

## REQUEST for PROPOSALS

Lakes and Prairies Community Action, Inc

Maintenance Services

**Submit Proposals by 12:00 PM, Monday, July 15 2024, to:**

CAPLP

Colleen Murray

891 Belsly Blvd.

Moorhead, MN 56560

[Colleenm@caplp.org](mailto:Colleenm@caplp.org)

*Please contact Bri Glenn with any questions or for a tour of the space at:*

*218-512-1539 or [brig@caplp.org](mailto:brig@caplp.org)*

**Contracted services will begin August 1, 2024**

### **Instructions**

*Please read this entire Request for Proposal (RFP)*

*Please Submit a proposal that addresses each area outlined in the Response Requirements below to the contact named above by the due date named above.*

### **PROGRAM DESCRIPTION**

At Lakes & Prairies Community Action Partnership (CAPLP) we provide a wide array of programs and services that are designed to meet the unique needs of the children, families and seniors that live in the communities we serve. All of our programs and services work together to help us achieve our mission to Eliminate Poverty, Empower Families, and Engage Communities. We believe in a holistic approach to helping people build a better future for their families.

### **SERVICES REQUESTED**

We are seeking proposals for building maintenance services at 2 locations in the FM area. Our main administrative offices located at 891 Belsly Blvd Moorhead and our satellite office located at 112 1<sup>st</sup> Ave SE Dilworth. Maintenance services are on a “as needed” basis and paid on an hourly basis.

### *Examples of Duties and Tasks*

- Light furniture or equipment assembly for offices and classrooms
- Replace light bulbs
- Minor repairs and fixes of office spaces and equipment
- Light landscaping or outdoor repairs
- Replace ceiling tiles
- Mounting or hanging items on walls
- Touch up painting & wall repairs

### **SCHEDULE**

CAPLP will keep a list of tasks and coordinate the time for services. Services can be provided as needs arise and schedule allows, and we can be flexible with scheduling.

### **QUALIFICATIONS**

Experience in providing maintenance or handyman services, including references if applicable. Must have own tools.

### **REIMBURSEMENT**

Reimbursement will be paid at a negotiated hourly rate for hours of service provided.

### **RESPONSE REQUIREMENTS**

**Please submit include the following items in your proposal to provide services:**

- A. Organization Name, If applicable
- B. Contact Name
- C. Address, City, State, Zip
- D. Phone Number
- E. Email
- F. Hourly rate for services
- G. Availability for providing services
- H. Description of experience
- I. References