

**NOTICE TO FIRMS**

**FASHION INSTITUTE OF TECHNOLOGY**

**CONSULTANT SERVICES – OUTSOURCED FACILITY MANAGEMENT**

**RFP # C1238**

Sealed proposals which must include the entire package for the above work located on the FIT campus will be received by:

**FIT Purchasing Department at its office located at: 333 Seventh Avenue, 15<sup>th</sup> Floor,  
New York, NY 10001-5992 (Tel: 212-217-3630)**

Each proposal must be identified, on the outside of the envelope, with the name and address of the proposer and designated as proposal for the project titled above. When a sealed proposal is placed inside another delivery jacket, the proposal delivery jacket must be clearly marked on the outside:

**“PROPOSAL C1238 TO BE OPENED ONLY  
BY AUTHORIZED OFFICIAL” and  
“ATTENTION: ROBERT E. OTTO, ED. D.,  
PURCHASING OFFICE**

Fashion Institute of Technology will not be responsible for improper delivery of proposals that do not comply with these instructions. Late Bids will be returned unopened.

Only those proposals received at FIT’s Purchasing Office, on or before, December 18, 2014, 4:00PM will be considered.

# FASHION INSTITUTE OF TECHNOLOGY

## CONSULTANT SERVICES – OUTSOURCED FACILITY MANAGEMENT

### RFP # C1238

#### I. SCHEDULE

RFP Release Date 11/24/14

Written questions may be submitted to Purchasing Office via facsimile at 212-217-3631 or email: [Robert\\_Otto@fitnyc.edu](mailto:Robert_Otto@fitnyc.edu). Answers will be provided to all Firms in a timely manner.

Last Day for Receipt of Written Questions: 12/11/14 – 4PM

Proposal Due Date: 12/18/14 – 4PM

Interviews: on or about week of 1/5/15

Selection of Consultant: on or about 1/9/15

Commencement of Work: 1/16/15

#### II. INTRODUCTION

- A. The Fashion Institute of Technology (“FIT” or “College”), a community college of art and design, business and technology of the State University of New York, currently has an enrollment of approximately 10,000 students. Located in the Chelsea area of Manhattan. FIT's facilities are composed of a nine building complex containing administrative offices, classrooms, computer labs, and studios. The campus also includes the Gladys Marcus Library and The Museum at FIT. Four residence halls serve approximately 2,200 students.
- B. FIT’s division of Finance and Administration seeks to engage a consultant with experience in outsourced facility management.
- C. The College seeks proposals from consultants to examine and assess current conditions on campus; recommend best practices; assist in preparation and evaluation (non-voting) of RFP.

### **III. PROPOSER REQUIREMENTS**

- A. All Firms shall meet the following requirements and furnish all necessary information with the Proposal. Submit complete copies of the Proposal. Failure to comply with these requirements shall be grounds for rejection of your Proposal. Failure to comply with these requirements shall be grounds for rejection of your Proposal. FIT reserves the right to determine that a Firm has substantially met all the requirements of the RFP and/or ask for additional information. Those items for which Firms have or assert proprietary rights, or which must, under prior contract, remain confidential, shall be clearly indicated. Submission of Proposal shall be deemed to grant FIT the right to utilize submissions in any way, with or without prior notice. Absent affirmative assertion, the College reserves such right to use.

Proposals shall be submitted on or before December 18, 2014 by 4 PM to:

**DR. ROBERT E. OTTO, PURCHASING DIRECTOR  
FASHION INSTITUTE OF TECHNOLOGY  
PURCHASING DEPARTMENT  
333 Seventh Avenue, 15<sup>th</sup> Floor  
NEW YORK, NY 10001**

- B. Questions shall be submitted in writing to the attention of Purchasing Office via facsimile number 212-217-3631 or email Robert\_Otto@fitnyc.edu, no later than 4:00PM; Answers will be provided in writing in a timely manner.
- C. Firm shall provide a comprehensive and complete proposal with individual sections. Each section shall be tabbed and organized to conform to sections detailed below. Each section shall contain, at a minimum, the information described below.

#### **Firm shall provide with its Proposal:**

##### **1. Overview**

- a. Documentation that Firm has been doing business in the Consulting Services field for a minimum of three (3) years immediately prior to the date of this RFP.
- b. The consultant must demonstrate proficiency in Outsourced Facility Management.
- c. Description of range of business services; including a brief narrative statement and general history of operations also provide detailed resume(s) outlining educational background qualifications, areas of expertise and work experience.

## 2. **Similar Experience and References**

A list of other clients, for whom Firm has provided similar services, with special reference to higher education organizations. Include detailed information for a minimum of five (5) references providing project description, project budget, contact person, title and phone number.

## IV. **FEE PROPOSAL**

Firm shall provide a fee proposal in accordance with the attached Proposal Analysis Sheet.

## V. **EVALUATION CRITERIA**

A. A committee will use the following criteria to evaluate the Proposals, which meet the requirements of these specifications.

1. Range of Business Services and Qualifications	20%
2. Similar Experience and References	30%
3. Cost	30%
4. Interview or Oral Presentation	20%

B. FIT will award the Contract to the Firm with the highest scores on criteria 1 through 4.

FIT reserves the right to award the Contract to that Firm with the highest total score on criteria 1 through 3 only.

## VIII. **TERM**

The term of this contract will be for the period from on or about ~~January 16, 2015~~ to August 31, 2015.

## **SCOPE OF WORK FOR CONSULTANT**

Consultant shall:

I. Prepare a report and presentation to the Vice President of Finance and Administration that includes the following:

**An examination and assessment of current campus conditions**

The FIT campus is made up of five academic buildings located on West 27<sup>th</sup> Street and four residence halls, three of which are on 27<sup>th</sup> Street and one which is on 31<sup>st</sup> Street.

The current vendor provides cleaning services, basic maintenance services, engineering services, minor construction services and project management services.

Consultant's report shall assess campus cleanliness. Consultant shall also assess inventory control systems, work order systems and preventive maintenance documentation.

### **A comparison of management and staffing models in an urban environment**

FIT currently employs an Executive Director of Facilities, a Deputy and one manager. All other managers as well as unionized custodial, maintenance and engineering employees are provided by the contractor.

FIT will provide a listing of the number of employees in each category.

Consultant shall discuss this model within the context of other models that exist in higher education and discuss the strengths and weaknesses of each model.

### **Recommendations concerning best practices**

Consultant shall include a review of current best practices on College campuses with a focus on urban campuses concerning custodial, maintenance and engineering services.

## **II. Assist with the Request for Proposal (RFP) process as follows:**

### **Prepare a proposed scope of work**

Consultant shall review the scope of work that was issued as part of the last RFP process and strengthen it in accordance with its review and understanding of campus conditions. Consultant shall be on hand for the mandatory walk-through by interested parties. Consultant shall take the lead in compiling written questions that are received from interested parties and in preparing responses in consultation with FIT representatives.

### **Review of RFP's**

Consultant shall review all RFP's and prepare a summary document referencing key elements contained in the responses. Consultant shall assist in preparing questions for interviews and shall attend up to five interviews with contractors. (Consultant will be a non-voting member of the review committee.) Consultant shall prepare a document summarizing strengths and weaknesses of each contractor.

**PROPOSAL ANALYSIS SHEET FOLLOWS**

**PROPOSAL ANALYSIS SHEET**

**CONSULTANTSERVICES  
OUTSOURCED FACILITY  
MANAGEMENT**

**RFP No.C1238**

<b>Description</b>	<b>Cost</b>
All inclusive fixed price Proposal for services for the period of indicated to include:	1. Initial Report \$ _____
	2. RFP Work \$ _____
<b>Grand Total:</b>	\$ _____

Proposer: \_\_\_\_\_  
(Print or Type Company/Partnership/Individual Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type Name of Representative)

Title: \_\_\_\_\_  
(Print or Type Title of Representative)

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT:**

This proposal analysis page is the only pricing format acceptable. Firms must submit pricing using this form. FIT will not accept proposal responses on any other form.

***NOTE:***

FIT will not sign any vendor contract, agreement or scope of work. FIT Bid and Contract Terms and Conditions apply. Vendor requirement for FIT to sign any document will be grounds for rejection. Vendor inclusion of any clarifications, exceptions or changes which are not in compliance with FIT Bid and Contract Terms and Conditions will be grounds for rejection.

Vendor Signature confirms vendor acceptance of FIT Bid and Contract Terms and Conditions apply to order and/or contract awarded as a result of this bid.