

“BID FORM”
Oldham County Detention Center –
Mechanical/Maintenance Service
Request for Proposals
Oldham County Fiscal Court 100
West Jefferson Street – Suite 4
LaGrange, KY 40031

Melissa Horn, County Treasurer 502-222-9357 mhorn@OldhamCountyKY.gov

Firm Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Signature & Title

Date

Overall Cost Estimate for Proposed Work: _____

Requirements for bidding (These requirements become part of the contract for successful bidder):

- To be considered for this request, the office of the County Treasurer must receive a complete RFP package using this form by **Friday, November 3, 2017 by 12:00 pm**.
- Bids shall be submitted in a sealed envelope with the company name, street address, bid due date and project name: **“Oldham County Detention Center – Mechanical/Maintenance Service RFP”** clearly marked. Submittals shall be delivered to Melissa Horn, County Treasurer at the above address. Bids sent via email will not be accepted.
- All bidders and their employees, assigns, subcontractors, etc., must be fully covered by Workers Compensation. A certificate of liability insurance with workers compensation must be included in the bid response.
- All bid forms must be signed.
- Successful firms must be in good standing with the Kentucky Secretary of State, the Kentucky Revenue Cabinet, and must not be debarred or excluded from federal work before award of the contract. IRS Form W-9 must be included with the bid.
- Bids will be opened on Tuesday, November 7, 2017 during the scheduled public Fiscal Court meeting.

The County reserves the right to waive any irregularities and/or reject any or all proposals.

**Oldham County Detention Center
Mechanical/Maintenance Service
Request for Proposals (RFP)**

SCOPE OF WORK: Oldham County Fiscal Court (“OCFC”) is soliciting Requests for Proposals (RFP) from qualified firms experienced in turn-key maintenance and repair services, and/or replacement of parts and equipment for the new Oldham County Detention Center (“OCDC”) located at 3405 W Hwy 146, Buckner, KY 40010 (“Facility”).

- 1.1. The minimum maintenance services will consist of:
 - 1.1.1. Development of a maintenance management plan
 - 1.1.2. Computerized maintenance management system
 - 1.1.3. Development of policies and procedures related to maintenance management system
 - 1.1.4. Preventive maintenance services
 - 1.1.5. Corrective maintenance services
 - 1.1.6. Maintain inventory system of parts and equipment
 - 1.1.7. Coordination and oversight of onsite repair, maintenance and enhancements

- 1.2. The Facility is approximately 60,000 square feet on a 10 acre site.
 - 1.2.1. A list of system manufacturers can be obtained by contacting Keith Sharp, Architect, at ksharp@jksae.com .

- 1.3. Each response will be evaluated as to its achievement of and compliance with the following stated objectives:
 - 1.3.1. To deliver high-quality maintenance planning and preventive maintenance services
 - 1.3.2. To deliver services in a cost-effective manner with full reporting and accountability to OCFC
 - 1.3.3. To provide maintenance services with on-site, qualified and skilled professionals. These professionals shall be skilled and trained in all technical systems including all security and life safety systems.
 - 1.3.4. To prepare and implement a written maintenance plan with clear objectives, policies, procedures and annual evaluation compliance for the Facility.
 - 1.3.5. To provide a computerized, web-based maintenance management system that tracks and reports all expenditures and resources.
 - 1.3.6. To provide maintenance services in a manner that conserves energy and provides 100% operating efficiency.
 - 1.3.7. To maintain current, complete and accurate records of all services provided.
 - 1.3.8. To validate and maintain all equipment warranties by performing all required preventive maintenance.
 - 1.3.9. To provide services in accordance with all applicable codes and standards.
 - 1.3.10. To provide services requested by OCFC for minor enhancements or additions within the contracted hours as jointly prioritized.

- 1.4. The following service matrix generally illustrates the scope proposed for the maintenance contract as well as those items not included in this RFP:

	Service	To be included in contract	Excluded from contract	Notes
1.	Preventive maintenance for all building equipment and controls	X		
2.	Supplies and materials for preventive maintenance services	X		
3.	Grounds maintenance		X	OCFC
4.	Custodial		X	OCFC
5.	Train and supervise inmate repairs	X		
6.	Grease trap service		X	Separate
7.	Garbage removal		X	Separate
8.	Desktop computer maintenance		X	Separate
9.	Administrative telephone system		X	Separate
10.	Data transfer system		X	Separate
11.	Computerized maintenance management	X		
12.	Parking lot lighting		X	OCFC
13.	Roof maintenance		X	Separate
14.	Lamp replacement	X		
15.	Central plant operation and maintenance	X		Does not include generator
16.	Food service equipment	X		
17.	Laundry equipment	X		
18.	Medical equipment		X	Separate
19.	Vending equipment		X	Separate
20.	Pavement/parking lot maintenance		X	OCFC
21.	Pest control		X	Separate
22.	Metal detectors/package screeners		X	Separate
23.	Spare parts	X		
24.	Security electronics	X		
25.	Video visitation equipment	X		
26.	Security UPS system	X		
27.	All required state inspections	X		
28.	Fire protection systems	X		

1.5. The selected firm will be expected to organize the maintenance services in such a way that the Facility is served in a distinct and responsive manner.

1.6. The following response times are required of the selected maintenance provider:

Priority 1 – EMERGENCY: This Work Order type requires immediate attention with all available and appropriate resources. The descriptive nature of this deficiency is such that a clear and present threat exists to human life, inmate security, or that equipment, systems, buildings or any other asset may in all likelihood incur irreparable damage or destruction. The response required is immediate.

Priority 2 - CORRECTIVE – URGENT: The response required is within 4 hours if no emergency condition exists. The nature of this deficiency is such that if this work is not addressed within this time frame, the deficiency will deteriorate into a Priority 1 condition requiring immediate action.

Priority 3 – CORRECTIVE – ROUTINE: The response required is within 48 hours with available and appropriate resources. The nature of this deficiency is such that no threat exists to life, security, equipment, but that the potential exists for significant damage, operational difficulty, disruption of programs or services or other disruptions may occur.

Priority 4 – PREVENTIVE: The response required is in compliance with the equipment manuals for the specific piece of equipment.

1.7 Additionally, there are certain operational requirements that require the selected firm to schedule preventive maintenance as not to interfere with the operation of the Facility. The overall maintenance effort should be integrated into the current operations of the Facility to enhance, not hinder, the operations. Firms should include this requirement as a part of the approach to service delivery. Also, security is of prime concern in this Facility. Therefore, firms should integrate the necessary procedures into the everyday service delivery. All staffing positions which require Commonwealth of Kentucky licenses must be clearly identified in proposals. The firm's proposal should include a proposed staffing plan including qualifications. Below is a list of suggested positions (not all inclusive) including the minimum qualifications:

Supervisor: Maintenance experience (including supervisory responsibilities), general understanding of building control systems, security equipment, electronics, and all facets of maintenance of a 24/7 facility

Licensed HVAC Tradesperson: Maintenance experience with air handling equipment, temperature controls, and refrigeration

Licensed Plumber: Maintenance experience with plumbing systems and fixtures

Licensed Electrician: Maintenance and repair experience with high and low voltage systems

Certified Electronic Technician: Experience with access control, closed circuit TV, fire alarm, programmable controlled systems

General Tradesperson: Experience with general trades projects and supervision of general trades work