



MAGNOLIA PUBLIC SCHOOLS

Request for Proposals
to Provide Facilities and Maintenance Services to
Magnolia Science Academy | San Diego

Due Date:

November 17, 2021

1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("**MPS**"), a charter school management organization, operates Magnolia Science Academy San Diego ("**MSA-SD**") located at 6525 Estrella Ave in the City of San Diego. The purpose of this RFP is to solicit bids to receive facilities and maintenance services. Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

The locations are shown on Exhibit B.

Site Tour

A site tour will be facilitated.

Proposals Due

Responses to the RFP are due no later than **3:00 PM (PST), Wednesday, November 17, 2021**, 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 and MSA-SD. Interviews, if any, are expected to be held on November 9th 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 and MSA-SD.

1.1 Timeline

RFP Distributed: November 8, 2021

Proposals Due:	November 17, 2021
Interviews, if any (exact date and time TBD):	November 17, 2021
Selection Announced:	November 17, 2021
Contract Execution:	ASAP.

2.0 PROJECT DESCRIPTION

Please provide a proposal to provide facilities and maintenance services listed on Exhibit C.

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 for this RFP.

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 MSA SD and leading this engagement and their qualifications and experience

4.1.3 Insurance.

Provide a description of vendor's insurance coverage.

4.2 Cost

Respondent's proposal should include an overall not to exceed cost and should be broken down in detail.

4.3 Product Information

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

4.4 Schedule

Please provide the hours when the services are going to be provided.

4.5 Contract

The successful respondent will be required to sign an agreement with Owner in the form of Exhibit B (AIA Document A105-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form agreement attached as Exhibit B.

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 RFP/Q EXHIBITS

Exhibit A	Scope of the work
Exhibit B	School Map
Exhibit C	Form of Contract

7.0 BID ACCEPTANCE/REJECTION

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

8.0 PROPOSAL VALIDITY

RFP responses shall be valid until execution of a contract, which is expected to occur on or about November 19, 2021. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

Exhibit A

Scope of the Work

	DAILY	WEEKLY	MONTHLY	QUARTERLY	YEARLY	AS NEEDED
<u>CLEANING SPECIFICATION</u>						
Administration Building: Offices, Work rooms						
Conference rooms (1)						
Wipe down desks if free of items	1					
Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Wipe down all furniture to remove dust and smudges	1					
High and low dusting	1					
Spot clean glass partitions	1					
Clean exterior entries	1					
Vacuum all carpets	1					
Sweep and mop floors	1					
Dust telephones	1					
Dust all cables from telephones and computers			1			
Dust off vents			1			
Dust off blinds			1			
Dust off baseboards			1			
Deep Cleaning						1
Classrooms						
Wipe down/erase whiteboards	1					
Remove debris from pencil sharpener	1					
Wipe down student desks	1					
Wipe down teacher desk if free of items	1					
Dust off furniture	1					
Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Dust mop and mop floors	1					
Vacuum all carpets	1					
Remove dust from window sills			1			
Dust off vents			1			
Dust off blinds			1			
Dust off baseboards			1			
Deep cleaning						1

CLEANING SPECIFICATION	DAILY	WEEKLY	MONTHLY	QUARTERLY	YEARLY	AS NEEDED
Restrooms (6)						
Clean and sanitize toilets urinals sinks	1					
Clean and polish mirrors metal, and chrome	1					
Refill dispensers	1					
Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Spot clean wall, tile and partitions	1					
Clean exterior of shower	1					
Damp mop floor	1					
Deep cleaning						1
Multi purpose room (1)						
Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Dust mop/ sweep	1					
Mop all floors		1				
Wipe down baseboards		1				
Dust off furniture		1				
Remove dust from window sills			1			
Dust off vents			1			
Dust off blinds			1			
Dust off baseboards			1			
Deep cleaning						1
Lunch area (1)						
Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Pick up trash from around the tables and general area	1					
Wipe down tables	1					
Pressure wash tables and concrete floors (separate quote)						x
Deep cleaning						1
CLEANING SPECIFICATION	DAI LY	WE EKL Y	MO NT HL Y	QU ART ERLY	YE ARLY	AS NEE DED
Common area corridors/hallways						

Remove trash and change liners. Wipe down trash can. Dispose trash at appropriate place	1					
Patrol all areas as needed	1					
Deep cleaning						1

School map

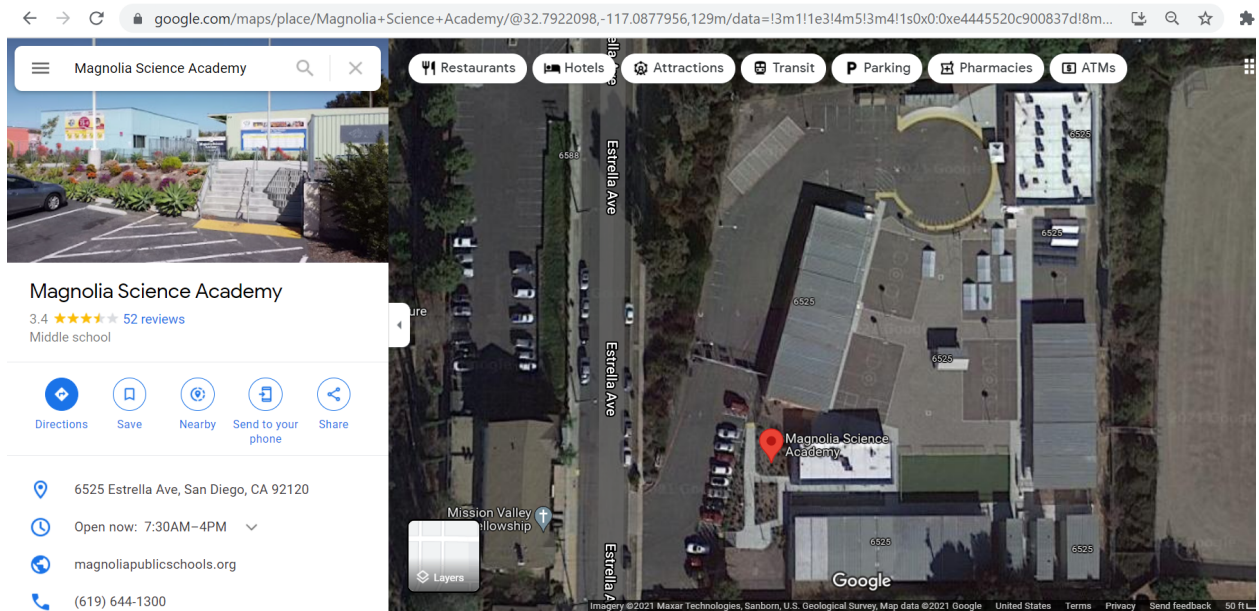


Exhibit B

Form of Contract

(AIA Document A105™-2017)