

Request for Proposals Jackson Hinds Library System

Facilities Management Contractor

Proposals Due via email to mhedglin@jhlibrary.org no later than Wednesday January 8th.

Purpose and Process

Solicit proposals from firms to supply required personnel to manage facilities operated by the Jackson Hinds Library System (JHLS) on a routine basis for a lump sum monthly/annual fee, with a pre-arranged “adder” fee for extraordinary efforts such as emergency after-hours response and managing projects such as a window or carpet replacement, painting, or other small non-capital construction.

Responses will be assessed based on a firm’s past experience, the experience of the personnel they plan to assign to the contract, the presented ability to perform the work satisfactorily, and the cost structure.

Once a firm is chosen by JHLS, JHLS and facilities management firm will enter into contract negotiation with JHLS to further detail and cement the exact terms of the relationship. If negotiations are successful, the Board of Trustees (Board) of the JHLS will authorize the appropriate staff to sign the contract. The Board is under no obligation to choose any firm to perform this service, and at any time is free to unilaterally end the process.

Anticipated initial contract period is for one year.

Scope of Work

The facilities required to be included in the scope of services are as follows:

	Library	Address	Square Footage*
1.	Margaret Walker Alexander Library	2525 Robinson Rd., Jackson, MS 39209	10,911 ft ²
2.	R G Bolden/Anna Bell Moore Library	1444 Wiggins Rd, Jackson, MS 39209	4180 ft ²
3	Beverly J. Brown Library	5901-B Terry Rd, Byram, MS 39272	3500 ft ²
4.	Quisenberry Library	605 E Northside Dr., Clinton, MS 39056	26,094 ft ²
5.	Lois A. Flagg Library	105 Williamson Ave, Edwards, MS 39066	3022 ft ²
6.	Medgar Evers Library	4215 Medgar Evers Blvd, Jackson, MS 39213	11,884 ft ²
7.	Raymond Public Library	126 Court St, Raymond, MS 39154	4044 ft ²

8.	Ella Bess Austin Library	420 Cunningham St, Terry, MS 39170	4017 ft ²
9.	Fannie Lou Hamer Library	450 Albemarle Rd., Jackson, MS 39213	1568 ft ²
10.	Evelyn Taylor Majure Library	217 W Main St, Utica, MS 39175	3000 ft ²
11.	Willie Morris Library	4912 Old Canton Rd, Jackson, MS 39211	12,000 ft ²
13	Annie T. Jeffers Library	111Madison Bolton, MS 39041	1,000 ft ²

*all square footages are approximate

1. Initial Onboarding
 - a. Site visit to all libraries currently in service
 - b. Examination of Restoration1 building assessments done in 2023
 - c. Triage of existing needs and work required to be done to remedy existing needs
2. Regular scope of services
 - a. At least monthly walk through of all facilities, with follow-up documentation provided to Library leadership, during which
 - i. All rooms are visited
 - ii. All ceilings visually inspected from the floor for water damage or moisture
 - iii. All bathroom fixtures are exercised
 - iv. All doors in regular operation are operated
 - v. Ensure all lights work
 - vi. Cursory look for water leaks (areas that seem to be remaining wet inexplicably)
 - vii. Re-examination of any past repairs/replacements/work
 - b. Follow up on any staff facilities maintenance work requests within 3 business days, and make site visit if warranted by follow up.
 - c. Follow up on any outstanding requests to the building owner at least weekly, with proper escalation
 - d. Triage maintenance needs on a rolling basis and in regular communication with the Library and subsequently manage maintenance budget in light of projected spending
3. Project management scope of services (hourly, billed monthly)
 - a. Solicit quotes for work (generally less than \$15k)
 - b. Recommend to board or one of its committees a course of action for work based on assessment of contractor, price, timeliness, and other factors to ensure the best work product
 - c. Manage work
 - i. Follow up to ensure contractors show up as scheduled
 - ii. Verify quality of work performed by contractors
 - iii. Assess any requests for change of scope of work
 - iv. Recommend payment once work is complete and been basically inspected
 - d. Perform basic maintenance functions e.g. change a light switch, unclog sink

Response Requested

Proposals may come in the form of firm's own booklet assembled covering the information requested below, or you may use as your base the attached form. The form is not required, but may be helpful in organizing your data you'd like to share.

1. Base Fee
 - a. Propose base lump sum monthly fee
 - b. Define assumed hours dedicated per month for the "regular scope of services"
 - c. Propose hourly rate
2. Extraordinary/project management effort
 - a. Propose hourly proposed fee structure
 - b. Define expected response time in emergency situations
 - c. Define expectations for emergency and after hours work
3. Firm Qualifications
 - a. Demonstrate ability to respond in a timely manner to emergent situations
 - b. Demonstrate familiarity with applicable public purchasing law and JHLS Board requirements as shared
 - c. Demonstrate appropriate familiarity with electrical, mechanical, plumbing, roofing, and any other typical light commercial construction systems such that manager is capable of advising the Library of a course of action to respond to a need. (This is not an expectation of professional ensuring of code compliance, but a "common-sense" approach to know when to involve appropriate professionals and at what level to involve them)
4. Demonstration of Qualifications:
 - a. Current and past clients of firm
 - b. Current and past spaces under management by firm
 - i. List size of spaces
 - ii. List function of spaces
 - c. Individuals in your firm who would be assigned to this task specifically
 - d. Description of processes used to respond to emergent or after-hours work.