

Company

**Request for Proposal For:  
FACILITY SYSTEM SERVICE  
PROVIDER (FSSP)**

Location

Project No.

**REQUEST FOR PROPOSAL**

**Issued: [Date]**

# **FSSP PROGRAM OUTLINE AND REQUIREMENTS**

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## **SECTION I – GENERAL**

### **PURPOSE**

[Description of Program]

### **OBJECTIVE**

The objective of this initiative is to identify a facilities service provider with an experience in managing facility services that can drive and demonstrate significant reduction in the cost of operating the facility while maintaining or improving the quality and level of service. The long-range achievements expected by the site, in order of importance, are as follows:

- Significant reductions in facility operating, maintenance and repair costs without negatively affecting service quality and service levels depicted in the specifications;
- Consolidation of responsibilities relating to non-core business support services;
- Continuity in facility-related administrative and operational processes/procedures;
- Maintaining or enhancing services while increasing current levels of internal (occupant) satisfaction with leadership and innovation.

The primary objective and goal of this proposal is to reduce costs and improve the reliability of the identified operating systems of the site complexes with a focus on less down time.

## **SECTION II – BIDDER INFORMATION**

### **DELIVERABLES**

All bidders are expected to prepare documentation supporting all the following deliverables:

- RFP response package (bids)
  - Company Profile
  - Corporate experience in facility related services
  - Description of Quality Plan and operations control.
  - Advantages and value ads of current bidder.
  - Plan for Implementation and Execution
  - Resumes of resources that would deliver the scope including suppliers and personnel.
  - Pricing

Bidders should electronically submit two (2) RFP response packages to Chrysler as outlined below:

- 1 priced and 1 un-priced in the PDF files or similar format
- Bids will be separated by the site.
- Bids will be broken down into the following categories.

The bids are due to \_\_\_\_\_ on **Date** (See Contact Information)

### **PRE-BID MEETINGS**

- Attendance at the pre-bid meeting is mandatory. The pre-bid meeting will be held at \_\_\_\_\_ on \_\_\_\_\_ beginning at \_\_\_\_\_.

A Maximum of two people per bidder is allowed. No subcontractors are allowed at the initial Pre-bid meeting. Please identify the people from your firm who will be attending the meeting (48) hours prior to the meeting.

### **RFP TIMING**

Timing for the RFP process is outlined below:

- Release of RFP
- Pre-Bid Meeting
- Facility Tour (if Req'd)
- Deadline for Bidder Questions
- Bids due by 2:00PM on \_\_\_\_\_
- Post Proposal Clarification
- Award
- Start of Services

### **RFP CONFIDENTIALITY**

Bidders will be issued materials required to prepare a competent response to the RFP. All documents (electronic or paper) created by the supplier and/or The Owner will be the sole property of The Owner and cannot be reproduced or distributed without the written approval of The Owner.

### **CONTACT INFORMATION**

During the quotation period, questions regarding this proposal shall be directed to:

Buyer Information;

## **SUBMITTING QUESTIONS**

Questions and answers, although discussed at the pre-bid, should be submitted in writing no later than the due date and will be confirmed and answered thereafter in writing, and such writing shall supersede any oral information otherwise provided.

All questions and inquires will be answered via electronic mail and provided to all participants to insure fairness in the process. The end date for questions is 4:00 PM on [Date].

The Owner expects all bidders to recognize and comply with the following:

- (1) The bidder has an affirmative duty to inquire about and seek clarification of any question or other item in the RFP that the bidder does not fully understand or that the bidder reasonably believes is susceptible to more than one interpretation and
- (2) The bidder shall explain in its proposal all exceptions, assumptions, and clarifications, variations, or deviations made by the bidder in responding to any requirements of this RFP.

## **RELIANCE ON ORAL COMMENTS**

For purposes of this RFP and questions concerning the RFP, no bidder shall consider any oral representations or statements by an officer, employee, or agent of The Owner to be an official expression of its behalf unless such oral representation or statement is authorized by Andrew Genova in a written communication. Any Attempt to circumvent this process may result in immediate disqualification from the evaluation process.

## **SECTION III - RFP RESPONSE OUTLINE**

### **COMPANY PROFILE**

Bidders must provide supporting documentation that outlines the answers to all the following:

### **PARENT AND SUBSIDIARY OVERVIEW**

- State the full name and address of your organization. If you are a subsidiary, please provide the name and address of your parent company.
- Include the name, address, e-mail address, and telephone number of the person in your organization responsible to negotiate contract terms and render binding decisions on contract matters.
- Include your corporate organizational chart with number of employees (locally, nationally, and globally)

- Detail any alliances/partnerships with any other company that will be involved with this proposal and providing service to The Owner.

## **CORPORATE EXPERIENCE**

### **PRODUCT AND SERVICE OFFERINGS**

- **Service Years.** Number of years you or your team has been involved with maintaining facilities. Please list individual customer sites with years.
- **Industries served.** Provide list of markets you are currently performing services for.
- **Service capabilities.** Provide a brief overview of your company's relevant business plan and product and service offering capabilities to perform the requested services and functions for all identified areas of scope. (i.e. Design, Construction, Installation, Management, Demolition, Testing, etc.)
- **Labor Relations.** Provide an overview of your company's labor relations relevant to building management.
- **Customer Relationship.** Provide an overview of your relation and experience with the owner over the past years.

## **PROPOSAL CONTENT AND STRUCTURE**

Please structure the form and content of your proposal in accordance with the requirements of this section. Bidders are to utilize the same headings, numbering system and formats as specified herein.

### **SECTION I - EXECUTIVE SUMMARY**

In no more than two (2) pages, provide a brief overview of your proposal, including the following:

- Specific approaches to be employed to satisfy what your firm feels are the most critical considerations for this assignment
- Specific advantages your firm or team has to offer in relation to this assignment. Omit generalities and vague marketing narrative.
- An itemization of any proposed options to and/or deviations from the RFP requirements.
- Provide the name, title and contact information for the individual who will serve as the focal point for proposal related inquires and your firm's further involvement in the competitive process
- The assumptions or clarifications made, and methodology applied during the formulation of your response.

## **SECTION 2 - REQUEST FOR INFORMATION**

Respond completely, accurately and succinctly to each of the items below:

- Provide the legal name of the entity submitting the proposal.
- Identify the number of years that the entity has been in existence and the number of years that the entity has been providing facility services.
- Provide the addresses of the headquarters location of the entity and of the location, if different, that would be responsible for the day-to-day performance of the services.
- Identify the form of your business of the entity (corporation, partnership, limited liability company etc...) If a corporation, identify the state of incorporation and whether the corporation is public or private
- Provide a summary of clients and properties for which you or your team are currently providing services. Indicate the number of years for which your firm has provided such services to these clients/properties.
- Of those identified in the response to the above item, provide a list of (2) references for a similar assignment. Include the name of the client, the contact person for that client site, the contact's titles, phone number and address. Of those two identify one (1) that the site could visit to obtain insight from the client's point of view as to the capabilities of your firm.
- Describe your firm's approach to the assignment.
- Detail any of your firm's special or unique capabilities, technology or operating procedures that would be of direct benefit to the site.
- List any affiliates or joint venture partners your firm intends to utilize in the performance of this assignment. Describe the nature of that utilization and how your firm will coordinate and interact with that affiliate or joint venture partner
- Provide a listing of individual and/or company accreditations, certifications and memberships pertinent to this assignment.
- Describe the quality assurance program that your firm would utilize on this assignment. Include copies of any certifications associated with the Quality program. Please identify the administrator of the program and how long it has been in effect. Discuss your process for monitoring level of service, complaint resolution and customer (occupant) satisfaction and measures to address any shortcomings. Explain and show examples of how you qualify suppliers and staff.
- Discuss your processes and policies regarding utilization of personnel on an overtime basis. Explain how your firm provides cover for personnel on vacation, leave of absence, or illness.

## **SECTION 3 - TRANSITION PLAN**

The proposal shall include bidder's plan for the orderly assumption of responsibility for execution of the proposed facility services for the property. This plan should address:

- Transition tasks to be performed.

- Transition responsibilities (both bidder's and the site)
- Timeline for all transition activities

In addition, the plan should respond to the following:

- Please describe how your firm intends to handle the transition, including details on timing, work steps, staffing issues, and critical path.
- Provide a detailed transition plan, approach, work steps, staffing, timing, inventory analysis, understanding of condition, and understanding of service requirements for the mechanical & electrical systems.

## **SECTION 4 - EXECUTION PLAN**

The proposal must include a detailed description of your firm's plan to execute the services that are the subject of this RFP. This execution plan should explain how your firm intends to execute the services. The plan should identify those services that will be performed by an on-site staff that your firm would employ and those that would be performed by subcontractors to your firm, if any.

Your firm's intended on-site staff shall be fully detailed in a staffing plan or organization chart and supported with management resumes that follow the requirements listed in job descriptions. The staffing plan shall identify all positions and number of personnel and shall include the following:

- Number of titles or functional descriptions of each position;
- An internal organization chart indicating the individuals and reporting structure your firm proposes to implement this assignment;
- Provide a complete description of the proposed organization that will be onsite and off-site in support of this service. Include all job titles, job descriptions and how they will interface with each other.

## **SECTION 5 - DOCUMENT SAMPLES REQUESTED**

The execution plan should include a detailed discussion of how your firm will execute the scope of services your firm or team intends to provide. Discuss the technology and any innovative methods that your firm would utilize. Please address the predictive and preventive maintenance programs that would be implemented.

Provide samples of the following documents you propose to utilize for this service:

- Samples of financial reporting format
- Samples of schedule format
- Sample of cost estimation detail and format
- Sample of scope of work for service
- Sample of web based reports (Communication network)
- Sample of Quality Control Plan table of contents.
- Sample of Supplier Pre-qualification program w/printout.

## **SECTION IV – SCOPE OF SERVICES**

### **SERVICE SCOPE OUTLINE**

Proposals are to be based on management coordination of the functions listed:

1. Contract Administration for:
  - a. Accounting and invoicing
  - b. Benchmarking
  - c. Reporting
  - d. Records Management
  - e. Safety Management
  - f. Human Resources Mgmt. for staff
  - g. Environmental
  - h. Task Planning
  - i. Field Support
  - j. Scheduling
  - k. Estimating
  - l. Parts Procurement
  - m. Construction Management
  
2. Site Maintenance & Repair
  - a. Landscape
  - b. Site Lighting
  - c. Retention Pond
  - d. Parking Lot (Power Sweeping, Annual Crack Filling, Stripping)
  - e. Pest Control
  - f. Fence Maintenance
  - g. Skid Surface
  - h. Road Maintenance
  
3. Structural Maintenance & Repair
  - a. Overhead Doors
  - b. Truck Docks
  - c. Crane Maintenance & Inspections
  - d. Roofing Systems
  - e. Exterior Preventive Maintenance
  - f. Annual Scale Calibration
  - g. Hoist
  - h. Elevator
  
4. Architectural Maintenance & Repair
  - a. Painting Touch up
  - b. Carpentry
  
5. Office Management

- a. Housekeeping
  - b. Floor Matting
  - c. Office Equipment (Copiers, Fax, Video) (Mgmt. Only)
  - d. Mail Service
  - e. Shipping Receiving Management
  - f. Stock Room Management
  - g. Rearrangement and Move Coordination
  - h. Live Plant Management
  - i. Pest Control
  - j. Drinking Water
6. Information Technology
- a. CMMS Management
  - b. Office Equipment Communication (Copier, Fax, Video)
  - c. Computer Management
  - d. Communications
  - a. Energy Management
  - b. Remote Monitoring (if applicable)
7. Mechanical Maintenance
- a) HVAC
  - b) Plumbing
  - c) Fire Protection (Management Only)
  - d) Wastewater
  - e) Fuel Station
8. Electrical Maintenance
- a. Low, Medium, & High Voltage
  - b. Fire Alarm
  - c. Lighting
  - d. UPS
9. Mobile Equipment Management
10. Waste Management (Management Only)
- a. Trash
  - b. Recyclables
  - c. Medical
  - d. Batteries
  - e. Print toners and Cartridges
11. Utility Management
12. Energy Management
13. Environmental Management

14. Vending Service Management

15. Equipment Maintenance (vehicle alignment, Vehicle Hoist, scales, fuel service station, dynamometer, wind tunnel, light duty conveyor, gas systems, etc.)

16. Material Procurement (MRO) and Logistics

Reference Documents: the following documents are included in the RFQ for support to the scope of work.

**1. Program Outline and Scope**

- 1.1. Request for Quote – Program Overview
- 1.2. Outline and Scope Descriptions

**2. Service Check Lists**

- 2.1. Facility Management Services
- 2.2. Fire and Security Services and Frequencies
- 2.3. Housekeeping Frequency Matrix
- 2.4. Landscaping Services Frequency Matrix

**3. Programming Data**

- 3.1. Bldg. Operations
- 3.2. Map Site
- 3.3. Map Bldg. Layout
- 3.4. Map Building Layout
- 3.5. Arial Photo Site
- 3.6. Grounds Map
- 3.7. List of Assets

**4. Schedule**

- 4.1. RFQ and Sourcing Timeline
- 4.2. Services Timeline

**5. Job Descriptions**

- 5.1. Facility Manager
- 5.2. Facility Engr-Maint-Const. Manager
- 5.3. Fleet and Logistics Administrator
- 5.4. FS Tech I Laborer
- 5.5. I.T. Tech Support
- 5.6. CMMS Planner/Scheduler
- 5.7. Business Administrator
- 5.8. Environmental/Safety Manager

## **6. Specifications**

- 6.1. Building Maintenance
- 6.2. Landscape and Roadways Maintenance
- 6.3. Janitorial Maintenance
- 6.4. Roof Maintenance
- 6.5. Office Equipment Maintenance
- 6.6. Mailroom Operations
- 6.7. Pest Control
- 6.8. Site Lighting
- 6.9. Truck Repair
- 6.10. Engineering

## **7. Supporting Exhibits**

- 7.1. Site Assessment
- 7.2. Organization Chart
- 7.3. Roles and Responsibility Matrix
- 7.4. Environmental Guidelines
- 7.5. Safety Guidelines
- 7.6. Code of Conduct Requirements
- 7.7. Gate Access Procedure
- 7.8. The Owner Terms and Conditions
- 7.9. The Owner Site Conditions
- 7.10. Fire Suppression Systems
- 7.11. Environmental Emergency Plan
- 7.12. Maximo PM List
- 7.13. Employee Termination Process
- 7.14. Score Card Example
- 7.15. Crisis Management Plan
- 7.16. Stockroom Procedure
- 7.17. Environmental SEB
- 7.18. Site Drawings
- 7.19. List of Site Policy and Procedures
- 7.20. Best Practice Form

## **8. Pricing**

- 8.1. [Pricing Form]

## **9. Questions and Answers**

## **10. Addendums**

## **FSSP MANAGEMENT SERVICE**

### **FSSP MANAGEMENT SERVICE RESPONSIBILITIES**

The following is an outline of basic management service tasks expected of the FSSP. These tasks are explained in more detail for each service in exhibit 1.2

#### **Primary Tasks**

Provide the management and coordination of all existing maintenance activities of the site, Buildings and Grounds.

Maintenance activities include:

- Preventative Maintenance
- Predictive Maintenance
- Minor Repair Maintenance
- Major Repair Maintenance (will be added to contract per event)
- Monitoring of Equipment/Systems working condition, performance and status;
- Procurement of parts associated with the maintenance activities;
- Scheduling
- Tracking
- Reporting

### **EXECUTION**

The FSSP on-site staff will work under the general direction of the Site Manager and report to the Overall Program Manager. The FSSP shall provide the following support function.

1. Provide Preventive and Predictive maintenance for all site permanent assets.
2. Schedule work, prepare work schedules;
3. Assign work tasks;
4. Follow-up work tasks;
5. Procure and obtain parts and supplies for self-performed work
6. Produce reports detailing work performed, costs, man-hours and personnel.
7. Establish repair and maintenance budgets and make annual projections;
8. Maintain equipment inventories;
9. Create and maintain an electronic and filing system.
10. Execute work orders, place purchase orders on behalf of the site.

The FSSP is required to utilize the current maintenance scheduling software TMS which lists equipment in and on buildings, lists building systems and

identifies a master maintenance schedule. The FSSP will assist in converting the site data provided in exhibit 7.12 into the Owner's CMMS system.

The FSSP will be responsible to maintain the most current system available, including software and hardware, with anticipation to upgrade to the web based system.

## **REPAIR & MAINTENANCE WORK PLAN**

The FSSP will work closely with the Owner Production & Core Services for the overall scheduling, execution of, and completion of work. The Building Services Supervisors will provide the immediate supervision of Maintenance Personnel. The FSSP will be expected to manage the status, repair and preventive maintenance of the following:

1. Day-to-day operations of all building Mechanical, Electrical, CMMS systems and process support equipment as necessary to meet the site performance standards. Operational activities include the management coordination of the automated building management system to optimize effectiveness and reducing energy consumption, Manage the validated status of the current system
2. Preventive/predictive maintenance on an as-scheduled basis.
3. HVAC equipment in accordance with the site procedures and any other site-specific inspection and monitoring procedures as provided. Indoor air quality issues and concerns will be reported to the site. All HVAC maintenance, repair and replacement work will be performed in accordance with applicable local, state and federal building codes.
4. Plumbing systems and equipment, in accordance with the site procedures and any other site-specific inspection and monitoring procedures as provided. Water quality issues and concerns will be reported immediately to the site.
5. Periodic inspection, servicing and repair to fire sprinkler and standpipe systems, gas suppressions systems, fire detection alarm and related systems and perform inspection, service repair or replacement of portable fire extinguishers. Inspections must satisfy all code and municipal requirements, and must properly maintain the systems, including compliance with NFPA 25 or latest revision. All fire prevention systems maintenance, repair and replacement work will be performed in accordance with applicable local, state and federal building costs.
6. Energy management initiatives oriented toward utility conservation and purchasing efficiency as approved by the site.

7. Electrical distribution systems and equipment in accordance with the site procedures and any other site-specific inspection, testing and monitoring procedures as provided. All electrical maintenance, repair and replacement work to be performed in accordance with applicable local, state and federal building codes
8. Building UPS systems in accordance with the site and any on site-specific inspection, testing and monitoring procedures as provided.
9. Building emergency and standby generators in accordance with the site procedures and any other site-specific procedures.
10. Manage unforeseen services that are required for the sustained quality operation of the facility. Such services include, but are not necessarily limited to:
  - a. Repair of small instances of vandalism and accidental damage
  - b. Indoor air and water quality. Remediation as required
  - c. Activation of fire alarm, fire sprinkler and gas suppression systemsItems that require substantial repair costs due fatigue or failure will be deemed episodic events and will compensated using the authorization process.
11. Building exteriors and roofing systems through annual condition surveys, preventative maintenance and repairs.
12. Coordinate all warranties extended directly to the site by manufacturers or service providers and ensure adherence to warranty stipulations.
13. Coordinate spot repair of all roads, general access roads and test roads, including the skid traction facility.
14. Coordinate spot repair all parking lots, including cleaning, and stripping.
15. Landscaping services per site-specific specifications. Grounds services include, but are not limited to, landscaping, lawn care and the operation and maintenance of exterior lighting fixtures, automatic parking controls gates, fencing, signage, pavement, striping and curbing.
16. Professional pest control services which will maintain a pest-free work environment at appropriate all buildings assigned locations. All pest control services shall conform to federal, state and local laws, ordinances and regulations, and shall be performed using the utmost precaution. Comply with the site procedures and submit all MSDS forms for approval.

17. Preventative maintenance and repairs for in plant Mobile equipment, Mobile Grounds Maintenance equipment and Stationary equipment
18. Establish parts, materials and supply inventories (and related inventory controls) essential for operation and repair/maintenance services and for assurance of uninterrupted services to facilities tenants. Such inventories shall be owned by the site. Inventory levels subject to the site approval.

## **INFORMATION SYSTEMS/REPORTING**

The FSSP shall verify, maintain and manage a complete and current information system of facility data, including but not limited to pertinent property, site information respective responsibilities, critical maintenance dates, and cost/performance standards. Maintain well organized property files and a library of facility documents. Provide standard and ad hoc reporting as required by the site.

Develop and provide to the site an annual strategic plan detailing management and operating plans for each fiscal year. The plan shall include all one-year expense budgets and a two-year forecast.

Develop, manage, maintain and operate a complete accounting system on a calendar year basis. Pay all bills for services provided. Provide reporting capabilities and accounting interfaces with the site internal accounting to update information (i.e., general ledger, accounts payable, etc...) Accounting must be consistent with the site accounts format.

## **POLICIES AND PROCEDURES**

Provide on-site Policies and Procedures Manuals. Attach table of contents with proposal. Prepare, maintain and distribute manuals to the site Manager, detailing the procedures for interfacing with the facility staff and detailing the FSSP responsibilities to the site. All such information shall be consistent with the site standards and procedures. Copies of the Manual shall be made available to all FSSP personnel, kept in an identifiable location on site and updated as required.

## **SECTION V – TERMS & CONDITIONS**

### **SUMMARY OF GENERAL CONDITIONS**

Reference exhibit 1.3

### **SCOPE OF WORK**

The FSSP shall provide management and supply of outsourced service to the site under this Agreement consisting of attached scopes for work.

### **ON-SITE PERSONNEL**

The FSSP will recommend staffing levels based on this RFP and the site needs. Staffing will require concurrence with the site plant management. The site customer has included an organizational chart and job descriptions to explain the minimal support and staffing requirements needed. This documentation is provided as a tool to communicate the minimum level a Bidder should not go below. It is the responsibility of the bidder to determine the final staffing and qualifications and pricing above the level provided. Please fill out the documents in the RFP package, and cite the staffing you propose.

The FSSP will provide a contact list with emergency numbers on the first day of the contract period. Planned absences by any of the full-time personnel will require coverage by a fully trained professional. This “back-up” person must be fully acquainted with the facility. The FSSP will ensure acceptable manpower coverage will be maintained at the plant in the event of absences due to sickness, vacation, training, etc.

### **REPAIRING OF ASSETS**

All repairs will be negotiated on a cost-plus basis and are not to be included in base lump sum bid.

### **ACCEPTANCE OF PERSONNEL**

The FSSP will submit the qualifications of any proposed on-site personnel, and working hours. All project team members are subject to the site approval and may be rejected for poor performance at any time.

### **OTHER CONSIDERATIONS AND EXPECTATIONS**

All FSSP’s activities and personnel shall comply with all health and safety requirements.

1. Maintain an adequate staff for efficient operation. Upon being hired, employees and agents of the contracting company will be subject to the rules and regulations of the Owner while on the premises.

2. The FSSP will not hire, or attempt to hire employees of the Owner or employees of any entity on-site providing support services to the Owner without the expressed written permission of the employer, or for a period of six (6) months after the termination of their employment.
3. Drug Test Policy – Each FSSP is required to have a drug testing policy in place. That Drug testing policy will include drug testing prior to working on the Owner property, and drug testing for any individual involved in a work place accident resulting in personal injury and/or asset damage. The drug testing policy must provide the Service Partner with the right to perform random Drug Testing.
4. Safety shall be the priority on all jobs. Personal protection planning, and implementation shall be considered for all workers on all tasks. Also, consider the safety of other people in the work area.
5. When in doubt about the application of any safety rules, the operation of any device or the correct procedure for safe completion of a task, discuss the situation with the, the site Safety Supervisor before proceeding.
6. It is the responsibility of each FSSP and their employees to avoid creating safety hazards both in the method of the work performed and while doing the work.
7. Approved eye protection devices are to be worn by all personnel always per the Owner The site policies.
8. Safety shoes, hearing protection, respirators, hard hats and other protective equipment should be worn while working on tasks which present specific hazards and are required by the Owner or OSHA safety rules and regulations.
9. Good housekeeping must be maintained always. FSSP must keep machines, tools, and work places clean and orderly. Refuse must be placed only in the containers provided for that purpose.

### **FSSP ON-SITE FACILITIES**

The site will provide the FSSP internal office space and workstations for key personnel. The FSSP shall supply computers, printers, copiers, scanners, file cabinets, office supplies and fax machines to support their operation. The site will provide FSSP with computer data connection and desk phones.

Additional equipment deemed necessary by the FSSP to fulfill this scope of work and the associated costs for this equipment shall be defined and included in the project fee.

### **SOFTWARE**

All documentation, forms, reports, will be done using the same version of Microsoft Office products as the Owner project schedules will be Microsoft project. All software and reporting formats must be pre-approved by the Owner The site. All documentation will be issued to the Owner electronically as well as in paper format (if necessary).

## **EQUIPMENT AND MATERIALS TO BE PROVIDED BY FSSP**

The FSSP will provide all equipment, tooling, materials and supplies to fulfill their operation. All such equipment shall be clearly identified as FSSP owned. A list of FSSP supplied equipment shall be maintained within the site Facilities Manager's office. FSSP shall include the cost of equipment and tooling specific to the program specifications. All equipment will be owned by the FSSP throughout the term of the contract. The FSSP will be responsible for all repairs and/or replacement of equipment without additional cost to the Owner, unless otherwise authorized by the Owner.

## **SECTION VI – FSSP FEE**

Compensation for proposed services is as follows:

### **LUMP SUM FEE**

Provide a Lump Sum Annual Management Fee for a minimum (3) year period. The Fee shall cover the full (3) years of this proposed contract. Sum will be billed 1/12 for each respective year for each month for services provided. All additional work will be detailed with labor and material separate by pre-approved authorization. The Duration of the Contract is from \_\_\_\_\_ through \_\_\_\_\_.

The fee shall cover all associated costs of performance the items indicated below. No other costs shall be separately compensable unless specifically identified and approved in writing by the site in advance.

- Security, Fire Protection, and Waste Management Services will be contacted by The Owner and work will be coordinated by the FSSP.
- Office equipment and supplies, including computer hardware, software and connections in addition to equipment and supplies will be provided on a cost-plus basis. The site will provide office space and furniture consistent with that provided to the site employees.
- Central office staff and expenses shall include.
  - Travel.
  - Cellular phones and pagers. The site will provide office phones and two-way radios.
  - Miscellaneous Tools and Equipment.
  - Postage, fax, couriers, reproduction.
  - Employee recruitment, training and severance and performance bonuses.
  - Overheads of any type.
  - Employees wage and benefits
  - Profit.

### **Alternate Pricing:**

- 1.
- 2.

**Pricing Clarifications:**

Bidder shall include unit pricing for all working staff including overtime and Holiday pay rate. Salary exempt employees should be noted.

All assets should be amortized over the 3-year contract to provide consistency in monthly billing amount with the bluebook buyout price credited to the 3-year monthly pricing.

**CURRENCY**

Payments to FSSP are to be made in U.S. dollars.

**CONTRACT TERM**

The contract term is for three years with an option extension at the site discretion.