

Coffeeville School District

Request for Proposals  
For

**General Maintenance Services**



Dexter Green, Superintendent of Education  
LaShanda Hoskins, Assistant Superintendent  
Linwood Baker, Maintenance Coordinator

**Deadline for Submission: June 9, 2026**

## **INTRODUCTION**

The Coffeeville School District is soliciting written proposals for general maintenance services at all campuses in the Coffeeville School District.

The successful proposer is undertaking the work under this contract is assumed to have visited the premises, viewed the specifications, and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

All site visits will require pre-approval from Mr. LaShanda Hoskins, Assistant Superintendent, at least 24 hours in advance. All visitors on Coffeeville Schools campuses must check in at the front office and be issued visitors badges prior to proceeding with any other activity.

**QUESTIONS:** ALL QUESTIONS REGARDING THIS RFQ ARE TO BE DIRECTED

TO: LaShanda Hoskins by emailing questions to [lhoskins@coffeevilleschools.org](mailto:lhoskins@coffeevilleschools.org)  
or (662) 675-894 ext. 1011.

### **PROPERTY LOCATIONS CHART**

	<b>SCHOOL/PROPERTY</b>	<b>ADDRESS</b>	<b>CITY</b>
1	<b>Coffeeville Elementary School</b>	104 Davis Street	Coffeeville, MS 38922
2	<b>Coffeeville High School</b>	16900 Okahoma Street	Coffeeville, MS 38922
3	<b>Coffeeville Pirates Gym</b>	96 Mississippi Street	Coffeeville, MS 38922
4	<b>Coffeeville Central Office</b>	96 Mississippi Street	Coffeeville, MS 38922
5	<b>Coffeeville Football Field</b>	96 Mississippi Street	Coffeeville, MS 38922

## **I. SCOPE OF WORK**

The project will include the following specifications:

The Contractor will maintain and seek methods sustain APPA 3 and move toward APPA 2 Maintenance Standards

General maintenance that includes but is not limited to:

Building Equipment & System Maintenance

- Assist in maintaining the Buildings Automation System (BAS)
- Operate, adjust, maintain, and repair building electronics and automated controls as required
- Periodically test controls, remote alarms & automated notifications associated with controls and repair as required

- Assist in maintaining alarm contact information for critical areas and critical alarms
- Respond to alarm or out of tolerance notifications
- Ensure equipment and systems are properly calibrated and accurate
- Notify the District of any out of tolerance or out of calibration issues
- Monitor and optimize system operation to maximize savings and efficiency
- Maintain and operate pneumatic control systems and digital control systems
- Maintain and operate BAS control system where feasible perform diagnostics and temperature set-point changes
- Promptly report any problems with computer-based control and automated system to The District

General Maintenance Duties (*please note that this list is not meant to be all-encompassing and may be amended/updated as need*)

The duties may include, but are not limited to:

#### **ELECTRICAL**

- Repair branch circuits and switches/starters up to 230 volts
- Troubleshoot circuitry up to volts
- Replace volt switches, fuses, and circuit breakers
- Install and/or replace motors
- Install and/or replace incandescent, fluorescent, vapor, metal halide, and LED lamps and fixtures
- Properly use voltmeter, amp-meter, or multi-meter to check current, resistance, and conductivity in circuit break panels, electrical outlets, junction boxes, on fuses, and switches
- If required, read and record utility usage meter reading
- Immediately repair/replace faulty, broken, or missing electrical parts/components, exit signs, etc..

#### **LAMP REPLACEMENT (may include, but not limited to):**

- Replace broken or missing globe/covers

- Repair/replace broken fixtures
- Tighten/make secure loose outlet switch covers
- Replace defective ballasts
- Secure/replace loose or missing switch covers
- Replace all burned out lamps

PLUMBING (may include, but not limited to):

- Install/repair piping up to
- Install valves
- Repair valves
- Troubleshoot plumbing and waste water systems
- Repair/replace faulty toilets, urinals, and sinks; install new fixture where needed
- Remove blockages in all piping (waste, soil, etc.)
- Repair/replace steam traps
- Clear stoppages in toilets, urinals, and sinks

**MECHANICAL (may include, but not limited to):**

- Adjust heating and cooling control (wall mounted thermostats, control points on automates Building Management Systems. Input and set occupied and unoccupied modes for climate comfort as needed or directed by Director of Buildings, Grounds, & Security; maintain all schedules
- Make minor repairs to all pneumatic controls
- Replace/install v-belts and sheaves on all indirect drive motors and apparatuses; replace/install flexible couplings and adjust keyways on direct drive motors and apparatuses
- Carry out general lubrication as needed or at scheduled intervals (fittings, shaft drives, motors, pumps, etc.)
- Repair all minor mechanical equipment (motors, pumps, actuators, etc.); install new equipment when and where necessary

- Perform cohesive inspections on all HVAC equipment on a monthly basis (check belt tension, check condition of filters, coils, and fans; check amperages and voltage, and check all valves and associated piping for leaks, tears on insulated lines, rotting/corrosion of joints and unions, etc.)
- Change out all filters on air handling units, stand-alone A/C units, and air quality control devices on a monthly basis (or more frequently is needed)
- Clean out all strainers on HVAC piping throughout the building before seasonal start-ups of equipment (e.g.- pre-summer for cooling, pre-winter for heating). Check operation of all steam traps to ensure proper steam/condensate ratios
- Perform daily blowdowns on boilers during heating season -surface and bottom- to ensure that boiler water tension is minimized and proper steam flow is maintained. Perform daily blowdown of low water cut-off to test/ensure proper operation – repair or replace apparatus immediately if faulty as this is a primary safety device
- Check operation of pressure gauges, pressuretrols, manual reset pressuretrols, gas valves, and resets on boilers. Check operation of boiler water gauges (tri-locks, etc.); clean boiler water gauge glass as needed
- Troubleshoot issues with all heating and air-conditioning equipment; make minor repairs
- Check operation of compressors sewage pumps

**PAINTING, CARPENTRY, & GENERAL MAINTENANCE (may include, but not limited to:)**

- Make minor repairs to sheetrock, replace where necessary or as directed
- Repair and replace ceiling tiles
- Implement painting schedule set forth by The District or as an as needed basis where applicable (large scale)
- Perform minor touch-up painting where needed, or as directed
- Make minor repairs to (or install new) door holdbacks, door checks, closers, hinges, strikes, kick-plates, handles, and doorstops; ensure proper operation of same
- Make minor repairs to (or install new) locks, cylinders, cores, mortises, cores and associated hardware. Help Maintain inventory of all keys

- Make minor repairs to (or install new) broken window panes, counterweights, vision panels, and sashes
- Mount and hang pictures, tack boards, smart boards, projector screens, supply dispensers, and posters
- Assemble new furniture procured by the school, make minor repairs to existing items (e.g.- desks, computer work stations, bookcases, cabinets, etc.); move same to where required
- Repair/install bathroom partitions, wall and floor ceramic tiles
- Replace worn VC tiles, carpet tiles, or carpeting; install new where required. No handling of Asbestos tiles will be allowed
- Replace torn, worn, or missing baseboard (e.g.- cove base) where needed or as directed
- Repair/replace stained, broken, or missing ceiling tiles
- Repair or replace torn, ripped, broken, or missing blinds, room-darkening or privacy shades and curtains. Repair or replace associated rods, draw sticks, cords, and/or roller chains

#### **OTHER**

- Fence Repair
- Tree/ Branch or Debris Removal/ Maintenance
- Sidewalk Damage/ Repair
- Clogged Drains/ Ground Areas, etc..
- Storm and Emergency Response
- Leak or Pipe Repairs

#### **REQUIRED TOOLS TO BE PROVIDED BY THE CONTRACTOR**

- Refrigerant Recovery Unit (refrigerants management/ policy by Coffeerville School District.
- Refrigerant Test and Charge Gauges
- Infrared Thermometer
- Claw hammers
- Hand saws

- Power Drills including ½" chuck
- Standard and locking pliers
- Linesman's pliers
- Screwdriver and nut-driver sets (standard and metric)
- Adjustable wrenches & crescent wrenches
- Plungers
- Plumber's snake (hand auger)
- Power snake ¾"
- Voltmeters, ammeters, and other test multi-meters
- Ladders (6', 8', & 10')
- Tool or gang boxes
- Shovels
- Oil cans & grease guns
- Safety Equipment (dust masks, work gloves, safety goggles, ear plugs, rubber souled footwear, etc.)
- Painting equipment (rollers, pans, etc.)
- Sanding blocks & Sandpaper
- 1 Pick-up truck, 2 maintenance vans

## **PERSONNEL**

- 1 Maintenance Foreman/Supervisor
- 1 HVAC Technician (may also work on general maintenance projects)
- 2 General Maintenance Technicians

*\*\* The Contractor must provide employment opportunities for the current staff who are employed by current Contractors of The District at or above current rate and benefits.*

*\*\* All personnel will take part in emergency response drills and be a vital part of emergency response teams.*

*\*\* The Contractor will provide safety training for all personnel (outside of The District led Emergency Response and Safety Drills/Training).*

## II. GENERAL CONDITIONS AND PROVISIONS

**GOVERNING LAWS:** This contract is made under and shall be governed and construed in accordance with the laws of the State of Mississippi.

**CONFLICT OF INTEREST:** All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the Coffeerville School District (including any member of the Coffeerville School Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of District who owns, directly or indirectly, an interest in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify District of any omissions or errors found in this document.

**INSURANCE COVERAGE:** During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Mississippi, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.

- **General Liability** - The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

**INSURANCE REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Mississippi. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Mississippi. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Mississippi laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

**OTHER INSURANCE PROVISIONS:** The policy or policies are to contain, or be endorsed to contain, the following provisions:

1. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
2. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice. The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add the Coffeerville School District as a Certificate Holder to their insurance policy and provide documentation of same.
  - Commercial General Liability – In an amount of \$1,000,000.00 per occurrence with \$2,000.00 aggregate.
  - Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00;
  - Worker's Compensation and Employer's Liability Insurance:
  - Workers Compensation Limits: Statutory- State of Mississippi. Policy shall include a waiver of subrogation in favor of Coffeerville School District. Employers' Liability: \$100,000.00 each accident; \$500,000.00 Disease Policy Limit \$100,000.00 Disease Employee
  - The CSD shall be named as an additional insured on the General Liability Policy and Automobile Policy and
  - Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of the contract.

**DAMAGE CAUSED BY SUCCESSFUL BIDDER:**

**The Coffeerville School District will hold the successful bidder responsible for damages caused to the buildings or assets of the Coffeerville School District under all conditions. In addition, successful bidder will be responsible for damages to property of others located on property of Coffeerville School District.**

**Unless the detailed information is furnished, your bid will be considered incomplete and therefor rejected.**

**FIRM:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**EVALUATION CRITERIA:** The Coffeerville School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, and the Contractors experience with similar projects. In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The District reserves the right to make independent investigations as to the qualifications of the Contractor(s). Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The District reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the District.

**AWARD OF BID:** The Coffeerville School District, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on "BEST VALUE." "BEST VALUE" will allow the District to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. "BEST VALUE" will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the District.

**NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Contractor and the award for janitorial/custodial services has been made, the successful Contractor will be notified by the District verbally and by a letter of award.

**TERMINATION FOR CAUSE:** The District may terminate their participation in this contract in whole or in part with thirty (30) days' notice, for their convenience, or because of failure of the Contractor to fulfill the contract obligations in any respect. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the District.

**EMPLOYEES:** Current employees (of The District or other vendor contracted by The District) must be given the opportunity to be employed at or above their current rate of pay, benefits package, and hours.

### III. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:

- Previous work to that described in Section I above.
- History of firm.
- Comparable references.
- *Note: All employees must have passed a background check before working on school premises*

The respondent should also include a work schedule of project in the response to this RFP.

#### IV. EVALUATION CRITERIA

The proposals shall be evaluated and ranked according to the following criteria:

1. Experience, including but not limited to the number and size of previous projects completed for the Coffeeville School District Board of Education and/or comparable projects for other entities.
2. Capacity to perform, including but not limited to staffing level and experience of staff, adequacy of resources, and coverage by professional liability insurance.
3. Total Cost to complete the Scope of Work.

The Coffeeville School District will rank the response to this RFP according to the criteria listed above and will negotiate with the highest ranked business regarding an acceptable contract with the Coffeeville School District. If negotiations are unsuccessful, the negotiations will be terminated and the Coffeeville School District will negotiate with the second highest ranked business. This process will continue until an agreement with a business is reached.

All work as specified in this RFP shall begin on the date specified in the award of bid as notified in writing by the Coffeeville School District.

**Deadline and number of copies:** Submit two (3) printed copies of the written proposal to be received no later than: (Tuesday, June 9, 2026 at 1:00 p.m. CST). It is the responsibility of the submitting firms(s) to ensure timely receipt by the Coffeeville School District. The Coffeeville School District will not be responsible for the untimely delivery of proposals due to the mail carrier or any other occurrences. All bids/proposals must be sealed.

Mail or hand delivery of the proposals to:

**LaShanda Hoskins, Assistant Superintendent**  
**Coffeeville School District**  
**96 Mississippi Street**  
**Coffeeville, MS 38922**

# The Five APPA Levels of Cleanliness



## **APPA Level 1: "Orderly Spotlessness"** (Showpiece facility)

Highest possible standard.  
Surfaces are clean and polished.



## **APPA Level 2: "Ordinary Tidiness"** (Comprehensive care)

High standard of regular cleaning.  
Surfaces are cleaned routinely.



## **APPA Level 3: "Casual Inattention"** (Managed care)

Average level of cleaning.  
Surfaces may have dust or buildup.



## **APPA Level 4: "Moderate Dinginess"** (Reactive)

Insufficient level of cleaning. May reflect staffing shortage.  
Surfaces are dirty or stained with infrequent inspections.



## **APPA Level 5: "Unkempt Neglect"** (Crisis)

Worst quality score. Surfaces are dirty, even from a distance.  
Customer complaints are frequent with an inattentive team.