



Summit Academy Management
Request for Proposals
Comprehensive Facility Management Services
2025

Request for Proposal (RFP): Comprehensive Facilities Management Services

Issued By: Summit Academy Management
Date Issued: March 3, 2025
Submission Deadline: March 28, 2025

I. Introduction

Summit Academy Management ("SAM") invites proposals from qualified facilities management providers to deliver comprehensive facility management, custodial, and/or landscaping/snow removal services for 20 buildings across 13 cities in Ohio (See Appendix for the list of facilities). Based in Akron, SAM operates Summit Academy Schools, a consortium of public community schools throughout Ohio. SAM embraces its mission to design, develop and deliver educational opportunities in a therapeutic environment so everyone can learn.

SAM was established in 1998 and opened its first school, Summit Academy Akron Elementary School, for the 1999-2000 school year. Over the past quarter century, Summit Academy Schools have emerged as a statewide leader in K12 special education.

SAM's network of schools fosters the social, emotional and academic growth of students with ADHD and autism. With a talented, compassionate workforce of special education teachers and administrators, a highly successful therapeutic martial arts program, small classes and tightknit school communities, Summit Academy Schools are strongly sought after by families seeking special education for their children. At present, our enrollment exceeds 1,800 students.

As public, nonprofit, tuition free community schools, Summit Academy Schools were created under Ohio law and are part of the state's education program. SAM and each Summit Academy School respectively operate with the oversight of Boards of Directors and in compliance with laws, regulations and contracts by the Ohio Department of Education and Workforce and by the schools' sponsors.

The successful provider will partner with us to maintain high functioning facilities that support the mission of providing a safe and effective environment for staff and students.

II. Scope of Services

SAM seeks proposals in each of three areas: comprehensive facility management, custodial, and landscaping/snow removal services. Bidders may bid on one or more of the three areas, but bids must be broken out by area.

Responsibilities for each area follow:

A. Comprehensive Facility Management Services

1. Daily Facility Management
 - General upkeep, repair, and operational oversight of all facilities.
 - Coordination with SAM's Facility Director to align activities with organizational goals.
2. Preventive Maintenance
 - Scheduled maintenance and inspections for:

- HVAC systems.
 - Boilers.
 - Roofs.
 - Water systems (plumbing, filtration, and supply systems).
 - Electrical systems (lighting, wiring, generators).
3. Emergency Repairs
 - 24/7 on-call service for emergency repairs and system failures.
 4. Work Order Management
 - Efficient system for submitting, acknowledging (within 2 hours), and resolving work orders.
 - Tracking and reporting metrics for incomplete and reopened work orders.
 5. Regulatory Compliance and Safety
 - Ensure compliance with all local, state, and federal regulations.
 - Provide documentation for inspections, safety audits, and certifications.

B. Custodial Services

1. Cleaning classrooms, offices, bathrooms, corridors, stairways, and other areas
2. Stocking and replenishment of paper products in restrooms and kitchen areas as needed (proposal should state if you are providing these supplies or SAM provides them)
3. Maintaining cleaning supplies inventory (proposal should state if you are providing these supplies or SAM provides them)
4. Setting up and tearing down for events
5. Interacting with students, parents, and community members
6. Coordinating deliveries year round
7. Scrubbing and waxing floors as needed
8. Responding to daily needs from building staff and the principal

C. Landscaping and Snow Removal Services

1. Regular landscaping services to maintain grounds year-round
2. Timely snow and ice removal during winter months to ensure safe access

III. Proposal Requirements

A. Required Information

1. Company Overview
 - Company name, headquarters location, and regional office details.
 - Years of experience in facilities management.
 - Experience managing multi-site facilities.
2. Proposed Approach
 - Description of how services will be delivered across multiple sites.
 - Use of technology to manage work orders, preventive maintenance, and reporting.
 - Plans for communication and coordination with the Facility Director.
3. Staffing Plan
 - Number and qualifications of staff assigned to this project.
 - Onsite and remote staffing details.
 - Training and certification programs for staff.
4. Quality Assurance and Reporting
 - Description of quality control processes.
 - Proposed metrics for performance evaluation.
 - Sample reports for quarterly reviews.
5. Cost Proposal for Each Area of Service
 - Detailed breakdown of costs, including:
 - Labor (onsite and remote).
 - Equipment and materials.
 - Travel and incidentals.
 - Optional services and associated costs.
6. References
 - At least three (3) references from similar projects. Include contact information and project details.
7. Additional Requirements
 - Certificate of insurance.
 - Any other relevant certifications or credentials.

B. Additional Requirements

1. Clearly state any services or costs not covered within the proposal
 - Performance Metrics & SLAs
2. Establish response times, resolution rates, and satisfaction tracking.
3. Technology & Reporting Requirements
4. Specify work order tracking systems and digital reporting expectations.
5. Environmental & Sustainability Considerations
6. Encourage green initiatives in cleaning, energy use, and landscaping
7. Transition and Implementation Plan
 - Detail a plan to ensure smooth transition and implementation without service disruptions
8. Disaster Recovery & Emergency Preparedness
 - Outline protocols for handling facility emergencies

V. Term of Agreement

The contract will have a term of three (3) to five (5) years, with quarterly quality reviews to assess performance and identify areas for improvement. In addition, the final contract may contain performance incentives, penalties for lack of performance, and any required financial assurances/insurance requirements for the selected provider at Summit Academy Management's discretion.

VI. Evaluation Criteria

A. Proposals will be evaluated on the following criteria

1. Demonstrated experience and capability in multisite facilities management.
2. Quality of proposed approach and solutions.
3. Cost effectiveness and transparency.
4. Responsiveness to RFP requirements.
5. Client references and past performance.

VII. Submission Instructions

- A. **Deadline for Submission:** March 28, 2025
- B. **Submission Method:** Email to Beverly.Locke@summitacademies.org
- C. **Questions Deadline:** March 21, 2025 at 5:00PM Eastern.

VIII. General Terms and Conditions

- SAM reserves the right to accept or reject any or all proposals.
- SAM is not obligated to accept the lowest cost proposal.
- All proprietary data will be treated as confidential.
- Providers are responsible for all costs incurred in preparing their proposals.
- Providers must indicate any potential conflicts of interest.
- The selected provider must comply with all local, state, and federal laws applicable to the scope of work and provide insurance certificates.

This RFP ensures a comprehensive and structured process for identifying the right facilities management provider. It covers all key elements for a geographically distributed network and ensures clarity for bidders. If further information is needed, please submit a question as indicated above.

Appendix: Summit Academy Management Facilities

Own Lease	School/Admin	School/Property	Address	City, State Zip	Sq. Ft.
Own	ADMIN/AKRMID	SAM Administration /AKRMID	2791 Mogadore Rd.	Akron, OH 44312	23555
	AKRELE	SA Akron Elementary	2503/2511/2523 Leland Ave.	Akron, OH 44312	23146
	AKRSEC	SA Akron Secondary	464 S. Hawkins Ave.	Akron, OH 44320	32476
	CANELE	SA Canton Elementary	1620 Market Ave. S.	Canton, OH 44707	14558
	CANSEC	SA Canton Secondary	2400 Cleveland Ave. NW	Canton, OH 44709	11366
	CINSCH/CINTRA	SA Cincinnati Elementary & Transitional School	1660 Sternblock Ave.	Cincinnati, OH 45237	28786
	COLALL	SA CS, MS, THS	2521 Fairwood Ave.	Columbus, OH 43207	31788
	LORELE	SA Lorain	346 Illinois Ave.	Lorain, OH 44052	17882
	MIDELE	SA CS Alt Learners - Middletown	4700 Central Ave.	Middletown, OH 45044	12648
	MIDELE	SA CS Alt Learners - Mid Annex	7 S. Marshall Rd.	Middletown, OH 45044	11772
	PARSCH	SA CS - Parma	5868 Stumph Rd.	Parma, OH 44130	25658
	WARELE	SA CS - Warren	2106 Arbor Ave. SE	Warren, OH 44484	22864
	WARMID	SA CS Alt Learners-Warren Mid/Sec	1461 Moncrest Dr. NW	Warren, OH 44485	25262
	XENSCH	SA CS Alt. Learners - Xenia	1694 Pawnee Dr.	Xenia, OH 45385	27777
	XENSCH	SA CS Alt. Learners - Xenia Annex	Annex	Xenia, OH 45386	10523
	YOUSEC	SA Secondary - Youngstown	2800 Shady Run Rd.	Youngstown, OH 44502	27700
					347,761
Lease					
	DAYTRA	SA Trans. High School - Dayton	251 Erdiel Drive	Dayton, OH 45415	25464
	MIDSEC	SA Secondary - Middletown	3029 Yankee Rd.	Middletown, OH	28000
	TOLSCH	SA - Toledo	301 Collingwood Blvd.	Toledo, OH 43604	43000
	YOUMID	SA -Youngstown	144 N. Schenley Ave.	Youngstown, OH 44509	33184
					129,648

Own	347,761
Lease	129,648
Total	477,409