

REQUEST FOR PROPOSALS

PRESCHOOL/DAYCARE CENTER OPERATOR FALLBROOK COMMUNITY CENTER

September 21, 2012

I. BACKGROUND

A. PROJECT DESCRIPTION

The County of San Diego is seeking proposals for a qualified and licensed daycare operator to operate a preschool/daycare program for the County's Department of Parks and Recreation. The facility is located at the Fallbrook Community Center, 341 Heald Lane, Fallbrook, California 92028.

The selected proposer will provide quality preschool/daycare service for children in the Fallbrook area under a 2-year lease agreement. 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. The preschool/daycare operation shall have exclusive use of the Coulter Pine and Craft rooms at the Fallbrook Community Center. At the discretion of the community center director, the preschool/daycare operation may schedule use of the Eucalyptus room for 1-4 hours a day, the kitchen for 1-6 hours a day, and have access to the community center auditorium.

B. COUNTY GOALS FOR FACILITY

The County's goals for this use include the following:

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

C. PRE-PROPOSAL MEETING

To obtain more detailed information about the property, interested parties will be given an opportunity to tour the facility and meet with County staff on October 5, 2012 at 10:30 a.m. The meeting will be held in the Eucalyptus room of the Fallbrook Community Center.

D. DELIVERY OF PROPOSALS

Responses to this request for proposals are due no later than 4:00 p.m. on Monday, October 22, 2012. 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: Laura Freitas, Real Property Agent
5560 Overland Avenue
Suite 410
San Diego, California 92123-1204

Any questions or requests for clarifications to this Request for Proposals should be submitted in writing to Laura Freitas via mail at the above address or via facsimile to 858-694-2369. Responses to inquiries will be sent via facsimile 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 Proposal (RFP)	Friday, September 21, 2012
Pre-response tour of proposed lease	Friday, October 5, 2012
Proposals due to the Real Estate Services Division	Monday, October 22, 2012
Completion of proposal evaluations	Friday, November 2, 2012
Proposer selected	Friday, November 16, 2012
Lease negotiations completed	Friday, December 7, 2012
Lease commencement	Monday, January 7, 2013

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 formally approved by the County's Board of Supervisors and 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 preschool and daycare services. The selected proposer shall be prepared to provide the County with appropriate references and the addresses of past and present preschool and daycare centers operated by the selected proposer.

B. MAINTENANCE/JANITORIAL SERVICE

The County will provide the space for the preschool/daycare program. The County will be responsible for maintenance including repairs to structural components of the leased space. The selected proposer will be responsible for housekeeping maintenance and janitorial cleaning of the leased space. The selected proposer will be expected to keep the kitchen, food preparation and serving areas clean, sanitary and free from refuse and debris at all times in order to comply with health department food service standards.

C. MAINTENANCE/FIXTURES AND EQUIPMENT

The County owns and is responsible for maintaining equipment and kitchen fixtures. The selected proposer shall be responsible for providing and maintaining any needed small wares.

D. FINANCIAL OBJECTIVES

The County's objective is to select a proposer with the financial capability to operate the preschool/daycare program with no County subsidy, other than utilities and maintenance. The selected proposer must have the demonstrated ability to operate a preschool/daycare program in a governmental 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. LEASE TERM

The term of the lease will be for two years. The option to extend the term of the lease for the preschool/daycare center shall be by mutual written agreement and 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.

B. HOURS OF OPERATION

At a minimum, the preschool/daycare center shall be open on County workdays from 7:00 a.m. to 3:00 p.m. At a maximum, the preschool/daycare center may be open from 6:30 a.m. to 6:00 p.m.

C. INSURANCE

The selected proposer shall provide insurance as follows:

1. A Worker's Compensation insurance policy covering all employees. Any subcontractors will be required to provide this coverage.
2. Comprehensive General and Automobile Liability Insurance of \$2,000,000 combined single limit Bodily Injury and Property Damage which includes Abuse/Molestation coverage.
3. Policies shall name the County of San Diego as additional insured.

The complete insurance terms will be included in the lease.

D. UTILITIES

County will be responsible for the cost of the sewer, water, gas, and electricity serving the leased space. The County is committed to energy conservation and recycling the selected proposer is expected to cooperate with reasonable conservation practices.

E. ASSIGNMENT AND SUBLEASING

The selected proposer shall not assign the lease or sublease the premises without prior written approval from the County.

F. CATERING

The selected proposer may use the premises for offsite catering for County of San Diego functions only.

IV. MINIMUM PERFORMANCE STANDARDS

The Minimum Performance Standards are as follows:

CUSTOMER SERVICE

Customer Service Surveys - The selected proposer shall conduct an ongoing customer survey and report the results to the County on a quarterly basis. In an annual meeting with the County, the selected proposer shall demonstrate that perceptions and comments from the surveys have been addressed. The selected proposer shall ensure the following standards are met:

1. Each child receives an individual educational program based on his/her needs.
2. Center and serving areas which are clean and sanitary.
3. A staff of cordial employees.
4. A pleasant and attractive environment.
5. Follow Head Start practices.

V. PROPOSAL 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. Respondents should also identify new opportunities and marketing strategies to increase public use of the preschool/daycare program. The selection committee will use the following criteria in evaluating the proposals:

A. OPERATIONS

1. The proposed preschool/daycare business plan with pricing.
2. A list of program items to be provided.
3. History of experience managing preschool or daycare centers in government and/or 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. Customer service experience.
6. Preschool/daycare service marketing experience.
7. Innovative approaches to attract increased customers through innovative marketing plans.

B. MAINTENANCE

1. Staff experience in providing a food service area cleaning services required for daily maintenance to be performed by the proposer in order to comply with health department food service standards. The proposer will be responsible for housekeeping maintenance and janitorial cleaning of preschool/daycare program space.

C. FINANCIAL

1. Experience in bookkeeping and auditing financial data related to preschool/ daycare operations.
2. Demonstrated ability to pay monthly rent in accordance with lease agreement.
3. Approximate investment the proposer would make in the Centers classroom and small wares.
4. Approximate dollar amount County would be required to invest to implement this proposal.
5. The amount of rent the proposer is willing to pay the County to lease the facility.

VI. NEGOTIATIONS

After final selection 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 Request for Proposals, 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.

The proposer's 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. The lease is subject to approval by the County's Board of Supervisors.

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).