



Opportunities For Learning

Public Charter Schools

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Facilities Management

REQUEST FOR PROPOSAL

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Introduction

Company Background & Objective

Opportunities for Learning (OFL) is a FREE public charter school, serving students grades 7-12 who have fallen behind in school, are looking to get ahead and graduate early, or simply crave a non-traditional learning environment.

OFL was established in 1999 by a family genuinely and profoundly interested in the well-being of California young people. They saw potential that struggling students couldn't see in themselves. For over 16 years, OFL and its founders have helped more than 140,000 students find their passion and equip themselves with the knowledge to pursue their dreams.

At OFL, inspiring students inspires us. We believe the student-teacher relationship is critical to a young person's social, emotional, and academic success. When you visit our locations, you'll find students working one-on-one with highly qualified, passionate teachers and advisors. We take endless pride in the quality of our staff and the deep connection that each of them share with every OFL student.

Today, OFL offers different methods of instruction, creating what we call a 'blended' learning model. This innovative approach to education allows students to learn with great flexibility through:

- Independent study
- Small group (SGI) classes
- Online courses
- One-on-one, single-subject tutoring
- Hands-on, experiential activities, trips, and cultural excursions

For many students, OFL has been a beacon of hope after years of academic struggle, and we're eternally grateful to have been a part of their success.

Learning Center Locations

Pasadena Corporate Office | 320 N. Halstead Street, Pasadena, CA 91107

OFL Baldwin Park Charter

- *Arleta* | 9700 Woodman Ave, A-23, Arleta CA 91331
- *Bellflower* | 10058-64 Rosecrans Blvd, Bellflower CA 90706
- *Bixby* | 3501 Atlantic Ave, Long Beach CA 90807
- *Encino* | 17953 Ventura Blvd, Encino CA 91316
- *Oxnard* | 1731 E Ventura Blvd, Oxnard CA 93036
- *Ramona* | 12731 Ramona Blvd, 201-203, Baldwin Park CA 91706
- *Reseda* | 8911 Reseda Blvd, Northridge CA 91324
- *Wilson* | 3842 3844 3850 E Anaheim St, Long Beach CA 90804

OFL Baldwin Park II Charter

- *Chatsworth* | 20553 Devonshire St, Chatsworth CA 91311
- *Compton* | 1301 E Rosecrans Ave, 105, Compton CA 90221
- *Cudahy* | 7995 S Atlantic Ave, Cudahy CA 90201
- *East LA* | 5301 Whittier Blvd, J, Los Angeles CA 90022
- *Hawthorne* | 13613 Hawthorne Blvd, Hawthorne CA 90250
- *Huntington Park* | 5949 S State Street, Huntington Park CA 90255
- *Long Beach/Jordan* | 6604 Cherry Ave, Long Beach CA 90805
- *Simi Valley* | 2585 Cochran St, H, Simi Valley CA 93065
- *Signal Hill/Willow* | 400 E Willow St, Long Beach CA 90806
- *Studio City* | 12029 Ventura Blvd, Studio City CA 91604
- *Vermont* | 8219 S Vermont Ave, Los Angeles CA 90044
- *Watts* | 638 E El Segundo Blvd, Los Angeles CA 90059
- *West Covina* | 711 N Azusa Ave, West Covina CA 91791

OFL Fresno Charter

- *Fresno* | 1603 East E St, Fresno CA 93706

OFL Duarte Charter

- *City of Industry* | 16030 Amar Rd, City of Industry CA 91744
- *Duarte/Monrovia* | 806 E Huntington Dr, Monrovia CA 91016
- *Pasadena* | 3130 E Colorado Blvd, Pasadena CA 91107

OFL Capistrano Charter

- *Dana Point* | 33621 Del Obispo, E, Dana Point CA 92629

OFL Santa Clarita Charter

- *Canyon Country* | 18824-18830 Soledad Canyon Rd, Canyon Country CA 91351
- *Lancaster 1* | 1160 Commerce Center Dr, Lancaster CA 93534
- *Lancaster 2* | 2701 West Ave, L, Lancaster CA 93536
- *Palmdale 1* | 2140 E Palmdale Blvd, C-J, Palmdale CA 93550
- *Palmdale 2* | 533 E Palmdale Blvd, H, Palmdale CA 93550
- *Ridgecrest* | 900 N Norma St, Ridgecrest CA 93555
- *Santa Clarita* | 27010 Newhall Ranch Rd, A10-15, 25, Santa Clarita CA 91355

Request for Proposal

Purpose

OFL is requesting proposals from Facilities Management Companies (“Vendors”) who handle facilities services with in-house technicians in order to develop a three to five year agreement with that company.

Objective

OFL is looking for a comprehensive solution for all its facilities management needs in order to have a more strategic, holistic, cost-efficient and consistent approach to manage its many learning centers. Due to the increasing number and numerous relocations of learning centers, OFL no longer has the capacity or expertise to effectively manage the needs of its various learning centers. OFL is looking to hire a Vendor to manage facilities services for a three to five year period.

OFL centers are located in Santa Clarita, Los Angeles, Orange and Fresno counties. The Vendor must be willing to travel to all regions to service and support the various learning center locations.

Scope of Service

All responses should be structured to address how the organization will meet the following objectives and scope:

OFL is looking for a Vendor to provide a comprehensive facility management services for all of its learning centers. Facilities management services include but are not limited to:

- On-demand maintenance at every center
- Furniture (ordering and moving)
- Cleaning
- Decals
- Window wraps and tints
- Signage
- Anti-graffiti
- Flooring
- Paint
- Pest Control
- Shades

- Plumbing
- Roof
- Locksmith
- Landscaping
- Security
- Electrical
- HVAC

For more detail regarding the scope of services, please see Attachment A.

Calendar of Events

The following calendar of events is our best guess as to the timeline and milestones for the appropriate actions and decisions. OFL reserves the right to alter or modify this calendar without cause or notice.

Distribution of RFP	Tuesday, May 23, 2017
Confirmation of Intent to Bid email	Friday, May 26, 2017
Question Deadline	Monday, May 29, 2017
Completed RFP submission	Wednesday, May 31, 2017
Identification of 3 to 4 final vendors	Friday, June 2, 2017
Written recommendation submitted to Board	Tuesday, June 6, 2017
Board Presentations and Vendor Selection	Late June 2017

Limitation of Liability

OFL shall not be liable or responsible for any and all expenses incurred by any vendor in response to this RFP. This RFP does not constitute a billable engagement or a valid contract. This RFP shall be solely an invitation to participate in this evaluation of Facilities Management for OFL Learning Centers. Each OFL Charter School reserves the right to reject any and all proposals without liability.

RFP Responses

OFL's objective in receiving a response to this RFP from each Vendor is to evaluate the compatibility between OFL and the Vendor. OFL will evaluate each response it receives based on criteria it finds important and relevant to the request. Those criteria could range from cost, overall comprehensive solution, experience, key personnel, technical approach, efficacy, efficiency, or any other criteria the review staff deems important. OFL will be placing significant emphasis upon the proposal response format and content as well as the total cost summary.

Please use this as your overview and roadmap through the RFP process.

Notice of Intent to Bid

If there is an intent to bid after reviewing the RFP, please notify OFL's Superintendent Dr. Richard Rundhaug via email to formally notifying OFL of your intention to bid. The intent to bid must be received no later than 5:00pm (PST) on Friday, May 26, 2017.

Formal Bid Proposal Submittal

All proposals must be submitted no later than 5:00pm (PST) on Wednesday, May 31, 2017 to the office of Dr. Richard Rundhaug. Electronic copies must be sent via email to schan@emsofl.com. Hard copies can be mailed to:

Attn: Richard Rundhaug
320 N. Halstead St., Ste 220
Pasadena, California 91107

If additional information is needed, please submit all inquiries via email to Dr. Richard Rundhaug at schan@emsofl.com. Please include the subject line of "OFL Facilities Management RFP". All questions will be compiled and answers to all questions will be sent out to all bidders. All materials provided to OFL become the property of OFL and may be returned at its sole discretion. OFL reserves the right to disqualify or reject any proposal that does not completely fulfill the submission requirements. Acceptance of any proposal will be at OFL's sole discretion, with or without cause. Furthermore, OFL reserves the right to negotiate all terms, conditions and compensation under this RFP.

The contract, if any, shall be awarded to the Vendor whose proposal is most advantageous to OFL. OFL may at its sole discretion select the response that best fits its needs and may choose to cancel the RFP.

RFP Format

Vendors must submit formal bid proposals in strict conformance with the format, headings and procedure as stated below:

1.1 Overall Goals and Objectives	Provides a chance for the vendor to acknowledge OFL's goals and objectives of the RFP
1.2 Background	Provides a summary of the vendor's background
1.3 Terms and Conditions	Provides a high-level summary of the proposed terms and conditions for executing a contract (May include a copy of a proposed three to five year contract for consideration)
2.1 Pricing	Provides pricing per service or lease (Please use Attachment B for submittal if desired)
2.2 Vendor Capabilities	Provides information for circumstances set forth in Attachment C
3.1 Vendor Capabilities	Provides a discussion of the vendor's capabilities and indicates intention to sub-contract for various services
3.2 Delivery of Products and Services as Contracted	Vendor describes how it will fulfill the requirements as stated in the RFP
3.3 Industry Experience	Vendor describes its experience with similar customer requirements and provides examples if possible
4.1 Project Team	Vendor provides names and biographies about the project team members
4.2 Management Personnel	Vendor provides names and biographies about project leadership, as well as company leadership
4.3 Cultural Compatibility	Vendor states how it will accommodate to customer cultural issues, such as dress codes and working hours
4.4 Special Requirements	Vendor provides any additional information regarding special situations such as emergencies or if a situation arises that is outside of the scope of the contract.

Attachment A

Detailed information regarding Scope of Service

ON-DEMAND MAINTENANCE | Emergencies need to be addressed immediately and it is the duty of the Vendor to dispatch certified technicians to undertake any and all issues a learning center may have. For less pressing matters, the Vendor are expected to schedule fixes in a timely manner.

FURNITURE | When a relocation occurs or a new center is opened, furniture will either have to be moved from an existing location or new furniture will have to be ordered. The Vendor will be expected to analyze the location space to plan for effective placement of furniture to maximize workflow as well as conform to the aesthetics of existing centers.

CLEANING | Vendor is expected to coordinate nightly cleaning of centers when students are not present at the learning center. Vendor is also expected to coordinate emergency cleanings when needed.

DECALS | Vendor is expected to order and apply decals for newly opened centers.

WINDOW WRAPS & TINTS | Vendor is expected to coordinate ordering and application of window wraps and tints.

SIGNAGE | Vendor is expected to order proper signage for centers.

ANTI-GRAFFITI | Vendor is expected to clean up any graffiti present inside and outside of a center.

FLOORING | Vendor is expected to coordinate ordering and installation of carpet, tiles and other types of flooring.

PAINT | Vendor is expected to coordinate ordering and application of approved paint to maintain uniformity of all learning centers.

PEST CONTROL | Vendor is expected to coordinate pest control services.

SHADES | Vendor is expected to coordinate ordering and installation of shades.

PLUMBING | Vendor is expected to maintain and repair all plumbing in a center.

ROOFING | Vendor is expected to maintain and repair the roof of all centers to ensure the safety of our students.

LOCKSMITH | Vendor is expected to coordinate re-keying locks when necessary.

LANDSCAPING | Vendor is expected to maintain areas outside of each learning center. This does not include Common Area Maintenance.

SECURITY | Vendor is expected to coordinate security services for all centers. Security services can be offered by landlords and thus Vendor will need to coordinate with the landlord for those services. Vendor is expected to coordinate with OFL's contracted alarm company to set up alarm systems and Vendor will also be the point of contact for the contracted alarm company.

ELECTRICAL | Vendor is expected to address all electrical issues.

HVAC | Regular maintenance of HVAC units and scheduling services when issues arise by an in-house HVAC technician.

Attachment B

Please provide approximate costs for the services listed and indicate if the cost is a flat fee or hourly charge. Feel free to add additional services you feel we may have missed.

Pricing

Facilities Service	Provide Service	Fee Type % or \$	Fee Cost
Furniture Ordering Moving			
Cleaning			
Decals			
Window Wraps			
Signage			
Tint			
Anti-Graffiti			
Carpet			
Paint			
Pest Control			
Shades			
Plumbing Emergency Repairs			
Roof Repairs Maintenance			
Locksmith			
Landscaping			
Security			
Electrical			
HVAC			

Please indicate pricing of any additional services Vendor provides that are not listed in scope, if any.

Service	Price

Attachment C

Please include answers to the following questions in your Response to the RFP.

Questionnaire

How would the Vendor address the following situations?

Scenario 1 | How would the Vendor address a pest issue in a learning center during office hours?

Scenario 2 | All your certified plumbers have been dispatched to serve other centers and an emergency situation arises at another center. What is the Vendor's course of action?

Scenario 3 | It is raining and the roof caves in at one of the centers. What is the Vendor's course of action?

Does the location of a center increase/decrease fees for service? For instance, will the Vendor charge mileage or other fees if a center is located outside a given radius? Is there a cost sliding scale based upon distance to travel to a center?

Are there areas you are not willing to serve?

What services would you outsource, if any?

If the Vendor is based in Southern California, how would the Vendor address the needs of learning centers in Central and Northern California?