

Magnolia Educational & Research Foundation

MSASA Marquee Sign - RFP

Request for Proposals

****RESPONSES DUE by 4:00 p.m., Tuesday, May 18, 2021****

Section 1: Public Notification

1.1 Introduction

Magnolia Educational & Research Foundation (“Magnolia” or “Magnolia Public Schools”) is a 501(c) (3) non-profit public charter school management organization dedicated to establishing and managing high-quality public charter schools in California. Magnolia’s vision is to graduate students who are scientific thinkers that contribute to the global community as socially responsible and educated members of society. Magnolia operates ten (10) public charter schools in Los Angeles, Orange and San Diego Counties.

1.2 Scope of Work

Magnolia Public Schools is requesting bids from qualified companies that have experience in designing, permitting and installing street signs/ street marquees. Magnolia is looking to make the installation at Magnolia Science Academy Santa Ana (MSASA) during the month June 2021.

The project site is located at MSASA’s campus at 2840 W 1st Street, Santa Ana, CA 92703.

The selected Vendor will coordinate and work with Magnolia staff and other parties as needed. The project should be completed during the month of **June 10, 2021**.

The site is flat, has good access with a large staging area immediately adjacent to it.

Additional details are found in Section 3, RFP Response Requirements.

1.3 Requirements

The successful Vendor shall:

- have successful experience working with K-12 schools.
- provide a minimum of three (3) references.

- provide appropriate proof of insurance as directed by Magnolia Public Schools.

Additional details can be found in Section 3.

Section 2: Notice to Vendors

2.1 Submission Method

All bids responses shall be delivered by US Postal Service, common courier (FedEx, UPS), via hand delivery or by email. If a hard copy is submitted, additionally submit a soft copy of the complete RFP response via email in .pdf format to sacar@magnoliapublicschools.org by the due date as listed in section 2.5.

2.2 Responsiveness

Magnolia reserves the right to reject a proposal if the proposal is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. Magnolia may reject any or all proposals or waive any immaterial deviation in a proposal. Magnolia's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all other requirements if awarded the contract.

A proposal is considered responsive if it follows the required format and meets all deadlines and other requirements outlined in this RFP.

2.3 Negotiations

Magnolia reserves the right to further negotiate with selected Vendors regarding pricing and fee structures. All information included in a Proposal may be incorporated, at Magnolia's sole option, into the contract. Magnolia reserves the right to negotiate final terms and conditions of the contract, which may differ from those contained in the Proposal, provided Magnolia considers such negotiation to be in its best interest and the changes in the terms and conditions must not create a material change to the original terms released in the RFP.

2.4 Form of Contract

Each successful Bidder shall be required to enter into a contract in the form prescribed or agreed to by Magnolia. The contract shall be valid from its execution through the completion of the scope of work.

2.5 Timeline

All responses are due by **4:00 p.m., Tuesday, May 18, 2021**. Submittals received after the due date and time will not be considered.

Section 3: RFP Response Requirements

3.1 Scope of Work-Deliverables

All responses to the RFP shall contain the services to be provided by Vendor including procurement, selection, improvement, delivery and installation of the sign, and all necessary supplies to complete the same.

3.2 Response Requirements

The proposal shall contain:

- An itemized breakdown of the fees
- A project schedule, specifying procurement, delivery and installation schedule—start and end dates and duration.
- Vendor Qualifications and Experience: Provide a minimum of three (3) references, including,
 - (a) name and scope of the project
 - (b) client name and contact information
 - (c) contract amount
- Qualifications and Experience of Key Personnel: Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement.
- Provide Insurance Coverage Details

3.3 Evaluation of Proposals and Recommendation

All RFP responses will be evaluated by a committee of Magnolia home office staff including the following individuals:

- Mr. Suat Acar, Chief Operating Officer
- Mr. Serdar Orazov, Chief Financial Officer
- Mr. Steven Keskindurk, Principal for MSASA
- Mr. Patrick Ontiveros, General Counsel & Director of Facilities

Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the MPS team are important factors in the overall evaluation process. MPS will select a firm that has the highest suitability for the work with MPS.

**Preference will be given to Vendors who have the proven ability to deliver ADA compliant projects within educational institutions in a timely fashion and have demonstrated experience working on aggressive schedules by working collaboratively in a team environment.

3.4 Award

Magnolia reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. The contract award will be **announced on or about Friday, May 21, 2021.**

4. Questions

Please feel free to direct questions to Patrick Ontiveros by email as shown below.

Patrick Ontiveros, General Counsel & Director of Facilities
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012
pontiveros@magnoliapublicschools.org

5. Submission

All proposals are due **no later than by 4:00 p.m., Tuesday, May 18, 2021.** Please deliver proposals to Suat Acar via hard copy, hand delivery or by email as indicated below:

Mr. Suat Acar, Chief Operating Officer
c/o Magnolia Education & Research Foundation
250 E 1st Street, Suite 1500
Los Angeles, CA 90012
sacar@magnoliapublicschools.org