

UNLV | PURCHASING & CONTRACTS

BUSINESS CENTER SOUTH THE NEVADA SYSTEM OF HIGHER EDUCATION (“NSHE”), ON BEHALF OF THE NEVADA STATE COLLEGE (“NSC”)

REQUEST FOR INFORMATION# 700-BC FOR NEVADA STATE COLLEGE FACILITY MAINTENANCE SERVICES

QUESTIONS DUE BY: Wednesday, April 19, 2017 @ 5:00pm

RESPONSE TO QUESTIONS: Friday, April 21, 2017 @ 5:00pm

LETTERS OF INTEREST DEADLINE: Wednesday, April 26, 2017 @ 3:00pm PT

SUBMITTAL LOCATION: University of Nevada, Las Vegas
4505 Maryland Parkway
Campus Services Building, Room 235
Las Vegas, NV 89154-1033

QUESTIONS AND CLARIFICATIONS:

Questions and requests for clarification should be submitted in writing by email or fax by 5:00pm on Wednesday, April 19, 2017, Brandy Candelaria brandy.candelaria@unlv.edu. Please reference “RFI 700-BC Nevada State College Facility Maintenance Services” on all correspondence. No contact should be made with other NSC officials regarding this project.

Failure to submit an expression of interest at this time will not exclude a potential vendor from being a participant on this project. NSC reserves the right to process a formal bid that will follow this RFI.

NSC reserves the right, subsequent to this RFI, to either issue an RFP for facility services, or directly negotiate any or all of the services with any firm NSC deems to be in their best interests.

U.S. Mail Delivery:

Brandy Candelaria
Purchasing & Contracts Department
University of Nevada, Las Vegas
4505 S. Maryland Parkway
Las Vegas, NV 89154-1033

If you are interested in participating in this Request for Information, please be prepared to provide written responses to the mandatory questions below. This must be received by 3:00 pm on Tuesday, April 25, 2107.

Note: Vendors may be required to make a brief presentation of letter of interest at a later date.

A sealed letter of interest is required, subject to the terms, conditions, and scope of services herein stipulated and/or described herein, will be publicly opened as stated above. **All letters must be received on or before this date and time to be considered.** Letters of interest may be mailed or hand delivered to the address above. Please go to <https://nsc.edu/about/our-campus/directions-and-maps/> to view a map of NSC campus.

If you should have any questions regarding this Request for Information, fax or e-mail your questions directly to the Purchasing Representative:

Brandy Candelaria

Email: brandy.candelaria@unlv.edu

Phone: (702) 895-0969

Fax: (702) 895-3859

Companies wishing to do business with NSC must first register as a supplier at the following website: <https://supplierregistration.purchasing.unlv.edu/>. If you need assistance or have questions please send your inquiries to Supplier.Registration@unlv.edu.

Nevada State College invites interested parties to submit a letter of interest for a qualified contractor able to provide a high level of custodial, grounds and facility maintenance services for the Nevada State College (NSC) campus and facilities. The successful firm will ensure that the staff, students and community users of these Facilities have a safe, healthy, functional and legally compliant environment that makes a positive contribution to the educational processes, business processes and community uses conducted within those facilities.

NSC contemplates a letter of interest for facilities management (FM), corrective maintenance of school buildings and their respective equipment, e.g. boilers required in the normal maintenance of NSC property. The scope of the resulting agreement will include all duties and maintenance necessary to properly manage and maintain campus facilities according to nationally recognized standards. It is anticipated that prospective bidders standard cost models would be inclusive of all charges associated with maintenance. The management company would conduct its mission under the general parameters established by the Office of the Vice President for Finance and Business Operations.

2. NEVADA STATE COLLEGE, HENDERSON

Nevada State College, a four-year public institution, is a member of the Nevada System of Higher Education. Nevada State places a special emphasis on the advancement of a diverse and largely under-served student population. Located on a developing 509-acre campus in the foothills of Henderson, Nevada, the college was established in 2002 as a new tier in the state system between the research universities and the two-year colleges. In this role, the college emphasizes high-quality instruction, exemplary service, engaging learning experiences, and innovation as a means to more efficient, effective outcomes in all corners of the campus. Since 2002, Nevada State has grown to offer more than 45 majors and minors, has received independent accreditation, and has expanded its physical campus. Today, the college serves

approximately 3,700 students and has over 3,000 alumni, each representing a broad array of cultural and economic backgrounds. A profile of the campus, campus facilities and major facility systems are attached as Exhibit A.

CONSIDERATIONS

NSC will consider all opportunities to perform the labor necessary for the preventative and corrective maintenance of all aspects of the Facility components and systems as identified by NSC. The Contractor will be required to perform Facility Maintenance Services as needed to maintain the operation of all NSC Grounds and Facilities.

General Requirements:

- Onsite Monday through Friday, 7:00 a.m. to 5:00 p.m. (except State Holidays)
- On call 24 hours/365 days a year (including Holidays)
- Respond to corrective action work requests within specified times
- Provide and use a Computerized Maintenance Management System (CMMS) to manage Work Orders and provide routine reports
- Provide and utilize a computerized asset (equipment) list with a preventive maintenance schedule
- Coordinate semi-annual emergency monitor meetings and annual drills
- Provide NSC with scheduled maintenance/project planning reports. Responsible for all testing and preventative maintenance of, and basic maintenances for, all Facility mechanical systems (plumbing, electrical, HVAC etc.).
- Create and manage preventive maintenance schedules that consists of a planned maintenance program designed to maintain equipment and infrastructure in an optimal, operable condition. The maintenance schedules shall be approved by NSC. Any modifications are subject to prior approval of NSC.
- Basic maintenances of the facility, including but not limited to, basic parts/component replacement, maintenance of equipment, doors, windows, lock and key management, and building maintenance.
- Operation, inspection and maintenance of all boilers, chillers and hot water heaters in accordance with all applicable local, state and federal laws, rules, regulations, ordinances and warranty information.
- Responsible for the preventive maintenance on HVAC equipment, hydronic systems, boilers, chillers, unit vents, R.T.U's, exhaust fans, on regularly scheduled basis as agreed to with NSC.
- Ensure proper lighting and fully functioning electrical systems, coordinating with utility company for any outage recovery.
- Maintain and monitor NSC's Facilities/Energy Management Systems (Envisi Delta Controls).
- Maintenance of all Plumbing components, fixtures and equipment, including, but not limited to, maintenance of domestic cold/hot water systems, toilets, urinals, sinks, drinking fountains, school sumps, water lines, drains, irrigation systems, etc.
- Maintenance of all electrical and lighting components, fixtures and equipment, including, but not limited to, troubleshooting and maintenance of ballasts, lights, photocells, clocks, fire panels, fire suppression systems, electrical outlets, light switches and controls,

electric restroom fixtures, scoreboards, kitchen appliances, electrical panels, automatic doors, bleachers, etc., and programming of Facility time clocks.

- Perform minor carpentry and painting work as needed.
- Provide construction management assistance for new facilities, ensuring standardization of systems and recommending surfaces, finishes and general design elements.
- Ensure that all applicable equipment manufacturers' recommendations for maintenance and maintenance are followed. Some examples include flooring care, furniture cleaning, equipment maintenance, replacement and maintenance.
- Manages deliveries, shipping and campus mail
- Hire, evaluate, train, compensate, and retain all necessary labor, supervision, record keeping and management, necessary to maintain the Facilities in accordance with this letter of interest. Any vacant position must be filled within a reasonable period, generally within 3 weeks. All labor shall be compensated in accordance with prevailing wage requirements. This requirement applies to both employees and subcontractors.
- Participate in campus safety meetings and coordinate campus drills.
- Self-perform, subcontract for, or oversee/monitor college contracts for the physical campus in the following areas:
 - Campus waste and recycling
 - Confidential Document Destruction
 - Security Systems
 - Boiler/Steam System Maintenance
 - Water Treatment
 - Computerized Maintenance Management System (CMMS)
 - Elevator Maintenance
 - Fire Alarms Systems Maintenance and Testing
 - Special Hazards systems - Fire Sprinklers
 - Fire Pumps/Suppression Equipment Annual Inspections
 - Lock-smith services for Access Control System
 - Pest Control Services
 - Vent and grease-trap cleaning
 - Generator Maintenance (beyond specified limits)
 - HVAC System Maintenance (beyond specified limits)
 - Other services as agreed upon

Custodial Services

Generally, Custodial Services include all janitorial services necessary to clean, sanitize and maintain in appealing manner all spaces in and adjacent to NSC's facilities at a minimum of APPA Level 2. Custodial Services include, but are not limited to, the following:

- Clean, maintain,
- Provide set-ups and tear-downs of activities and events, relocate office and classroom furniture/equipment as required.
- Safeguard and service the Facilities and occupants of the Facilities. Respecting individual office and classroom spaces and the articles within those spaces
- This scope includes purchase, stocking and timely distribution of cleaning and hygienic supplies.

- Provide daily and nightly cleaning, periodic deep cleaning of surfaces, carpeting and glass.
- Hire, evaluate, train, compensate, and retain all necessary labor, supervision, record keeping and management, necessary to clean and maintain the Facilities. Any vacant position must be filled within a reasonable period, generally within 3 weeks.

Ground Services

Generally, "Grounds Services" means all labor necessary to perform irrigation, mowing, weeding and edging, minor tree trimming, and other specified services necessary to maintain and enhance the external appearance of the campus. All grounds services shall be performed at a minimum of APPA Level 2. Grounds Services include, but are not limited to, the following:

- Maintains trees, bushes, shrubs, and ground-cover
- Ensures all irrigation systems are functioning properly and any leaks detected and corrected and functioning in a timely manner.
- Maintains the cleanliness of all campus grounds, including parking lots.
- Performs minor campus maintenance and improvement projects.
- May require the use of ladders, hand tools (powered or manual) or powered lawn care or equipment.
- Responsible to maintain, safeguard and service the Facilities and occupants of the Facilities.
- Perform all aspects of the Grounds Services utilizing licensed or skilled tradespersons as required by law.
- Hire, evaluate, train, compensate, and retain all necessary labor, supervision, record keeping and management, necessary to clean and maintain the campus grounds. Any vacant position must be filled within a reasonable period, generally within 3 weeks.

Campus Expectation

It is the intent of these specifications that the Facilities and Grounds are kept neat, clean, and safe and in a condition that enhances the NSC's educational environment at all times. These specifications should, therefore, be referred to as a minimum guide for, rather than a limitation to, the Contractor to clean, maintain, service and safeguard the campus Facilities and Grounds.

Consumable Supplies

The Contractor shall provide all consumable supplies and materials (e.g., paper towel, toilet paper, trash liners, soap, sanitary products, tissue, air fresheners, or related grounds supplies) (the "Consumable Supplies"), which are necessary for the performance of the Services. The Contractor shall be responsible to manage the inventory of all required Consumable Supplies. Contractor will be required to keep an adequate inventory of Consumable Supplies at each Facility. The Contractor shall be responsible to procure any necessary fuel/oil for any powered equipment and/or vehicles used to perform the services of this letter of interest.

Cleaning Supplies

The Contractor shall provide all cleaning supplies and materials (e.g., mops, buckets, brooms, brushes, dusters, pads, chemicals and solutions) necessary for the performance of the services in this letter of interest. The Contractor shall be responsible to manage the inventory of all

Cleaning Supplies. The Contractor will be required to keep an adequate inventory of Cleaning Supplies at each Facility.

Facility Maintenance Supplies

The Contractor shall be responsible for securing all facility maintenance supplies and parts (e.g., filters, belts, hoses, valves, fixtures, paint, etc.) necessary to perform the preventative and corrective maintenance components of the Facility Maintenance Services. The Contractor will be responsible for ordering all necessary supplies and parts. The Contractor shall be responsible to manage the inventory of all Facility Maintenance.

Equipment

It is the intent of this letter of interest that the Contractor must provide all equipment and small hand tools necessary to perform the Services. Contractor may negotiate with NSC to acquire any existing equipment. NSC may, at the request of the contractor, provide computers and office furnishings. Title to all equipment shall remain with the Contractor and all general and customary maintenance for the equipment will be performed by Contractor at its sole cost and expense, except that the aforementioned computer(s), if any, will be maintained as part of NSC's information technology system for security purposes.

Contractor's Licenses and Permits

It is the Contractor's responsibility for securing all required licenses, permits and insurance necessary for the proper execution and completion of the work involved. Contractor shall pay all taxes, levies, duties and assessments of every nature, which may be applicable to any Work under this Contract. The Contract Sum and any agreed variations thereof shall include all taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds Owner harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

Companies conducting business for profit in Nevada are required to have a current Nevada business license pursuant to NRS 76.100 (1) unless the entity is either a) a non-profit corporation or b) meets the requirements for an exemption and has filed the appropriate notice of exemption with the Nevada Secretary of State.

At the time of submitting the letter of interest, firms must comply with all license requirements including but not limited to compliance with NRS & NAC Chapters 623, 623A, 624, 625 and 338 as applicable. For subcontracted work, the subcontractor must have the applicable specialty license. Contractor must comply with all NSHE requirements.

Firms are encouraged to include any other recommended services that they provide even if not specifically mentioned in this Scope of Work.

Please note that all Services must comply with any additional applicable solicitation requirements of the State of Nevada and the Nevada System of Higher Education.

SUBMISSIONS

Letter of interest may be mailed or hand delivered. Please go to <http://maps>. To submit your letter of interest, please submit the following:

Your company information, contact person, phone number and email address.

THE FOLLOWING QUESTIONS MUST BE ADDRESSED – (MANDATORY):

1. State the length of time the company has been in business, and how long the company has been in the business of providing facilities ground and maintenance services. The Firms must indicate similar higher education campuses that they are currently working with and demonstrate how the work there would correlate to understanding goals, competencies and performance of this scope of work at Nevada State College.
2. Provide a customer reference list of no fewer than three (3) organizations with whom respondent has previously provided similar goods and/or services within the past five (5) years. Reference list is to include company name, contact person, telephone number and e-mail address, length of business relationship, and brief description of services provided.
3. How would your firm address the General Requirements, Ground Services and Facility Maintenance required at NSC?
4. Firms must provide how its firm will comply with all license requirements including but not limited to compliance with NRS & NAC Chapters 623, 623A, 624, 625 and 338 as applicable. Provide all applicable state and industry licensing, certifications and credentials that your firm possesses.
5. What steps, including a timeline, should be included for a successful transition from in-house to outsourced combined, facilities management, custodial, and grounds service provider?
6. Describe your firm's philosophy on maintaining and cleaning campus facilities and grounds. Include any recommending tools to ensure top performance, describing any best practices that your company utilizes for facility management, custodial and grounds services.
7. Identify the Computerized Maintenance Management System (CMMS) you will use, how it is routinely used and the process to implement it campus-wide. Include a list of standard report functionality as well as any technical or licensing requirement.
8. Next steps for NSC may be issuance of an RFP or direct negotiations of any or all services – are you interested in pursuing these options for further discussions? (Note – either of these options may require an investment of time and resources by the firm that may or may not result in an agreement with NSC).

EXHIBIT A

**Nevada State College
Facilities Profile**

1. Campus information
 - Resident population (Faculty, Staff & Student Body)
 - 200 faculty/staff
 - 3600 students
 - Residence life capacity if applicable
 - Not yet, but in the works.
 - Number of acres, athletic fields & parking lots
 - 509 (14 developed), no fields, 3 parking lots

2. Building list information required. Sample of information needed listed below:

BUILDING	<i>Built</i>	<i>Gross Square Feet</i>
Dawson (leased)	Approx 1990	34120
Liberal Arts and Sciences	2008	42587
Nursing, Science and Educations	2015	63305
Rogers Student Center	2015	61793 (includes central plant)

3. Current Facilities department personnel.

- Facilities does manage small projects generally ranging from \$10,000 to \$250,000. For larger projects, we will contract for construction management services, however, facilities will still be involved to provide input on compatible systems, optimal cleaning surfaces, and general design elements..

4. Current Staff

	base	stipends	benefits	total
MANAGER OF FACILITIES OPERATIONS	\$77,098.1	\$11,200.0	\$24,576.0	\$112,874.1
	1	0	4	5
	\$36,546.6		\$15,090.0	
MAINTENANCE REPAIR WORKER II	8		1	\$51,636.69
	\$31,094.5		\$14,090.6	
ADMINISTRATIVE ASSISTANT I	0		2	\$45,185.12
	\$31,094.5		\$14,090.6	
MAINTENANCE REPAIR WORKER II	0		2	\$45,185.12
	\$31,094.5		\$14,090.6	
MAINTENANCE REPAIR WORKER II	0		2	\$45,185.12

5. Last year's actual for operation and maintenance of facilities including detail in the following areas : Total Expenses \$876,343
 - Wages and benefits
 - Professional (1) \$85,580
 - Classified (1-Admin, 3-Maint) \$100,162
 - Benefits 70,745
 - Supplies, materials and other operating expenses
 - \$62,931
 - Contracted services – i.e. Life Safety Systems, Generators, Fire Pumps, Pest Control,
 - \$555,925
 - Energy/utilities
 - Utilities will be budgeted separately
 - NSC Facilities currently uses student labor budgeted at \$20,000 per year
6. Assets:
 - Vehicles
 - 2008 Chevy C350
 - 2014 Ford F150
 - Other equipment
 - Golf carts, scooters, trailer
 - Maintainable assets
 - Carrier (4), Lochnivar (8)
7. NSC's current work order system:
 - KACE – not specifically a CMMS
 - Preventive Maintenance Schedule is contracted out.
8. Energy Program and Sustainability
 - All buildings are connected to the energy management system
 - Delta Controls
9. A deferred maintenance/5 year capital plan was completed (FCAP) March 2010 and is still relevant.
 - Annual Academic calendar is available at <http://nsc.edu/Academics/Academic-Calendar.aspx>
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EXHIBIT B
LIST OF NSC LIST OF EQUIPMENT

Equipment	Location	Make	Serial Number	Age (years)	Warranty End
Cooling Tower	LAS	BAC	U082431302	9	Out of Warranty
Chiller	LAS	Carrier	4307Q07941	9	Out of Warranty
Chiller	LAS	Carrier	4307Q07942		Out of Warranty
Boiler	LAS	Lochinvar	J07H00202131	9	Out of Warranty
Boiler	LAS	Lochinvar	J07H00202132	9	Out of Warranty
Pump	LAS	Baldor	F0709261875	9	Out of Warranty
Pump	LAS	Baldor	F0708234530	9	Out of Warranty
Switchgear	LAS	Siemens	17-52872-A00010-01	9	
Cooling Tower on (Fans, Bearings, Pulleys, Shafts, Drive Couplings, Electric Fan motors, Mechanical equipment support, All structural components , fill and fill supports drift eliminators and their supports, Air inlet Louvers or screens and their supports	Plant	Evapco	14-699077	2	5 years
Cooling Tower	Plant	Evapco	14-698162	2	
Chiller	Plant	Carrier	4814Q23918	2	5Yrs Parts only
Chiller	Plant	Carrier	4814Q23929	2	5Yrs Parts only
Boiler	Plant	Lochinvar	K14H00271030	2	10 Yrs. Heat Exchanger only
Boiler	Plant	Lochinvar	K14H00271027	2	10 Yrs. Heat Exchanger only
Boiler	Plant	Lochinvar	K14H00271632	2	10 Yrs. Heat

					Exchanger only
Boiler	Plant	Lochinvar	K14H00271073	2	10 Yrs. Heat Exchanger only
Pump	Plant	Taco Pumps	ED12959/5	2	Out of Warranty
Pump	Plant	Taco Pumps	ED12959/5	2	Out of Warranty
Switchgear	Plant	Spectra Series Switchgear	17-52872-A00010-03		

**EXHIBIT C
NSC FOOD EQUIPMENT LIST
SEE ATTACHED**