



REQUEST FOR PROPOSALS (RFP)

Laboratory Equipment and Science/STEAM supplies

Issued by:

MAGNOLIA PUBLIC SCHOOLS

250 East 1st Street Los Angeles, Suite 1500, CA 90012

www.magnoliapublicschools.org

Issue Date: Friday, December 10, 2021

Closing Date for Submission and Receipt: Friday, December 17, 2021, at 5 p.m. PST

Proposals are to be submitted in (2) copies to:

Contact Name: Jenny Obuchi

Title: Academic Assistant

Address: 250 E 1st St., Suite 1500

Office: (213) 628 – 3634

Fax: (714) 362-9588

Email: jobuchi@magnoliapublicschools.org

www.magnoliapublicschools.org

Note: Please use the proposal name above on all RFP correspondence.

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1- Background and Purpose

Established in 2001, Magnolia Public Schools (MPS) is a network of Public Charter Schools consisting of a central office(CMO) and ten school sites located throughout Southern California, serving 3,900-4,000 students in grades TK-12.

MPS is soliciting proposals to establish a cost-effective Master Agreement (“Agreement”) to acquire the products and services outlined below. The period of the initial contract term shall hold pricing constant for at least a period of five (5) years from contract execution.

The products would be purchased as a consortium to include all schools. Billing would be managed through Magnolia Public Schools. An itemized invoice would be needed per order, showing the percentage due by the size of each school site. In addition, a cost breakdown must be broken down per site to make calculations for budgeting. Any award/contract will be pending the Magnolia Public Schools Board approval and availability of funds.

2- Scope of Work and Qualifications

It is preferred to establish a supply contract for a full-line catalog of laboratory equipment and science/STEM/STEAM supplies. The supplier must provide service and timely deliveries to all Magnolia Science Academies. No new laboratory equipment and science supplies have been excluded from this RFP. All products, supplies, and accessories carried in supplier’s catalog(s), price book(s), or otherwise available by special order are part of this solicitation.

2.1- Detailed Laboratory Equipment and Science supplies

The drafted list of the immediate need for TK-12th grade laboratory equipment and science/STEM/STEAM supplies can be found in Appendix A. Our goal is to outfit all science classrooms across Magnolia Public Schools with basic materials. Please note that items in this list may be removed or added at any point during the initial and subsequent orders.

2.2- Customer Service and Customer Experience

MPS has listed the following preferences as it relates to customer service and experience responsibilities that describe your capabilities:

- Dedicated knowledgeable, experienced representatives with quick turnaround times to inquiries
- Change order, exchanges, and cancellations (provide your policy)
- Describe the policy and procedure for invoice discrepancies
- A user-friendly and intuitive website that can support an e-commerce punch-out environment.
- Describe the quote-to-invoice process
- The ability to provide tracking and order information after an order has been placed
- The ability to have accurate pricing and suggested lower price alternatives that can also take into account quantity into consideration when generating the pricing

2.3- Delivery

Timely delivery is essential to MPS. The supplier needs to specify their capabilities to deliver as needed and their willingness to work with MPS to ensure that their requirements are met

- It is expected that deliveries shall be made before or within 5-7 business days from the date of order, with the exception of high-volume items.

- Backorder products are products that exceed the promised delivery date and actual delivery time. Therefore, it is expected that the supplier(s) will be proactive in minimizing backorder products.

3- Key Dates

RFP Issue Date	Friday, Dec 10, 2021
Deadline for Questions	Wednesday, December 15, 2021 to Erdinc Acar (213) 628 – 3634 eracar@magnoliapublicschools.org
Submit Sealed Proposals By	Friday, December 17, 2021, at 5:00 p.m. PST All proposals received after the date and time set for receipt will be REJECTED. Submissions received after the time and date set will not be considered.

Magnolia Public Schools reserves the right to modify this schedule at its discretion. Notification of changes in the RFP due date and the deadline for questions will be via e-mail. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of Magnolia Public Schools.

4- Proposal Requirements

The desired partner is one who has provided a wide range of products and services to small, medium, and large-sized institutions. It is expected that the selected company will be able to provide the following information:

- 1- Provide an overview of the ordering process.
- 2- Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- 3- Attach any relevant marketing materials and data sheets in the Appendices.
- 4- Describe the features, functions, and capabilities of your business as they relate to these key educational programs of MPS.

Project Approach

- 1- Describe your firm's understanding of the proposed assignment and the products it will provide.
- 2- Provide a complete definition of the process that will be employed to meet the objectives of this project (e.g., approach to be taken, etc.).
- 3- Provide a list of laboratory equipment and science supplies that can be used with TK-12 grades across MPS
- 4- Provide detailed Customer service and experience protocols that support ordering, returning, and exchanging in the future.
- 5- Provide background information on delivery.

Additional Services

List any additional services your company may offer with a pricing structure.

Pricing

Provide an outline of the project budget with costs for each major element and any options for a payment schedule. A cost breakdown must be broken down per site for budgeting purposes.

5- Submission Guidelines

Proposals for furnishing the services described herein will be received until Friday, December 17, 2021, 5:00 p.m. PST. Vendors are responsible for the delivery of their proposals. Proposals received after the official date and time will be rejected.

Proposals must be submitted in both email and **hard copy formats**. Email proposals must be in PDF format, digitally signed. Email proposals should be addressed to jobuchi@magnoliapublicschools.org. Hard copy formats (2) copies should be mailed to:

Contact Name: Jenny Obuchi
Title: Academic Assistant
Address: 250 E 1st St. Suite 1500
Office: (213) 628 – 3634
Fax: (714) 362-9588
Email: jobuchi@magnoliapublicschools.org
www.magnoliapublicschools.org

The RFP proposal submission deadline must clearly appear on the proposal's cover.

All questions should be submitted to eracar@magnoliapublicschools.org on or before December 17, 2021.

This solicitation & any addendum are posted on our website at: www.magnoliapublicschools.org

There will be an optional public bid opening at the aforementioned time and place (attendance at the bid opening is not required.)

Submission Format: Bidders should submit their response in the preferred format (recommended but not required):

- Provide a letter of Introduction
- Table of Contents. Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.
- Organization's name, contact person, address, telephone number(s), fax number, and company qualifications. A brief introduction of the company and/or managing staff. Bids should be signed by the person(s) authorized to bind the company to their proposed offer (RFP response).
- Attach other information as deemed necessary by the RFP, including customer feedback, key staff bios or resumes, and other relevant information.
- Proposal Content. Full details of the bidder's Proposal, including general approach, methods, and explanations of how all RFP specifications will be achieved.
- Cost breakdown including add-ons. Bidders should include various cost models associated with products and delivery. Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- Appendices
- Bidders will provide the following with their Proposal: Three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.

- **Vendor Services Agreement:** The vendor should include any proposed contract and maintenance agreement language for review.

6- RFP Conditions

Evaluation Criteria

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal. The award will be based on the following criteria:

Criteria	Possible Points
Availability to meet outcomes and expectations stated in the RFP	50
Overall Pricing	25
Discounts offered on the most current catalog	15
Freight including timely delivery	10
TOTAL	100

Acceptance of Proposal

- The bid will be awarded in writing to the bidder whose proposal is determined to be the best fit for individual school goals, as determined under the sole discretion of the school's evaluation committee and approved by the Board afterward.
- MPS and the Board of Directors reserve the right to reject any or all Proposals or waive any formality or technicality in the best interest of each school.
- MPS reserves the right to make a single award or to make multiple awards at its discretion.

Specific Information

Proposals shall be signed by an authorized representative of the bidder. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Proposals should be organized in the order in which the requirements are presented in the RFP. The information which the bidder desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

Bids must be valid for at least 120 days from the bid opening. Submission of a response to the request for proposal constitutes an acknowledgment and acceptance of all bid specifications by the responding vendor.

Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time. Disclosure All documents submitted by bidders shall become the property of MPS. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by MPS and an award is made when all submissions considered by MPS become public record.

Information pertaining to the schools obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from MPS.

Appendix A - K-12th grade laboratory equipment and science/STEM/STEAM supplies

MSA-1	MSA-2	MSA-3
10 funnels	1 magnet kit	1 roll of copper wire
10 Hot plates	10 Magnifying glasses	1 roll of fishing (nylon) string
10 measuring tapes	10 measuring tapes	1 superconductor demo kit
10 Test tube racks	10 meter sticks	1 VanDeGraaff Generator
10 thermometers	10 thermometers	10 magnifying glasses
12 Stirring Rods	10 tube racks	10 microscopes
15 lab Magnet sets	100 swabs	10 sets of chemistry stands
15 Meter sticks	15 Erlenmmyer flasks	10 tube racks
15 Spring Sets	15 pulleys	15 flasks
15 thermometer	2 lamps	15 gyroscopes
20 pipettes	20 droppers	15 lab magnet sets
20 stop watches	20 petri dishes	15 Mass Balance Scales
60 meter sticks	20 pipettes	15 mass sets
Nitrile Gloves- small,med.&lar.	20 stop watches	15 meter sticks
Van De Graaff Generator	3 heat resistant gloves	15 pie tins
	5 graduated cylinder sets	15 ping-pong balls
	50 goggles	15 pulleys
	50 microscope slides	15 spring balances
	50 testing tubes	15 spring sets
	Clay- Variety of colors	15 stop-watches
	Microscopes- Class Set	15 thermometers
		20 droppers
		20 pack of styrofoam balls
		20 petri dishes
		20 pipettes
		40 Lab Goggles/Glasses
		50 microscope slides
		50 testing tubes

K-12th grade laboratory equipment and science/STEM/STEAM supplies - Continued

MSA-5	MSA-6	MSA-7
10 measuring tapes	1 magnetic kit	Potting Soil, 8-LB Bag Quantity: 65 bags
10 ping pong balls	1 superconductor demo kit	
10 pulleys	20 magnifying glasses	
15 microscopes	8 sets rocks & minerals kit	
20 droppers		
20 magnifying glasses		
200 swabs		
5 scales		
50 Microscope slides		
500 pcr tubes		
Baking Soda		
Balloons	MSA-4	
Clay	16 Microscopes	
Cotton balls	8 Digital Scales	
Food coloring	2 Bunsen burner	
hot plates	Mini Centrifuge Kit	
pH sticks	16 Microscopes	
Pipe cleaners		
Popsicle sticks for crafts		
String		
Styrofoam rectangles for crafts		
Tape		
Toothpicks		
Tweezers		
Vinegar		

K-12th grade laboratory equipment and science/STEM/STEAM supplies - Continued

MSA-Bell	MSA-Santa Ana	MSA-San Diego
10 (100mL) glass graduated cylinders	13 Electric Circuit kits - 4-6grade	20 Digital Scales
10 (250mL) beakers	15 digital thermometer	35 pcs magnifying glass
10 digital scales	15 plastic tray	40 pcs Lab Thermometers
10 measuring tapes	20 stop watches	40 pcs digital stop watches
10 springs scales including weight	50 petri dishes - plastic	6 hot plates
10 tweezers	Alligator clips x 36	8 rocks & minerals kit
12 stop watches	Cotton-nylon spool of threads	
15 lab magnet sets	Craft sticks -small & large sizes (2 boxes)	
15 meter sticks	Crayola 3lb playdough - x 4	
15 pulleys	Food coloring (2 sets)	
15 stirring rods	Funnels - plastic	
15 test tube racks/ holder	Hot glue guns and glues x6	
20 magnifying glasses	Lab cart	
20 Thermometers	Litmus paper	
30 goggles	Masking- duct tapes	
5 hot plates	Nitrile Gloves - small-large sizes	
50 microscope slides (specimens)	Owl pellet kits - 36	
6 funnel	Plastic pipettes	
Litmus paper	Ring stands, rings, and clamps x 8	
Nitrile Gloves - small-large sizes	Rubber bands - bulk	
pH paper	Rubber tubing	
8 sets rocks & minerals kit	Scissors classroom set	
	Straws - 500	
	Syringes	
	Test tube racks x 8	
	Test tubes ?	
	UV Sanitizer for goggles	
	White glue- gallon	
	Ziplock bags (various sizes)	