

Request for Proposal/Bid 26-002

**Facilities Management Services  
for the KCK Community Education,  
Health and Wellness Center**

RFP/Bid Issued:	March 19, 2026
Mandatory Site-Visit	March 26, 2026, 1:00PM CST
Question/Clarification Deadline:	March 30, 2026, 10:00AM CST
<b>Proposals/Bids Due:</b>	<b>April 9, 2026, 10:00AM CST</b>
Buyer:	Linda Burgess, Purchasing Specialist Kansas City Kansas Community College 7250 State Avenue, Kansas City, KS 66112 Email: <a href="mailto:lburgess@kckcc.edu">lburgess@kckcc.edu</a>

**ATTENTION: A mandatory pre-proposal meeting will be held on site on Thursday, March 26, 2026, at 1:00PM at KCK CEHWC, 1101 N. 7<sup>th</sup> Street Trafficway, Kansas City, KS 66101. The site is an active construction site, so hardhats and safety vests are required to be worn by everyone. Because of this, we are limiting number of representatives per bidding respondent to two (2).**

# FORM A

## RESPONDENT ACKNOWLEDGEMENT

RFP 26-002

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

**Respondent is REQUIRED to complete, sign, and return this form with their submittal.**

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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**RFP INFORMATION, INSTRUCTIONS, FORMS**

REQUEST FOR PROPOSALS NO. 26-002

**PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE**

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center.

The stated mission of KCKCC is "Inspire individuals and enrich our community one student at a time."

**PROFILE OF KANSAS CITY KANSAS COMMUNITY EDUCATION, HEALTH AND WELLNESS  
CONDOMINIUM ASSOCIATION, INC. (A NON-PROFIT CORPORATION)**

The Kansas City, Kansas Community Education, Health and Wellness Condominium Association, Inc. is a not-for-profit corporation whose purpose is to perform the functions of a condominium association composed of the owners of the units within the condominium, governing The Kansas City, Kansas Community Education, Health and Wellness Center located in downtown Kansas City, Wyandotte County, Kansas, to provide health, wellness, financial literacy, and education services.

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. A pdf copy of the proposal should be emailed to [lburgess@kckcc.edu](mailto:lburgess@kckcc.edu) by the deadline. Paper copies should be mailed or delivered to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Linda Burgess, Purchasing Specialist, Administrative Offices, Upper Jewel.
- B. The Condominium Association reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the Condominium Association, in its sole discretion.
- C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
- D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 26-002**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the Condominium Association or Partners during the RFP process.
- F. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the Condominium Association. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
- H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the KCKCC's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**
- I. The Condominium Association will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
- J. In all cases, no verbal communication will override written communication, and only written communications are binding.

- K. The Condominium Association shall not be obligated to return the respondent's submittal once submitted, whether or not the submittal is withdrawn.

## **SECTION 2: EVALUATION CRITERIA**

Evaluation of proposals will be conducted in accordance with the Condominium Association's policies, practices, and purchasing policy. The Condominium Association will base its selection for professional services required for this property on the following criteria, including but not limited to:

- A. **Approach to the Scope of Services.** The respondent's proposed approach to the Scope of Services and the extent to which the proposed services meet or exceed the requirements of the Condominium Association and its Partners.
- B. **Personnel.** The professional credentials, qualifications, and experience of all personnel who will be assigned to the Project. Consideration will be given to the specialized experience and technical competence of the respondent and its staff with respect to the type of services required.
- C. **Capacity to Perform the Work.** The respondent's capacity and capability to perform the work in question, including the availability of specialized services, and the ability to complete the scope of work within the required timeframes. Consideration will also be given to the respondent's overall resources and the proposed implementation schedule.
- D. **Experience.** The respondent's past record of performance with respect to factors such as cost control, quality of work, and ability to meet established schedules. Evaluation will include previous experience providing similar or comparable services as outlined in this RFP, including references and the level of satisfaction of current and former clients with projects of similar size and complexity.
- E. **Familiarity.** The respondent's past record of performance with respect to factors such as cost control, quality of work, and ability to meet established schedules. Evaluation will include previous experience providing similar or comparable services as outlined in this RFP, including references and the level of satisfaction of current and former clients with projects of similar size and complexity.
- F. **Fee Proposal.** Cost will be considered as part of the evaluation process. The Condominium Association reserves the right, in its sole discretion, to select the respondent determined to be the most responsible and responsive to this Request for Proposals. A responsible respondent is defined as a firm that possesses the demonstrated capability, experience, financial capacity, and resources necessary to fully perform the contract requirements and that exhibits the integrity and reliability required to ensure performance in good faith.

### SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format – the following should be clearly identified in your proposal:

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP.
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages).
3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with any of the Partners, and if any contract with a Partner was terminated or declared in default by the Partner due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former healthcare, banking, and/or public higher education clients for similar work.
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the Condominium Association. Include an organizational chart and resumes as appropriate.
5. Project Approach – Describe in detail the approach to the property and this client. Provide a detailed, task-oriented timeline for implementing a services contract.
6. Fee Proposal – Describe how your firm is compensated for services and describe all fees for services on our account. Include itemized costs for all components and features to be delivered. Unless stated, the Condominium Association shall assume that no other fees will be assessed in connection with the provision of services.

6.1 For fee calculations:

<b>SPACE NAME</b>	<b>AREA</b>
COMMON AREA	2,219 SF
COMMUNITY AMERICA CREDIT UNION	3,128 SF
KCKCC	64,391 SF
SWOPE HEALTH	15,991 SF

## SCOPE OF SERVICES

### **SECTION 1: INTRODUCTION TO PROJECT**

Kansas City Kansas Community College (KCKCC), on behalf of the Kansas City Kansas Community Education, Health and Wellness Center Condominium Association, Inc. (Condominium Association), extends an invitation to qualified firms with the necessary resources and experience to submit bids to provide Facilities Management Services for the KCK Community Education, Health and Wellness Center (CEHWC).

### **SECTION 2: SCOPE OF WORK**

#### 2.1 Summary

KCKCC has partnered with Community America Credit Union (CACU) and Swope Health (SH) to construct and operate a 90,000 square foot mixed-use facility located at 1101 N. 7<sup>th</sup> Street Trafficway, Kansas City, KS 66101 ("CEHWC").

This RFP intends to contract a qualified firm to provide Facilities Management including Maintenance, Grounds, and Custodial Services for CEHWC. Services shall support a complex environment that includes higher education, healthcare, banking, laboratory, and shared common spaces.

The scope includes all portions of Facility Maintenance except for specialized Mechanical, Electrical, and Plumbing (MEP) work requiring licensed trades; however, the Contractor shall coordinate, monitor, and report on such work.

#### 2.2 Services

##### 2.2.1 Ensure Safe and Functional Facilities

- Provide properly trained, uniformed, and technically qualified personnel to support the operation, maintenance, repair, and cleaning of CEHWC.
- Contractor personnel are to conduct routine inspections and assessments to identify and address potential safety and health risks.
- Support regulatory compliance, including OSHA, ADA, HIPAA, FERPA, and applicable local and state codes.
- Maintain clean, sanitary, and professional environments appropriate for healthcare and academic use.

##### 2.2.2 Maintain Reliable Operations

- Provide properly trained, uniformed, and technically qualified personnel to support the operation, maintenance, repair, and cleaning of CEHWC.
- Submit service requests and coordinate access for third-party MEP vendors.
- Provide first-response troubleshooting within the defined scope.
- Support preventive maintenance activities as outlined in Section 2.2.5.

##### 2.2.3 Facility Management

- Contractor personnel are to provide on-site continuous support to CEHWC in delivering facility

management services.

- Contractor personnel are to ensure seamless coordination with Partners and Condominium Association to address facility management needs and challenges.
- Contractor personnel are to ensure seamless coordination with KCKCC, CACU, SH, and Condominium Association to address facility management needs and challenges.
- Provide on-site facility management services to oversee the day-to-day operations and maintenance of CEHWC, including the coordination and scheduling of other contractors and vendors.
- Deliver administrative support to assist with the coordination and management of facility management activities.
- Maintain open and effective communication with Partners and Condominium Association to ensure alignment on facility management goals and objectives.
- Continuous communication with Partners and Condominium Association regarding facility status, risks, and priorities.

#### 2.2.4 Project Assignment

- Contractor personnel will be assigned individual projects by Partners and the Condominium Association. Projects may include minor repairs, space resets, furniture moves, or special cleaning.

#### 2.2.5 Preventive Maintenance

- Perform routine preventive maintenance within the Contractor's scope.
- Follow manufacturer recommendations and industry best practices.
- Maintain maintenance logs and inspection records.
- Report required licensed MEP work immediately.

#### 2.2.6 Team Structure

- One (1) on-site Facility Manager
- One (1) on-site Facility Maintenance Specialist
- Three (3) on-site Day Porters
- Six (6) on-site overnight Custodians
- Contractor will provide qualified backup staff to ensure uninterrupted service during absences.

### **Section 3: Contractor Responsibilities**

1. Provide and manage schedule of employees.
2. Provide overall management of a facility, ensuring that it is safe, functional, and comfortable for occupants. Management responsibilities include maintenance, repairs, operations, including building systems and equipment, compliance, vendor management, budget management, cleanliness, and safety.
3. Assumes equipment and supplies, including consumables, to be provided by vendor.
4. Knowledge of Facility Management, Maintenance and Cleaning operations:
  - Including operations in a Healthcare Facility

- Including operations in a Biology Laboratory Facility
  - Including operations in and around industrial machinery and equipment
  - Including operations in a Banking Facility
5. Provide and ensure that all employees have passed Background checks and training to work in:
    - Operations in a Healthcare (HIPPA ACT) Facility
    - Operations in a Banking Facility
    - Operations in Higher Education Facility (FERPA, TITLE IX, etc.)
  6. Ensure all Employees and Contractors have the right to work in the United States of America.
  7. Facility Manager must be fluently able to speak/read/write in English; it is preferred that all contractors be able to fluently speak/read/write in English.

### **Section 3: General Requirements**

- Work Hours Facility Manager will be on-site for 40 hours per week.
- Facility Maintenance and Day Porters will be on site for 40 hours per week.
- Custodians will clean daily outside of normal building hours.

#### 3.1 Labor Categories

The contractor will provide personnel who meet or exceed the qualifications identified within the attached personnel description & qualifications documents. See the attached position description.

### **Section 4: Exhibits**

- KCK CEHWC Floorplans (Exhibit 1)
- CACU Custodial Scope of Work (Exhibit 2)
- Facility Manager (Exhibit 3)
- Facility Maintenance Specialist (Exhibit 4)
- Day Porter/Custodians (Exhibit 5)

## GENERAL CONTRACT TERMS AND CONDITIONS

### SECTION 1: GENERAL TERMS

- A. Governing Law.** A standard contract document will be negotiated once the successful respondent(s) have been selected. Per state statute, Form DA-146a is required, and the State of Kansas will be the governing law.
- B. Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the Condominium Association.
- C. Submittal.** The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the Condominium Association and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the Condominium Association and executed by both parties.**
- D. Term.** The agreement shall include the project schedule and acceptance of the final product. The initial term of the agreement shall be three (3) years with four (4) one-year renewable years.
- E. Termination Without Cause.** Either party may terminate this Agreement, in whole or in part, without cause, by providing not less than sixty (60) days' written notice to the other party. Upon termination, the Contractor shall cease work in an orderly manner and shall be entitled to payment for services satisfactorily performed through the effective date of termination.
- F. Insurance.** While performing the services, the respondent will maintain minimum insurance coverage specified herein. The Condominium Association will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the Condominium Association as an additional insured shall not in any way nullify coverage for claims or actions the Partners or the Condominium Association may have against the respondent. The respondent will provide the Condominium Association certificates evidencing the required coverage prior to commencing services.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim

- G. Equal Employment Opportunity Clause.**

Respondent hereby agrees with the following provisions:

**1. No Discrimination**

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

**2. Posting Non-Discrimination Notices**

The respondent agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

**3. No Retaliation**

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

**4. Noncompliance**

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**5. Subcontractors**

The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

**6. Secretary of Labor Compliance**

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such

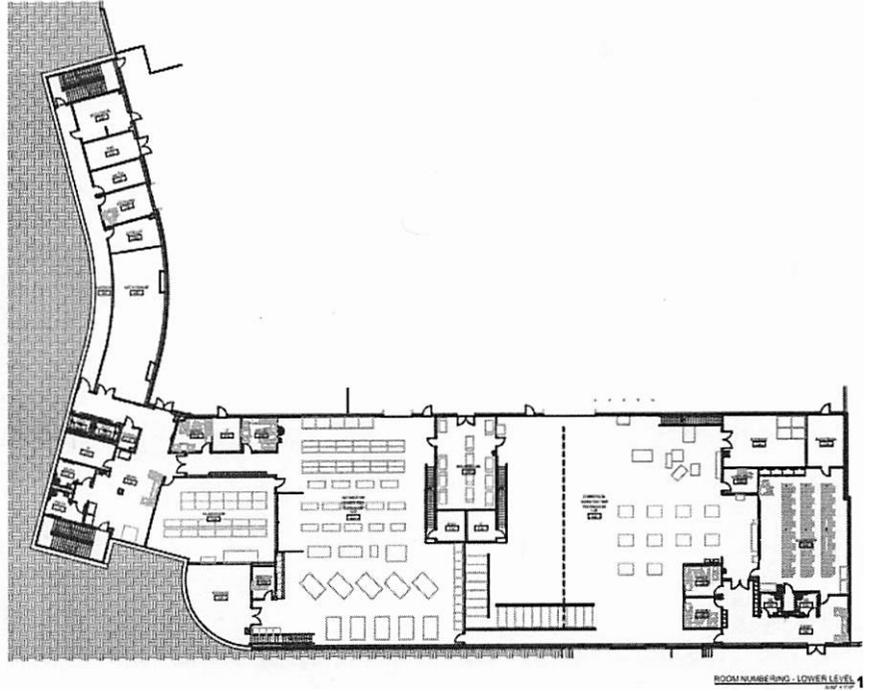
compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- H. **Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.
- I. **Smoke and Tobacco-Free Facilities.** The respondent agrees to abide by the Smoke and Tobacco-Free policy for all employees and subcontractors while at the property.
- J. **Sales Tax Exemption.** The Condominium Association is exempt from sales tax, and it should be excluded from all proposals.
- K. **Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.

- L. **Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**

Exhibit 1



## Exhibit 2



### **CEHWC Annex CLEANING SCHEDULE SIX (6) DAYS PER WEEK**

**Monday – Friday after 6:30PM & Saturday after 1:30PM**  
Saturday clean may be completed Sunday anytime.

**Main Entrance/Vestibule – Lobby – Teller Area  
Offices/Cubicles – Breakroom – Aisles & Hallways – Restrooms (2)  
Excluded: Vault**

- Check logbook for communications from CACU.
- Dust and disinfect cleared horizontal surfaces of desks, tables, chairs, windowsills, pictures and all permanent office furnishings.
- Spot clean cleared horizontal surfaces for removal of spillage marks and beverage rings.
- Empty all trash and recycling receptacles and remove trash to exterior dumpster. Replace liners as necessary. If refuse is not in a trash container, it must be marked "TRASH" before it will be discarded.
- Clean inside and outside of microwave (1) in break room.
- Clean and polish sink (1) in break room.
- Clean fingerprints and smudges from entrance glass and vestibule doors in the entrance.
  - Entrance door cleaned inside and out (weather permitting).
- Spot clean fingerprints and smudges from partition glass, walls, and door frames.
- Sweep then mop hard surfaced floors with a hospital grade germicidal disinfectant to remove soils and spillage marks.
- Vacuum cleared and accessible high traffic carpeted areas along with all entry mats.

### **RESTROOMS (2)**

- Clean and disinfect, dispensers, mirrors, and fixtures.
- Empty trash receptacles, replace liners, and wash if necessary.
- Empty sanitary napkin receptacles and wipe, using a disinfectant.

- Clean and disinfect sinks, urinals and toilets.
- Disinfect light switches, door and partition handles.
- Clean tile walls and partitions with a hospital grade germicidal disinfectant.
- Dust top of mirrors, fixtures, and cabinets/tables.
- Clean and sanitize restroom tile walls around toilets.
- Restock all paper products and hand soap.
- Sweep then, mop floors with a hospital grade germicidal disinfectant.

#### **WEEKLY CLEANING SCHEDULE**

- Dust and wipe all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc.
- Vacuum all carpet, including the corners and edges

#### **MONTHLY CLEANING SCHEDULE**

- High dusting (up to 10 feet) of accessible ceiling vents, tops of door frames, tops of file cabinets, ceiling corners, edges, television screens, wall hangings, canned lights, tops of cabinets, and restroom air vents.
- Dust all baseboards.

## Exhibit 3

### Facilities Manager

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#### Job Purpose

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The Facilities Manager provides operational leadership for the maintenance, repair, renovation, scheduling, and safe utilization of institutional facilities, infrastructure systems, equipment, and grounds. This position oversees facilities personnel and events operations to ensure campus buildings and systems operate safely, efficiently, and in compliance with applicable regulations.

The Facilities Manager coordinates capital improvement and renovation projects, manages departmental budgets, administers service contracts, and ensures effective preventative maintenance programs. This role supports institutional growth by maintaining reliable, functional, and well-managed facilities that meet academic and community needs.

The Facilities Manager supports all CEHWC Partners' spaces, working closely with Kansas City, Kansas Community Education, Health, and Wellness Condominium Association, Inc. (A Non-Profit Corporation), the Partners which include KCKCC, CACU, Swope Health, KCKCC's Executive Director of Facility Services and the Facility Services Management Team, and Security.

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#### Position Description

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##### **Facilities Operations & Infrastructure Management**

- Direct and supervise the day-to-day operation and maintenance of campus buildings, utilities, infrastructure systems, and grounds.
- Oversee electrical, plumbing, HVAC, low voltage, structural, roofing, fire protection, elevators, generators, backflow preventers, and building automation systems.
- Develop and implement comprehensive preventive maintenance programs.
- Ensure facilities operate in compliance with applicable federal, state, and local regulations and institutional policies.
- Ensure timely resolution of inspection findings and regulatory issues.
- Maintain accurate maintenance records through computerized maintenance management systems (CMMS).

##### **Capital Projects & Renovation Coordination**

- Coordinate repair, renovation, and construction projects in collaboration with Partners and external consultants.
- Assist in defining project scope, timelines, and cost estimates for capital improvements.
- Review plans and specifications to ensure alignment with operational needs and institutional standards management and service request systems; tracks and closes assigned work orders.
- Monitor contractor performance to ensure projects meet approved specifications, budgets, and schedules.
- Support procurement processes by providing technical input on bids and contractor evaluations.

##### **Organizational Leadership & Personnel Management**

- Plan and organize facilities operations to accommodate growth and changing institutional priorities.
- Supervise maintenance and custodial personnel and trades personnel.
- Responsible for hiring, employee development, performance evaluations, discipline, and pay recommendations.
- Establish service standards and performance expectations.
- Promote a culture of safety, accountability, and customer service.

##### **Budgeting, Contracts & Vendor Management**

- Develop and manage departmental operating budgets.
- Monitor expenditures to ensure fiscal responsibility.
- Determine needs for equipment purchases, leases, and contracted services.

- Negotiate and administer service contracts within delegated authority.
- Maintain productive relationships with vendors and contractors.

### **Special Events & Space Management**

- Work with KCKCC's Special Events staff and use KCKCC's electronic scheduling system.
- Coordinate event-related facility setup, safety planning, custodial support, and vendor access.

### **Security & Emergency Response**

- May oversee facilities-related security functions in the absence of dedicated security staff.
- Respond to facilities emergencies during and after hours as required.
- Coordinate emergency repairs and restoration of services.
- Support institutional emergency preparedness efforts.

### **Collaboration & Institutional Support**

- Collaborate with Partners and Condominium Association on facilities planning initiatives.
- Provide operational input into long-range facilities planning and space utilization strategies.
- Serve as liaison with contractors, service providers, and regulatory agencies as needed.
- Other duties as assigned.

## **Knowledge, Skills, and Abilities**

### **Professional Knowledge**

- Broad knowledge of building systems, facility maintenance, and construction coordination.
- Understanding of regulatory compliance and life-safety requirements.
- Knowledge of public procurement and contract administration processes.

### **Technical Skills**

- Proficiency in CMMS and electronic scheduling systems.
- Ability to read and interpret architectural and engineering drawings.
- Strong project coordination and budgeting skills.
- Skilled in Microsoft Office and facilities management software.

### **Leadership & Communication**

- Demonstrated ability to supervise multidisciplinary teams.
- Strong organizational and decision-making skills.
- Ability to manage multiple priorities in a dynamic campus environment.

## **Position Qualifications and/or Education**

### Minimum Qualifications and/or Education

- Associate's degree
- Minimum of four (4) years of progressive experience in facilities operations, construction coordination, or building maintenance in a large institutional setting.
- Minimum of two (2) years of supervisory or management experience.
- Experience managing budgets and coordinating capital improvement projects.
- Valid driver's license and a clean motor vehicle record.

### Preferred Qualifications and/or Education

- Bachelor's degree in Facilities Management, Construction Management, Engineering, or related discipline; OR equivalent combination of education and experience.
- Experience in higher education facilities management, particularly within a community college environment.

- Professional certification such as Certified Facility Manager (CFM), Facilities Management Professional (FMP), or Project Management Professional (PMP).
- Experience with electronic event scheduling systems.
- Trade licenses or certification in electrical, plumbing, HVAC, or related disciplines.

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### Physical Requirements

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While performing the duties of this job, the employee is frequently required to stand, walk, kneel, bend, climb ladders or scaffolding, talk, hear, sit, and occasionally push or lift items. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability sufficient to lift 50 lbs. of material and carry several feet.
- Ability to access mechanical spaces and construction areas.
- Ability to work varying hours in support of campus operations and events.
- Hearing ability sufficient to detect alarms and equipment malfunctions.
- Physical ability is sufficient to work in extreme varying temperature ranges.
- Visual ability to review plans and operate vehicles and equipment.

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### Work Schedule

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Monday – Friday, 6:00 am – 2:30 pm or 9:30am -6:00pm. Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

## Exhibit 4

### Facilities Maintenance Specialist

#### SUMMARY

The Maintenance Staff is responsible for all facilities, Helpdesk tickets, and assisting the Facility Manager in any maintenance, remodels, and general operation of CEHWC.

#### POSITION DESCRIPTION

- Diagnosis and repair of minor lighting/electrical problems.
- Responsible for "make ready" of KCKCC spaces each semester.
  - Performs electronic recordkeeping related to preventative maintenance and repair so that Facilities Management Services division makes the most efficient and effective use of computerized maintenance management and service request systems; tracks and closes assigned work orders.
  - Prepare surfaces to be painted.
- Repair and paint of damaged drywall.
- Demolition and erecting of walls for the purpose of remodeling/additions/divisions.
- Hang bulletin boards, shelving, using square, levels, and anchors.
- Moving of furniture and preparation of all CEHWC facilities
- Operate machinery and equipment normally associated with school systems, healthcare systems, banking, and offices.
- Assist with special projects and address any safety concerns on campus as needed.
- Other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of how to use and operate hand tools, power tools, and equipment found in large facilities.
- Utilization of intermediate remodel, new construction, and large-scale commercial maintenance skills.
- Ability to perform routine preventative maintenance.

#### MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent.
- Two (2) years of experience in building maintenance or construction field.
- Two (2) years of experience with sheetrock, painting, and interior wall construction.
- Must have a valid driver's license and a clear motor vehicle record.

#### PREFERRED QUALIFICATIONS

- Two (2) years' experience in a large-scale residential maintenance/ construction environment.
- Associate degree.
- Experience with electronic recordkeeping of work orders for the effective use of computerized maintenance management and service request systems.
- Knowledge of a higher educational system, especially community college atmosphere with a diverse population of students.

## WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, sit, and occasionally push or lift items. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability sufficient to lift 50 lbs. of material and carry several feet.
- Physical ability to work around the clock.
- Physical ability sufficient to work in extreme varying temperature ranges.
- Hearing ability sufficient to notice alarms and mechanical malfunctions.
- Visual ability sufficient to drive vehicles.

## Exhibit 5

### Day Porter/Custodian

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#### Job Purpose

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The primary responsibility of the Custodian will be to perform tasks needed and assigned that relate to the cleaning and maintenance of the buildings and grounds.

#### Position Description

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- Cleans assigned facilities, labs (biology, biomanufacturing, SH, construction technology, automation engineering manufacturing), classrooms, offices, restrooms, common areas, halls, etc.
- Restock dispensers, pull trash and recycling materials daily.
- Prepares, provides coverage, and the clean-up of facilities for classes, conferences, and events.
- Knowledge of cleaning procedures, chemicals, supplies, and equipment used for floor care and custodial work.
- Ability to read and understand written directions for the mixing, dilutions, and use of hazardous chemicals
- Ability to be on time for assigned schedule and work holidays if needed.
- Ability to work well with others, with minimal supervision, and overnight in buildings by yourself.
- Ability to adjust schedule, respond, and complete tasks for different types of customer service requests.
- Perform other duties as assigned.

#### Knowledge, Skills, and Abilities

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- Follow written and oral instructions.
- Read simple diagrams.
- Knowledge of and ability to use grounds tools and equipment.
- Attention to detail to maintain a clean and healthy building.
- Ability to use basic custodial and related tools (e.g., vacuum, broom, mop, and bucket).
- Ability to read and understand material and product data sheets and the safe use of them.
- Occupational hazards and safe working practices.
- Reading and Writing skills.
- Good interpersonal skills.
- Establishing and maintaining effective working relationships with students, staff, and members of the public.
- Significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Ability to lift weights up to 50 lbs. individually and greater weights with assistance

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## Position Qualifications and/or Education

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### Minimum Qualifications and/or Education

- High School Diploma or GED equivalent.
- One (1) year of experience in general custodial work.
- One (1) year of floor care experience.
- Must have a valid driver's license and a clear motor vehicle record.

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### Physical Requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability sufficient to lift 50 lbs., of material and carry several feet.
- Physical ability to work around the clock.
- Physical ability sufficient to work in extreme varying temperature ranges.
- Hearing ability sufficient to notice alarms and mechanical malfunctions.
- Visual ability sufficient to drive vehicles.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sometimes sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.