

**Request for Proposals
Peace Reformed Church
Maintenance Technician Services**

Peace Reformed Church is seeking an individual to be its Maintenance Technician. The Maintenance Technician is a contracted position whose primary responsibility is to assure by directly maintaining or requesting outside support, to maintain the physical plant of the church. **Interested parties are encouraged to respond prior to August 30, 2024.**

An Independent Contractor Agreement will be signed between the church and the individual who provides these maintenance services.

Peace Reformed Church is a 250-member church in Eagan Minnesota. The primary sanctuary was built in 1984 with a significant addition added in 1991. The church has a sanctuary which seats about 250 people, a fellowship Hall with a kitchen, gym which is used frequently and about 25 offices/classrooms. Respondents may take a building tour prior to submitting their response - contact Craig Ebeling – 952-356-3812 – craig4958@gmail.com.

The Maintenance Technician will be expected to provide church maintenance services as described in the Job Requirements document below.

It is expected that a single individual will be the Maintenance Technician. In proposing to being utilized for this contracted position, it is expected that the following additional information will be provided:

- Estimated number of hours per week to complete the tasks listed in the Job Requirements.
- Charge per hour of work.
- Any information the church should be aware of regarding scope of work and or your qualifications.

**Peace Reformed Church
Maintenance Supervisor Job Requirements**

- 1) **General Overall Statement of Scope** - This is a contracted position whose responsibility is to assure, by directly performing, or requesting outside support, maintenance of the following building systems:
- a) Electrical Systems
 - b) HVAC Systems
 - c) Plumbing Systems
 - d) Security and Monitoring Systems
 - e) Doors & Windows
 - f) Floor Surfaces
 - g) Basic Carpentry Repair and Upgrades
 - h) Miscellaneous Equipment and Fixtures Repair

This position does not include daily clean-up and janitorial services which is provided through another contract.

- 2) **Work Scope** - The Maintenance Technician will provide Basic Maintenance tasks to the extent possible given the limits of time and their expertise. Basic Maintenance is envisioned to include the following tasks (The Maintenance Technician may complete work beyond these items depending on their expertise and their time available):
- a) Electrical Systems
 - i) Replacement of light bulbs in all areas, interior and exterior except the sanctuary and the gymnasium
 - ii) Resetting of tripped breakers and other minor circuitry malfunctions
 - iii) Mounting Replacement Fixtures
 - b) HVAC Systems
 - i) Spring and fall maintenance of all HVAC units.
 - ii) Scheduling and completing filter replacement on all heating and air conditioning units.
 - iii) Periodic replacement of kitchen exhaust fan filters
 - c) Plumbing Systems
 - i) Repair of sinks and toilets as required – examples - leaking faucets, malfunctioning ball cocks etc.
 - ii) Maintenance of water softener including salt refills
 - d) Security and Monitoring Systems
 - i) Rebooting and other normal software operation
 - ii) Replacement of any batteries required for operation.
 - iii) Minor camera reorientation and other minor adjustments
 - iv) Maintenance of room and entrance number markings
 - v) Maintenance of emergency instruction and information postings
 - e) Doors Windows and Other Structural Building Elements
 - i) Developing and implementing a schedule for painting on a three-year rotation utilizing volunteer painting work groups.
 - ii) Maintaining cabinet and door hinges.

- iii) Repair of dents/holes/damage in doors and walls.
 - iv) Replacement of ceiling tiles as needed.
 - v) Repair of windows and windowsills as needed.
 - vi) Minor maintenance of handicap door equipment
 - f) Floors
 - i) Maintenance of tile floors (not bathrooms) - Stripping, waxing and buffing in late summer and cleaning, waxing and buffing in mid-winter.
 - ii) Minor carpet shampooing as required.
 - g) Minor Carpentry Repair and Upgrades
 - i) Basic upkeep of the building woodwork, doors, frames, etc.
 - ii) Construct minor new woodwork as needed.
 - iii) Maintain Surfaces – Minor Painting and Finishing (as required)
 - h) Miscellaneous Equipment Repair - Miscellaneous minor equipment repair when requested and when practicable, repair contracts and equipment warranties notwithstanding.
 - i) Exterior Building Maintenance
 - i) Repair exterior metal fascia and other minor exterior wear and tear.
 - ii) Monitor downspouts for proper drainage.
 - j) Work Beyond Basic Maintenance
 - i) The Maintenance Technician shall assist in identifying needs for maintenance beyond Basic Maintenance and advise the designated primary church contact. The church may establish a second designated contact person for emergency needs.
 - ii) Upon authorization by a designated church contact, the Maintenance Technician shall engage the appropriate vendor unless in emergency situations the church contacts have done so.
 - iii) The Maintenance Technician shall coordinate the delivery of services by the selected preferred vendor.
- 3) **Reporting** - The Maintenance Technician will advise the church contacts bi-weekly of their planned work schedule and planned maintenance activities. The Maintenance Technician will work with the church contacts to establish effective communication methods which may include written communication, in-person meetings, voice mail messages, text messages, and/or emails. The church contact persons and the Maintenance Technician shall agree on the most appropriate tool or tools. The Maintenance Technician shall confirm receipt of requests from the church contacts, within four hours of their issuance if during the workday or sooner if an emergency has arisen. The response shall include a planned response time.
- 4) **Qualifications** - The Maintenance Supervisor must be experienced in and demonstrate the following skills, knowledge and abilities:
- a) Ability to work independently and efficiently.
 - b) Possess basic knowledge of and/or training in building systems including but not limited to electrical, plumbing, HVAC, structural, and monitoring and security systems.
 - c) Ability to effectively communicate with Peace Church staff especially in the area of integrating maintenance activities with the building usage.
 - d) Ability to lift at least fifty pounds.
- 5) **Work Hours**

- a) The Maintenance Technician may establish his/her own work schedule that accomplishes the scope of work and allows adequate contact opportunities for staff and facility users.
- 6) Compensation
- a) Compensation will be negotiable but will be based on the proposed hourly rate multiplied by actual hours worked. The proposed hourly rate will be in effect for a period of twelve months from the execution-of-contract date, at which point it may be renegotiated.
 - b) The Maintenance Technician will prepare and submit a monthly invoice listing the hours worked for each day on site with a brief descriptor of work accomplished.
 - c) The Church will issue an IRS Form 1099 at year end.
- 7) Termination – The contract may be terminated by either party upon ninety (90) days written notice.

COMPLETE AND SUBMIT HARD COPIES OF THE COMPLETED RESPONSE TO THE REQUEST FOR PROPOSALS AS INDICATED BELOW:

Name of the Respondent _____
 Street Address _____
 City, State and Zip Code _____
 Telephone Number _____ Is this a mobile phone? _____

Proposed Hourly Rate of Compensation _____

Estimated Number of Hours Per Week for Basic Maintenance _____

Additional Comments _____

Signature _____

Attach any supporting documentation for Proposal and submit to Peace Reformed Church, 2180 Drive, Eagan, MN 55102 – Attn: Craig Ebeling. Interested parties are encouraged to respond prior to August 30, 2024.