



MAGNOLIA PUBLIC SCHOOLS

Request for Proposals
for Facility Maintenance and Improvement

Due Date:

January 11, 2022

- 1.0 The purpose of this Request for Proposal (“**RFP**”) is to solicit proposals from qualified vendor to provide facility maintenance and improvement services to MPS schools.

INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools (“**MPS**”), a charter school management organization, operates 10 Charter Schools across Southern California. They are as follows:

School	Address	Private Site or Co-Located on District Site	Size of Facility (Square Feet)	No of Stories
1 & 5	18220-38 Sherman Way, Reseda, CA 91335	Private	50,000	2
2	17125 Victory Blvd., Van Nuys, CA 91406	Co-located	n/a	n/a
3	1254 East Helmick St., Carson, CA 90746	Co-located	n/a	n/a
4	11330 W Graham Place, Los Angeles, CA 90064	Co-located	n/a	n/a
6	1512 Arlington Ave Los Angeles, CA 90019	Co-located	n/a	n/a
7	18355 Roscoe Blvd., Northridge, CA 91325	Private	12,000	1
8	6411 Orchard Ave, Bell, CA 90201	Co-Located	n/a	n/a
San Diego	6525 Estrella Ave., San Diego, CA 92120	Private		1
Santa Ana	2840 W 1st St., Santa Ana, CA 92703	Private	50,000	2

Site Tour

Site tours will be facilitated if requested.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), January 11, 2022**, to the following individual:

Mustafa Sahin
 Facility Project Manager
 Magnolia Public Schools
 250 East 1st Street
 Suite 1500
 Los Angeles, CA 90012
msahin@magnoliapublicschools.org
 760-587-6031

Questions regarding this RFP may be directed to the individual identified above via email.

Proposal Format:

One (1) electronic PDF copy (by email) of your proposal must be delivered to the person indicated by the deadline stated above. Please endeavor to keep any emailed material to a single manageable file size (at or about 10 MBs) so that it may be easily distributed to the Selection Committee.

Respondents are encouraged to only include information pertinent to the Project and the Selection Committee's ability to select the vendor best suited to successfully complete this job.

Interviews:

Interviews will be held at the discretion of MPS. Interviews, if any, are expected to be held on or about the week of January 12, 2022, via zoom.

If interviews are held, respondents will meet with the Selection Committee for approximately ½ hour to 1 hour. The interview will be an open, unscripted format. Respondents will have 20 minutes to present any information they feel is pertinent followed by questions and answers and general discussion.

Selection Committee:

The Selection Committee will be composed of representatives from MPS.

1.1 Timeline

RFP Distributed:	Monday, December 16, 2021
Proposals Due:	Tuesday, January 11, 2021
Interviews, if any (exact date and time TBD):	Wednesday January 12th, 2022
Selection Announced:	Thursday, January 13, 2021
Contract Execution:	On or about Monday, January 17, 2022

2.0 PROJECT DESCRIPTION

Scope of services to be provided include:

Follow all code regulations; safety regulation recommendations shall be followed within relation to all work accomplished under this contract

Respond to maintenance/repair due to equipment or system failures

Supervision, personnel, labor, materials, supplies, tools, vehicles, equipment, and other items and services necessary to perform all work.

The types of work that may be requested and performed as Cost-Plus TO work may include, but not be limited to the following:

- a. Building automation systems maintenance and repair
- b. Bulk waste removal and recycling
- c. Carpeting and flooring maintenance and repair
- d. Civil, electrical, mechanical, structural and life, fire and safety engineering
- e. Deficiencies
- f. Electrical maintenance and repair
- g. Equipment rental
- h. Exterior window cleaning
- i. Gas & oil utilities maintenance and repair

- j. Graffiti Removal
- t. Grounds keeping services
- k. Hazardous materials management and disposal (to include biohazardous materials)
- l. Identifying and estimating capital repairs and improvement plans
- m. Lighting maintenance and repair (bulbs, ballasts and lamps)
- n. Moving services
- o. Paint maintenance and repair
- p. Parking management
- r. Perform facility modifications, alterations or renovations
- s. Plumbing maintenance and repair
- t. Subcontract management

3.0 PROPOSAL FORMAT

Respondent shall format its response as set forth below to facilitate timely review and selection. Please be specific to the RFP, and do not include materials not explicitly requested, such as generic marketing materials.

Your response should include the following:

- Letter of interest
- Name of your company and the individual responsible for the account
- Restate all the requirements of Section 4.0 and provide responses to each

See Section 1.0 for additional proposal format clarifications.

4.0 PROPOSAL REQUIREMENTS

4.1 Vendor Qualifications and Experience

4.1.1 Vendor Description.

Provide a description of your company and why it is qualified to undertake the Project.

Provide the following:

A minimum of three (3) references, including

- (a) name and scope of the project
- (b) client name and contact information
- (c) contract amount

4.1.2 Qualifications and Experience of Key Personnel.

Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement and their qualifications and experience

4.2 Cost

Respondent's proposal should include an overall not to exceed cost and should be broken down in detail as possible. The proposal should also provide a break-down of all other costs and fees if there is any.

4.3 Product Information

Respondent will confirm its ability to provide the Project as described above in Section 2.0.

4.4 Contract

MPS will sign a contract that is mutually acceptable to both parties.

5.0 CONTACT

Questions to Owner will be accepted via email by the Facility Project Manager identified above. Answers to questions will be provided to all participants as available.

6.0 BID ACCEPTANCE/REJECTION

The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

7.0 PROPOSAL VALIDITY

RFP responses shall be valid until execution of a contract, which is expected to occur on or about January 17 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.