



BID PACKET

**Blytheville Public School MAINTENANCE/REPAIR
SERVICES**

Bid #03292024

Blytheville, AR

March 29, 2024



GENERAL POLICIES GOVERNING BIDS

Under the law, the Board has the right to reject any or all bids and to consider quality, suitability to purpose, delivery dates, responsibility of bidders and other factors in selecting the products and services to be purchased and determining the successful bidders. The Board will select in each case what it considers to be the best product or service for the price.

Records showing the bids received and prices paid for each item will be placed on file and may be examined by the public upon request. If a bid is awarded to someone other than the lowest bidder, a note of explanation will appear in bid records. Mail inquiries regarding bids will not be answered.

INSTRUCTIONS FOR BIDDING

1. Bids must be written or typed on the Invitation to Bid (or its attachments).
2. Mail or hand deliver sealed bid to the address on the Invitation to Bid.
3. Mark outside of the sealed envelope, the number of this bid: Bid# 02061972. Any bid that is prematurely opened because it is not clearly marked on the outside of the envelope in this manner will be disqualified.
4. Bids must be in the office by the date and time shown on the Invitation to Bid. Late bids WILL NOT be accepted.
5. Bids will be received until the date and hour set in the Invitation to Bid.



**INVITATION TO BID
BID # 03292024**

****Scope of Work: Maintenance, and Repair Services****

****1. Objective: ****

- The purpose of this contract is to provide comprehensive, maintenance, and repair services for the Blytheville School District facilities, including Primary/Kindergarten, Elementary, Middle School, High School, Administration Building, and Service Center.

****2. Services Included: ****

- Furnishing all labor, materials, tools, equipment, and insurance required for Mechanical and HVAC Preventative Maintenance and Repair/General Maintenance.
- Developing service prices necessary to conform to the contract specifications applicable to the proposed service locations.

****3. Key Responsibilities: ****

- Conducting regular inspections of all facilities to identify maintenance and repair needs.
- Performing preventative maintenance on mechanical and HVAC systems to ensure optimal performance.
- Responding promptly to maintenance and repair requests from the Blytheville School District.

****4. Qualifications: ****

- The proposer must have prior experience providing grounds, maintenance, and repair services for educational or similar facilities.
- The proposer must have appropriate licenses, certifications, and insurance coverage.

****5. Bid Requirements: ****

- Bids must be submitted by May 17, 2024, at 3:00 PM.
- Bids will be opened on May 20, 2024, at 10:00 AM at the Blytheville Schools Administration Building.
- The Blytheville Board of Education reserves the right to reject any or all bids and to waive any formalities if it is in the Board's best interest to do so.

****6. Contact Information: ****

- **For questions regarding bid specifications, please contact Cliff Miller at 870-762-2053, ext. 1013.**



BID SUBMISSION FORM

MAINTENANCE/REPAIR SERVICES

**LOCATIONS: Primary/Kindergarten, Elementary, Middle School, High School,
Administration Building, Service Center**

\$ _____

Name of Company Submitting Bid: _____

Mailing Address: _____

Telephone: _____

Email: _____

A Company will be selected based on qualifications, experience, responsiveness, and price. It is understood that before a proposal is considered for award the Bidder may be requested by the Board to submit a statement of facts as to his previous experience in performing similar or comparable work, and of his business and technical organization and financial resources available to be used in performing the contemplated work. The Board reserves the right to reject or accept any or all bids as deemed in the best interest of the Board.

I certify by my signature below that the bid price provided above is correct and that I have the authority to obligate the company to perform under the conditions outlined herein. By submission of this bid, I certify that neither the vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Signature

Date

Print or Type Name

Title