



Agenda Item #: IV E: Action Item  
Date: March 8, 2022  
To: Magnolia Public Schools ("**MPS**") Board of Directors  
From: MPS Audit/Facilities Committee  
Staff Lead: Patrick Ontiveros, General Counsel & Director of Facilities  
Mustafa Sahin, Project Manager  
RE: Approval of Purchase and Installation of Three Shade Structures for MSA Santa Ana

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## I. Proposed Recommendation(s)

**Presented to the Audit/Facilities Committee on March 8, 2022.**

Staff recommends and moves that the Board of Directors approve (1) the selection of Universal Awning as the vendor for the installation of three (3) shade structures at the Magnolia Science Academy Santa Ana ("**MSA-SA**") campus and to spend up to \$150,000 (that is, \$120,000 on the contract with Universal and \$30,000 for contingency and permitting related costs) on said project and (2) the execution of a contract that Staff may negotiate with such vendor.

## II. Background

MSA SA received Elementary and Secondary School Emergency Relief ("**ESSER III**") funds, a portion of which it is allowed to spend on facilities. The MSA SA believes it would be in its best interests to replace the existing, hand secured lunch shade structure with a permanent one, and to add 2 more in order to provide more shaded areas for its students during the day. MPS Staff issued an RFP (Exhibit A) for the shading project and received 2 proposals, (Exhibit B). MPS Staff believes that the proposal from Universal Awning represents the best value for MSA SA.

## III. Conclusion & Budget Impact

The budget implication will be up to \$150,000 MSA-SA has budgeted \$350,000 in its ESSER III Expenditure Plan to cover facilities related expenses, including this one. Accordingly, MSA SA will pay for this project from its operating budget. The projected expenditures have been incorporated into the 2021-22 Second Interim Budget projections.



Exhibit A

RFP



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to Provide 3 Shade Structures at  
Magnolia Science Academy | Santa Ana

Due Date:

**December 3, 2021**

## 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 Street in the City of Santa Ana. The purpose of this RFP is to solicit bids to build 3 shade structures (the first one is 26'x60', the second one is 37'x62' and the third one is 13,5'x56') on the premises. Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

The locations are shown on Exhibit A.

### Site Tour

A site tour will be facilitated.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, December 3, 2021**, to the following individual:

Mustafa Sahin  
Facility Project Manager  
Magnolia Public Schools  
250 East 1<sup>st</sup> Street  
Suite 1500  
Los Angeles, CA 90012  
[msahin@magnoliapublicschools.org](mailto: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 December 7<sup>th</sup>, 2021 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:	November 29, 2021
Proposals Due:	December 3, 2021
Interviews, if any (exact date and time TBD):	December 7, 2021
Selection Announced:	December 8, 2021
Contract Execution:	ASAP

## 2.0 PROJECT DESCRIPTION

The Project is to build 3 waterproof shade structures, #1 one is 26'X60', #2 is 37'X62' and #3 is 13,5'X56' in 3 different locations at the school site. See the Appendix A for the locations. The Project may require submission to and approval by the Division of State Architect ("DSA"). If it does not require submission and approval by DSA, it, nevertheless, should be designed and built according to DSA standards.

## 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. Please describe any similar projects your company has completed, including any similar projects submitted to and approved by DSA. -Please state whether you are able to determine if the Project must be submitted and approved by DSA and if so whether you are able to do so on behalf of MPS.

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 not to exceed 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 Project as described above in Section 2.0. Where a respondent believes there are multiple options for the Project, the respondent may provide such alternatives explaining the difference in each alternative and describing the cost differences.

#### **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 Exhibit B (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 agreement attached as Exhibit B.

#### **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**

**Exhibit A      School Map**  
**Exhibit B      Form of Contract**

**7.0 BID ACCEPTANCE/REJECTION**

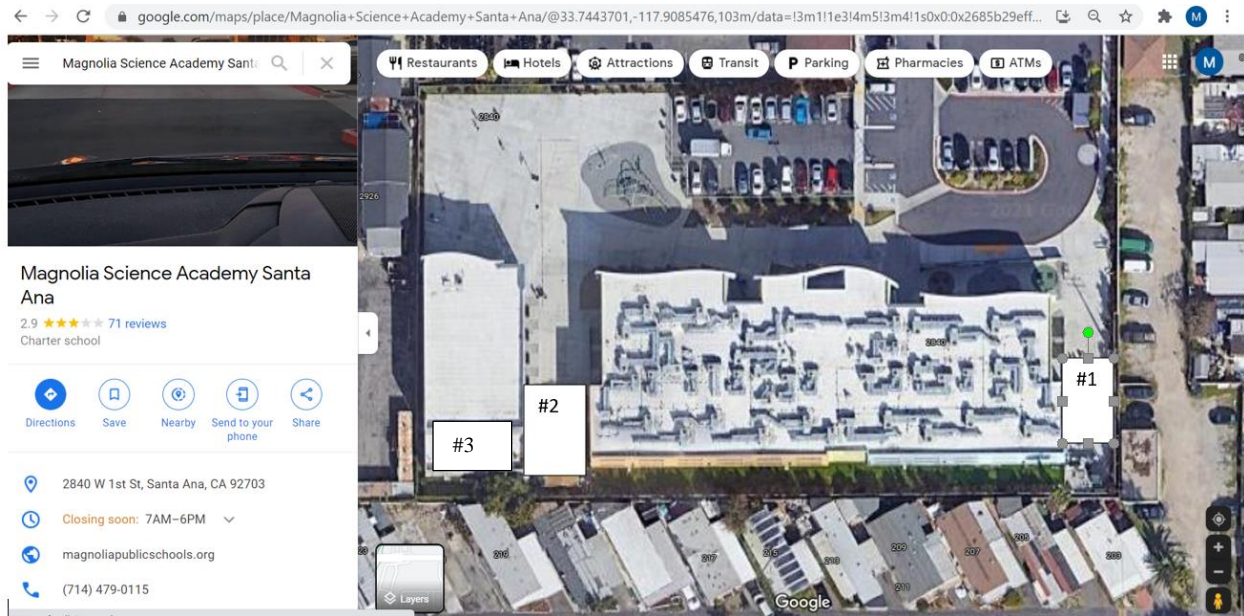
The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

**8.0 PROPOSAL VALIDITY**

RFP responses shall be valid until execution of a contract, which is expected to occur on or about November 30, 2021. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

# Exhibit A

## School map for shade structures' location





# Exhibit B

## Form of Contract

(AIA Document A105™-2017)



Exhibit B

Proposals



# PROPOSAL

211087-01

Date: 12/01/2021

Expires:

Drawing Numbers:

**Project:** MAGNOLIA PUBLIC SCHOOLS / SANTA ANA      **Client:** MAGNOLIA PUBLIC SCHOOLS  
 ANA  
 2840 W 1ST. STREET  
 SANTA ANA , CA

250 EAST 1ST STREET SUITE 1500  
 LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN    760-587-6031    msahin@magnoliapublicschools.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
<b>MANUFACTURE AND INSTALL EXTERIOR FRAMED COVERS PER THE REQUEST FOR PROPOSAL.</b>	<b>\$64,740.00</b>

**# 1 EXTERIOR FRAMED COVER MEASURING APPROXIMATELY 26' X 60'**

FRAMING WILL BE ALUM POSTS MEASURING 4" X 4" WITH FOOTINGS, OVER HEAD FRAMING MEASURING 1 1/8" X 1 1/8"

POST AND FRAMING PAINTED SEMI-GLOSS BLACK. FABRIC INCLUDED COLOR AND TYPE OF FABRIC TO BE DETERMINED BY CUSTOMER.

**\$95,200.00**

**# 2 EXTERIOR FRAMED COVER MEASURING APPROXIMATELY 37' X 62'**

FRAMING WILL BE ALUM POST MEASURING 4" X 4" WITH FOOTINGS, OVER HEAD FRAMING MEASURING 1 1/8" X 1 1/8"

POST AND FRAMING PAINTED SEMI-GLOSS BLACK. FABRIC INCLUDED, COLOR AND TYPE OF FABRIC TO BE DETERMINED BY CUSTOMER.

**# 3 EXTERIOR FRAMED COVER MEASURING APPROXIMATELY 13' 5" X 56'**

**\$31,374.00**

FRAMING WILL BE ALUM POST MEASURING 4" X 4" WITH FOOTINGS, OVER HEAD FRAMING MEASURING 1 1/8" X 1 1/8"

**Salesperson: Todd Gordon**

Buyer \_\_\_\_\_ Seller 



**PROPOSAL**

211087-01

Date: 12/01/2021

Expires:

Drawing Numbers:

**Project:** MAGNOLIA PUBLIC SCHOOLS / SANTA ANA  
2840 W 1ST. STREET  
SANTA ANA , CA

**Client:** MAGNOLIA PUBLIC SCHOOLS  
250 EAST 1ST STREET SUITE 1500  
LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN 760-587-6031 msahin@magnoliapublicschools.org

POST AND FRAMING PAINTED SEMI-GLOSS BLACK. FABRIC INCLUDED, COLOR AND TYPE OF MATERIAL FABRIC TO BE DETERMINED BY CUSTOMER

**4.1.3 INSURANCE IS SENT IN A ATTACHMENT FORM**

**4.3 PRODUCT INFORMATION SUPPLIED ON APPROVAL AND SELECTION OF FABRIC BY THE CUSTOMER**

**4.4 FABRIC WARRANTY IS 5 TO 7 YEARS DEPENDING ON FABRIC. FRAMING 10 YEAR WARRANTY**

**4.1.2 QUALIFICATIONS EXPERIENCE**

**TODD GORDON 18 YEARS EXPERIENCE PROJECT MANAGEMENT / INSTALLATION**

**VICTOR GOMEZ 17 YEARS EXPERIENCE MANUFACTURING, INSTALLATION AND MGR OF THE AWNING DEPT.**

**INSTALLERS EXPERIENCE VARYING FROM MINIMUM OF 5 YEARS TO 15 YEARS**

**4.5 SCHEDULE APPROXIMATELY 5 WEEKS FROM APPROVAL AND RECEIPT OF DEPOSIT.**

**STANFORD SIGN AND AWNING HAS BEEN IN BUSINESS FOR OVER 43 YEARS.**

**Deposit Rate: 50%  
Deposit: \$95,657.00**

**Subtotal: \$191,314.00  
Total: \$191,314.00**

**Salesperson: Todd Gordon**

Buyer \_\_\_\_\_ Seller 



# PROPOSAL

211087-01

Date: 12/01/2021

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**Project:** MAGNOLIA PUBLIC SCHOOLS / SANTA ANA  
2840 W 1ST. STREET  
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**Client:** MAGNOLIA PUBLIC SCHOOLS  
250 EAST 1ST STREET SUITE 1500  
LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN 760-587-6031 msahin@magnollapublicschools.org

## 50% DEPOSIT REQUIRED TO PROCEED.

CONTRACT LICENSE NO. 863570

ALL SIGNS AND AWNINGS ARE MANUFACTURED IN THE UNITED STATES AND HAVE A ONE (1) YEAR PARTS AND MATERIAL WARRANTY.

**JOB WILL BE STARTED FOLLOWING DESIGN APPROVAL. ENGINEERING, PERMITS AND LANDLORD APPROVAL HAVE BEEN ISSUED.**

PERMITS, ENGINEERING AND PERMIT LABOR WHEN REQUIRED WILL BE BILLED ADDITIONALLY. CREDIT CARD PAYMENTS WILL INCUR A 3% PROCESSING FEE.

Customer to provide two (2) copies of site plans of premises for permit purposes. Stanford Sign & Awning, inc. DOES NOT provide primary electrical service to sign location. Hole drilling is subject to normal digging conditions. Any conditions other than normal are billed on a time and material basis and added to the original amount of the contract.

If either party commences an action or proceeding against the other party arising out of or in connection with this contract, including an action seeking a declaration of rights hereunder, the prevailing party shall, in addition to any relief awarded or obtained, wether by settlement, arbitration, complete adjudication or otherwise, be entitled to recover from the losing party reasonable attorneys' fees and costs of suit. Interest expense of 1.5% per month will be incurred for all past due amounts over 30 days. Removal of signage allowed for non-payment.

**Salesperson: Todd Gordon**

Buyer's Acceptance

Title \_\_\_\_\_

Date \_\_\_\_\_

Seller's Acceptance

\_\_\_\_\_

Title \_\_\_\_\_

Date 12-2-2021

# ESTIMATE



**Magnolia Public Schools**  
2840 WEST 1ST ST  
SANTA ANA, CA 92703  
(323) 490-0701

## Universal Awning

7053 Canby Ave.  
Reseda, CA 91335  
Phone: (818) 882-0027  
Email: Info@universalawning.com

Estimate # 001869  
Date 02/17/2022

Description	Quantity	Rate	Total
(3) HIP ROOF CANOPIES 37' X 62' X 6' HEIGHT INCLUDING 12" HARD VALANCE 26' X 60' X 6' HEIGHT INCLUDING 12" HARD VALANCE 13' 6" X 56'x 4'5" HEIGHT INCLUDING 12" HARD VALANCE MATERIAL : FIRESTIST ACRYLIC SURFACE MOUNTED POSTS 10' HIGH 4" X 4" SQUARE SHOP ENGINEERING DRAWINGS \$4500.00 OPTIONAL	1.0	\$120,000.00	\$120,000.00

**Subtotal** \$120,000.00  
**Total** **\$120,000.00**



All down payments are non-refundable three business days from the signing of this contract. With respect to the above, it is agreed that three quarters of the above mentioned sum is for the cost of materials, fabrication labor, sales tax and balance is for the cost of installation labor.

In the event of default of any installment, the unpaid balance shall become due and payable forthwith at the option of the Contractor without notice.

All expenses incurred in the collection of monies due per this agreement whether by arbitration or judicial process including attorney's fees and cost shall be paid by you the purchaser.

Note: This proposal may be withdrawn by Universal Awning & Shade, Inc. at any time prior to its acceptance, and shall expire by its own terms if not accepted within 7 days. Due to the volatile steel prices this quotation is valid for 7 days. Advance bill of material is required to be paid to secure material pricing.

An initial service charge of 5% of the outstanding balance will be charged on balances not paid within five days of payment due date. service charge of 1.5% will be added each month to the balance remaining unpaid.

This quotation is not binding and does not become a contract unless signed below by UNIVERSAL AWNING & SHADE, INC. EXECUTIVE OFFICER.

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Universal Awning - Cody Clapp

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Magnolia Public Schools