

**GREEN DOT PUBLIC SCHOOLS CALIFORNIA**  
**RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA**  
**ANIMO INGLEWOOD ANNEX TENANT IMPROVEMENT**  
**RFP#: FY25-009**  
**DATE OF ISSUANCE: WEDNESDAY, DECEMBER 18, 2024**

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**Please submit all proposals electronically to:**  
Facilities Director  
Green Dot Public Schools California  
email: [ca-facilities@greendot.org](mailto:ca-facilities@greendot.org)  
**Bid Due Date: Monday, January 20, 2025, at 5:00 PM, PST**

**Administrative and General Information**

**School Information:** Green Dot Public Schools California (“GDPSC”) is a California nonprofit public benefit organization based in Los Angeles, CA operating a total of 18 public middle schools and high schools in California. GDPSC’s mission is to help transform public education so ALL students graduate prepared for college, leadership, and life.

**CHART A: School**

<i>School</i>	<i>Approx. Building sf.</i>	<i># of Stories</i>	<i>Year Built</i>
<i>Animo Inglewood CHS- Annex Building 3425 W. Manchester Blvd. Inglewood, CA 90305</i>	<i>7,586</i>	<i>2</i>	<i>1967</i>

**Purpose:** GDPSC seeks proposals from qualified respondents (the “Proposers”) interested in providing HVAC system replacement as described in this RFP.

GDPSC will require the Proposer to provide comprehensive services, management, a workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed system. All of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility. GDPSC may invite multiple Proposers to provide services under this RFP.

### **Proposal Authorities, Restrictions, and Clauses**

#### **GDPSC Authorities and Options**

- GDPSC reserves the right to reject any and all proposals for any reason.
- GDPSC reserves the right to negotiate any and all proposals for any reason.
- GDPSC has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPSC.
- Subsequent to GDPSC’s acceptance of a submitted proposal, final terms and conditions will be negotiated, and finalized via a formal contract, between the Proposer and GDPSC.

#### **RFP Timeline**

- Release date: Wednesday, December 18, 2024
- Mandatory site tour: Thursday, January 2, 2025 at 8:00AM PST
  - Animo Inglewood Charter High School  
3425 W. Manchester Inglewood, CA 90305
- Questions from Proposer due: Tuesday, January 7, 2025 at 5:00PM PST
  - [Frequently asked questions](#)
- Questions Answered by: Tuesday, January 14, 2025 at 5:00PM PST
- RFP Closing date: Monday, January 20, 2025 at 5:00PM PST
- Evaluation and Accepted by: Early February

### **Proposer Requirements/Scope of Services**

**Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSC. The successful Proposer will provide to GDPSC: GDPSC’s criminal background check and Tuberculosis Vendor Certification

Form, which will list each employee verifying that they have Department of Justice clearance and list their Tuberculosis expiration date, at the Proposer's expense. The Proposer will, at the request of the Chief Executive Officer, Chief Business Officer, and/or Facilities Director, immediately remove from providing services to GDPSC any person who, in the opinion of GDPSC, has engaged in improper conduct. The Proposer will not permit a person so removed to return to any GDPSC location unless prior written consent is provided by GDPSC.

**Legal:** The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, by the state of California or other legislative bodies of appropriate jurisdiction. This includes, but is not limited to, executing a Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification for each school year in which the Proposer will provide services to GDPSC. The Proposer must promptly notify GDPSC concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

**Insurance:** Proposer must indemnify and provide insurance coverage that will minimize GDPSC's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate, additionally \$5,000,000 umbrella or excess liability policy for a total of \$8,000,000.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name Green Dot Public Schools California ("GDPSC") as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPSC as "additional insured" must be provided to GDPSC prior to commencement of services and kept up-to-date.

**Pricing:** All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**.

**Invoices and Payments:** GDPSC's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Invoices shall be submitted to GDPSC within the first seven days of each month.

In the event the Proposer presents GDPSC with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPSC may be required to perform substantial research which could result in delay of payment. GDPSC will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

**Contract Type:** The preferred contract type to be awarded is a lump sum contract.

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## Scope of Services

The purpose of this specification is to define the tenant improvements at GDPSC school, Animo Inglewood Annex Building located at 3425 W. Manchester Blvd. Inglewood, CA 90305. Service is to include interior and exterior improvements as described below. The work covered in these specifications include furnishing all labor, equipment, materials, supplies, including the disposal of used material and supervision necessary to perform and deliver the services required under this contract. The construction drawings are provided in Attachment G.

### **Tasks and Deliverables Specifications**

#### **Tasks**

- A. The proposer is expected to provide all the necessary labor, tools, equipment, materials and permits as detailed in the DELIVERABLES SECTION.
- B. The proposer shall coordinate with the designated Green Dot Project Manager to minimize disruption.

#### **Deliverables**

##### **A. Interior ground floor & 2nd Improvements:**

- 1. Remove structural plywood and remaining structural partitions
- 2. Install new structural steel columns and grade beam
- 3. Install new exterior structural shear walls
- 4. Install additional floor and ceiling wood joists
- 5. Install new plywood roof sheathing
- 6. Construct new partition for new classrooms, restrooms, staff workrooms and storage rooms
- 7. Install new drywall ceilings and t-bar ceilings throughout
- 8. Install new lighting throughout
- 9. Install new power and data throughout
- 10. Install new fire sprinklers throughout
- 11. Install new HVAC systems throughout
- 12. Install new plumbing throughout
- 13. Install new flooring (VCT & ceramic tile) throughout
- 14. Install new millwork cabinets
- 15. Paint all interior walls, ceilings, soffits throughout
- 16. Install new way-finding signage throughout
- 17. Provide systems commissioning

**B. Exterior Improvements:**

1. Remove all windows and replace them with new storefront system
2. Install new translucent film on ground floor glass and paint aluminum frames dark bronze
3. Water seal all window openings
4. Remove and replace existing east and west exterior stairs
5. Patch and repair all stucco
6. Paint entire exterior walls, new stair, ramp and stair rails
7. Remove and reconstruct a new planter adjacent to the new exterior stair
8. Install new landscape and irrigation system
9. Construct a new concrete access ramp
10. Remove existing roofing and reinstall new roof screen and mechanical equipment
11. Install new PDM roofing (20-year minimum warranty)

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***Carefully read all instructions, requirements, and specifications. Fill out all sections completely.***

**Please submit the following documents as part of your proposal:**

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary
  - a. Experience in the education industry and in Los Angeles County, CA
  - b. Organization chart
  - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
  - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
  - a. Employee sourcing, screening, and hiring procedures
  - b. Frequency and type of background checks performed
  - c. Management/supervision structure
  - d. Staff training/professional development program
  - e. Safety and security program
4. Performance History & Preparedness for GDPSC
  - a. Proposer's references (3 minimum from other school districts, where possible)
  - b. Summary of ability to take on the additional workload expected by the Proposer
  - c. How Proposer plans to monitor, measure, and communicate service quality
  - d. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - e. Other methods for ensuring high-quality service
5. Implementation Plan for GDPSC
  - a. Employee recruiting and/or existing staff transition plan
  - b. Training/on-boarding plan
  - c. Proposed implementation timeline
6. Financial Statements Information
  - a. Provide a complete balance sheet or annual report (verified by a certified public accountant, if applicable) for the last three years of operation.
7. Cost/Pricing Proposal – Attachment A
8. Proposed Project Schedule – Attachment B
9. Contact Information – Attachment C
10. Vendor Certification Form – Attachment D
11. Checklist of Required Elements – Attachment E
12. As-built Set- Attachment F
13. Construction Plan Set Drawings- Attachment G

## Evaluation Criteria

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Price (25%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Organizational Policies and Procedures (10%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel, policies, and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- **Performance History and Reputation (30%):** Proposer has a demonstrated track record of success in the industry and/or in Los Angeles, CA and provides positive references.
- **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.

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**Attachment A  
Cost/Pricing Proposal**

**Proposal Pricing**

Proposers must use the chart below to provide price proposals which shall include a proposed not-to-exceed amount for the scope of work as described in this RFP. Prices are to include ALL labor, overhead, materials, city permits, profits, taxes, travel, and insurance.

<b>A. Interior ground floor &amp; first floor improvements:</b>	
<b>CSI# Division</b>	<b>Price</b>
01. General Requirements	
02. Existing Conditions	
03. Concrete	
05. Metals	
06. Wood, Plastics, and Composites	
07. Thermal and Moisture Protection	
08. Openings	
09. Finishes	
10. Specialties	
21. Fire Suppression	
22. Plumbing	
23. HVAC	
26. Electrical	

28. Electronic Safety and Security	
<b>Subtotal</b>	
Contingency 5%	
General Liability	
General Contractor Fee	
Performance Bond	
<b>Total</b>	

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**Attachment B  
Project Schedule**

Bidders must use the charts below to provide project schedules with the assumed start date of March 3, 2025 and the assumed end date of June 2, 2025.

At the time of the commencement of this scope of service on March 3, 2025, the following pre-construction services will have been completed including; asbestos and lead testing, abatement and clearance sampling, and the non-structural interior demolition.

Two separate schedules are required:

1. Interior Improvements Schedule
2. Exterior Improvements Schedule

<b>Interior Improvements Schedule</b>			
<b>Task Name</b>	<b>Total Duration (days)</b>	<b>Start Date</b>	<b>End Date</b>
<b><i>Construction</i></b>	<b><i>63</i></b>	<b><i>March 3, 2025</i></b>	<b><i>June 2, 2025</i></b>
Remove structural plywood and remaining structural partitions			
Install new structural steel columns and grade beam			
Install new exterior structural shear walls			
Install additional floor and ceiling wood joists			
Install new plywood roof sheathing			

Construct new partition for new classrooms, restrooms, staff workroom and storage rooms			
Install new drywall ceilings and t-bar ceilings throughout			
Install new lighting throughout			
Install new power and data throughout			
Install new fire sprinklers throughout			
Install new HVAC systems throughout			
Install new plumbing throughout			
Install new flooring (VCT & ceramic tile) throughout			
Install new millwork cabinets			
Paint all interior walls, ceilings, soffits throughout			
Install new way-finding signage throughout			
Provide systems commissioning			

<b>Exterior Improvements Schedule</b>			
<b>Task Name</b>	<b>Total Duration (days)</b>	<b>Start Date</b>	<b>End Date</b>
<b><i>Construction</i></b>	<b><i>63</i></b>	<b><i>March 3, 2025</i></b>	<b><i>June 2, 2025</i></b>
Remove all windows and replace them with new storefront system			
Install new translucent film on ground floor glass and paint aluminum frames dark bronze			
Water seal all window openings			
Remove and replace existing exterior stairs with new steel stairs			
Patch and repair all stucco			
Paint entire exterior walls, new stair, ramp and stair rails			
Remove and reconstruct a new planter adjacent to the new exterior stair			
Install new landscape and irrigation system			

Construct a new concrete access ramp			
Paint all interior walls, ceilings, soffits throughout			
Remove existing roofing, roof screen and mechanical equipment			
Install a new PDM roofing (15-year minimum warranty)			

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**Attachment C**

**CONTACT INFORMATION**

<b>Primary Contact Name</b>	
<b>Primary Contact Phone Number</b>	
<b>Primary Contact Email Address</b>	

<b>Company Legal Name</b>	
<b>Company Address</b>	
<b>Company Phone Number</b>	

<b>Company Website</b>	
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<b>Year Company Founded</b>	
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<b>Years Operating in California</b>	
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<b>Number of Clients</b>	
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<b>Number of Employees</b>	
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<b>Authorized Representative Name</b>	
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<b>Authorized Representative Signature</b>	
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**Attachment D**

**Vendor Certification of Criminal Background Clearance,  
Tuberculosis (TB) Clearance, and Credential Verification**

*In accordance with California fingerprint and criminal background clearance, TB risk assessment/clearance requirements, and credentialing requirements per Education Code sections 45125.1 et seq., 49406, and 47605(I)*

With respect to the Agreement/Contract (Number \_\_\_\_\_) between \_\_\_\_\_ (“CHARTER SCHOOL”) and the individual, company, or contractor \_\_\_\_\_ (“VENDOR”) for provision of services.

**PLEASE CHECK ALL APPROPRIATE BOXES AND SIGN BELOW.**

**CLEARANCE AND CREDENTIAL REQUIREMENTS SATISFIED:**

- A. The VENDOR hereby certifies to the CHARTER SCHOOL’s Governing Board that it has completed the criminal background check requirements of California Education Code (Ed. Code) section 45125.1, that it has determined that none of its employees that may come into contact with CHARTER SCHOOL students has been convicted of a violent felony listed in Penal Code Section 667.5(c) or a serious felony listed in Penal Code Section 1192.7(c), and that the VENDOR requests and receives subsequent arrest notifications for all such employees from the California Department of Justice to ensure ongoing safety of students.
  
- B. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all employees who may have frequent or prolonged contact with students have undergone a risk assessment and/or been examined and determined to be free of active tuberculosis as required in Ed. Code section 49406. VENDOR requires all new employees to provide VENDOR with certificate of tuberculosis clearance dated within the 60 days prior to initial employment. VENDOR maintains current TB clearances for all such employees.
  
- C. The VENDOR hereby certifies to the CHARTER SCHOOL Governing Board that it has required and verified that all VENDOR employees whose assignment at the CHARTER SCHOOL requires a teaching or substitute credential or license holds a current, valid credential or license appropriate for the assignment as required by Ed. Code section 47605(I).

List below, or attach, the name and other information for each vendor employee for whom VENDOR has successfully completed the requisite fingerprinting and criminal background check, TB risk assessment/clearance, and credential verification (if applicable), in accordance with the provisions above.

Name of Employee	Date of Criminal Background Clearance Determination	TB Expiration Date	Credential(s) Type and Expiration Date(s)
<i>John Example</i>	<i>07/23/2014</i>	<i>07/23/2018</i>	<i>MSTC 07/01/2018</i>

**WAIVER JUSTIFICATION:**

- D. The VENDOR and all of its employees qualify for a waiver of the Department of Justice (DOJ) fingerprint and criminal background clearance requirements for the following reason(s) permitted by Ed. Code section 45125.1 et seq.
  - The VENDOR and its employees will NOT have any interaction with pupils outside of the immediate supervision and control of the pupil’s parent or guardian or a school employee. [Ed. Code § 45125.1(a).]
  - The VENDOR, which will be providing for construction, reconstruction, rehabilitation, or repair of a school facility where the employees of the VENDOR may have contact, other than limited contact, with pupils, shall ensure the safety of the pupils by one or more of the following methods: [Ed. Code § 45125.2 (a).]

**Check all methods to be used:**

- 1) Installation of a physical barrier at the worksite to limit contact with students
- 2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious violent felony as ascertained by the DOJ
- 3) Surveillance of employees of the VENDOR by school personnel

- The services provided by the VENDOR and its employees are for an “EMERGENCY OR EXCEPTIONAL SITUATION” ONLY, such as when pupil health or safety is immediately endangered or when emergency repairs are needed to make the school facilities safe and habitable. [Ed. Code § 45125.1(b).]

**By signing below, under penalty of perjury, I certify that the information contained on this certification form and the employee list(s) is accurate. I understand that it is the VENDOR’S sole responsibility to maintain, update, and provide the CHARTER SCHOOL with current and complete information along with the employee list, throughout the duration of services provided by VENDOR.**

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Authorized Vendor Signature	Printed Name	Title	Date
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**Attachment E**

**Checklist of Required Elements**

<b>ITEM</b>	<b>INCLUDED (Y/N)</b>	<b>PAGE</b>	<b>INITIALS</b>
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for GDPSC			
Customer Service Proposal			
Implementation Plan			
Financial Statements			
Cost/Pricing Proposals – Attachment A			
Project Schedule - Attachment B			
Contact Information - Attachment C			
Vendor Certification Form– Attachment D			
Checklist of Required Elements (This Document) – Attachment E			
Electronic Copy		N/A	

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**Attachment F**

**AS-BUILT DRAWINGS**

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**Attachment G**

ARCHITECTURAL

STRUCTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE SPRINKLER

ENVIRONMENTAL REPORTS

SOILS

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