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## Request for Proposal - Facilities Management

### Proposal Submission

The proposal price should include everything necessary for the execution and completion of the project. Proposals are to include sales tax.

RFP Academy Care is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footages are acceptable.

In your proposal, please outline your approach for providing the services listed in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted via email to [rfpsales@rffps.com](mailto:rfpsales@rffps.com) or mailed/hand delivered to RFP Academy Care by 4:00PM on 8/26/24. Late bids will not be accepted.

All questions about proposal site visits should be directed to Emily Taylor, RFP Massachusetts Regional Director of Operations (RDO) via email at [etaylor@rffps.com](mailto:etaylor@rffps.com) or by phone at (202) 224-4288 between the hours of 9:00AM and 5:00PM Monday-Friday. RFP Academy Care encourages all prospective contractors to submit any questions they may have as soon as possible. Questions should include "Property Management RFP" in the subject line to ensure that we identify the email as relating to this RFP.

### Mandatory Contractor Qualification Criteria

RFP Care must be assured that the selected Contractor has all of the resources to qualify and successfully perform under the contract. This includes, but is not limited to:

- Owner management residing in or near the State of Massachusetts
- And at least 3 current client references that RFP Care may contact
- Adequate number of personnel with required skills
- Availability of appropriate equipment in sufficient quantity to meet the ongoing needs of facilities management
- Financial resources sufficient to complete performance under the contract

# Facility Management Proposal Samples

**Padhraic Smyth**



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