

**Request for Proposals  
Magnolia Science Academy, Santa Ana  
Furniture and Equipment**

Name of school: Magnolia Science Academy, Santa Ana  
Address: 2804 E 1<sup>st</sup> Street, Santa Ana, CA 92703

RFP announcement date: July 11, 2016  
RFP submission deadline: July 20, 2016, 10:00am

**Purpose/Rationale**

MSA Santa Ana will be moving into a new school facility that will be located at 2840 W 1<sup>st</sup> Street in the City of Santa Ana, CA. The new two-story facility will house up to 1,020 students in grades Kindergarten through Twelfth grades.

The school is seeking experienced and qualified bidders to respond to this RFP for the provision of Furniture and Equipment.

The RFP includes procurement, delivery and installation of the following by August 15, 2016:

- Student desks and chairs
- Teacher desks and chairs
- Office equipment
- Storage cabinets
- Reception area furniture
- Cafeteria Tables and Chairs
- Other furniture equipment as specified

**Delivery/Shipping:**

Ship to Address:

Magnolia Science Academy, Santa Ana  
2804 E 1<sup>st</sup> Street, Santa Ana, CA 92703

NOTE: No loading dock at the facility.

All proposals by qualified and licensed commercial businesses shall be submitted to Frank Gonzalez, via email at [fgonzalez@magnoliapublicschools.org](mailto:fgonzalez@magnoliapublicschools.org). For questions regarding the scope of work or other aspects of this RFP, please call 323.422.9129.

**Scope of Work: The provision, delivery and installation of the following:**

Item #1:	Individual Student Desks
Description:	Hard plastic; with book storage
Amount:	780 Total; Please see attached spreadsheet for grade level specifications
Item #2:	Individual Student Chairs
Description:	Hard plastic; with glide option
Amount:	780 Total; Please see attached spreadsheet for grade level specifications
Item #3:	Kidney Shape Tables
Description:	Adjustable Height
Amount:	5 Total; Please see attached spreadsheet for grade level specifications
Item #4:	Bookshelves
Description:	36''w x 48''h
Amount:	32 Total
Item #5:	Storage Cabinets
Description:	36''w x 72''h
Amount:	41 Total
Item #6:	Teacher Desks
Description:	With drawers, 36'w x 48''l
Amount:	26 Total
Item #7:	Teacher Chairs
Description:	Adjustable Height with Armrests
Amount:	26 Total
Item # 8:	Glass Dry Erase Marker Boards
Description:	With Magnetic Feature; 48''h x 72''w
Amount:	52 Total
Item #9:	Projector Screens
Description:	84'' x 84'' or similar, Rollup manual
Amount:	36 Total
Item #10:	Medical Cot for Nurse's Room
Description:	Commercial Grade
Amount:	1 Total
Item #11:	Stand Up Privacy Divider for Nurse's Room
Description:	Commercial Grade
Amount:	1 Total

Item #12: Reception Area Furniture  
Description: Commercial Grade, 4 upholstered chairs and 2 tables  
Amount:

Item #13: Trophy Cases  
Description: 36wx72h  
Amount: 2 Total

Item #14: Cafeteria Chairs  
Description: Commercial Grade, Plastic, Blow Molded or similar, Stackable  
Amount: 400

Item #15: Cafeteria Tables  
Description: Commercial Grade, Plastic, Blow Molded, 30X72 or similar, Foldable  
Amount: 40

Item #16: Commercial Dual Door Refrigerator  
Description: Stainless Steel, TRUE brand or similar; 50 CU FT +each  
Amount: 2

Item #17: Commercial Grade Retherm Ovens  
Description: Stainless Steel, FWE brand or similar; 75-85”hx36”w each or similar  
Amount: 2

## **RFP Response Requirements**

Only qualified and licensed businesses responding formally and meeting all of the requirements of the RFP will be considered for selection.

All respondents will submit a detailed response that includes the following:

1. A statement of qualifications of the firm's experience, with an emphasis on work with schools.
2. A list of three (3) client references with contact information.
3. A narrative response including the following:
  - a. Name and Address of Company
  - b. Contact Person, Email and Phone Number
  - c. A detailed description of the products being proposed.
  - d. Product specifications including dimensions, materials, warranty and spec sheets.
  - e. Per unit pricing.
  - f. Overall package pricing.
  - g. Availability of product.

Please include separate line items for delivery fees and for installation of the furniture and equipment in each room at the school facility.

The selected awardee is expected to provide all procurement and delivery coordination; ensure that all projects are completed in a professional and timely manner; provide proof of insurance; procure all necessary permits and licenses (if any); develop the schedule; manage the budget; and, conduct all business in accordance with all applicable local, state and federal laws and regulations.

The furniture must be delivered on August 15, 2016. All responses must affirmatively indicate availability of each item.

## **Compensation**

Payment terms will be NET 45. Complete payment will not be issued until after both the Vendor and Magnolia Public Schools agree that the project is complete and meets all requirements.

The winning bidder will enter into a contract with Magnolia Public Schools. All work will be coordinated with Magnolia Public School's representatives, Erdinc Acar and Frank Gonzalez.

## **Review Process and Timeline**

Please submit response documents via email in .pdf format to Frank Gonzalez, at [fgonzalez@magnoliapublicschools.org](mailto:fgonzalez@magnoliapublicschools.org). Responses are due by July 20, 2016, 10:00am.

The RFP review committee will evaluate all responses to the RFP. The bid review committee consists of MSA Santa Ana Principal Laura Schlottman, Regional Director Erdinc Acar and Frank Gonzalez. A recommendation to award a contract to the winning bidder will be made by staff to the board of directors. Once the Board of Directors approves the award, the winning bidder will be notified.