



Opportunities For Learning Public Charter Schools

Opportunities For Learning-Duarte, INC. REQUEST FOR QUOTE

FACILITY SERVICES

Posted: February 23, 2024
DUE DATE Extended: April 5, 2024

To whom it may concern,

Opportunities For Learning-Duarte, Inc. (“OFL-Duarte”) is requesting quotes for Facility Services.

OFL-Duarte is a year-round independent study public charter school serving approximately 300 students in person and virtually through our resource center in Duarte. Our goal is to provide an individualized educational environment to students who have not been successful or satisfied with their experience in traditional schools. The school serves students 7th to 12th grade, providing a High School Diploma to those who meet the requirements. OFL-Duarte is seeking services to assist in our charter school operations, and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFL-Duarte’s website: <https://ofl-d.org/notices/rfp/>

A copy of the proposed scope of work is attached. Interested vendors are not required to submit a quote covering the entire scope of work. OFL-Duarte will accept quotes covering all or any portion of the services. Please ensure your quote clearly indicates which services are included in the quote. OFL-Duarte reserves the right to negotiate the final terms and conditions of the contract, including the scope of work.

If you would like to submit supporting documentation with your quote (e.g., customer references, statement of qualifications, company history, alternative fee structures, etc.), please feel free to do so. All quotes should be placed on your company’s letterhead and include a bid or price estimate. Please submit your quote by the due date above to:

Jeff Moreno
Assistant Principal of Instructional Operations
jpmoreno@oflschools.org

OFL-Duarte staff will review all quotes and make a recommendation to the Board of Directors. It is anticipated that OFL-Duarte will award the contract in May, and the term of any resulting contract is anticipated to begin on July 1, 2024.

If you have any questions, or if you’d like to schedule an optional tour of our school facilities, please contact Jeff Moreno using the contact information above. We very much look forward to reviewing your quote.

Sincerely,

Opportunities For Learning-Duarte, Inc.

Scope of Work

- I. Facilities Management
 - A. Furniture Management - Work with the school to determine layout, delivery, storage, and disposal of furniture.
 - 1. Purchasing
 - 2. Disposing
 - 3. Rental
 - 4. Storage
 - 5. Layout
 - B. Moves & Relocations - Work with the school to coordinate vendors and schedules, negotiate pricing, and vet multiple competitive bids.
 - 1. Move ins and move outs
 - 2. Furniture setup
 - C. Cleaning / Janitorial Services
 - 1. Manage all janitorial and specialty cleaning services agreements for the school. Resolve disputes and initiate special requests on behalf of the schools.
 - 2. Provide site walk through before centers open to address transient issues and as needed, provide cleanup and safe removal of any unsanitary materials left behind.
 - D. Signage - Manage all signage requests from schools with vendors, including but not limited to the items below.
 - 1. Wall Signs
 - 2. Window Wraps
 - 3. Parking Signs
 - 4. Window Tints
 - 5. Marquee Signs
 - 6. Anti-Graffiti
 - 7. ADA signs
 - 8. Decals
 - 9. Window Wraps
 - E. Flooring
 - 1. Coordinate carpet, tile, and VCT with instruction and create floor layout
 - 2. Coordinate floor installation to completion
 - F. Paint - Coordinate all painting projects with the vendor including onsite project oversight.
 - 1. Coordinate paint colors with instructions and create a paint layout
 - 2. Coordinate paint to completion
 - 3. Paint touch ups
 - G. Pest Control - Manage vendors for all sites. Address special needs and requests.
 - 1. Start and stop service
 - 2. Extra services required regarding pests in centers
 - H. Shades / Blinds
 - 1. Coordinate shades/blinds addition and removal
 - 2. Install shades to completion
 - 3. Repairs on shades

- I. Roof Leaks - Research financial responsibility with the Property Management team to determine accountability. Source vendors for immediate repairs and create temporary solutions to ensure the school can continue uninterrupted.
 - J. Locksmith - Manages all key and lock requests, including magnetic door locks.
 - K. HVAC - Manage and coordinate all HVAC repairs and unit replacements as well as research financial accountability for repairs with the Property Management team.
 - 1. Repairs (Condensers / Motors / Reversing Valves / etc)
 - 2. Filter Changes
 - 3. Installation of ducting / New Vents
 - 4. Preventive Maintenance
 - L. Plumbing - Manage emergency plumbing issues at all centers. Coordinate with the Property Manager and/or Landlord to address issues that are clearly stated in the lease verbiage as the responsibility of the PM/Landlord. Perform annual and monthly preventive maintenance walkthroughs to identify any potential problems.
 - M. Mold Remediation - Provide support in identifying issues of mold, engage the landlord to take all necessary steps to remediate, and create enclosures to ensure students and staff are not in harm's way.
 - N. POMS Insurance Safety Walks - Attend all school district and POMS Insurance safety walkthroughs, ensuring that all centers follow the written guidelines and standards.
 - O. After Hours Support - Provide response to burglar and fire alarms during off hours when school staff are unavailable or not responding to the alert.
 - P. Visit City Municipalities - Visit city offices on behalf of the OFL - BP schools with requests such as Zoning permitting questions (adding flag poles), trash enclosures, etc.
- II. Real Estate
- A. Site Acquisition
 - 1. Conduct a market analysis to assist in budgeting
 - 2. Create and implement a site checklist
 - 3. Feasibility analysis on prospective properties
 - 4. Coordinate site visits with various departments, i.e. construction, instruction
 - 5. Coordinate various systems inspections
 - 6. Negotiate LOI and lease.
 - 7. Prepare a lease summary for board approval.
- III. Property Management
- A. Site Disposal/Termination
 - 1. Reference lease to obtain relevant information, i.e. expiration date, early termination clause
 - 2. Create and send out official notice to landlord/PM.
 - 3. Communicate and collaborate with third party vendors to ensure space is ready to return to Landlord.
 - 4. Conduct and document the final walkthrough with landlord/property manager.
 - 5. Ensure the security deposit is returned.

- B. Lease Management
 - 1. Inform the client of upcoming renewals
 - 2. Advise on what options are available and make a recommendation
 - 3. Negotiate lease renewals, expansions, assignments, etc.
 - 4. Coordinate with the accounting department for lease related payments, i.e. security deposits, and termination fees.
 - 5. Review monthly invoices and annual CAM reconciliations
 - 6. Review and process estoppel certificates and SNDA's when requested by landlords/PM's..
 - C. Site Management
 - 1. Coordinate with the facilities department on any issues/emergencies
 - 2. Maintain ongoing communication with landlords/PM's.
 - 3. Reference lease and negotiate accordingly when a facilities dispute arises.
 - 4. Start/Stop various utilities/services.
 - 5. Draft and mail out any notices required per the lease.
 - 6. Coordinate with senior management to obtain necessary signatures.
 - D. Record Keeping
 - 1. Create a system for easy retrieval of both physical and electronic copies of lease documents.
 - 2. Maintain up-to-date database for upcoming expirations and rent increases.
 - 3. Process and maintain records of business licenses and various permits.
 - 4. Assist with the annual filing of property tax exemption forms with the county.
 - 5. Ensure physical copies of licenses and permits are on display at each location.
 - 6. Maintain historical data on recurring maintenance issues.
- IV. Site Acquisition
- A. Pre-acquisition: Inspection
 - 1. Fire Sprinkler System
 - 2. HVAC Systems - Age, Title 24 Compliance
 - 3. Electrical System - Title 24 Compliance/Size Of Panel
 - 4. 1 Hour Fire Wall Assembly
 - 5. ADA at Exterior - Path of Travel/Parking/Public Walkway
 - 6. ADA at Interior - Bathrooms/Drinking Fountains/Guard Rails/Path of Travel Exits
 - 7. Knox Box
 - 8. Fire Alarm
 - 9. Mold/Asbestos/Water Damage
 - 10. Request "As Built" plans
 - B. Post-Acquisition, Pre-Construction
 - 1. Collaborate with peers on processes, procedures, and developing standards.
 - 2. Interpret and explain plans and contract terms to administrative staff, workers, and client.
 - 3. Evaluated and prepared budgetary estimates.
 - 4. Adhere to local, state, and federal regulations as applicable.

5. Apply and proceed with application for ADA Hardship when applicable.
- C. Construction: Build Out Phase
1. Manage subcontractors' work to ensure the fulfillment of contractual obligations.
 2. Maintain project calendar and communicate critical deadlines to appropriate staff and client committees.
 3. Organize and coordinate all development scheduling and operations. Executed any necessary action required to remain on schedule with all operations.
 4. Conduct field site safety and quality assurance inspections. Evaluate and prepare observation and field project progress and status reports. Report any and all deficiencies, expressed in writing with photographs. Submit said reports to the Architect and MEP Engineer of record.
 5. Provide solutions to fluid problems that might arise.
 6. Ensure projects are completed within designated parameters.
 7. Adhere to local, state, and federal regulations as applicable.
 8. Shift workload based on client's priority demands.
 9. Supply chain management for all projects.
- D. Post-Construction
1. Facilitate and procure final permits and Certificate of Occupancy.
- V. Permitting Services
- A. AUP, CUP, and Zoning
1. Prepare and facilitate AUP, CUP, and Zoning applications.
 2. Provide managerial support for the design/architectural/MEP process. Review Plans for potential corrections prior to plan check submittal.
 3. Monitor all files and follow up with local jurisdictions for the status of applications.
 4. Negotiate the process with city departments during the CUP phase so the conditions of approval are within reason for the school.
 5. When AUP, CUP, or Zoning is at issue, gather and prepare all information necessary and attend hearing appearances to successfully obtain a Use or Zoning change.
 6. Communicate between the school, city, and architect to meet last minute requirement deadlines imposed by the cities
 7. Communicate with the landlord on what their responsibilities are per the CUP and provide oversight for those responsibilities.
- B. Building Permit
1. Prepare and facilitate Building Permit applications.
 2. Provide managerial support for the design/architectural/MEP process. Review Plans for potential corrections prior to plan check submittal.
 3. Submit Application and Plans to Plan Check for review and approval.
 4. Monitor all files and follow up with local jurisdictions for the status of approval.
 5. Correspond with the Architect and/or MEP Engineer and City Building Officials to facilitate and expedite any necessary plan changes.