



Section I: Introduction

The Gulf Coast Children's Advocacy Center (GCCAC) is seeking bids for a qualified contractual Facility Maintenance support in Bay, Gulf, Calhoun, Jackson, Holmes and Washington counties. This outsourcing strategy has been designed to secure a broad and reliable range of services from a vendor prepared to take the defined responsibilities for facility maintenance of the Gulf Coast Children's Advocacy Center. The qualified vendor would provide necessary services that include but are not limited to:

Facility Maintenance

- Availability during business hours for response and ticket resolution (single point of contact)
 - Up to 15 locations in 6 counties
 - Operations 8:00 A.M - 5:00 PM Monday through Friday
- Reasonable response time (can be agreed upon by each party prior to contract execution)
- Preventive maintenance of agencies HVAC, plumbing, kitchen equipment, etc.
- Service calls for all facility maintenance needs
- Submit proposals for repairs that exceed \$250.00
- Bill GCCAC on a monthly basis for services provided in previous month.

Section II: Submission Time and Place

Responses to this RFP may be submitted by email to:

Brent Patrick
Chief Operations Officer
Gulf Coast Children's Advocacy Center Inc.
210 East 11th Street
Panama City, Florida 32401
brent.patrick@gulfcoastcac.org

All responses are due by Thursday, September 15th 2019 by 5:00PM.

Section III: Statement of Work

GCCAC is requesting proposals from providers of support, maintenance, and repair of agency facility. GCCAC intends to outsource certain work and tasks for the installation, servicing, maintenance, repairs of agency facilities.

The selected vendor will be required to provide the following support features for the described facilities below:

- Preventive maintenance of HVAC (change air filters, clean drain lines, etc.)
- Preventive maintenance of toilets, sinks, sewer system, etc.
- Troubleshoot and repair ballast, lights, electrical outlets, light switches and controls etc.
- Basic repairs including, but not limited to, squeaky hinges, door locks, latches, light bulbs, painting, etc.
- Have a list of referral services for repairs outside this RFP to include HVAC, plumbing, electrical, etc. The list shall have the hourly rate for each contractor that would be used for services.
- This list is not exclusive of other facility needs that may arise.

Additional Submission Requirements

E-Verify: The Agent must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.

A copy of insurance and bond will be required.

Level 2 background checks may be requested and the GCCAC will not be responsible for cost.

Notice

Any damages caused by contracted staff will be the responsibility of the contracted business.

A list of references is requested.