



**Magnolia Educational & Research Foundation**

13950 Milton Ave 200B Westminster, CA 92683

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# MAGNOLIA PUBLIC SCHOOLS

*Proudly serving California communities since 2002*

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## **REQUEST FOR PROPOSAL**

### **Uniforms** **RFP # MU0614**

**Issue Date:** Monday June 30<sup>th</sup>, 2014  
**Issued by:** Magnolia Public Schools  
**Closing Date:** Friday July 18<sup>th</sup>, 2014 by 4:00 PM Pacific Time

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## **1- GENERAL NOTICE TO VENDORS**

### **REQUEST FOR PROPOSAL RFP # MU0614**

**Request Date: Mon. June 30<sup>th</sup>, 2014**

**One Hard Copy:** Sealed proposals shall be submitted to:

**Hamro Boymatov**

Business Manager

Magnolia Public Schools

13950 Milton Avenue Suit 200B

Westminister, CA 92683

**One Email Copy:** Please email to: [E-mail: kboymatov@magnoliapublicschools.org](mailto:kboymatov@magnoliapublicschools.org)

**CLOSING DATE OF THIS PROPOSAL –Friday, July 18<sup>th</sup>, 2014 by 4PM Pacific Time.**

All proposals must comply in accordance with all regulations, terms, conditions and specifications set forth in this Request for Proposal (RFP) document by Magnolia Public Schools (MPS). Any clarification of the Request for Proposal documents required by the submitter, prior to submission of its proposal shall be requested through the business office of MPS via email. Any such clarifications so given shall not in any way alter the proposal Request document. The vendor and MPS hereby agree that in no case shall oral arrangements be considered binding. MPS reserves the right to accept or reject any proposal. Late responses to this RFP will not be considered or accepted. Faxed responses will not be considered or accepted. One hard copy and one email copy is required. Responses not appropriately signed as an original document will be rejected.

**Intent**

The intent of this RFP is to procure for MPS the best School Uniform program and services in accordance with the specifications outlined herein.

**Background Information:**

MPS, headquartered in Westminister, California is an elite school district with 11 campuses reflected in Schedule A below. It is currently seeking proposals for its uniform requirements according to the Request for Proposal terms and conditions attached hereafter:

Schedule A

<i>Campus</i>	<i>Address</i>	<i>Enrollment</i>	<i>Grade</i>
<i>MSA1</i>	<i>18238 Sherman Way, Reseda</i>	<i>MSA 1 - 548</i>	<i>6-12</i>
<i>MSA2*</i>	<i>17125 Victory Blvd, Van Nuys</i>	<i>MSA 2 - 545</i>	<i>6-12</i>
<i>MSA3</i>	<i>1254 East Helmick Street Carson</i>	<i>MSA 3- 498</i>	<i>6-12</i>
<i>MSA4</i>	<i>11330 W. Graham Place B-9, Los Angeles</i>	<i>MSA 4 - 303</i>	<i>6-12</i>
<i>MSA5*</i>	<i>929 North Las Palmas Ave, Los Angeles</i>	<i>MSA 5 - 125</i>	<i>6-8</i>
<i>MSA6</i>	<i>3754 Dunn Drive, Los Angeles</i>	<i>MSA 6 - 186</i>	<i>6-8</i>
<i>MSA7</i>	<i>18355 Roscoe Blvd, Northridge</i>	<i>MSA 7 - 305</i>	<i>K-5</i>
<i>MSA8*</i>	<i>6411 Orchard Avenue, Bell</i>	<i>MSA 8 - 496</i>	<i>6-8</i>
<i>PTS SA</i>	<i>102 Baker Street Suite E, Costa Mesa</i>	<i>PTS SA - 216</i>	<i>6-8</i>
<i>MSA SD</i>	<i>6365 Lake Atlin Avenue, San Diego</i>	<i>MSA SD - 370</i>	<i>6-8</i>
<i>MSA SC</i>	<i>2720 Sonoma Place, Santa Clara</i>	<i>MSA SC - 540</i>	<i>6-8</i>
<i>*LAUSD</i>			

**Terms of Contract**

All companies must follow the enclosed list of terms and conditions in order to be considered.

**Additional Services**

Any additional services or programs the Vendors are prepared to offer are to be clearly outlined on your company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to MPS, they must be clearly presented and submitted with your proposal.

**Inquiries & Questions**

All questions pertaining to this proposal should be in writing, addressed to:

**Hamro Boymatov**

Business Manager  
 Magnolia Public Schools  
 13950 Milton Avenue Suite 200B  
 Westminister, CA 92683  
 Telephone: 714-892-5066, ext. 100  
[E-mail: kboymatov@magnoliapublicschools.org](mailto:kboymatov@magnoliapublicschools.org)

Should questions raised by a vendor necessitate an addendum to this Request for Proposal; each registered vendor will receive a copy of the addendum. All copies of addenda will be copied and signed with the bid document to indicate that the vendor has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the bid was prepared. Submissions which do not provide evidence of receipt of addenda as requested may be rejected by the MPS. as non-compliant. It is the responsibility of the Vendor to confirm it has received all addenda issued by the MPS. All questions shall be forwarded in writing at least five (5) business days prior to the closing date.

**2- ACCEPTANCE OF PROPOSAL REQUEST FORM**

I/We do hereby agree to supply the materials and services as provided herein in accordance with the terms and conditions of this RFP. No other conditions shall apply. I/We have read, understood and agree to this RFP and all its terms and conditions contained in this document and we are authorized by the Vendor to bind the firm.

I/We declare that this proposal is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a proposal for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of MPS, of Trustees, and no officer or employee of MPS is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

Acceptance of this Proposal will be made by Purchase Order (where applicable) failure to sign this document or affix your corporate seal will result in your response being rejected.

PAYMENT TERMS: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Note: A purchase order number will not be issued to a successful Vendor unless all required documentation as noted above has been received and has been confirmed as being in order.

### **3- GENERAL TERMS AND CONDITIONS**

#### **ADDENDUM/REVISIONS**

Addendum/revisions to this RFP will be issued by the MPS Business office only. No representative of MPS is authorized to amend or waive the terms of this RFP document in any way unless the amendment or waiver is signed by a representative from the MPS Business Office.

#### **ALTERATIONS & CANCELLATION OF PROPOSAL**

MPS reserves the right to alter the dates of this proposal.

#### **ASSIGNMENT / SUBCONTRACTING**

The Vendor agrees not to assign or subcontract any of the work or obligations required under this agreement unless the Vendor obtains prior written consent from MPS, which may be withheld for a good cause. In addition, in the event that a Vendor merges with another company or there is a change in voting control of the Vendor, or the Vendor sells its assets to a third party, the merger, change in voting control or sale of assets as the case may be, will constitute an assignment and MPS will be entitled to cancel the agreement on at least 30 day notice from the date of disclosure, or from the effective date of merger, change or sale, whichever is sooner.

#### **AWARD STRATEGY**

The lowest proposal is not necessarily accepted unless otherwise stated; MPS reserves the right to accept any portion thereof. The proposal will be awarded to the respondent who, in the sole judgment of MPS, provides the best overall value. MPS will not be obligated to select the lowest cost or any proposal. Past performance may be considered when awarding the proposal. The final award will be based on the submission that complies with the provisions of this RFP, including specifications, contractual terms and conditions and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources. No proposal shall be deemed to be accepted by MPS until such time as notice in writing of the acceptance thereof has been forwarded by MPS to the successful Vendor hereinafter disclosed. Upon issuance of a purchase order, the Proposal document shall serve as a binding contract between the successful Vendor and MPS. MPS reserves the right to cancel this Request for Proposal at any time, without penalty or cost to MPS. This Request for Proposal should not be considered a commitment by MPS to enter into any contract. MPS reserves the right to reject the Proposal of any Vendor who does not furnish satisfactory evidence of sufficient qualification and to successfully execute and complete the work. Past performance of firms submitting Proposals shall also be a consideration. In the event of any disagreement between MPS and the Vendor regarding the interpretation of the provisions of the Proposal, the representative of MPS or an individual acting in that capacity shall make the final determination as to interpretation.

#### **VENDORS KNOWLEDGE**

The submission of the proposal shall be deemed proof that the Vendor(s) is satisfied as to all the provisions of this RFP, of all the conditions which may be encountered, of what materials/services they will be required to supply, or any other matter which may enter into the carrying out of conditions of the proposal, to a satisfactory conclusion. No claims will be entertained by MPS based on the assertion by the Vendor(s) that they were uninformed as to any of the provisions or conditions covered by this RFP.

#### **RFP FORMAT**

No oral, telegraphic, telephone or facsimile proposals will be considered. Proposals which are late, illegible, presented in pencil, not original or unsigned, will be rejected. Where other information is requested, this information forms a part of the proposal and must be completed.

The envelope must be clearly marked with the appropriate proposal name and number on the outside of each envelope via the Submission Label attached in Appendix C. The envelope must be clearly marked with the company name of the Vendor and sealed. One email PDF copy to be submitted along with the hard copy.

### **RFP OWNERSHIP**

All information obtained by the Vendor in connection with this RFP is the property of MPS and must be treated as confidential and only used for the purpose of replying to this RFP, and for fulfillment of any subsequent contract.

### **CHANGES TO PROPOSAL**

Any changes or revisions will be issued as a formal addendum to all Vendors. All addenda will be signed and acknowledged by Vendors, and included in the RFP response.

### **CLAIMS**

Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contract as a direct provision thereof at the option of MPS. The contract shall contain the terms and conditions and be in the format prescribed by MPS. MPS considers each provision in this proposal of importance and will not accept alterations which will destroy the fundamental intent thereof. If alterations are suggested, their wording should be carefully considered, since an unacceptable alteration to any provision may affect the acceptability of the Vendor's proposal.

### **COLLUSION**

The vendor declares that the proposal is not made in connection with any other vendor submitting a proposal.

### **CONTRACT**

The contract will be governed by and interpreted in accordance with the Laws of the State of California.

### **DEBRIEFING**

MPS, at the request of the Vendor who responded to the RFP, will conduct a debriefing after the award of the contract to the unsuccessful Vendor as to why that Vendor's proposal was not selected. Vendors must submit their request for debriefing within thirty (30) days of award of the RFP.

### **DEFAULT BY THE VENDOR**

In the event of the default by a Vendor in complying with the terms and conditions hereof or in supplying and delivering the goods and services in accordance with the terms of this RFP submitted or of the acceptance order thereto, MPS shall be entitled and at liberty to procure the goods or services from other sources and the Vendor shall be liable to pay for any and all costs whatsoever in excess of the RFP price caused by or resulting from such default and the Vendor hereby indemnifies and deems MPS harmless from any and all such costs. Without limitation, the following action by or circumstances relating to the vendor shall constitute default on the part of the vendor:

- A -Committing an act of bankruptcy
- B- Having a receiver appointed on account of insolvency
- C- Making a general assignment for the benefit of creditors
- D- Failing to fulfill the work with skill and diligence

Default by the Vendor may result in MPS's cancellation of the contract. Any Action by MPS under this clause shall be without prejudice to MPS's other rights or remedies under the contract or law for the performance of the contract by the vendor.

## **DELIVERY**

Time is of the essence for the delivery or provision of the goods and services requested herein. Failure to comply with the time schedule herein may result in MPS taking further action to obtain an alternative supplier, in which event the cost incurred shall be charged to the vendor, up to the time that the goods or services are delivered or provided. If such cost is not paid by the vendor, it shall be deducted from the balance of the purchase price owing. Where it is not possible to obtain the goods or services by the specific time, MPS reserves the right to cancel the contract and charge back the difference between the contracted RFP price and the acquisition cost of the alternate goods or services.

## **DISCREPANCIES AND OMISSIONS**

Vendors shall promptly examine the entire RFP document after receipt. Subject to the conditions governing the withdrawal of and errors in the RFP, a Vendor discovering discrepancies or omissions in the specifications provided by MPS or having doubt as to the meaning or intent of any part thereof shall notify the MPS business office in writing at least seven (5) working days prior to the closing date of the RFP. If necessary, and if time permits, addenda may be issued to all respondents before the closing date. It is hereby understood and acknowledged that MPS shall not be held liable or responsible for verbal instructions or explanations. Written Addenda issued by MPS during the time of the RFP process shall become an integral part of these conditions, instructions and shall be allowed for in arriving at the RFP price(s). One copy must be signed and attached to the RFP document. Each Vendor shall be responsible for verifying with the co-coordinator of the RFP before depositing its RFP that they received all addenda that have been issued. MPS reserves the right to distribute any and all questions and answers to all other respondents.

## **DISQUALIFICATION CLAUSE**

MPS reserves the right to disqualify and immediately remove from eligibility for an indeterminate period, any Vendor for failure to carry out its obligations for the entire term under any previous award or resulting contract pursuant to a RFP process with MPS, in the sole and unfettered discretion of MPS. Furthermore, the vendor must be prepared, if requested, to present evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by MPS in the performance of the contract. MPS reserves the right to investigate a vendor's claim or background at any time and in any manner deemed appropriate by MPS.

## **INDEMNIFICATION**

Notwithstanding anything else in the RFP, any express or implied reference to MPS providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of MPS, whether at the time of execution of the RFP or at any time during the Term, shall be void and of no legal effect.

The Vendor hereby agrees to indemnify and hold harmless MPS, its Director's, Superintendent's, Trustees, Employees and Agents (the indemnified parties) from and against all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of actions, actions, claims, demands, lawsuits or other proceedings (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, arising out of, or in any way connected with anything done or omitted to be done by the Vendor, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors, under or otherwise in connection with this RFP or a subsequent contract arising hereunder. The Vendor further agrees to indemnify and hold harmless the Indemnified Parties from any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, MPS, claimed or resulting from such Claims. The obligations contained in this paragraph will survive the expiry or termination of this RFP or a subsequent contract arising hereunder.



## **INSURANCE**

The successful Vendor must have or obtain a comprehensive policy of public liability, injury and property damage insurance coverage with an insurer licensed to carry on business in the state of California. Please indicate terms and amounts of coverage in this section. Prior to the execution of the contract, the successful Vendor shall (unless otherwise stated in this document) within seven working days of being notified of award of Proposal, forward to the business office of MPS a valid Certificate of Insurance naming MPS as an Additional loss payee. The successful Vendor(s) will also provide yearly, proof of current insurance coverage. If the successful Vendor's vehicles are used on MPS property, the successful Vendor shall carry and maintain until acceptance of the completed work, third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of \$2,000,000 per occurrence and (unless otherwise stated in this document) within seven working days of being notified of award of proposal, forward a valid Certificate of Insurance to the Purchasing Department of MPS. The successful Vendor(s) agrees to indemnify, hold harmless and defend MPS from and against any and all liability for loss, damage and expense, which MPS may suffer or for which MPS may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful Vendor(s) or any of its representatives or employees or subcontractors in the execution of the work performed.

## **IRREVOCABLE RESPONSE**

The proposal submitted is irrevocable by the Vendor and will remain in effect and open for acceptance for a minimum period of ninety (90) days following the closing date unless otherwise specified.

## **NEWS RELEASE/PUBLICITY**

The Vendor(s) shall not make any news release concerning this RFP or awarding of the same or resulting contract(s) without the express consent of MPS.

## **SETTLEMENT OF DISPUTES**

In the event of any dispute or claim arising between MPS and the vendor (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of the state of California. If no agreement is made for arbitration then either party may submit the dispute to such judicial tribunal as the circumstances may require.

## **TAXES**

All taxes are considered extra to this RFP.

## **TIE BREAKER**

Should tie RFPs be received on any item or list of items with other things being equal, MPS will take into consideration the nature of the service given by any or all of the Vendors concerned in any previous dealings they may have had with MPS. If a tie still exists, the vendors names will be placed in a container and a name will be drawn to break the tie. Under no circumstances will MPS permit subdividing of the orders in order to tie Vendors.

## **TERMINATION**

In the event that the successful Vendor does not, in the opinion of MPS, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if MPS, in its sole and unfettered discretion, determines that either their service or the goods provided by the successful Vendor is unsatisfactory at any time during the term of the contract, MPS reserves the right to terminate the contract in its entirety. The contract may be cancelled upon thirty (30) days written notice by MPS.

## **TERMS OF CONTRACT**

All vendors must follow the enclosed list of terms and conditions in order to be considered in this RFP. The contract term is One (1) year, with a possible yearly renewal for an additional year. The contract commences on Aug 1, 2014.

## **UNDERSTANDING OF RFP REQUIREMENT**

It is the responsibility of the vendor to understand all aspects of the RFP and to obtain clarification from MPS before submitting a response. However, a response may be rejected if not complete or MPS may waive any minor errors.

## **4- SCOPE OF WORK & GENERAL OBJECTIVES**

The objective of this contract is to provide a centralized school uniform program for all eight (8) Secondary schools and four (4) Elementary schools. This will include existing and any new Secondary and Elementary schools that wish to participate in this contract during the contract period. All terms, conditions and pricing of the contract will be extended to additional schools during the contract period. The goal is to have one (1) vendor available for students to purchase entire uniform outfits as well as replacement components using a variety of different purchase methods (i.e. Credit card, phone orders, or in person at the vendor facility or at school road shows). Vendors will be expected to demonstrate superior flexibility, experience and service level for the period specified and in accordance with the terms and conditions outlined herein. MPS requires a "one stop shopping experience" whereby the uniform vendor will have all products available for parents and students. Schools reserve the right to purchase other "spirit wear" throughout the contract that is not included in this bid. Each school has its own particular dress code within the items listed in Appendix A. These requirements are meant to illustrate a minimum standard only. The policy is established by a review committee and may be modified from time to time, or changed prior to initial ordering. The vendor must work in conjunction with the school in this matter. Student population by participating school as of January 2014 is provided in Appendix B, this data is for information purposes only and is no guarantee of volume.

All apparel items must be comfortable, stylish, durable, fit for the purpose for which they are acquired, of the highest grade of material and workmanship and free from defect (demonstrators, seconds and samples are not allowed). Kindly advise in bid response if laboratory testing occurs on quality of apparel, and provide up to date proof of testing in your bid response. It is the sole responsibility of the parents/clients to place the orders, pick up and pay for the apparel items. School staff bears no responsibility for ordering, distribution, or processing of complaints.

## **INVENTORY**

MPS shall not in any way be responsible for inventory surplus, nor shall it buy back any uniform components at the end of the contract term. Responsibility and liability for inventory rests solely with the vendor.

## **INTERVIEW AND APPAREL PRESENTATION**

Vendors may be requested to attend an interview and provide apparel for inspection. The time and date will be determined at a later date. The interview and apparel presentation date and time will be determined at the total discretion of MPS.

## **REPORTS**

The vendor will keep complete and accurate financial reports and will record all revenues generated from the sale of the apparel. The Vendor will provide reports to MPS quarterly detailing the sales and commissions for the apparel.

## **ENVIRONMENT**

Environmental Friendly & Recycling Program – provide a one (1) page letter submission with details on how your company and manufacturers make every effort to be environmentally responsible (i.e. Packaging, apparel, etc.).

## **5- APPENDIX A- UNIFORM REQUIREMENTS, TYPES & SPECIFICATIONS**

### **Uniform Requirements**

- The following specifications are required for submissions to be evaluated. Submit a detailed program plan to demonstrate how the program will be set up. Information shall include, but not limited to:
- Exchange and return policy (as it refers to both non-crested, or un-used items and altered, crested or used items)
- Ability to provide alterations (include turnaround time and costs), or other options available
- Personalized service for sizing and fittings
- Ability to provide a range of sizes, including petite and plus sizes, to meet the unique needs of all students (specify “special order” procedures).
- Policy regarding manufacturing defects, damaged goods and product guaranteed periods.
- Retail locations: state addresses, floor space (in square feet) committed to retail sales and warehouse.
- Statement for ease of garment care.
- Method of ensuring how respective dye lots remain consistent and within commercial quality limits.

### **Sample Uniform Types and Specifications**

#### **Short Sleeve Polo**

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Metal buttons with dyed-to-match plastic rims
- Double-needle armhole seams and hems
- Side vents
- Preferable Brand: Port Authority Silk Touch™ Polo K500/K500ES

#### **Long Sleeve Polo**

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Double-needle armhole seams and hem
- 3-button placket
- Metal buttons with dyed-to-match plastic rims
- Side vents
- Preferable Brand: Port Authority Long Sleeve Silk Touch™ Polo K500LS

#### **Crewneck Sweatshirt**

- 8-ounce, 50/50 cotton/poly no pill Air Jet Yarn
- Double-needle stitching
- 1x1 rib knit collar, cuffs and waistband with spandex
- Set-in sleeves

- Preferable Brand: Heavy Blend™ Crewneck Sweatshirt 18000
- **PE T-Shirt**
- 5.6-ounce, 50 cotton/50 Dry Blend poly (preshrunk jersey knit)
- Moisture wicking properties
- Heat transfer label
- Seamless double-needle 7/8" collar
- Double-needle sleeves and hem
- Taped neck and shoulders
- Tagless
- Preferable Brand: DryBlend 50 Cotton/50 DryBlend Poly T-Shirt 8000

**PE Sweatpants**

- 8-ounce, 50/50 cotton/poly
- no-pill Air Jet Yarn
- Covered elastic waistband with drawcord
- Elastic cuffs
- Double-needle bottom hem
- Preferable Brand: Heavy Blend™ Sweatpant 18200

**PE Short**

- Classic open hole mesh look
- Made with PosiCharge technology for enduring color.
- 3.5-ounce, 100% Cationic polyester mesh
- Dyed-to-match tricot lining
- Double-layer construction with open, individually hemmed layers for easy decoration
- Elastic waistband
- No drawcord
- 7-inch inseam
- Double-needle hem
- Preferable Brand: Sport-Tek® Youth PosiCharge Classic Mesh™ Short YST510

**Polar Fleece Jacket**

- 100% Teklon® nylon shell
- Sweatshirt fabric body and hood lining, 100% polyester sleeve lining
- Drawcord hood
- Locker loop
- Slash pockets
- Elastic cuffs with adjustable hook and loop closures
- Interior pocket with hook and loop closure
- Open hem with drawcord and toggle
- Port Pockets™ for easy embroidery access
- Preferable Brand: Port Authority® Team Jacket JP56

**SUITABILITY OF CLOTHING QUALITY FOLLOWING INDUSTRY STANDARD**

- Specifically outline the retailing plan including a description of retail outlets, road shows (include anticipated number) and mail/on line services, including websites call center services.
- Submit a detailed description of the suitability of your clothing in terms of fabric components

- Fabric blend suited to a particular climate or anticipated use, amount of moisture, etc., comfort, durability, style, quality and guarantee.
- Fabric weight (e.g. balance between durability and heat factors, etc.).
- Durability (e.g. pilling, colorfast, shrink rate, seam strength, hem strength, stitch count, tearing strength).
- Special functionality (e.g. double button cuffs, adjustable waists, reinforced knees, etc.).
- Structural elements (e.g. brand-name zippers, reinforces buttons/claps, flat lock seams, etc.).
- Submit one (1) copy of your submission with one marked "Original" as well as a print-ready Adobe "PDF" electronic copy.

## **6- PROPOSAL FORMAT & EVALUATION CRITERIA**

### **PROPOSAL FORMAT**

The following format and sequence should be followed in order to provide consistency in Vendor responses and ensure each proposal receives full consideration.

- Title Page, showing Request for Proposal number, Vendor's name and address, Vendor's telephone number, and a contact person.
- One page letter of introduction signed by the person or persons authorized to sign on behalf of, and bind the Vendor to, statements made in the proposal.
- Table of contents including page numbers.
- All pages should be consecutively numbered.
- The body of the proposal, including but not limited to, pricing, responding in order to the items identified in section "Scope of Work" and "Evaluation Criteria Table" of this document.
- Have you included signed copy of the Acceptance of Proposal Form and all Addenda (if applicable) in your bid proposal?
- Any additional innovative information which the vendor feels will add value to their submission.
- The submission should be limited to thirty (30) pages including attachments which should include: Brochures and other supplemental literature and supporting documentation describing your company's experience and market place presence.

### **PRICING & PROTECTION**

Unit Pricing must include cost of creasing, embroidering, printing etc. for all items. Price for special orders, alterations, fittings, etc. Any decreases in prices must be provided to the MPS immediately, during the term of the contract. It is imperative to MPS that prices are standardized and all students have equal access to equivalent products in every school. The vendor is to provide unit pricing including cost of creasing, embroidering, and printing for all items indicating creasing requirements. Indicate range of purchasing options for MPS (i.e. Credit card, debit card, flexible payment plan such as installment etc.) Each school has a different combination of uniform pieces. Vendors should be able to accommodate different combinations for each individual school.

### **RFP EVALUATION CRITERIA**

#### **Company Profile-15%**

- Ownership & affiliations, number of years in business
- Availability of staff and support capabilities
- Customer Service and Capacity
- Capability and Financial Stability

#### **Proposal Technical Professional Competence-25%**

- Strategy to complete Compliance to Proposal Scope of Work specifications
- Creativity, Innovation and Value added solutions
- Suitability of the program to meet the needs of the students, parents and MPS, INC.
- Describe all order placement capabilities, and processes for returns, exchanges, product inquiries, payment methods available

**Service Profile/Qualifications-25%**

- Significant experience with a project of this scope in Arizona.
- Comprehensive knowledge of School Uniform system proposed
- Service methodology and maintenance approach.
- Expected response time for all on-site service
- List Retail store(s) in Phoenix/Tucson Region.

**Pricing-25%**

- Pricing of uniform items
- Payment methods available.
- Uniform Assistance Program

**References-10%**

**7-APPENDIX B ENROLMENT STATISTICS AS OF JANUARY, 2014**  
**Magnolia Public Schools**

<i>Campus</i>	<i>Address</i>	<i>Enrollment</i>	<i>Grade</i>
MSA1	18238 Sherman Way, Reseda	MSA 1 - 548	6-12
MSA2*	17125 Victory Blvd, Van Nuys	MSA 2 - 545	6-12
MSA3	1254 East Helmick Street Carson	MSA 3- 498	6-12
MSA4	11330 W. Graham Place B-9, Los Angeles	MSA 4 - 303	6-12
MSA5*	929 North Las Palmas Ave, Los Angeles	MSA 5 - 125	6-8
MSA6	3754 Dunn Drive, Los Angeles	MSA 6 - 186	6-8
MSA7	18355 Roscoe Blvd, Northridge	MSA 7 - 305	K-5
MSA8*	6411 Orchard Avenue, Bell	MSA 8 - 496	6-8
PTS SA	102 Baker Street Suite E, Costa Mesa	PTS SA - 216	6-12
MSA SD	6365 Lake Atlin Avenue, San Diego	MSA SD - 370	6-8
MSA SC	2720 Sonoma Place, Santa Clara	MSA SC - 540	6-12
*LAUSD			

## **8- VENDOR REQUIREMENTS & RESPONSIBILITIES**

### **VENDOR REQUIREMENTS**

Companies/suppliers will be required to include the following provision in any purchase or exclusive agreement:

- The vendors hereby warrants, represents and agrees that any of its subcontractors, servants, agents or suppliers will, at all times during the term of this agreement and extended term, comply and adhere to all of the provisions of MPS's policy. Breach of any provision of MPS policy, or failure to reasonably satisfy its terms and conditions set forth herein, will entitle MPS in its sole and absolute discretion, to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the supplier shall complete all existing orders with parents of the school but shall not accept or solicit any further orders from MPS after receipt of the written notice.
- Prior to the signing of any contract/license agreement, suppliers shall disclose to MPS information regarding each manufacturing facility and subcontractor.
- Suppliers/companies must provide MPS with credible and transparent yearly reports indicating that progress is being made on compliance with the policy. This reporting shall include:  
Information on suppliers' monitoring and verification program(s);  
The name of the third party auditing organization and the findings of monitoring and third party audits including a summary of corrective action taken;
- In any instance where an apparel producer is found not to be in compliance with the provisions of the policy, MPS will insist that corrective action be taken by the producer in the shortest period of time possible but not longer than six (6) months. If the supplier/licensee/producer fails/refuses to rectify the concerns to the satisfaction of the MPS, then MPS shall terminate the contract with a 30 day notice.

### **VENDOR RESPONSIBILITIES**

- Advise students and families of your successful bid.
- Provide in stock inventory of all items throughout the year.
- Ongoing customer service program.
- Ability to provide daily servicing during the first two (2) weeks of each school semester to provide clothing requirements for "last minute" enrolments.
- Experience and number of staff that will be assigned as contacts during this contract period.
- Type and location of facilities that will be available for the supply, administration and promotion of this program.
- Coordinate and facilitate an annual uniform exchange day(s) in elementary schools as requested.

**9- APPENDIX C SUBMISSION LABEL**

Please complete all information and attach this label on the OUTSIDE of your bid submission envelope(s) to clearly identify the submission and the vendor information.

**Bids to be submitted Attention to:**

**Hamro Boymatov**  
Business Manager  
Magnolia Public Schools  
13950 Milton Avenue Suit 200B  
Westminister, CA 92683  
Telephone: 714-892-5066, ext. 100  
[E-mail: kboymatov@magnoliapublicschools.org](mailto:kboymatov@magnoliapublicschools.org)

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**REQUEST FOR PROPOSAL NUMBER RFP MU0614**

**CLOSES: Fri, July 18<sup>th</sup>, 2014 by 4:00 PM Pacific Time**

**Vendor Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Date & Time** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

**Contact Title** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_

**Contact Email** \_\_\_\_\_



