



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	I V A
Date:	July 21, 2016
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	Frank Gonzalez, Chief Growth Officer
RE:	MSA Santa Ana Furniture RFP

Proposed Board Recommendation

I move that the Board of Directors authorize the CEO or a designee to award contract(s) for furniture and equipment to the highest qualified bidder(s) that can procure and deliver the desired items in a timely manner.

Background

MSA Santa Ana will be moving into a new building in August 2016. This RFP is for new furniture for the school.

Existing furniture owned by Magnolia Public Schools will be utilized at the new site to the extent possible in order to minimize costs.

Fiscal Impact

An allowance for furniture, fixtures and equipment was included in the budget for the facility project.

Attachments

RFP (two documents)
Bid award analysis and recommendation

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

Name of school: Magnolia Science Academy, Santa Ana
Address: 2804 E 1st 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 1st 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 1st 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. 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. 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.

Grades	# of classrooms	Student Count
K	3	90
1	3	90
2	3	90
3	3	90
4	2	60
5	2	60
6-12	10	300
Total	26	780

	Student Desks	Student Chairs	Kidney Shaped Tables	Bookshelves	Storage Cabinets	Teacher Desks	Teacher Chairs	Glass dry erase marker board	Projector Screens
Specification	Book Storage Compartment; Hard Plastic	With Glides; Hard Plastic	Adjustable height	36Wx48H	36Wx72H	Drawer option	adjustable with arms	48Hx72W; Magnetic	84Hx84W
	90	90	3	6	3	3	3	6	3
	90	90	1	6	3	3	3	6	3
	90	90	1	6	3	3	3	6	3
	90	90		6	3	3	3	6	3
	60	60		4	2	2	2	4	2
	60	60		4	2	2	2	4	2
	300	300			25	10	10	20	20
Quantities	780	780	5	32	41	26	26	52	36

Additional Items		
Item	Description	Count
Nurse's room	medical cot	1
Nurse's room	divider	1
Reception Area	4 chairs 2 side tables	1 set
Display	Trophy Cases	2
Cafeteria	Blow Molded Folding Chair	400
Cafeteria	Blow Molded Folding Table	40
Cafeteria	Full size Food Refrigerator	1
Cafeteria	Full size food Warmer	2