



Instructions to Bidders

Beehive Science and Technology Academy Contract Bids for Facility Acquisition Related Services

Bidding Start Date: August 26, 2019

Bidding End Date: August 30, 2019

Where to Submit: Please send your proposals to principal@beehiveacademy.org, or
To school address at 830 E, 9400 S, Sandy, UT-84094

Services Needed:

Services below for Facility Acquisition related guiding, consulting, assisting, supporting, reporting and compliance:

Budget and financial analysis, planning, and feasibility reporting
Developing RFP for developer and other construction related services
Creating, coordinating and overseeing facility teams
Ensuring the quality of the work produced by the facility teams
Facility contracting process
Construction management
Reporting and compliance
Other Facility related consulting services

General Terms and Conditions:

Recitals:

- A. Where as School System desires to contract out the Facility Acquisition related services; and
- B. Service provider operates a Service practice that is capable of servicing the expected service areas specified by the School System.

Personnel Requirements

The service provider will assign person/s who will be point of contact in providing each service areas.

Delivered Price:

Your bid price must be a delivered price for all goods and or services, as applicable and a total price for all labor and services. A detailed price list that shows the price for each service area separately would be preferable. Please write your service proposals as detailed as possible.

Insurance/ Certifications:

Service provider shall procure and maintain the following types of insurance for the duration of this agreement a) Professional Liability and b) Workers Compensation as required by the State of Utah.

Service provider will ensure that all providers have appropriate State certifications required by the State of Utah to provide the contracted services.

Qualifications of Bidders:

Bidders must have a minimum of three (3) years experience in providing facility-consulting services to charter schools.

The services manager of the Contractor must have a minimum of three (3) years experience in people services management. Each Bidder should furnish, as part of its bid, a complete description of its experiences in the field of Facility services to charter schools.

In addition, the following should be included at a minimum:

- a. Name and address of the operating company.
- b. Name of supervisory management that will be directly responsible for school's related services.
- c. Address, phone number and specific responsibility for supervisory management. Include detailed resumes, with experience, educational background, and references for each.
- d. BSTA reserves the right to interview and have final approval of the services manager assigned to BSTA. e. The services manager is an employee of the Contractor and under no circumstances is to be considered an employee of any of BSTA. Contractor shall provide timely notice to BSTA when a member of the Contractor's management team that deals with a BSTA is no longer employed by the Contractor or no longer assigned to BSTA's account.
- f. Duration and extent of experience in the operation of facility services.
- g. A list of similar operations and locations where the Bidder is providing similar services or has provided. Give length of time, name, address and telephone number of contact person for each service.
- h. A list of names of all the owners of the company or principals of the corporation.
- i. An organizational chart showing the staffing lines of authority for key personnel to be used in performing the Contract.

Service Requirement and Conditions

- a. The services will start after contract is signed and will continue till the project is completed.
- b. The service times are set by the BSTA and BSTA reserves the right to change both start and end times at the sole discretion of the School. The Contractor's pricing cannot change.
- c. Management Review Meetings. BSTA reserves the right to call periodically management review meetings between the Contractor's management and the school to review ongoing operational performance.

EVALUATION

1. In addition to price, the following qualifications will be considered by BSTA to determine the Contractor's eligibility:
 - a. Stability of service.
 - b. The ability to perform the service required within the specified time; whether the Bidder has failed to meet time requirements for any of the schools in rendering past services.
 - c. The experience and efficiency of the Contractor.
 - d. The sufficiency of the resources and the ability of the Contractor to perform the Contract and provide the services.
 - e. The quality, availability and adaptability of the equipment, or contractual services, to the particular use required.
 - f. The ability of the Contractor to recruit, train, and supervise the personnel necessary to fulfill the Contract.
 - g. The ability of the Contractor to provide maintenance and service in the performance of the Contract.
 - h. The quality of references from previous contracts or services; whether with each school or another organization.
 - i. The compliance by the Contractor with laws, ordinances and policies.
 - j. Such other information as may be secured by each BSTA that bears on the decision to make the award.

PENALTIES

1. The Contractor selected agrees that the highest standards of delivery service are expected to be provided to BSTA at all times during the term of the Contract.
2. BSTA reserves the right to withhold certain payments in part or in whole based on the Contractor's performance under the terms of the Contract. By accepting the Contract, the Contractor agrees that in the event of the specific service violations, that sums may be withheld from the next subsequent payment due the Contractor.

REFERENCES Please provide reference information for at least three (3) current contractual clients or past with preference given to charter schools in Utah. At least one reference should be a school similar to BSTA. Enter N/A for any of the items below that do not apply. BSTA reserves the right to verify the information below.

Reference #1 Client/Company Name , Contact Person, Address and Phone Email

Reference #2 Client/Company Name , Contact Person, Address and Phone Email

Reference#3 Client/Company Name, Contact Person, Address and Phone Email

Bid Forms:

Attach required forms format here:

Place Who to Contact information here:

Instructions to Bidders: place any specific instructions here..