

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

REQUEST FOR PROPOSALS

Elevator Maintenance & Modernization

Thurgood Marshall Academy—a nonprofit, college-preparatory, public charter school located in Southeast Washington, DC—seeks a vendor to maintain and modernize its elevator.

Bidders Meetings & Questions

- All questions must be sent via email to dschlossman@tmapchs.org. Responses will be posted in a Google Doc at <https://thurgoodmarshallacademy.org/about/employment-opportunities/>
- Bidders can inspect site conditions as follows:
 - **Aug. 20, 2026, 2 pm, or by appointment (subject to school staff availability)**
 - Location: **2427 Martin Luther King Jr. Ave. SE, Washington, DC, 20020**
(no parking on-site)
 - Meeting contact: Building engineer

Scope of Work

General Provisions

Thurgood Marshall Academy seeks a contractor to provide both (A) routine preventive maintenance and repair as well as (B) elevator modernization. Note the following: The school intends to enter into a PM service agreement (scope A, below). The modernization projects (scope B), however, are all tentative. The school seeks a vendor who will advise on needs and the best approach (e.g., necessary modernizations; phasing vs. comprehensive rehabilitation; etc.). The school may proceed with all, some, or none of the modernization examples. Additional modernization project elements may be added to the winning bidder's scope-of-work in the future at prices to be negotiated between the school and the winning bidder.

Proposals will be evaluated by the Chief Operating Officer in consultation with other school leaders based on cost, feasibility, qualifications, and overall suitability of proposals to school needs. A winning bidder's proposal will be part of the contract by reference.

Please provide all of the following:

- Bidder qualifications
- Itemized pricing for elements within each scope of work (details below)
- Contract or terms-and-conditions as well as exclusions
- Winning bidders will need to provide a current form W-9 as well as Certificate of Insurance, including Workers Compensation coverage, naming Thurgood Marshall Academy as an additional insured.

Scope of Work Specifications

A) Preventative Maintenance Service

Please provide pricing for annual preventive maintenance service contract to ensure the safety and smooth operation of a single ThyssenKrupp elevator installed in roughly 2005. Include in the contract the following:

1. Frequency of preventive maintenance service and scope of work
2. List all covered components
3. Repair service on business days, Monday through Friday, between the hours of 8:00AM and 4:00PM at no additional cost
4. Annual No-Load Inspection and Pressure/Relief Valve Testing (not including 3rd party inspection fees)
5. Include providing access to hoistway for annual smoke and heat detector testing and inspection by others
6. Provide hourly straight time, overtime, and double overtime rates for service outside of contract hours; indicate whether the service contract provides discounts on these rates
7. Provide four 1-year-each renewal option pricing

B) Elevator Modernization – please provide indicative line item quotations that are valid for 6 months for the following rehab projects; winning the bid does not guarantee any level of work, and the school expects to work with the winning bidder and school engineers to assess needs and priorities:

1. Replace Power Unit
2. Replace Door Operator
3. Replace stainless-steel car operating panel, hall fixtures and car riding lanterns with code compliant new units
4. Complete replacement of the hydraulic jack and cylinder system, complete with PVC casing or Jack-IT Sleeve
5. Install new cab Interior including vandal resistant stainless steel wall panels, ceiling, LED lighting, front and return cladding, handrails, and pads/hooks

Additional Requirement & General Information

General Conditions Statement & “Appendix II” Agreement: By bidding, contractors agree to the General Conditions Statement found below. Please also sign the “Appendix II” that permits the school to allocate federal funds to the costs.

Federal Funds & Non-debarment: Thurgood Marshall Academy may cover all or part of the improvement costs with federal funds. For bid purposes, assume 100% of bid cost (which is also budgeted cost) could be covered by federal funds. By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia.

RFP Amendments: Amendments and extensions of the RFP—if any—will be published exclusively on the school website—www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Additional Provisions:

- Bidders are discouraged from submitting multiple emails; those bidders submitting multiple emails are responsible for indicating the total number of emails forming their complete bid.
- The school reserves the right to award contracts any time after the bid deadline.
- The school reserves the right to consider bids presented after the bid deadline (in which case it will give equal consideration to all bids regardless of receipt date), but is under no obligation to reopen contract award decisions, once made, based on bids received after the bid deadline.
- The school reserves the right to revisit proposals of non-winning bidders if it cannot reach final terms with an awarded bidder in a timeframe that supports successful execution of the project.
- Review of bids may include questions to some, but not all, individual bidders.
- Post-bid queries or protests must be delivered via email within 10 business days of bid decision notification.
- The school must submit all bids to the DC Public Charter School Board (per DC procurement regulations), and names of firms that submit proposals may be provided to trade publications or other entities upon their request.

Contact: To inquire about or protest this bid, contact **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

Deadline & Submission:

- Bids/quotations should not exceed **10-pages (plus contract) and a 5 MB file-size limit**
- Email bids/quotations to dschlossman@tmapchs.org
- Review of bids shall begin after **August 28, 2026** (“bid deadline”) unless extended.

A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor’s sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest

Vendor must disclose in proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.

CBE Registration (optional/a plus): Contractors may submit their registration number as a DC Community Business Enterprise (“CBE”) if registered with the DC Department of Small & Local Business Development. Such registration will be a factor—but not necessarily a sole or determining factor—in the school’s consideration of bids, except when funding sources prohibit a geographic preference.

Non-debarment: By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.

RFP Amendments: Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Contact: For further information regarding any RFP contact Chief Operating Officer **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

CONTRACT APPENDIX

Compliance with Appendix II—2 CFR 200.326 Provisions

This Appendix is incorporated into the contract.

The contractor agrees to abide by all *applicable* requirements of Appendix II—2 CFR 200.326 (“Appendix II”). While sections below describe specific commitments by the contractor (and where applicable the client) to observe requirement under Appendix II, the language included in this appendix is not intended to be comprehensive; it is the contractor’s responsibility to follow all relevant laws and provisions of Appendix II, whether or not they are articulated in whole or part in this document.

The contractor agrees to inclusion in the contract of the following provisions that appear to apply to contracts under Appendix II.

Area <i>Threshold note</i>	Requirement
Remedies Clause <i>Contracts > \$250K</i> <i>(Federal Simplified Acquisition Threshold)</i>	While nothing in this Appendix shall diminish or waive remedies specified in the contract, the remedies requirements specific to Appendix II of 2 CFR 200 do not apply unless the executed contract exceeds \$250,000. Should the contract exceed \$250,000, the contractor will negotiate in good faith remedies provisions compliant with Appendix II.
Termination for Convenience <i>Contracts > \$10K</i>	The parties agree that the body of the contract contains a clause complying with Appendix II termination-for-convenience requirements.
Equal Opportunity Employment <i>Construction contracts at any amount</i>	The contractor agrees to follow all applicable Equal Opportunity Employment requirements, including those required by Appendix II.
Davis-Bacon Act <i>Construction contracts at any amount</i>	The body of the contract contains provisions requiring compliance with the Davis-Bacon Act.
Copeland “Anti-Kickback” Act <i>Construction contracts at any amount</i>	The contract and client agree to abide by the provisions of the Copeland Act.
Hours & Safety Standards <i>Contracts applicable to mechanics or laborers & >\$100K</i>	The contractor must employ qualified mechanics and laborers, and must follow all applicable Hours & Safety Standards, including those required by Appendix II.

Rights to Inventions <i>Contracts of any values entered into for the performance of experimental, development or research work</i>	<i>This clause applies only to contracts for the performance of experimental development or research work:</i> If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, development, or research work under that “funding agreement,” the contractor acknowledges and will comply with Thurgood Marshall Academy’s work to comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
Clean Air/Water <i>Contracts > \$150K</i>	The contractor agrees to follow applicable clean air/water standards as required by Appendix II.
Energy Efficiency <i>All contracts</i>	The contractor will follow all mandatory standards and policies relating to energy efficiency which are contained in the state/District of Columbia energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
Byrd Anti-Lobbying <i>Contracts >\$100K</i>	The contractor and the client agree to abide by Byrd Anti-Lobbying provisions as required under Appendix II.
Recovered Materials <i>All contracts;</i> <i>Items where price >\$10K</i>	(1) In the performance of this contract, or any purchase where the price of the item exceeds \$10,000, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired— (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

Other <i>All contracts</i>	(1) Contractor agrees to abide by and/or assist Thurgood Marshall Academy in abiding by any other regulation under Appendix II or Uniform Guidance 2 CFR 200.317-326 that applies to the circumstances of the contract. (2) Contractor agrees to abide by and/or assist Thurgood Marshall Academy in abiding by any other laws and regulations pertaining to the contract, including but not limited to those communicated by federal or District of Columbia agencies or grant monitors.
---	---

For Thurgood Marshall Academy

For the Contractor

Thurgood Marshall Academy

Client

Company Name

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date