



RSD Facilities  
1204 NE 201<sup>st</sup> Avenue  
Fairview OR 97024  
Luanne Zoller  
Facilities Coordinator  
[lzoller@rsd7.net](mailto:lzoller@rsd7.net)

## REQUEST FOR PROPOSAL

DATE: October 6, 2015

### **Introduction:**

The Reynolds School District is inviting you to submit a proposal to maintain the Transportation Yard on a monthly basis for a period of 9 months at 20311 NE Glisan, Fairview, Oregon.

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### **General Scope**

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Provide all labor, materials, equipment, project management, coordination, and on-site supervision as necessary to complete the following:

- Maintain the bus yard for 9 months of the year, generally October through June. Contract to be in place for one (1) year with a possible extension to a 2<sup>nd</sup> year.
- Move in, set up, re-grade parking lot, and fill potholes at least once a month.
- Compact and roll gravel at least once a month.
- Inspect and keep catch basins free of obstruction (verify proper function.)
- Maintain the 2 grid system (mesh plastic) on the furthest east side of the lot. Add pea gravel as needed once per month.
- Work to be scheduled during times when the yard is least occupied and has the least impact to traffic so as to not interfere with district activity. Generally this is 7:00-8:00 am and 2:00-4:00 pm. Provide a proposed schedule to the District Project Manager.
- Add up to 10 cubic yards of new crushed material as needed on a monthly basis.
- Provide per cubic yard pricing in the event of scope change.
- Provide a monthly report of work completed along with the monthly invoice. Monthly report to include the areas that were worked and what was completed on the indicated days. Schedule a walk-through periodically with the District's Project Manager and/or the Transportation Coordinator.

The successful vendor will be required to provide or have on hand and make available to the Reynolds School district the following:

1. Certificate of Insurance naming the **"Reynolds School District 1204 NE 201<sup>st</sup> Ave, Fairview OR 97024"** as additional Insured.



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2. "SIPP" (Site Incident Prevention Plan).
3. Copy of Documented Safety Program.
4. Material Safety Data Sheets (MSDS) as applicable.
5. Employee information and documents to fulfill the District's requirements for badging, fingerprinting and background checking.
6. Provide upon request Background\citizen status documentation.
7. Copies of all equipment inspections/tags.
8. Sign the District's Personal/Professional Services Agreement (see Exhibit A for an example).

### Selection Criteria

The Reynolds School District may request **Best and Final** offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, a panel will select the proposal which best fulfills the requirements and is the best value to the District. Evaluation of the proposals is expected to be completed within 2 days after their receipt. The lowest price proposal will not necessarily be selected. Proposals will be evaluated based on several factors including cost to ensure that the District is procuring best value versus lowest price. Vendors who can provide all maintenance services in-house and as a single-point of contact, are preferred.

### Submission details – minimums – Deadline

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information

Office: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Cost Breakdown:	General Scope Lump Sum Monthly Basis	\$
	T & M rate (for possible additional work)	\$
	Gravel Cubic Yard Price	\$
	Pea Gravel Cubic Yard Price	\$
		\$



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Signature

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Date

**Proposer is requested to arrange a site visit with the Project Manager, Luanne Zoller.**

**Please sign and submit this Proposal\Quote and return via email to Luanne Zoller [lzoller@rsd7.net](mailto:lzoller@rsd7.net) no later than.... October 13<sup>th</sup> 2015 at 2:00 PM. By signing here, you are stating that you can fulfill the District's schedule and fulfill the terms of the contract including fingerprinting/badging requirements. Additionally, Proposer will be required to provide a monthly report indicating the areas that were worked and what was completed on the indicated days.**

**Provide a schedule and your proposed work days in order to support the District's goals of completion in a timely manner. The District will issue a Notice-To-Proceed (NTP) within two business days from receipt of quotes. PO will follow shortly afterward NTP. District will require the proposer to execute a Personal/Professional Services Agreement (example attached). Proposed Start Date for Work to Begin: October 19, 2015**

**Thank you  
Luanne Zoller  
Facilities Services Coordinator  
Reynolds School District  
503-492-4921 Ext. 3440**