



LOS ANGELES
EDUCATION
PARTNERSHIP

REQUEST FOR PROPOSAL (RFP)

FOR

Early Head Start

Childcare Center

Classroom Furniture

And

Outdoor Mobile Play Equipment

0-2 years old

RELEASE DATE:

June 8, 2023

DUE DATE:

June 23, 2023

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A. INSTRUCTIONS

Through this Request for Proposal, **Los Angeles Education Partnership (LAEP)** is seeking the services of an Educational Supply Vendor with the best favorable competitive rates and to provide all qualified businesses, including those that are owned by minorities, women, persons with disabilities, and/or small business enterprises to do business with LAEP.

Notice is hereby given that LAEP will receive proposals for 0-3 years old classroom furniture and 0-2 years old mobile outdoor play equipment, complying with all terms and conditions described in this document for the PROJECT entitled:

**LAEP Childcare Center
13928 Kornblum Avenue
Hawthorn, CA 90250**

Beginning June 8, 2023, Posting of the RFP and proposal documents will appear on the following web link location:

<https://www.laep.org/news-events-resources/>

- All file downloads are at the bidder's expense.
- All RFP must be on a lump-sum basis. SEGREGATED or LATE PROPOSALS WILL NOT BE ACCEPTED.

RFP DUE ON: June 23, 2023

RFP shall be E-mail to the following email address www.laep.org
Subject line: LAEP Childcare Center Classroom Furniture and Mobile Outdoor Play Equipment RFP

Request for Information (RFI) and Questions should be emailed to LAEP no later than **June 15, 2023.**

Elvia De La Torre
E-mail: edelatorre@laep.org

The Proposal contract shall be awarded, if at all, to the most responsive and responsible Bidder (see Section E. Submittal Requirements) whose proposal conforms in all material aspects to the requirements of the proposal documents, including the Scope of Work. "Responsive Bidder" means the Bidder submits a proposal that conforms in all material respect to the Instructions and Scope of Work incorporated herein by this reference. "Responsible Bidder" means the Bidder who can perform the contract requirements and the integrity and reliability to assure complete and good faith performance and submits the proposal most advantageous to Los Angeles Education Partnership Early Head Start.

Los Angeles Education Partnership Early Head Start reserves the right to reject any or all Proposals, to withhold the award of a contract for any reason it may determine, and to hold any or all Proposal(s) for a period of ninety (90) days. Los Angeles Education Partnership Early Head Start also reserves the right to waive any irregularities in any proposal if such action is determined by Los Angeles Education Partnership Early Head Start, in its sole discretion, to be in the interest of Los Angeles Education Partnership Early Head Start.

B. INTRODUCTION AND BACKGROUND

LAEP envisions a world where empowered learning communities foster hope and opportunity for all.

Los Angeles Education Partnership (LAEP) is a 501(c)(3) nonprofit that advances educational equity. Together with families, schools, and the community, LAEP facilitates access to and opportunities for quality educational and wellness practices so that children thrive from diapers to diplomas.

LAEP recognizes that systemic barriers result in an uneven playing field for learning opportunities and achievement. Our commitment to equity ensures that our vision, mission, and strategies remove the barriers and promote agency, thereby creating equity. We celebrate and incorporate the diverse perspectives and histories of our staff and communities into our work. LAEP's intentional activities to achieve equity drive both the day-to-day operations and the long-term vision of the organization.

LAEP's Early Childhood & Family Engagement programs build school readiness in children ages 0 to 5, their families, and neighboring schools. LAEP fosters catalytic change by working with families and leading community initiatives that improve early childhood systems and access to resources.

LAEP enriches parental skills, starting with prenatal development, and empowers parents to be early childhood and educational advocates. LAEP offers home visits, social and health services, prenatal education and support, educational playgroups and activities, and assistance for families with children who have special needs. LAEP's holistic approach eliminates barriers to success and aids parents in becoming their child's first teachers and leaders in their communities. LAEP partners with elementary schools to involve parents early in the schools their children will attend. LAEP's Early Head Start program is currently open to pregnant individuals and parents of children under the age of 3 in Inglewood, Hawthorne, and South Los Angeles.

C. PROJECT SCOPE OF WORK

LAEP is soliciting a Classroom Furniture and Mobile Outdoor Play Equipment proposal from an Educational Supply Vendor for four early childhood classrooms and outdoor play, complying with all terms and conditions described in this document.

Project Description:

The project involves mobile equipment for children 0-2 years for outdoor play and furnishing four early childhood classrooms and children’s restrooms:

- Bungalow 01/classroom: 382 square feet classroom for children 0-12 months and 61 square feet children’s restroom.
- Bungalow 02/classroom: 441 square feet classroom for children 0-12 months and 61 square feet children’s restroom.
- Bungalow 03/classroom: 402 square feet classroom for children 1-2 years old and 61 square feet children’s restroom.
- Bungalow 04/classroom: 462 square feet classroom for children 1-3 years old and 61 square feet children’s restroom.

Should a bidder find any discrepancy, error, or omission with the RFP or in the scope of work, do not hesitate to contact Elvia De La Torre with LAEP at edelatorre@laep.org. The last day for Requests for Information and Clarification is June 14, 2023. If a question submitted warrants a response, LAEP would issue a written addendum to all vendors to inform them of the clarification. Oral instructions or information shall not constitute an addendum to this RFP.

D. SCHEDULE OF EVENTS

LAEP intends to finalize the vendor selection process according to the following schedule. The dates set forth below are for informational purposes only. All dates are subject to change.

No.	Schedule of Events	Key Dates
1	Bid Release to Public	June 8, 2023
2	Contractor Questions due (RFI)	June 14, 2023
3	LAEP Responses to Contractor Questions	June 19, 2023
4	Proposal Submission Due	June 23, 2023
5	LAEP Analysis of proposals. Interview, if required.	June 26 – June 29, 2023
6	Notice of Award	June 30, 2023
7	Delivery of Furniture Complete assembly and installation of furniture	Between July 24 – July 31, 2023

E. SUBMITTAL REQUIREMENTS

To facilitate a timely response and a comprehensive evaluation of submitted proposals, all candidates shall submit proposals adhering to the following response format:

1. **Company Information Page**
2. **Provide an Executive Summary of your company.** This section of your proposal should include a summary that describes your company culture, pricing, capabilities, and background. The purpose of this summary is to provide LAEP with a brief, clear understanding of your proposal, your pricing, and the way your company does business.
3. **Services/Scope of Work.** Provide a full and complete description of your company's proposed services and scope of work on the project. Be thorough.
4. **Pricing Structure.** Explain in detail the pricing structure you propose.

Pricing quoted by a vendor shall include all fees, costs, and expenses, including, but not limited to labor costs, travel expenses, administrative costs, copies, collating costs, faxes, mileage charges, supplies, mailing charges, communications, furniture product, design fee, assembling and/or installation, payment and performance bond, and shipping, unless otherwise indicated in the RFP.

Estimated proposal prices are not acceptable. All of the proposal contents and fees must be guaranteed for ninety (90) days from the proposal date. The proposal price will be considered in determining the successful vendor. Also explain how you keep costs competitive, what furniture lines you have access to, and what national buying agreements, if any, you have in place that could be utilized on this project. **Provide examples and pricing of the furniture offered by your company.**

5. **Schedule.** Provide a schedule noting major milestone events as well as the various events to be completed during the production phase. Be detailed.
6. **Provide all Warranty & Maintenance information.** The candidates shall clearly describe to LAEP how they propose to guarantee and warranty their products and services.

The warranty period shall begin after final acceptance of the items provided, and if appropriate, offer ongoing maintenance services for successive one-year periods thereafter at fixed annual prices. ***IMPORTANT: Explain costs associated with warranty work or service. For example, who will bear the cost of labor? Will labor costs be paid by the dealer or manufacturer or LAEP?***

Candidates shall provide a user manual containing all pertinent technical, documentation, warranty information, and re-order information to LAEP upon delivery of the furniture and mobile outdoor play equipment.

Selection Criteria

An Evaluation panel will review submitted proposals and make a recommendation for award. This selection will be for award to the responsible vendor(s) whose proposal is determined to be most advantageous to LAEP, in LAEP's sole discretion.

Candidate's Acceptance of Selection Methodology

Submission of a proposal indicates candidate's acceptance of the selection technique and candidate's recognition that LAEP will select the candidate that is determined to be most advantageous in LAEP's sole discretion.

Award of Contract (s)

The award will be made to the responsible vendor whose proposal, conforming to the RFP, will be the most advantageous to LAEP, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, LAEP may elect to cancel the award and make the award to the next most responsible vendor.

Multiple Awards

The LAEP reserves the right to award this RFP in part, to multiple vendors, if it is determined to be in the best interest of the LAEP.

F. LAEP REQUIRED DOCUMENTATION

If selected for this contract, the following documents will be required from the Contractor before contract execution:

- W-9
- Certificate of General Liability Insurance indicating LAEP as an additional insured and Certificate Holder
- Certificate of Automobile Insurance
- Certificate of Worker's Compensation Insurance
- Waiver of Subrogation
- Performance Bond

G. AWARD

LAEP reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

This solicitation does not commit LAEP to pay any cost in the preparation or presentation of a submittal.

Thank you for your participation.

Sincerely,

Elvia De La Torre
Facilities and Operation