



Wilkinson County School District
Walter L. Atkins Jr., Superintendent of Education
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Request for Proposals (RFP)

Maintenance Services for Wilkinson County School District

RFP Number: WCSD-MS-2026

Issue Date: August 6, 2026

Proposal Due Date: August 27, 2026, 2:00 PM CST

Contact:

Walter L. Atkins, Jr.,
Superintendent
Wilkinson County School District
Email: walteratkins@wilkinsonk12.org
Address: 488 Main St., Woodville, MS 39669

1. Introduction and Purpose

Wilkinson County School District (WCSD) is soliciting sealed proposals from qualified vendors to provide comprehensive **maintenance services** across all district facilities. The goal is to secure a partner capable of delivering **high-quality, reliable, and cost-effective** maintenance that supports safe, clean, and operational learning environments.

The selected vendor will work collaboratively with WCSD leadership to ensure timely repairs, preventive maintenance, regulatory compliance, and continuous improvement in facility operations.

2. Scope of Services

The vendor shall provide **full-service maintenance operations**, including but not limited to:

A. General Building Maintenance

- **Facility repairs** — doors, windows, flooring, ceilings, hardware
- **Carpentry services** — minor construction, cabinetry, shelving
- **Painting and finishing** — interior/exterior

B. Electrical Systems

- **Routine electrical maintenance**
- **Lighting repair and replacement**
- **Breaker panel troubleshooting**

D. Plumbing

- **Leak repair**
- **Restroom fixture maintenance**
- **Water heater servicing**

E. Grounds & Exterior

- **Exterior building inspections**

F. Safety & Compliance

- **Fire safety equipment checks**
- **ADA compliance maintenance**
- **Emergency response repairs**

3. Vendor Qualifications

Vendors must demonstrate:

- **Minimum 5 years experience** in K-12 or commercial facility maintenance
- **Licensed and certified technicians**
- **Capacity for rapid response** (within 24 hours for non-emergency, 4 hours for emergency)
- **Proof of insurance** — liability, workers' compensation
- **Strong references** from similar contracts

4. Proposal Requirements

Proposals must include:

- **Company profile**
- **Detailed staffing plan**
- **Maintenance approach**
- **Preventive maintenance schedule**
- **Technology and reporting tools**
- **Cost proposal** — itemized and annualized
- **Safety protocols**
- **References**

All proposals must be **sealed** and clearly labeled with the RFP number.

5. Evaluation Criteria

QCSD will evaluate proposals using the following weighted criteria:

Criteria	Weight
Technical capability	30%
Experience with K-12 facilities	20%
Cost competitiveness	20%
Staffing and response capacity	20%
References and past performance	10%

6. Contract Term

The initial contract term will be **two (2) years**, with the option for **two (1) one-year renewals** based on performance.

7. Submission Instructions

Proposals must be delivered to:

Wilkinson County School District – Central Office Attn: Superintendent Walter L. Atkins, Jr.
488 Main Street Woodville, MS 39669

Digital submissions may be accepted only if accompanied by a sealed hard copy.

8. Questions & Clarifications

All questions must be submitted in writing to the Superintendent's Office no later than **August 20, 2026**. Responses will be posted publicly on the district website.

9. Reservation of Rights

WCSD reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Negotiate terms with the selected vendor

10. Anticipated Timeline

Milestone	Date
RFP Released	August 6, 2026
Vendor Questions Due	August 20, 2026
Proposals Due	August 27, 2026
Evaluation Period	August 28-31, 2026
Board Approval	September 1, 2026
Contract Start	September 2, 2026