



MAGNOLIA PUBLIC SCHOOLS

Request for Proposals
for Facility Maintenance and Improvement

Due Date:

May 27, 2024

- 1.0 Magnolia Education & Research Foundation doing-business as Magnolia Public Schools (“**MPS**”) invites qualified firms to submit proposals for routine maintenance services for our school buildings and facilities. The purpose of this Request for Proposal (RFP) is to select a vendor or vendors who can provide high-quality maintenance services for MPS’s facilities in a timely and cost-effective manner.

INTRODUCTION

MPS, a charter school management organization, operates 10 public charter schools across Southern California. They are as follows:

School	Address	Private Site or Co-Located on District Site	Size of Facility (Square Feet)	No of Stories
1 & 5	18220-38-42 Sherman Way, Reseda, CA 91335	Private	57,000	2
2	17125 Victory Blvd., Van Nuys, CA 91406	Co-located	n/a	n/a
2	16600 Vanowen St, Van Nuys, CA 91406	Private	50,000	Future Site
3	1254 East Helmick St., Carson, CA 90746	Co-located	n/a	n/a
4	11330 W Graham Place, Los Angeles, CA 90064	Co-located	n/a	n/a
5	7111 Winnetka Ave Winnetka, CA 91306	Private	50,000	Future Site
6	1512 Arlington Ave Los Angeles, CA 90019	Co-located	n/a	n/a
7	18355 Roscoe Blvd., Northridge, CA 91325	Private	12,000	1
8	6411 Orchard Ave, Bell, CA 90201	Co-Located	n/a	n/a
San Diego	6525 Estrella Ave., San Diego, CA 92120	Private		1
Santa Ana	2840 W 1st St., Santa Ana, CA 92703	Private	50,000	2

Site Tour

Site tours will be facilitated if requested.

Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), May 27, 2024**, 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. Interviews, if any, are expected to be held on Tuesday May 28, 2024.

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.

1.1 Timeline

RFP Distributed:	Friday, May 10, 2024
Proposals Due:	Monday, May 27, 2024
Interviews, if any (exact date and time TBD):	Tuesday, May 26, 2024
Selection Announced:	Wednesday, May 29, 2024
Contract Execution:	ASAP

2.0 PROJECT DESCRIPTION

The scope of work includes, but is not limited to, the following:

- Follow all laws, rules and regulations; safety regulation recommendations shall be followed within relation to all work accomplished under this contract
- Respond to maintenance/repair requests
- Supervision, personnel, labor, materials, supplies, tools, vehicles, equipment, and other items and services necessary to perform all work.

The types of work that may be requested and performed may include, but not be limited to the following:

- a) Building automation systems maintenance and repair
- b) Bulk waste removal and recycling
- c) Carpeting and flooring maintenance and repair
- d) Civil, electrical, mechanical, structural and life, fire and safety engineering
- e) Deficiencies
- f) Electrical maintenance and repair

- g) Equipment rental
- h) Exterior window cleaning
- i) Gas & water utilities maintenance and repair
- j) Graffiti removal, grounds keeping services
- k) Hazardous materials management and disposal (to include biohazardous materials)
- l) Identifying and estimating capital repairs and improvement plans
- m) Lighting maintenance and repair (bulbs, ballasts and lamps)
- n) Moving services
- o) Paint maintenance and repair
- p) Parking management
- q) Perform facility modifications, alterations or renovations
- r) Plumbing maintenance and repair
- s) Subcontract management

Other routine maintenance tasks as needed.

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, including if you are interested in some or all Los Angeles, Orange County or San Diego County schools
- 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) pricing structure

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

Provide a break down on your cost structure.

4.3 Product Information

Respondent will confirm its ability to perform the services described above in Section 2.0.

4.4 Contract

MPS proposes a “Standard Form of Master Agreement Between Owner and Contractor (AIA® Document A121™ – 2018) for this engagement. Work orders will be issued under this agreement for each scope of work.

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 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 July 1, 2024. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.