

REQUEST FOR PROPOSALS
DAYCARE CENTER OPERATOR
GOODLAND ACRES COMMUNITY CENTER
May 15, 2015

I. BACKGROUND

A. PROJECT DESCRIPTION

The County of San Diego is seeking proposals for a qualified and licensed daycare operator to operate a daycare center in the community center at Goodland Acres County Park located at 8848 Troy Street in Spring Valley, California. A location map is attached as Attachment "A". The area to be leased is approximately 1,420 square feet in size and includes a classroom, small kitchen, bathrooms, and small storage area. The selected proposer shall also have access to an adjoining outside area in front of the Community Center as shown on the site map attached as Attachment "B". If required to comply with day care licensing requirements, the selected proposer will be responsible for installing/updating and maintaining a fence around the outside area, with prior approval from the County.

The selected proposer will provide quality daycare service for children in the community under a lease agreement with an initial term of two years. The selected proposer should have experience and the capability to cater to a variety of daycare programs and needs that will promote and support a solid learning environment for children from low to moderate income families.

B. COUNTY GOALS FOR FACILITY

The goals of the County for this use include the following:

- To ensure a quality daycare service for low and moderate income children in the community
- To provide programs that develop the children's language and literacy skills
- To provide programs that encourage the children's problem solving skills
- To provide programs that encourage socialization and enhance interaction skills
- To offer high quality daycare service to the public

C. PRE-PROPOSAL MEETING

Interested parties will be given the opportunity to tour the facility and meet with County staff on Monday, June 8, 2015 at 10:30 a.m. The meeting will be held in the Goodland Acres Community Center.

D. DELIVERY OF PROPOSALS

Responses to this Request for Proposals are due no later than 5:00 p.m. on Friday, June 26, 2015. Late proposals are not accepted and will be returned unopened. Please deliver three (3) copies of your proposal to:

County of San Diego
Real Estate Services Division
Attention: Manny Gaviola, Senior Real Property Agent
5560 Overland Avenue
Suite 410
San Diego, California 92123-1294

The response to this Request for Proposals must be sent via the United States Postal Service, by overnight delivery or be hand delivered. Any questions or requests for clarifications to this Request for Proposals must be submitted in writing at the above address or via e-mail at: emmanuel.gaviola@sdcounty.ca.gov. Responses to any questions or requests for clarifications will be e-mailed to all proposers. No other person should be contacted with regard to questions or clarifications specific to this project.

E. PROPOSED SCHEDULE

Issue Request for Proposals	Friday, May 15, 2015
Pre-proposal tour	Monday, June 8, 2015
Proposals due to Real Estate Services	Friday, June 26, 2015
Completion of proposal evaluations and proposer selected	Thursday, July 9, 2015
Lease negotiations completed	Monday, July 20, 2015
Lease commencement	Saturday, August 1, 2015

F. WITHDRAWAL

The County reserves the right to withdraw this Request for Proposals at any time without prior notice. The County also reserves the right to accept or reject any and all proposals for any reason.

G. LEASE APPROVAL

The provisions outlined in this Request for Proposals are non-binding. A binding agreement will not be created until/unless the lease contemplated by this Request for Proposals is fully executed by the selected proposer and the County. The County is not bound by the terms of any lease until it has been fully executed by the County's lease administrator.

II. SPECIAL TERMS AND CONDITIONS

A. OPERATIONS

The selected proposer must have a wide range of experience in the operation of a daycare center and providing daycare services. Proposer's should be prepared to provide the County with appropriate references and the addresses of past and present daycare centers operated by the selected proposer.

B. MAINTENANCE

The County will be responsible for routine maintenance of the plumbing system, heating, ventilation and air conditioning system, structural components, and the building exterior of the leased space. The selected proposer shall be responsible for paying for repairs to any damage for which they are at fault.

C. JANITORIAL SERVICE

The selected proposer shall be responsible for housekeeping maintenance and janitorial cleaning of the leased space including the adjoining outside area in front of the Community Center. The selected proposer shall be expected to keep the kitchen, food preparation and serving areas clean, sanitary and free from refuse and debris at all times in compliance with health department food service standards.

D. FIXTURES AND EQUIPMENT

The selected proposer shall be responsible for providing and maintaining a refrigerator and microwave oven to support the daycare operation. Due to the size of the kitchen, large appliances, such as a stove or oven, cannot be accommodated. The selected proposer shall also be responsible for providing and

maintaining any kitchen smallwares and other equipment required by their operation.

E. FINANCIAL OBJECTIVES

The County's objective is to select a proposer with the financial capability to operate the daycare program with no County subsidy, other than utilities and major maintenance. The selected proposer must have the demonstrated ability to operate a daycare program in a major governmental or private sector facility and must have the financial capacity to ensure uninterrupted service to the children and parents who use the service.

III. GENERAL TERMS AND CONDITIONS

A. FORM OF LEASE

The lease shall use the form of lease attached as Attachment "C".

B. LEASE TERM

The term of the lease will be two years. The lease may be extended for an additional 2-years if the lessee is in full compliance with the terms of the lease and upon the mutual agreement of the County and the lessee. The option to extend the term of the lease will be subject to the selected proposer's compliance with the minimum performance standards outlined in Section IV of this Request for Proposals and the subsequent lease agreement.

C. MINIMUM RENT

The minimum rent is \$1,775 per month.

D. HOURS OF OPERATION

At a minimum, the center shall be open on weekdays, major holidays excluded, from 7:00 a.m. to 3:00 p.m. At a maximum, the center may be open from 6:30 a.m. to 6:00 p.m.

E. INSURANCE

The selected proposer shall provide the following minimum insurance coverage (the lease contains the complete insurance terms):

1. A Worker's Compensation insurance policy covering all employees and subcontractors of the selected proposer.

2. Comprehensive General and Automobile Liability Insurance of \$2,000,000 combined single limit Bodily Injury and Property Damage.
3. All insurance policies shall name the County of San Diego as additional insured.

E. UTILITIES

County will provide sewer, water, gas, and electrical service to the leased space. The selected proposer will reimburse the County for the cost of the utilities through the lease agreement. The County is committed to energy conservation and water conservation and selected proposer shall be expected to cooperate with reasonable energy conservation and water conservation practices. The selected proposer shall be responsible for the payment of internet services and any telephone service.

F. SUBLEASING

The selected proposer shall not enter into any subleases without prior written approval from the County.

IV. PERFORMANCE STANDARDS

A. MINIMUM PERFORMANCE STANDARDS

The minimum performance standards are as follows:

1. That each child receives an individual program based on his/her needs.
2. That the daycare facility and serving areas are clean and sanitary at all times.
3. Selecting a staff of cordial employees.
4. Providing a pleasant and attractive environment.

B. CUSTOMER SERVICE SURVEYS

The selected proposer shall conduct ongoing customer service surveys and report the results to the County on a quarterly basis. In an annual meeting with County staff, the selected proposer shall demonstrate that any perceptions and comments from the surveys have been addressed. The selected proposer shall make every effort to ensure the minimum performance standards are met.

V. OPERATOR EVALUATION AND SELECTION

Written proposals will be evaluated by a selection committee designated by the County. Responses to this Request for Proposals should address all the minimum performance standards outlined in Section IV above. The selection committee will use the following criteria in evaluating proposals:

A. OPERATIONS

1. The proposed daycare business plan with pricing
2. A list of program items to be provided
3. The proposer's history of experience in managing daycare centers located in government and private sector buildings of similar size and visibility
4. A current example of a facility under lease by the proposer, which may be visited by the selection committee
5. The proposer's customer service experience
6. The proposer's daycare marketing experience
7. A marketing plan with innovative approaches to daycare operations that identifies new opportunities and marketing strategies to increase public use of the daycare program.

B. MAINTENANCE

The proposer's experience in providing kitchen and food service area cleaning services required for daily maintenance to ensure compliance with health department food service standards.

C. FINANCIAL

1. The proposer's experience in bookkeeping and auditing financial data related to daycare operations
2. The proposer's demonstrated ability to pay monthly rent in accordance with a lease agreement
3. The approximate investment the proposer will make in the property
4. The dollar amount (if any) that the County would be required to invest to implement the proposal

5. The amount of rent the proposer is willing to pay to the County to lease the facility

VI. NEGOTIATIONS

After the final recommendation of the most qualified proposer by the selection committee, a lease document will be negotiated and prepared that incorporates operational items and performance standard items based upon the response to the Request for Proposals, written responses to the proposer's written questions concerning the Request for Proposals, selection committee input, and the proposer's submitted proposal. If a lease cannot be negotiated, the County may, at its sole discretion, begin negotiations with other responsible proposers and terminate negotiations with the previously selected proposer.

Each proposer will be notified of the decision of the County's selection committee. It is the duty of each proposer to request any clarifying information from the County as it pertains to this Request for Proposals. Any clarifications provided by the County will be provided to all proposer's. All proposals must be signed by an authorized officer/employee with the authority to bind the entity submitting a proposal.

VII. PROPRIETARY INFORMATION

All response documents become the property of the County and subject to the Public Records Act requirements set forth in California Government Code Section 6250 and following. Information provided will be kept confidential to the extent permitted by law.

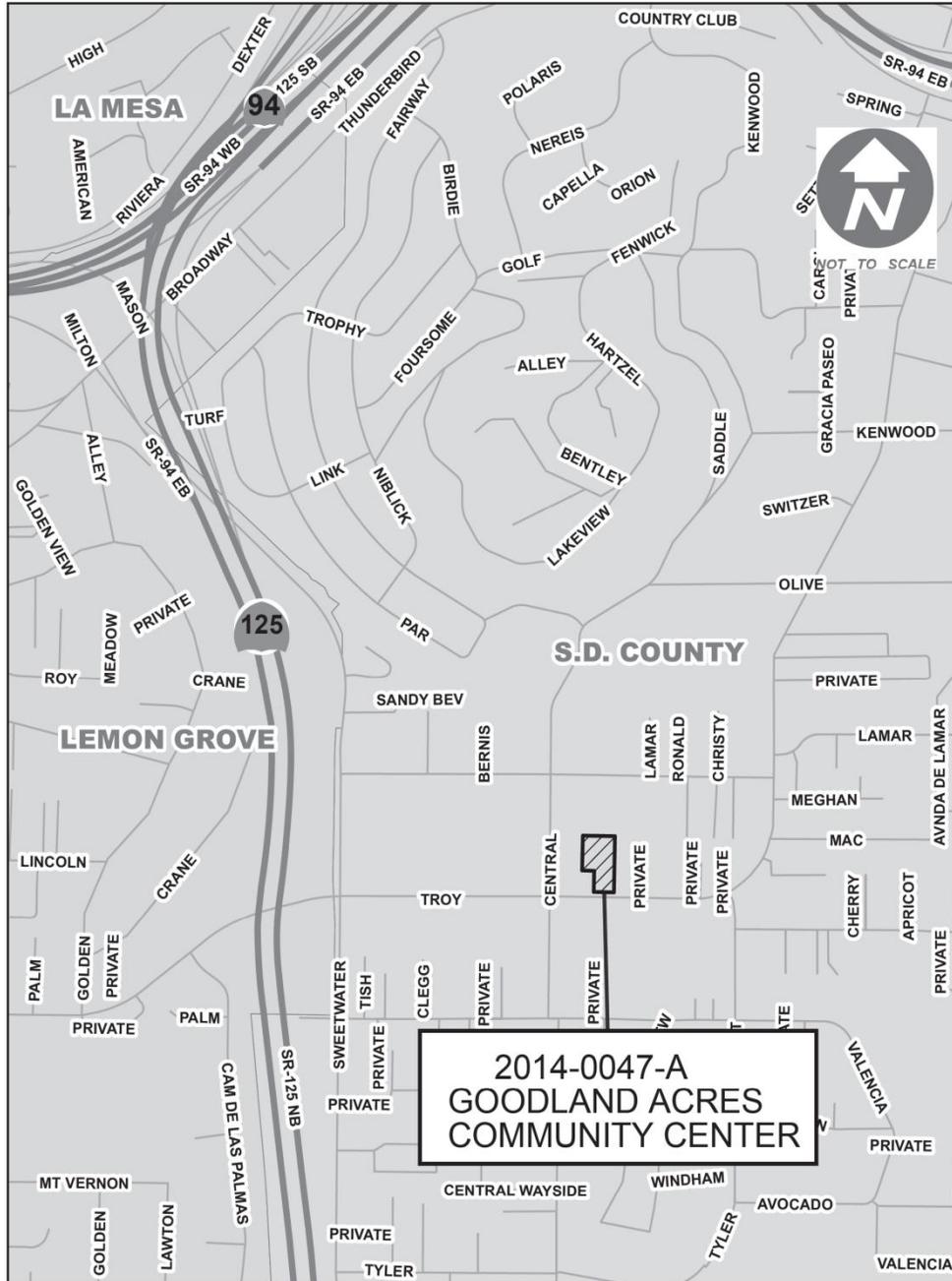
VIII. CLAIMS AGAINST THE COUNTY

Proposer, and its respective officers, agents, employees or representatives, shall have no claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this Request for Proposals or these procedures (other than those arising under a lease with your organization in accordance with the terms of the lease).

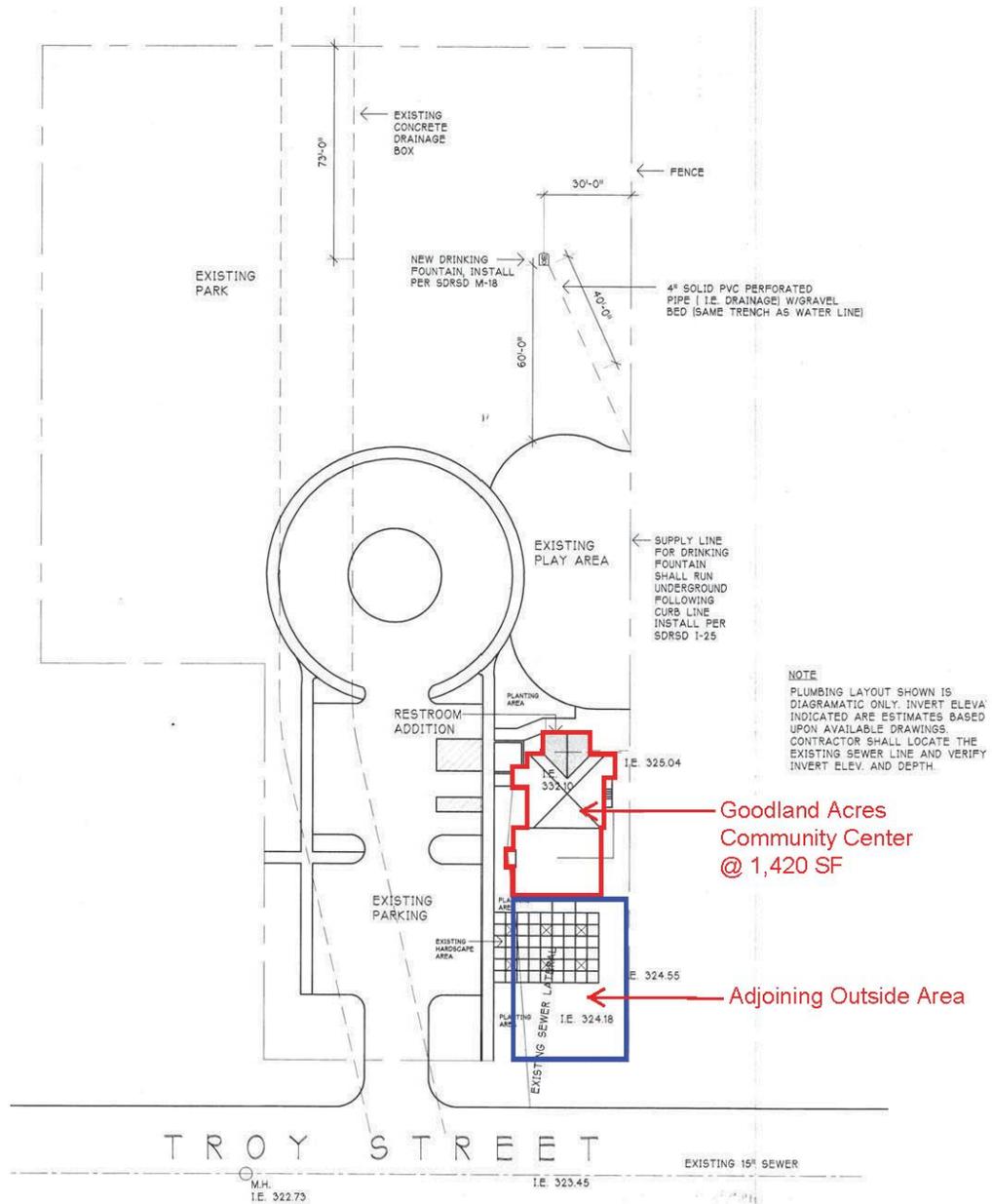
IX. ATTACHMENTS

Attachment "A" - LOCATION MAP
Attachment "B" - SITE PLAN
Attachment "C" - FORM OF LEASE

ATTACHMENT "A"
LOCATION MAP



ATTACHMENT "B" SITE PLAN



ATTACHMENT "C"
FORM OF LEASE
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