Request for Proposal

Contracted Maintenance Services

Associated Students, Inc. at Cal Poly

Cal Poly Maritime Academy, Solano Campus

Solicitation Information	
Issue Date	November 20, 2026
Proposal Due Date and Time	December 20, 2026
Contract Term	January 25, 2027, through June 30, 2027, Reviewed annually for renewal
ASI Contact	Jill Baxter, Assistant Director - Facility Operations

Introduction and Purpose

Associated Students Incorporated at California Polytechnic State University, San Luis Obispo, doing business as ASI, is a nonprofit auxiliary organization of California Polytechnic State University. ASI is seeking a qualified contractor to provide routine scheduled and as-needed basic maintenance support for designated ASI-managed facilities at Cal Poly Maritime Academy, Solano Campus.

The selected contractor will provide reliable, safe, and well-supervised technician services in accordance with this RFP, approved schedules, work orders, and ASI procedures. The scope is limited to basic electrical, plumbing, carpentry, and moving support.

RFP Schedule

ASI may modify this schedule by written addendum. Proposers are responsible for monitoring the designated procurement location for updates.

Milestone	Date
RFP issued	November 20, 2026
Proposal due	December 20, 2026
Finalist interviews, if conducted	December 22, 2026
Notice of intent to award	January 4, 2027
Anticipated contract start	January 25, 2027

Facilities and Service Areas

This RFP establishes academic-year maintenance support for ASI-managed facilities including the Physical Education and Aquatics Center (PEAC), Morrow Cove, and Bodnar Field. The contractor will perform work assigned by ASI through the approved work-order process. A site walkthrough may be arranged upon request to verify facility conditions, access, and service expectations.

Facility	Areas Requiring Basic Maintenance Support
PEAC	Upper and lower levels, including restrooms, locker rooms, lobby, entries, stairs, elevator, gymnasium and multi-purpose gym, fitness spaces, wellness space, offices, conference rooms, ticket office, concessions, pool deck wet room, common areas, storage areas, doors, furnishings, fixtures, lighting, plumbing fixtures, and related non-specialized building elements.
Morrow Cove	Exterior entry and trash areas, main lounge, restrooms, hallway, Offices 118, 114, and 115, support spaces, doors, furnishings, fixtures, lighting, plumbing fixtures, and related non-specialized building elements.
Bodnar Field	Restrooms and field-adjacent support areas, including doors, furnishings, fixtures, lighting, plumbing fixtures, and related non-specialized building elements.

Scope of Services

The contractor shall furnish all labor, supervision, qualified personnel, tools, equipment, transportation, standard materials, and other resources necessary to perform the services, except as expressly identified as ASI-provided in the resulting agreement. Services shall maintain ASI-managed facilities in a safe, functional, and well-maintained condition.

Basic Maintenance Services

Work will be scheduled and prioritized by ASI. Services are limited to the following basic support activities, performed only within the technician's qualifications and applicable licensing requirements:

- Basic electrical support, including replacement of lamps, bulbs, batteries, switch or outlet covers, and other approved minor components. The contractor shall report conditions requiring licensed electrical work or specialized service.
- Basic plumbing support, including clearing minor accessible clogs, replacing washers or aerators, adjusting toilet or urinal components, and repairing or replacing approved minor fixture hardware. The contractor shall report leaks, failures, or work requiring a licensed plumber.
- Basic carpentry and finish repairs, including minor repairs to doors, hardware, cabinetry, shelving, trim, wall protection, furniture, lockers, benches, tables, chairs, and other nonstructural components.
- Moving and setup support for furniture, equipment, program materials, event materials, and boxed supplies within ASI-managed facilities, including approved room setups, resets, and equipment relocations.
- Installation or repair of approved minor facility components, including signage, dispensers, whiteboards, coat hooks, wall-mounted accessories, protective bumpers, and similar items.
- Documentation of work completed, materials used, deficiencies identified, recommended follow-up, and work that cannot be completed in the approved work-order system.
- Prompt reporting of observed safety, security, accessibility, pest, water intrusion, electrical, plumbing, or other facility concerns to the ASI-designated representative.

Required Academic Year Staffing and Coverage

The contractor shall provide up to an average of 10 direct technician labor hours per week during the academic year to support maintenance and operational needs across trade specialties and ASI-managed facilities, including PEAC, Morrow Cove, and Bodnar Field. Services may include basic electrical, plumbing, carpentry, moving, preventive maintenance, work-order updates, and identification of follow-up needs. ASI will communicate requested work, priorities, and the scope of services based on work-order volume, facility use, planned maintenance, and operational needs. Actual needs may vary, with some weeks requiring the full allocation and others requiring little or no work.

Coverage	Average Labor Hours	Primary Focus
Technician support	10 hours per week	Complete the assigned basic electrical, plumbing, carpentry, and moving support tasks; conduct basic preventive tasks; update work orders; identify and report follow-up needs.
Additional support when authorized	As requested, and separately priced	After-hours event support, urgent response, approved project work, or labor above the routine allocation.

Additional Services

ASI may request additional, project-based, event-related, urgent, or after-hours maintenance support. These services shall be performed only when authorized by ASI and in accordance with the agreed pricing structure. Work outside the basic scope, including specialized electrical, plumbing, structural, or code-required work, must be identified to ASI for separate authorization and may require a properly licensed specialty contractor.

Equipment Supplies and Storage

Contractor Provided Resources

The contractor shall provide and maintain, at its own expense, all standard tools, equipment, ladders, carts, hand tools, basic diagnostic equipment, transportation, personal protective equipment, caution signage, barriers, and routine consumable repair materials needed to perform the contracted scope.

Materials and Parts

ASI may provide or approve specific replacement parts, fixtures, equipment, and materials based on availability, compatibility, warranty requirements, or Campus standards. The contractor must obtain prior written approval from ASI before purchasing materials, parts, equipment, or outside services on ASI's behalf.

Storage

ASI will not provide access to any ongoing storage spaces on site.

Service Standard and Quality Control

The contractor shall perform all services in accordance with the approved scope of work, work-order priorities, manufacturer instructions, applicable codes, ASI procedures, Campus requirements, and all applicable federal, state, and local laws, regulations, and safety standards.

- Maintain a documented quality-control program with routine inspection of completed work, timely correction of deficiencies, accurate work-order documentation, and a clear escalation process.
- Provide trained and properly supervised personnel with the qualifications needed for assigned basic maintenance work and safe material handling.
- Maintain work areas in a safe condition, including use of caution signage, barriers, personal protective equipment, lockout or tagout procedures when applicable, and other appropriate safety controls.
- Immediately report property damage, incidents, hazards, water intrusion, security concerns, or conditions requiring emergency or specialized maintenance attention.
- Maintain reliable communication with ASI regarding staffing, work-order status, material needs, schedule changes, and conditions affecting facility operations.

Contractor Qualifications and Proposal Requirements

The successful proposer shall demonstrate commercial or institutional facilities maintenance experience of similar scope and complexity, sufficient qualified staffing and financial capacity, required business authorization and trade licensing, compliance with applicable employment and safety laws, appropriate employee screening and training, required insurance, and the ability to comply with ASI and Campus access, safety, security, work-order, and communication procedures.

Proposals shall include a signed cover letter, company profile and relevant experience, technician staffing and supervision approach, quality-control procedures, contractor-provided equipment list, pricing for the standard academic-year coverage and additional services, three comparable references, proof of insurance, and any exceptions to the RFP requirements.

Pricing Proposal

Pricing shall be clear, complete, and inclusive of all contractor costs unless expressly identified otherwise. Proposers shall identify assumptions, exclusions, materials or parts markups, and escalation provisions. ASI may negotiate final scope and pricing with the selected proposer.

Pricing Category	Proposed Hourly Price	Notes and Assumptions
Technician labor hourly rate (broken down by specialty area)		
Emergency, after-hours, or event-related support hourly rate		

Insurance Requirements

Before work or services begin, the selected contractor shall provide ASI with a current Certificate of Insurance and all required endorsements. The certificate and endorsements must demonstrate, at minimum, the following coverage:

Coverage	Minimum Requirement
Commercial General Liability	$2,000,000 per occurrence and $4,000,000 aggregate
Automobile Liability	$1,000,000 per accident for any owned, non-owned, or hired autos
Workers' Compensation	Statutory limits and $1,000,000 Employer's Liability

If the contractor has no employees and is self-insured, the contractor shall complete and return ASI's Workers' Compensation Waiver form.

Required Endorsements

- Additional Insured Endorsement using ISO forms CG 20 10 and CG 20 37, or equivalent.
- Waiver of Subrogation for Commercial General Liability, Automobile Liability, and Workers' Compensation.
- Primary and non-contributory language for Commercial General Liability.

Certificate Requirements

The Certificate Holder shall be listed as:
Associated Students, Inc.
Attn: Business Services 1
Grand Avenue
San Luis Obispo, CA 93407-0440 glyon14@calpoly.edu

The Description of Operations must state: "The State of California; the Trustees of the California State University; California Polytechnic State University, San Luis Obispo; Associated Students, Inc. California Polytechnic State University, San Luis Obispo; and their officers, employees, agents, directors, and volunteers are named as additional insureds."

Evaluation and Selection

ASI will use a best-value determination. Price is important but will not be the sole factor. ASI may request clarifications, conduct reference checks, interview finalists, and negotiate with the proposer determined to offer the best value.

Evaluation Factor	Relative Consideration
Relevant experience and qualifications	High
Technician staffing, service approach, and quality control	High
Pricing and overall value	High
References and past performance	Medium
Responsiveness and completeness	Medium
Ability to meet ASI and Campus operational needs	Medium

Submission Instructions

Proposals must be received by the due date and time stated in the RFP Schedule. Late proposals may be rejected.
Submit proposals and written questions to:
Jill Baxter
Assistant Director - Facility Operations
jibaxter@calpoly.edu

ASI may issue written responses or addenda as it determines appropriate. Verbal statements are not binding unless confirmed in writing by ASI.

General Conditions

ASI reserves the right to reject any or all proposals, waive minor irregularities, cancel or modify this solicitation, and accept or negotiate with the proposal ASI determines to be in its best interest. Issuance of this RFP does not obligate ASI to award a contract or reimburse proposal costs. Any award is contingent on execution of a written agreement and completion of required insurance, background, access, and onboarding requirements.

The selected contractor will be an independent contractor and not an employee, agent, partner, or joint venturer of ASI or the Campus. The selected contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and Campus requirements applicable to the services.

Attachment A

Facility and Service Area Schedule

The locations below are included in the routine maintenance service area. The detailed list identifies the spaces to be assessed and supported through approved work orders. This attachment does not expand the contractor's scope beyond basic electrical, plumbing, carpentry, and moving support.

Facility	Included Areas
PEAC Upper Level	Women's restroom, men's restroom, carpeted hallways, concrete entry, stairs, elevator, upper gym overhang, Fitness Space 201, Conference Room 205, Office 206 and Offices 207 through 215, and large conference room.
PEAC Lower Level	Lobby, entry, stairs, elevator, locker room hallways and tile entryways, Women's Locker Room 100A, Men's Locker Room 111, team locker room, Fitness Space 102, Lobby Women's Restroom 114, Lobby Men's Restroom 113, Multi-Purpose Gym 101, Wellness Space 108, Main Gym 103, Ticket Office and Concessions 104, and pool deck, pool deck wet room and conference room.
Morrow Cove	Exterior entry and trash areas, main lounge, both restrooms, hallway, Offices 118, 114, and 115, and office and support spaces.
Bodnar Field	Restrooms, bleachers, and field-adjacent support areas.