



MAGNOLIA PUBLIC SCHOOLS

Request for Proposals
to maintain the HVAC units at
Magnolia Science Academy Santa Ana

Due Date:

August 22, 2022

1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("**MPS**"), a charter school management organization, operates Magnolia Science Academy Santa Ana ("**MSA-SA**") located at **2840 W 1st St, Santa Ana, CA 92703**. The purpose of this RFP is to solicit bids to maintain all the HVAC units including the fans at the site, total of 44 split units for 1 year, until August 2023. Please see the 2.0 Project Description for details. This is a prevailing wage project.

Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

Site Tour

A site tour will be facilitated.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Wednesday, August 22, 2022**, 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-SA. Interviews, if any, are expected to be held on August 23rd, 2022, 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-SA.

1.1 Timeline

RFP Distributed: August 9, 2022

Proposals Due: August 22, 2022

Interviews, if any (exact date and time TBD):	August 23, 2022
Selection Announced:	August 25, 2022
Contract Execution:	ASAP

2.0 PROJECT DESCRIPTION

- 1- Provide an assessment report to see the conditions of the existing units
- 2- Replace the filters 4 times with Merf13,
- 3- Install Honeywell C7632A to the units
- 4- Prepare a preventative maintenance plan
- 5- Prepare a report after to be submitted to the state.

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

4.1.3 Insurance.

Provide a description of vendor's insurance coverage.

4.2 Cost

Respondent's proposal should include an overall 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 materials listed above in Section 2.0. We are receiving a grant; the brand name and model numbers were listed in the grant application, so we replace the fixtures with the listed items. If you provide different fixtures other than listed items, the proposal will be rejected.

4.4 Warranty Information

Provide a description of the warranty provided for the Project.

4.5 Schedule

MPS and MSA-SA desire to complete this project as soon as possible, please also provide the expected completion of the project.

4.6 Contract

The successful respondent will be required to sign an agreement with Owner in the form of (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.

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

NA

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 Sep 30, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.
