

Community Coordinated Care for Children (4C)



REQUEST FOR PROPOSALS

for

FACILITIES FOR EARLY HEAD START

WITHIN ORANGE COUNTY

RFP # EHSOCF201011



Community Coordinated Care for Children (4C)

SECTION 1 INTRODUCTION

1.1 STATEMENT OF NEED

Community Coordinated Care for Children (4C), Inc. is incorporated as a non-profit entity with 501(c)(3) status. It is a childcare resource and referral agency for central and southwest Florida. It is the grantee for the Head Start program in Osceola and Seminole counties. It is also the grantee for the Early Head Start program in Orange, Osceola and Seminole counties. Head Start is a federally-funded program for less-advantaged children from age three to five and their families. Early Head Start is for children from birth to age three as well as pregnant mothers.

4C is looking for two buildings in Orange County suitable for Early Head Start services. Early Head Start is a federal program that serves infants and toddlers. The young age of this group needs to be considered for safety reasons when determining a location. **Facilities that were once schools or child care centers would be ideal.**

1.2 ELIGIBLE PROPOSERS

- A. All public or private corporations properly organized in accordance with State and Federal law, authorized to do business in the State of Florida may submit a Proposal as defined within this request.
- B. No Proposer will be considered if:
 - 1. The Proposer has been placed on the discriminatory vendor list pursuant to Section 287.134, F.S.;
 - 2. The Proposer has been debarred or suspended or otherwise determined to be ineligible to receive federal and/or state funds by an action of any governmental agency;
 - 3. The Proposer's previous contract(s) with 4C or any other State of Florida or state affiliated agency has been terminated for cause;
 - 4. The Proposer's name appears on the convicted vendor list; or
 - 5. For any cause the Proposer is determined non-responsive or non-responsible.

1.3 FURTHER CONDITIONS

- A. 4C has the responsibility to ensure contracted costs are necessary, reasonable, and allowable as defined by State and Federal standards.
- B. This request does not commit or obligate 4C to award a contract, to commit any funds identified in this request document, to pay any costs incurred in the preparation of a Proposal to this request, or to pay for any costs incurred in advance of the execution of a contract.
- C. 4C furthermore reserves the right to:
 - 1. Reject any and/or all Proposals in whole or in part as 4C deems is in its best interest;
 - 2. Change or waive any provisions set forth in this request;

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3. Return non-responsive Proposals without review;
 4. Waive informalities and minor irregularities in Proposals received, as 4C deems appropriate;
 5. Request additional data, technical, or price revisions in support of the written Proposal; and
 6. Verify any factual information as it is presented within the Proposal.
- D. In the event funds to finance this project become unavailable, 4C may terminate the contract upon no less than twenty-four (24) hours notice in writing to the Vendor. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. 4C shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the Provider will be compensated for any work satisfactorily completed prior to notification of termination.

SECTION 2 ORANGE COUNTY FACILITIES PROPOSAL PROCESS

2.1 SCHEDULE OF EVENTS AND TIMELINE

Event	Date
Solicitation for RFPs from realtors, property owners, or landlords to present their leasable facilities in Orange County is publicly noticed in the Central Florida Business section of the Orlando Sentinel.	June 7, 2010
RFP information is posted on the 4C website at www.4CFlorida.org > Central Florida > RFP for Orange County Facilities	June 7, 2010
Proposers that have facilities that meet the specifications outlined in Section 3.2 below (or a vast majority of them) should email the contact person listed in Section 2.2, putting “ EHSOCF201011 ” in the Subject box. The email should indicate the location of the facility or facilities and how it or they would be suitable for 4C to conduct the provision of Early Head Start services.	June 7, 2010 until Facilities are Found
Proposers will be contacted to set up visits to prospective sites	

2.2 CONTACT PERSON

Mildred Maldonado, 4C Procurement Specialist
Community Coordinated Care for Children, Inc.
3500 West Colonial Drive
Orlando, Florida 32808
E-Mail: MMaldonado@4CFlorida.org
Fax: 407 445 7366

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SECTION 3 SCOPE

3.1 STATEMENT OF NEED

Community Coordinated Care for Children (4C), Inc. is looking for two buildings in Orange County suitable for Early Head Start services. Early Head Start is a federal program that serves infants and toddlers. The young age of this group needs to be considered for safety reasons when determining a location. **Facilities that were once schools or child care centers would be ideal.**

3.2 SPECIFICATIONS

Each of the two facilities must meet the following:

A. Location in:

Incorporated

City of Apopka

Town of Eatonville

City of Orlando

Unincorporated

Azalea Park Pine Hills

Fairview Shores Sky Lake

Lockhart South Apopka

Oak Ridge Taft

Orlo Vista Tangelo Park

Pine Castle

B. 6,000 to 8,000 square feet in a one-story building under air to accommodate six to eight classrooms with 500 square feet each; four or five rooms (approx. 10 by 12) for offices, storage, laundry, etc.; and a reception area/waiting room.

C. An existing fire alarm system

D. An existing security system

E. High speed Internet access

F. Existing data and voice jacks

G. Two ways to enter/exit each classroom. One of these doors must lead to the outside.

H. Plumbing to accommodate a water supply to each of the classrooms for sinks and toilets

I. Plumbing and electrical for a washer and dryer.

J. Safe drinking water

K. An HVAC system that can maintain a room temperature between 65 and 82 degrees.

L. Lights that maintain the equivalent of 20 foot candles at three feet from the floor.

M. Parking for approx. 25 vehicles.

N. An outside play area approx. 2,000 square feet, which is shaded and in a non-hazardous place safe from vehicular traffic

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3.3 FURTHER NOTES

- A. Because funding for this project was made available through the American Recovery and Reinvestment Act (ARRA), all materials, equipment, fixtures, appliances used to make this facility appropriate for use must have been made in the United States.

- B. Any person who is adversely affected by a 4C decision concerning a procurement solicitation and who wants to protest such decision shall file a protest with Mildred Maldonado, 4C Purchasing Specialist. Failure to file a protest within 5 business days shall constitute a waiver of proceedings.

Any Proposer who desires to file a formal protest to the decision to the Award Contract, must submit a bond payable to 4C in an amount equal to 1% of the total value of the Proposer's potential contract, which bond shall be conditioned upon the payments of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, 4C may accept a cashier's check or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.