



MAGNOLIA PUBLIC SCHOOLS

Request for Proposal to Provide Deep Cleaning Services
for
Magnolia Public School Campuses

Due Date:

April 9, 2020

I. Overview & Background

Magnolia Education & Research Foundation doing business as Magnolia Public Schools (“MPS”) and headquartered in Los Angeles is a charter school management organization that operates ten (10) schools across Los Angeles, Santa Ana, and San Diego. MPS is seeking a commercial cleaning contractor to provide deep cleaning services at 5 of its campuses—3 in Los Angeles, 1 in Santa Ana, and 1 in San Diego (the “Magnolia Schools”).

II. Scope of Services to be Provided

The Magnolia Schools are located at the following locations.

Name of Magnolia School	Address	Approx. Square Footage
MSA-1	18220 Sherman Way, Reseda 18238 Sherman Way, Reseda	25,000 26,000
MSA-2	17125 Victory Blvd, Lake Balboa	20,000
MSA-6	3754 Dunn Drive, Venice	15,000
MSA-7	18355 Roscoe Blvd., Northridge	22,000
MSA-Santa Ana	2850 West 1 st Street, Santa Ana	55,000
MSA-San Diego	6525 Estrella Ave, San Diego	25,000

Each of the Magnolia Schools has closed due to the Coronavirus (COVID-19) pandemic. MPS desires to have each campus prepared for the eventual return of its staff and students. Accordingly, the scope of services to be provided includes the deep cleaning, disinfecting and sanitizing of the Magnolia Schools against COVID-19. All services shall be provided in accordance with best practices for disinfecting against COVID-19, including guidance provided by local, state and federal authorities. Cleaning agents used shall be approved by the United States Environmental Protection Agency as appropriate for safely and adequately disinfecting COVID-19, specifically, the EPA’s “List N” which includes products that meet the EPA’s criteria for use against COVID-19. The Services may include training for MPS custodial staff for routine cleaning following the deep cleaning services.

MPS will be responsible for the following tasks in order to facilitate the provision of the Services by the Provider.

- Arrange access to the Magnolia School campuses.
- Provide such other support as shall be necessary to facilitate the completion of the Services according to the desired completion date cited herein.

III. Timetable for Selecting a Provider

The proposed timetable for selecting a vendor to provide the requested Services is as set forth below. These dates are only estimates and preference will be given to vendors who can complete Services before the stated date or dates:

Date	Description
March 27, 2020	Issue RFP
As requested	Site Visits for Interested Vendors
April 9, 2020	Proposal Responses Due
April 10, 2020	Selection of Service Provider(s)
April 10, 2020	Contract Agreement Approval
April 24, 2020	Completion of Services

MPS reserves the right to change the aforementioned dates as it deems necessary and in its best interests. MPS will endeavor to inform vendors who have expressed an interest in providing the services of any changes in this RFP, including the dates referenced above. Preference will be given to vendors who can complete the Services in advance of the completion date set forth above.

IV. Questions and Submission

All questions regarding this RFP should be directed to the following person, as shown below.

Mr. Patrick Ontiveros
General Counsel and Director of Facilities
Magnolia Public Schools
250 East 1st Street, Suite 1500 Los Angeles, CA 90012
pontiveros@magnoliapublicschools.org
Office: (213) 628-3634 x103
Mobile: (323) 490-0701

All proposals are due **no later than 5:00 p.m. on December 19, 2019**, as such date may be extended, and may be delivered either by email or in hard copy form to the person indicated above.

While MPS will accept proposals for one or more Magnolia School campuses, preference will be given to proposals to provide services for all Magnolia School campuses.

V. Proposal Format

Proposals should be brief and should include a break-down of the services to be provided, the price, the products to be used. Proposals may not exceed five (5) pages including any exhibits. Proposals shall include the following content:

A. Qualifications and Experience of Key Personnel.

- (1) Contractor's license and in good standing.
- (2) Identify the person that will be principally responsible for working with MPS and leading this engagement.
- (3) Experience of Vendor with similar Services, especially educational institutions.

B. Insurance Requirements. MPS will require that the Provider possess certificates of insurance evidencing required coverage and the minimums as indicated below. MPS will require that Provider procure and maintain for the duration of its engagement with MPS insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work by the Provider, its agents, representatives or employees. It is required that broad coverage include the following:

- (1) Commercial General Liability on an occurrence basis for bodily injury and property damage including products completed operations, personal injury and advertising;
- (2) Automobile Liability for bodily injury and property damage;
- (3) Workers Compensation Insurance as required by the State of California with Statutory Limits, and Employer's Liability;
- (4) And, such other insurance as MPS may reasonably require.

C. Cost Proposal. Please present a cost proposal based on the scope of the Services identified in this RFP and the site walk. Proposals should include all costs associated with providing the Services described in this RFP.

- (1) Proposals may include a compensation that includes the hourly rate for each individual who would be assigned to MPS, and a cost by category for all major activities. Proposals may also be on a time and material basis with a not to exceed amount or on a lump sum basis. If available, please provide a separate line item for the training of MPS custodial staff on the proper ongoing routine cleaning of MPS School campuses.
- (2) Be clear as to any services that might be typically provided with an engagement such as the one outlined in this RFP and which may fall outside your cost proposal. If there are none, ensure that you make a statement to that effect.
- (3) Please provide an estimated overall cost for the Services based on the information provided in this RFP and the site-walk including taking into account the desired completion timeframe and the prevailing wage requirements set forth herein.

D. Form of Agreement. The successful responder will agree to enter into an agreement that is mutually agreeable to both responded and MPS.

VI. Evaluation of Proposals and Negotiations.

Overall responsiveness made within the response to this RFP are important factors in the overall evaluation process. MPS will select a firm that has the highest suitability for the work with MPS and the ability to perform the work by the above mentioned deadline.

VII. Award.

MPS reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests.

End of Request for Proposal