



# **MAGNOLIA PUBLIC SCHOOLS**

**Request for Proposals  
to Provide 40 Heavy-Duty picnic tables with diamond expanded  
metal, pen air (8' L)  
for Magnolia Science Academy 1 | Reseda**

Due Date:

**Dec 3, 2021**

## 1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("MPS"), a charter school management organization, operates Magnolia Science Academy 1 ("MSA-1") located at 18220 Sherman Way and 18238 Sherman Way in the Reseda neighborhood of Los Angeles. The purpose of this RFP is to solicit bids to 40 Heavy-Duty picnic tables with diamond expanded metal, open Air (8' L).

### Site Tour

A site tour will be facilitated if requested.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST) Friday, December 3, 2021**, to the following individual:

Mustafa Sahin  
Project Manager  
Magnolia Public Schools  
250 East 1<sup>st</sup> Street  
Suite 1500  
Los Angeles, CA 90012  
[msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)  
(213) 628-3634

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-1. Interviews, if any, are expected to be held on Tuesday November 30<sup>th</sup> 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-1.

## 1.1 Timeline

RFP Distributed:

November 22, 2021

Proposals Due:	December 3, 2021
Interviews, if any (exact time TBD):	December 6, 2021
Selection Announced:	December 7, 2021
Contract Execution:	ASAP following Selection

## **2.0 PROJECT DESCRIPTION**

The Project to provide 40 Heavy-Duty picnic tables with diamond expanded metal, open air (8' L).

## **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. The proposal should also provide a break-down of any and all other costs and fees including, but not limited to, labor, delivery fees, installation fees, applicable taxes, etc.

## **4.3 Product Information**

Respondent will confirm its ability to provide the Project as described above in Section 2.2. Where a respondent believes there are multiple options for the Project, the respondent may provide such alternatives explaining the difference in each alternative and describing the cost differences.

## **4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

## **4.5 Schedule**

Please provide a timeline to complete the project

## **4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in a form that is mutually acceptable to both parties and includes standard terms such as, but not limited to, warranty information.

## **5.0 CONTACT**

Questions to Owner will be accepted via email by the Facilities 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 August 2021. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner