



## **MAGNOLIA PUBLIC SCHOOLS**

# **REQUEST FOR PROPOSAL:** **SCHOOL UNIFORM SERVICES 2021-22**

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals to provide school uniform services for Magnolia Public Schools

The goal of Magnolia Public Schools uniform service program is to provide quality apparel, timely and organized delivery of orders, managed and stored inventory, customer satisfaction, and payment resolution.

### *RFP INFORMATION AT A GLANCE*

<b>Bid Title:</b>	Student School Uniforms
<b>Send Proposals to both the email and physical address stated here:</b>	Magnolia Public Schools 250 E 1 <sup>st</sup> St. Ste. 1500 Los Angeles, CA 90012 Email: <a href="mailto:sacar@magnoliapublicschools.org">sacar@magnoliapublicschools.org</a>
<b>Due Date &amp; Time:</b>	<b>4/29/2021 5pm</b>
<b>Contact Information:</b>	Suat Acar Chief Operations Officer Phone: 520-285-6488 (Cell) Email: <a href="mailto:sacar@magnoliapublicschools.org">sacar@magnoliapublicschools.org</a>

### *TABLE OF CONTENTS*

## **Contents**

<a href="#">I. RFP Submission and Award</a>	2
<a href="#">II. Vendor Requirements</a>	2
<a href="#">III. MPS Requirements</a>	3
<a href="#">IV. Requested Price List Format</a>	5
<a href="#">V. School Uniform Policy</a>	5
<a href="#">VI. Evaluation Procedures &amp; Timeline</a>	6



## I. RFP Submission and Award

1. **Proposals will be accepted until 5:00pm on 4/29/2021.** Proposals shall be submitted as follows:
  - a. Electronic copy emailed to: Suat AcaR
  - b. Hard copy in a sealed envelope marked “***MPS School Uniform Service Proposal 2021-22***”
2. Magnolia Public Schools reserves the right to reject any or all proposals
3. Awards shall be made to the most qualified and responsible vendor or vendors whose proposal(s) is/are the most responsive to this solicitation as judged by Magnolia Public Schools.
4. The chosen vendor(s) will be the one(s) whose experience, financial capabilities and resources demonstrate their ability to perform the services required.
5. Proposals shall include the following information:
  - a. Brief overview of the company/company profile
  - b. Product Details (include type of material used, product reviews, etc.)
  - c. Pricing (per item, size, color etc.)
  - d. Process Detail (include all aspects from ordering to delivery). Please make sure to detail all delivery operations for each MPS site or to the parents.
  - e. Value Added Details , if any including but not limited to store credit to school, volume discounts/rebates etc.
  - f. Three (3) Current references
6. If additional information is required, please contact: **Suat Acar, Chief Operations Officer, Magnolia Public Schools** in writing at: [sucar@magnoliapublicschools.org](mailto:sucar@magnoliapublicschools.org) or by phone at 520-285-6488

## II. Vendor Requirements

1. The vendor(s) shall propose a price per item based on the quantity needed.
2. The vendor(s) shall maintain an adequate inventory of polo-style shirts, hoodie sweater, P.E. T-Shirt, P.E. shorts, with colors to be approved by Magnolia Public Schools including but not limited to navy blue, grey and black .
3. Each item for Magnolia Public Schools will have an embroidered or printed school logo.
4. Vendor(s) shall provide an order form to include a “package” of several items for easy ordering.
5. Sample sizes will be made available for each age group and item.
6. Orders will be fulfilled within two (2) weeks of vendor’s receipt of the order form.
7. Payments shall be made directly to the vendor(s) by parent/guardian. MPS may provide one free uniform set to each student annually; in that case, the vendor(s) shall work with MPS to create a smooth procedure for purchasing and billing. Please explain if you have any existing systems for smooth purchasing and billing of uniforms that are provided to the students free of charge.
8. Vendor(s) will fulfill orders via shipping, delivery, or providing a location for pick-up, directly to the parent. Storefront location is preferred. Online ordering is preferred
9. Returns or damaged items will be resolved between the vendor(s) and the parent/guardian.
10. Magnolia Public Schools may also order directly from the vendor(s) if needed.



### III. MPS Requirements

1. MPS will provide the vendor(s) with the number of students per each MPS Site.
2. MPS will notify the vendor(s) of parent information sessions of sites and registration dates **two weeks in advance** of the event.
3. Following is the list of all MPS Sites and their addresses:
  - a. MSA 1: 18238 Sherman Way, Reseda, CA 91335
  - b. MSA 2: 17125 Victory Blvd, Van Nuys, CA 91406
  - c. MSA 3: 1254 E Helmick St., Carson, CA 90746
  - d. MSA 4: 11330 Graham Pl., Los Angeles, CA 90064
  - e. MSA 5: 18230 Kittridge St., Reseda, CA 91335
  - f. MSA 6: 3754 Dunn Drive, Los Angeles, CA 90034
  - g. MSA 7: 18355 Roscoe Blvd., Northridge, CA 91325
  - h. MSA 8: 6411 Orchard Ave., Bell, CA 90201
  - i. MSA Santa Ana: 2840 W 1st St., Santa Ana, CA 92703
  - j. MSA San Diego: 6525 Estrella Ave., San Diego, CA 92120
4. MPS Enrollment Count for 2020-21 & Individual Sites' Uniform Preferences

The MPS currently has 3,856 students within the 2020-21 school year and anticipates a maximum number of approximately 4,000 students across its 10 campuses for 2021-22 school year.

Below chart shows the total enrollment count and individual uniform preferences of each site for current 2020-21 school year as well as individual site preferences for uniform styles, colors etc.



**MAGNOLIA PUBLIC SCHOOLS ENROLLMENT NUMBERS FOR 2020-21 SCHOOL YEAR**

School Site	MSA 1	MSA 2	MSA 3	MSA 4	MSA 5	MSA 6	MSA 7	MSA 8	MSA Santa Ana	MSA Santa Ana Elementary	MSA San Diego
<b>Enrollment</b>	715	466	416	100	291	161	292	441	288	255	430
<b>Color option(s) for Polo</b>	Navy Blue and Grey	Navy Blue and Grey	Black and Grey	Navy Blue and Grey	Black and Grey	Navy Blue and Grey	Navy Blue and Grey	Navy Blue and Grey	MS: grey, dark blue, & white HS: maroon & black	blue, red, & yellow	Navy Blue, Black, Grey
<b># of MPS Polo Shirts to provide to each student</b>	2	2	2	2	2	2	2	2	2	2	2
<b>Color option(s) for outerwear</b>	Navy Blue and Black	Navy Blue and Grey	Black and Grey	Navy Blue	Black and Grey	Navy Blue	Navy Blue	Navy Blue	navy blue & black	Navy Blue and Black	-
<b># of Hoodie sweater</b>	1	1	1	1	1	1	0	1	1	0	0
<b># of zip up Hoodie Sweater</b>	0	0	0	1	0	0	1	1	0	1	0
<b># Crew Neck Sweater</b>	0	0	0	1	0	0	0	0	0	0	0
<b># windbreaker</b>	0	0	1	1	0	0	0	0	0	0	0
<b>Color option(s) for P.E. T-shirt</b>	Grey	Grey	Grey	Black	Black	Black	0	Grey	0	0	Grey
<b># of P.E. T-Shirts</b>	1	2	2	2	2	2	0	2	0	0	2
<b>Color option(s) for P.E. shorts</b>	Navy Blue	Navy Blue	Navy Blue	Black	Black	Navy Blue	n/a	Navy Blue	N/A	N/A	-
<b># of P.E. Shorts (only applicable if we require logo on shorts)</b>	0	0	0	2	2	2	n/a	1	NA	N/A	0



Innovative Modification to Uniform, include academic sight words on the back of the P.E. t-shirt ?	no	no	Yes	Yes	No	No	No	Yes	No	No	No
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#### IV. Requested Price List Format

The school requests that a table similar to the following be provided as part of the response to this RFP for price comparisons. The responding vendor can come up with its own format as it sees appropriate to communicate the price, color etc. of the items.

(Sample) Item Description	Size Available	Color Options	Price Per Item
Polo Shirt with school logo			
Polo Shirt with school logo long sleeved			
P.E. T-Shirt			
P.E. Shorts			
P.E. Sweat pants			
Hoodie Sweater			
Zip up sweater			
Jacket (wind breaker)			

#### V. School Uniform Policy

The following items are part of the required school uniform for MPS Students for 2021-22 school year. All students are expected to follow these guidelines.

##### Students in grades TK-5

- Logoed polo shirt, short or long sleeved
- Khaki or navy blue bottoms (shorts, slacks, skirts, skorts)
- Belt
- White Socks
- Closed toe shoes
- Logoed Grey PE T-Shirt (worn for P.E. class only)



### **Students in grades 6-8**

- Logoed polo shirt, short or long sleeved
- Khaki or Navy bottoms (shorts, slacks, skirts)
- Belt
- White Socks
- Closed toe shoes
- Logoed Grey PE T-Shirt (required if taking PE)
- Logoed Navy PE shorts (logo is optional but athletic shorts are required for PE)

### **All students in grades TK-12**

- In class, the only outerwear that students may wear over their uniform is the navy blue, grey or black uniform hoodie, sweater, sweatshirt, or windbreaker.

### **Uniform procedures while waiting for your order:**

- In the event that your child has to start school without the required uniform, please staple a copy of your uniform order receipt to the inside of your child's agenda book. By doing this we understand that your child's uniform has been ordered and is on the way very shortly. While waiting for the order students must wear a polo shirt in the appropriate uniform colors along with Khaki, navy blue shorts/slacks/skirt.

### **Uniform Violations**

- Level I – Verbal warning.
- Level II – School sends home a uniform violation stamp/note.
- Level III – Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

## **VI. Evaluation Procedures and Timeline**

The Chief Operations Officer will assemble an evaluation Committee consisting of certain home office staff and principals to select the winning vendor(s). The Evaluation Committee shall review all proposals submitted on April 30, 2021. The Chief Operations Officer will take the recommendation about the winning bid(s) to the May 13th, 2021 MPS Regular Board Meeting to present. The MPS Board of Directors will make the final decision. Upon the approval, the Chief Operations Officer will get in touch with the winning bid(s) to start operational planning.

### **MPS Uniform RFP 2021-22 Timeline**

**RFP Posted Date:** March 31st, 2021 Wednesday

**RFP Submission Deadline/Due Date:** April 29th, 2021 Thursday

**Evaluation Committee Meeting:** April 30th, 2021 Friday

**MPS Regular Board Meeting:** May 13th, 2021