

Request for Proposal Property Management

July 21, 2014

Celerity Tenacia Charter School is seeking a property management firm to manage elementary school facilities kinder through 8th grade beginning in July 2014-June 2015. We need proactive property management firms for our facilities to avoid problems that would otherwise interfere with day-to-day operations. All problems should be addressed promptly and the properties should be monitored continuously to ensure rapid response to emerging issues. Additionally the property management firm would manage and arrange for inspections with third party providers in order to maintain all services and requirements in compliance.

Submission/Quantity

Proposal shall be submitted to:

Miguel Portillo

CFO/Director of Operations

Bid Submission by email: mportillo@celerityschools.org

In the event proposals can't be emailed, please mail the hard copies to:

Celerity Tenacia Charter School

C/O: M. Portillo

2069 W. Slauson Ave.

Los Angeles, CA 90047

Deadline for submissions: 7/25/2014

Bids: Bids must be submitted individually "one" bid per school/location.

Quantity:

2 hard copies

One pdf file to mportillo@celerityschools.org

Project Description

The Property Management Company shall fully execute the work described in the "Project Description" of the RFP.

Celerity Tenacia Charter School:

- 1 School site
 - **Celerity Tenacia Charter School**
4605 Hilton Corporate Dr., Columbus, OH 43232

Requirements:

- Support Center (Help Desk)
 - A service ticket system is used to track and document each service request.
 - Included during standard hours, Mon - Fri 7 a.m. to 7 p.m., excluding public holidays
- Support Response

We expect reactive services in accordance with your problem prioritization, management and escalation processes. We expect that documentation is used to track each service level request. We should have access to all documentation.

The following categories are used:

Critical: A critical classification means that the incident has a severe overall business impact such as revenue generating. An engineer will begin working on these incidents within two hours and will continue until it is resolved.

High: A High Priority classification means that the incident has a moderate business impact or high individual impact. An engineer will begin working on the incident within four hours and continue until the incident is resolved.

Medium: A Medium Priority Classification means that the incident has a low business impact or moderate individual impact. An engineer will begin working on the incident within eight hours and will schedule a time to resolve the problem at the soonest possible date.

Low: A Low Priority Classification means that the incident has a low business or individual impact. An engineer will begin working on the incident in a commercially reasonable time.

Qualifications

- The firm must have existing clients and at least 2 years of experience or responsible managing employee must have 2 years of experience.
- The firm must provide the names, titles, addresses, and phone numbers references for whom the firm has performed property management services within the last two years similar in scope as those required by Celerity Tenacia Charter School.

Proposal Format

In order to simplify the review process and obtain the maximum degree of comparison, proposals should be organized in the manner stated below:

A. Title Page

Show the RFP subject, the name of the firm, local address, name and telephone number of contact person, and date of the proposal.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal

Briefly state your understanding of the work to be done and make a positive commitment to perform work.

State the all-inclusive annual fee for the fiscal year for which work will be done. Please include proposals for a 1 year term per location, stating annual fee.

State names of persons who will be authorized to make representations for the firm, their titles, addresses, and telephone numbers.

Include a signature by an authorized Director or officer of firm.

D. Profile of the Firm

Provide an overview of your firm, size, location and experience of the firm.

E. Summary of Firm's Qualifications

Identify the personnel who would be working with Celerity Tenacia Charter School and their job titles.

Describe the firm's staffing approach to provide quality service and continuity of personnel.

Provide a list of schools that are similar in scope for which the firm has provided similar service. Please provide a list of clients who may be contacted for references.

F. Services to be Provided

Property Manager will supervise and direct the work efficiently and with their best skills and attention. They will be solely responsible for the means, methods, techniques, sequences and procedures of the services to be performed.

the “Project Description”

G. Additional Information

Since information not specifically requested must not be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section, “There is no additional information we wish to present”.

Evaluation of Proposals

The proposals will be reviewed and evaluated by the CFO and the Director of Operations. The top candidates may be invited to participate in oral interviews.

The Celerity Tenacia Charter School Board reserve the right to select a property management firm on the basis of written information provided and/or interview.

F. Project Description

SERVICES:

- Interior & Exterior Pest Control
- Lawn, Shrub & Tree Maintenance
- To include Cutting of Lawn, Trimming of Trees & Shrubs
- Periodic Fertilization (IX per year as needed)
- Irrigation Maintenance
- To include minor repairs, replacement of sprinkler heads, adjustment of zones &
- Irrigation times at \$_____/hour
- HVAC Maintenance
- To include two (2) HVAC inspections per year, replacing A/C Filters (every 60 days), &
- General Maintenance. Minor repairs at \$30.00 per hour
- Plumbing Maintenance
 - To include all repairs to damaged plumbing fixtures within the school, not able to be performed by handyman (\$_____/hour)
 - Oversee all work and ensure that it is done correctly
- Electrical Maintenance
 - To include all repairs and new installations of electrical fixtures
 - services not able to be performed by handyman (\$_____/hr)

- Oversee all work and ensure that it is done correctly
 - Fire Inspections & Contracts
- Negotiate and Execute Annual Contracts for the Fire Alarm
- System, Sprinkler System & Alarm System
 - Oversee each inspection ensuring that they are completed
 - Misc. Maintenance on an as-needed basis
- Health Inspection(s)
 - Prepare Site prior to Health inspection and address any areas where a violation may be cited
 - Oversee each inspection
 - Address any violation
- Elevator Licensing, Maintenance & Monitoring
 - Negotiate and Execute Annual Contracts for the maintenance to each elevator
 - Renew the Elevator Licensing on an annual basis
 - Misc. Maintenance on an as-needed basis
- Janitorial
 - Oversee each custodian to ensure that they have all the correct materials and are performing their job
 - Perform bi-weekly site inspections to ensure that the site is clean
- Supply Delivery
 - Janitorial Supply Contract
 - Oversee all supply contracts to ensure that the schools are properly stocked
 - Deliver janitorial supplies as needed/requested

Keep log on supply usage to reduce waste

OPTION: Negotiate & Execute annual contract with local janitorial supply company (Cost TBD)

- Light Bulb & Misc.
 - Oversee Light Bulb Delivery to the schools on an as-needed basis {Cost of material+ Time}
- School Furniture Delivery
 - Organize pick up, drop off and storage of school furniture from Celerity Dyad Charter School site
- Storage Facility Management
- Negotiate & Execute Contract(s) on storage facility(s) on an as needed basis
 - Management contract to be amended by the Cost of the storage facility on a Monthly basis
- Floor Maintenance
 - Negotiate & Execute Contract(s) (Cost TBD)
 - Cost of Service to be reimbursed by Celerity Dyad Charter School
 - New Application One (1) time per year
 - Strip Old Wax & Apply New Wax@ 6 layers in Hallways, Bathrooms & Cafeteria's
 - Steam Clean Carpets 2X per year (July & December)
 - Misc. Maintenance on an as-needed basis
 - Misc. Handyman Services
 - To include minor construction, installations & repairs at
 - \$_____/hour
 - Electrical, Mechanical & "Major" tasks at \$_____/hour
- Site Inspections
 - Perform weekly site inspections to ensure that the site is properly maintained
 - and that all services are being performed per their contract{s}
- Property Tax Exemption
 - File the Annual Ad Valorem Tax Exemption on behalf of the school & landlord to ensure that the school is tax exempt.
- Property Insurance
 - Request & Provide Annual Binders on the School Properties to their respective landlord{s}

Note: Major Repairs and Major Construction Services/Projects to the facilities and their equipment (to include HVAC & Irrigation) shall be bid out and the bids shall be provided to Celerity Tenacia Charter School for approval prior to commencement of work.

Labor, Materials and Equipment- Property Management Company will provide competent, suitably qualified personnel to survey and lay out the work and perform services as required.