/or School Board members.
- Section 7) In this section, detail the resources that will be needed from the School Departments to complete the assessment work.
- Section 8) Include a sample Risk Assessment Report from prior work.
- Section 9) Include any recommendations for the project.
- Section 10) Appendix – Insert any additional information that has not been included above in this section.
- Section 11) Completed and Signed Bid Response Sheet from RFP # 12-06, Section 7

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SECTION 7: BID RESPONSE

The undersigned declares that they have carefully examined the Invitation to Quote attached hereto and that they will contract with the Districts to provide equipment and service as specified for the price duly noted.

RSU #14 Windham Raymond Schools

Item	Description	Cost
1	Risk Assessment	
2	Optional Additional Site Visit	
	Total	

Proposed Start Date	
Proposed Finish Date	

Yarmouth School Department

Item	Description	Cost
1	Risk Assessment	
2	Optional Additional Site Visit	
	Total	

Proposed Start Date	
Proposed Finish Date	

	Percentage
Project Discount Per Proposal if Awarded Both Contracts	

Company Name:	
Address:	
Telephone:	
FAX:	
Contact:	

Signature
(Authorized Representative)

Date

Appendix 1

**Additional School Property Information
RSU #14 Windham Raymond Schools**

Appendix 1

**Additional School Property Information
Yarmouth School Department**