

5110 West Goldleaf Circle
Suite 150
Los Angeles, CA 90056-1282
(323) 421-1100

REQUEST FOR PROPOSAL
NG FACILITIES CONSTRUCTION SERVICES
RFP: 2025-10354

April 9, 2025

Dear Vendor:

Crystal Stairs, Inc. ("**Crystal Stairs**") cordially invites you to submit your response to this Request for Proposal ("**RFP**") to provide NG Facilities Construction services ("**Services**") to Crystal Stairs **no later than 4:00p.m. PST on April 30th, 2025.**

As a vendor being considered for this RFP, it is important that the enclosed Non-Disclosure and Confidentiality Agreement ("**Confidentiality Agreement**") be signed and returned with your response. The Confidentiality Agreement ensures Crystal Stairs the right of confidential and secure information. All information submitted will become the sole property of Crystal Stairs. Additionally, please find the **attached Required Contract Terms and Conditions for your signature**, which illustrates the types of required contractual provisions that will be found in the final agreement between Crystal Stairs and your company.

It is the responsibility of the vendor to respond to the information requested on this RFP. To ensure fairness to all bidders responding to this RFP, a selection committee designated within Crystal Stairs will review the results of all responses. During the RFP process, bidders are prohibited from contacting any board member, employee or manager of Crystal Stairs to solicit information regarding the progress of this RFP. If any vendor attempts to solicit such information, they may be disqualified and eliminated from consideration.

For clarification purposes only, your company may receive a request from a designated member of the selection committee, who will identify themselves and request additional information or clarification to your answers. Your answer must be in writing and returned to Crystal Stairs by e-mail at email address designated below or mail at 5110 West Goldleaf Circle, Suite 150, Los Angeles, California 90056-1282 address to the designated Crystal Stairs representative listed below. When a selection is made, Crystal Stairs will notify each vendor if they were selected as vendor of choice. Crystal Stairs reserves the right to withhold any information regarding why a vendor was not selected.

Thank you and we look forward to hearing from you shortly.

Sincerely,

Leonard Flot

Purchasing Supervisor

Crystal Stairs, Inc.

Phone: (323) 421-2608

lflot@CrystalStairs.org



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Suite 150
Los Angeles, CA 90056-1282
(323) 421-1100

PROPOSAL REQUIREMENTS

RFP: 2025-10354

RFP Process and Solicitation Schedule

I. Publication of RFP: A copy of the RFP will be available on Crystal Stairs website.

II. Mandatory Tour of Sites: Crystal Stairs will invite all potential bidders to tour the locations specified in the scope of work on specified dates at specified times with a Crystal Stairs representative. Potential bidders will not be allowed to tour the site locations outside of the RFP process. Unannounced visits to the site locations to tour or inspect the site locations are disruptive to business operations and are strictly prohibited; potential bidders will be automatically disqualified from the RFP process for engaging in such conduct.

III. Bidders Q & A Pre-Proposal Conference: Crystal Stairs will hold an optional Bidders Q & A Pre-proposal conference. The purpose of the pre-proposal conference is to provide an opportunity for potential bidders to ask questions regarding this RFP. Potential bidders will not be allowed to submit questions outside of the pre-proposal conference to ensure a fair and competitive process.

IV. RFP Addenda: Crystal Stairs reserves the right to modify this RFP at any time prior to the RFP Proposal Submission Deadline by issuing an addendum to this RFP. The RFP addenda will be issued to potential bidders and posted on Crystal Stairs' website. If the RFP addenda is issued after a vendor submits a proposal, the vendor will be allowed to withdraw its initial submission and resubmit its proposal no later than the published RFP Proposal Submission Deadline or if applicable, the revised RFP Proposal Submission Deadline.

V. Crystal Stairs' Reservation of Rights: Crystal Stairs reserves the right to, reject any or all proposals; waive minor irregularities in the RFP process or in the RFP responses; re-advertise this RFP; postpone or cancel this process; select and procure parts of services; change or modify the RFP schedule at any time; independently verify any information provided in a proposal; disqualify any proposer that does not meet the requirements of this RFP; and select another qualified bidder, if an agreement cannot be negotiated with the selected bidder or if the selected bidder's performance does not meet the requirements in this RFP.

VI. Interviews with Selected Qualified Bidders: If Crystal Stairs requires additional information to make a selection, qualified bidders will be identified and provided with a time and date for an interview.

VII. Selection of Successful Bidder: Selection and approval of the successful bidder will be made by Crystal Stairs in accordance with its competitive selection process utilizing the attached Selection Criteria. Crystal Stairs will evaluate proposals and award one or more contracts to the responsive and responsible bidder(s) that meet the requirements set forth in this RFP. Crystal Stairs will notify the successful bidder and unsuccessful bidders.

Any resulting contractual relationship is non-exclusive, and Crystal Stairs reserves the right to select more than one successful bidder or seek similar or identical services elsewhere, if deemed in the best interest of Crystal Stairs.

VIII. Ownership of Proposals: All proposals submitted in response to this RFP will become the property of Crystal Stairs. A bidder's proposal will remain valid for a period of 60 days following the proposal deadline and will be considered a binding offer to perform the Services, assuming all terms and conditions

are satisfactorily negotiated. The submission of a proposal is prima facie evidence that the bidder has familiarized itself with the contents of this RFP.

IX. Cost of Preparation of Proposal: All costs associated with this RFP, including preparing and delivering a proposal to this RFP and any interview, will be borne entirely by the bidder. Crystal Stairs will not compensate the bidder for any expenses incurred by the bidder as a result of this RFP process.

X. Prospective Vendor Questionnaire: Bidders must include a complete **Prospective Vendor Questionnaire** attached to this RFP packet with their proposal submission. Failure to submit the Prospective Vendor Questionnaire will cause the proposal to be rejected as non-responsive. If you have submitted a Prospective Vendor Questionnaire within the previous 9 months, you do not need to do so for consideration for this RFP.

XI. Bidder Responsibility Regarding the RFP and Proposal: It is the responsibility of each bidder to examine this RFP carefully and to judge for itself all of the circumstances and conditions which may affect its proposal. Any data furnished by Crystal Stairs is for informational purposes only and is not warranted. Bidder's use of any such information is at bidder's own risk. Failure on the part of any bidder to examine, inspect, and be completely knowledgeable of the terms and conditions of the RFP, operational conditions, or any other relevant documents or information, will not relieve the selected bidder from fully complying with this RFP.

XII. Withdrawal of Bid: Bidders may withdraw their proposal from the bidding process without prejudice prior to the time specified for the **RFP Proposal Submission Deadline** by submitting a written request to the Crystal Stairs representative listed on the attached RFP Introduction Letter.

XIII. Crystal Stairs' Disclosure of Materials: Crystal Stairs may be required to submit documents or materials to its funders and as such, all materials submitted by bidder to Crystal Stairs are subject to disclosure. By submitting a proposal, Bidder specifically waives any claims against Crystal Stairs related to the disclosure of any materials, if such disclosure was made pursuant to a request from a Crystal Stairs funder.

Solicitation Schedule*:

Solicitation Activity	Dates
Publication of RFP	March 28 th , 2025
Mandatory Tour of Sites Please contact Mario Sagastume at (323)421-1652 or email msagastume@crystalstairs.org	April 3 rd – April 18 th , 2025
Optional Bidders Q & A Pre-Proposal Conference **Potential bidders will not be allowed to submit questions outside of the pre-proposal conference to ensure a fair and competitive process.**	April 21 st , 2025
RFP Proposal Submission Deadline	April 30 th , 2025
RFP Proposal Evaluation	May 2 nd , 2025
Interviews with Selected Qualified Bidders	May 6 th , 2025
Selection of Successful Bidder	May 9 th , 2025
Proposed Project Start Date (contingent upon executed contract)	May 30 th , 2025

***The Solicitation Schedule is subject to change at the discretion of Crystal Stairs.**

Proposal Response

As a participant of the RFP bidding process, bidder is expected to abide by all terms and conditions of this RFP and bidder is advised to carefully review all instructions and requirements outlined in this RFP. In order to be considered, bidder must provide responses and answers to **all** questions found in the sections and attachments to this RFP, must be able to demonstrate that it meets the minimum qualifications established in this RFP, has the ability to provide the Services and agrees to comply with the Required Contractual Terms and Conditions. Failure to provide these necessary responses and documentation will cause the proposal to be rejected as non-responsive. The RFP will in no manner be construed as a commitment on the part of Crystal Stairs to select any proposal or enter into a contract with bidder.

I. Scope of Work

The selected, successful bidder to this RFP will be expected to provide Crystal Stairs the Services in accordance with any project timelines specifically described in Attachment A.

II. Pricing Structure

All proposed pricing must include the following:

- Bidders are requested to provide proposals for the site/center locations and the proposal must clearly define/include all requested work and materials per site/center.
- Bidders are required to provide the subtotal per site/center, with a grand subtotal for all work to be completed on the project, along with a grand total that includes taxes.
- Bidders may include 15% Owner approved reserves in your total cost proposal.
- Bidders must identify any Non-Federal Share Contributions per site or for the whole project.
- Preference will be given to contractors who do not require deposits or advance payments.
(This will be considered in the selection criteria.)
- All proposals must include permit costs as part of the bid submission.

III. Minimum Qualifications

The following minimum requirements have been established as a basis for determining bidder eligibility:

- GC and subcontractors should have the required CA Licenses per their trade.
- Labor rate classifications and the prevailing wage labor rate.
- Any GC or subcontractor that is a sole proprietor must provide documentation or certification of employees.

IV. Selection of Successful Bidder

Selection and approval of the successful bidder will be made by Crystal Stairs in accordance with its competitive selection process. Crystal Stairs will evaluate proposals on the basis of the guidelines set forth in this RFP and then make a final selection for an award.

There will be no “formal” proposal opening for this RFP. Proposals will be opened and evaluated, after the submission deadline.

Proposals will be evaluated based on the following criteria:

1. **Technical Expertise and Qualifications (20%)**
2. **Project Understanding and Approach (20%)**
3. **Compliance with Regulations and Standards (15%)**
4. **Past Performance and References (10%)**
5. **Cost Proposal and Financial Considerations (15%)**
6. **Work Plan and Schedule Adherence (10%)**
7. **Attend Bidder's Conference (5%)**
8. **Perform site visits (5%)**

Proposals will be scored based on these criteria, and the selection will be made considering the best overall value to Crystal Stairs.

V. General Terms and Conditions

All bidders must agree to comply with the Required Contractual Terms and Conditions specifically described in Attachment B.

ATTACHMENT A SCOPE OF WORK

Site	Other Equipment	Flooring	Painting	Playground Equipment	Shade Structure	HVAC	Pour n Play	Turf/ Asphalt & Striping	Fencing / Mesh	Roofing	Building Sign	Plumbing
Jefferson Felton												
Little Stars												
Crusaders												
Chapel of Peace												
Centinela Bible												
Inglewood Southside												
Sage on Slauson												
Hawthorne Plaza												
Kinder Prep Center (Partner Site)												
Destiny Development Center (Partner Site)												
Total												

No Bidding
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Site Name	Address	City	Zip Code
Jefferson Felton	10521 Hawthorne Blvd	Inglewood	90304
Little Stars	2720 W. Slauson Ave.	Los Angeles	90043
Crusaders	601 Centinela Ave	Inglewood	90302
Chapel of Peace	1009 N. Market St	Inglewood	90303
Centinela Bible	4475 W. 137 th St	Hawthorne	90250
Inglewood Southside	3937 W. 104 th St	Inglewood	90303
Sage on Slauson	4330 W. Slauson Ave	Los Angeles	90043
Hawthorne Plaza	4300A W. 120 St	Hawthorne	90250
Destiny Development	4949 W 104 th St	Inglewood	90304
Kinder Prep Preschool	3208 Flower St	Lynwood	90262

Scheduled dates and times for the performance and completion of the Work:

All work will be scheduled after 5:00pm and before 7:30am M-F or Saturday except when Head Start centers are not in session. Work can be scheduled M-F 8:00am – 5:00pm starting June 13, 2025, and ending August 1, 2025, **OR** with advanced written permission of the Crystal Stairs project manager.

Detailed Description of the Work:

SCOPE OF WORK – COMMERCIAL FLOORING INSTALLATION IN HEAD START PRESCHOOLS

This document establishes the technical guidelines and scope of work for the installation of a commercial flooring system in an early childhood education environment, ensuring compliance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), and LEED (Leadership in Energy and Environmental Design) standards.

The primary goal is to provide a durable, safe, and easy-to-maintain flooring system, suitable for a high-traffic educational setting where children and staff engage in daily activities.

[Locations requiring Flooring Services: Little Stars, Crusaders, Chapel of Peace, Centinela Bible, and Inglewood Southside](#)

PROJECT SCOPE

This project includes the installation of a high-traffic commercial flooring system in a Preschool, ensuring that the selected material is safe, durable, and easy to maintain.

Main Objectives

- Provide a resilient and low-maintenance surface in high-traffic areas.
- Comply with Head Start requirements for child safety, accessibility, and quality.
- Ensure the installation of a non-slip, impact-absorbing flooring system, minimizing the risk of falls and injuries.
- Implement a visually appealing and functional design, with the option to include educational patterns or directional lines.

Work Area and Dimensions

- Approximate surface area: The bidder will walk the jobs to measure and list total square footage for each site in bid response, the approximate size of all classrooms are generally 710-750sqft, kitchen and bathroom will need to be measured by contractor (as the size varies per site).
- Areas to be covered:
 - Activity classrooms, kitchens (as needed), and bathrooms (as needed)
 - i. The bidder needs to confirm if the kitchen or bathroom floors need replacing and if LVT or laminating tiles work for each site.
 - ii. The existing floor will not be removed, the contractor will overlay the new flooring only. Need confirmation per site if an overlay in the kitchen or bath would be possible.
 - a. Contractor will provide the process for installing the new floor over the different types of the current floors.
 - Indoor play areas
 - Hallways and main access points

MATERIAL SPECIFICATIONS

The flooring material must meet the following technical criteria:

General Properties

- Abrasion, impact, and moisture resistance.
 - Slip-resistant with a coefficient of friction ≥ 0.5 , per ASTM D2047 and ADA standards.
 - Easy-to-clean surface, resistant to chemicals and water absorption.
 - LEED-certified, low VOC emissions, ensuring indoor air quality.
 - Luxury Vinyl Tile or Flooring (LVT or LVF) – Premium option with enhanced comfort and durability.
 - Preferred: Daltile Pine Terrace - WreathPT69, Pines Terrace - Wreath (www.daltile.com/products/Wood-look/Pines-Terrance/Wreath), with 4-inch Johnsonite rubber base in Fawn CB or equivalent to all areas receiving luxury vinyl flooring. Any alternatives must be provided in bid response and flooring materials must be submitted to Crystal Stairs for review and approval prior to contract finalization.
 - All proposals should include any permit requirements with pricing. *The HS Ops team will confirm if permitting will be required for this part of the RFP.*
 - Option to include educational patterns and visual guides in hallways.
-

FLOORING INSTALLATION PROCESS AND WORK PHASES

The installation will be carried out in four phases, ensuring precision, quality, and safety.

Subfloor Preparation

- Inspection and assessment of the subfloor condition to detect irregularities.
- Marking and isolating the work area to prevent interference with daily activities.
- Overlay installation only.
- Application of self-leveling compound in case of irregularities.
- Use of crack sealants and moisture barriers if necessary.

Estimated time: bidder to provide number of workdays per site

Installation of New Commercial Flooring

- Installation methods will vary based on the material:
 - LVT: High-resistance acrylic adhesive.
- Work will be carried out in 50 m sections per day to ensure precision.
- Expansion joints will be placed according to ASTM standards.
- Installation of 10 cm high vinyl or rubber baseboards.

- Use of metal or PVC transition profiles between different areas.

Estimated time: bidder to provide number of workdays per site

Finishing and Protection

- Application of a polyurethane sealer to enhance wear resistance.
- Deep cleaning with LEED-certified products.

Estimated time: bidder to provide number of workdays per site

Final Inspection and Quality Testing

- Adhesion, abrasion resistance, and water absorption tests.
- Friction coefficient verification to ensure compliance with safety requirements.
- Final walkthrough with Preschool staff for inspection.
- Acceptance and delivery of the technical report.

Estimated time: bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total estimated time: bidder to provide number of workdays per site

Work planning

- The installation will be scheduled during off-hours or non-school days to minimize disruption.
 - If necessary, work will be carried out in phases to allow access to other areas.
-

ADDITIONAL CONSIDERATIONS

Regulatory Compliance

- All materials and procedures will comply with ADA, ASTM, LEED, and Head Start Design Standards.

Safety During Installation

- Implementation of safety protocols to prevent exposure to adhesives and chemicals.
- Restricted access until the floor is fully cured.

Post-Installation Maintenance

- Delivery of a cleaning and maintenance manual with recommended products.
- Annual inspection to identify areas that require preventive maintenance.

SCOPE OF WORK – COMMERCIAL PAINTING SERVICES FOR PRESCHOOLS (HEAD START STANDARDS) – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the preparation, painting, and post-painting cleanup of a Preschool within the Head Start program in Los Angeles, CA. The work will be carried out following Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), and LEED (Leadership in Energy and Environmental Design) standards.

The primary goal is to enhance the visual appeal, durability, and safety of the indoor and outdoor surfaces while ensuring compliance with environmental and safety regulations.

All color selections must be coordinated and approved by with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements.

Locations requiring Painting Services: Jefferson/Felton, Little Stars, Crusaders, Chapel of Peace, Centinela Bible, and Inglewood Southside

PROJECT SCOPE

The project consists of the preparation, painting, and post-cleaning of interior and exterior surfaces in a Head Start Preschool. This includes walls, ceilings, doors, trims, and exterior facades, ensuring high-quality and durable finishes.

Main Objectives

- Provide aesthetic and protective coatings that improve the durability of walls and surfaces.
- Use low-VOC and LEED-certified paints to ensure healthy indoor air quality.
- Comply with Head Start safety and accessibility standards.
- Apply child-friendly colors and the option for educational patterns or murals in classrooms as approved by Crystal Stairs.

Work Area and Dimensions

- Interior painting area: 800 – 1,200 m (classrooms, hallways, ceilings).
 - Exterior painting area: 500 – 800 m (facades, doors, fences, railings).
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MATERIAL SPECIFICATIONS

The painting materials must meet the following technical criteria:

General Properties

- High resistance to abrasion, humidity, and chemicals.
- Low-VOC (volatile organic compound) emissions, complying with LEED and Green Seal standards.
- Quick-drying and washable finishes for high-traffic areas.

Paint Options

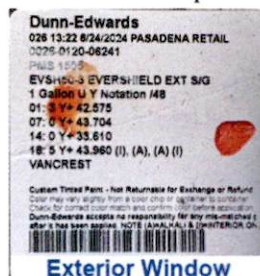
- Interior Paint: Acrylic latex with a satin or semi-gloss finish for easy cleaning.
- Exterior Paint: Elastomeric coating for durability and weather resistance.
- Metal Surfaces: Rust-inhibiting enamel for railings, doors, and frames.

Color and Design

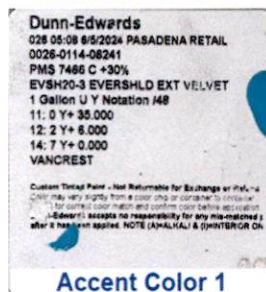
- Color selection must be approved by LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Primer will be required for any areas painted to help with color control and to extend the life of the paint.
- Standardized paint colors will be approved by LaShonna Grant, AD of Head Start Program at Crystal Stairs.
- Bright and warm tones to create a child-friendly learning environment.
- Colors for exterior walls, exterior windows frames, doors, accent #1, accent #2, and parapet caps should be equivalent or similar to color specified below:



Exterior Walls



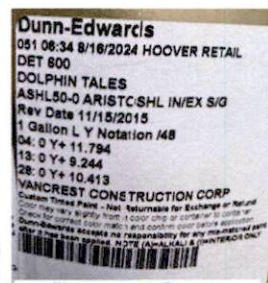
Exterior Window Frames & Doors



Accent Color 1



Accent Color 2



Parapet Caps

- Option to include murals, educational graphics, and visual guides in hallways and play areas.
- Painting will be limited to exterior areas of the centers only.

PAINTING PROCESS AND WORK PHASES

The painting process will be carried out in **four phases**, ensuring durability, precision, and compliance with Head Start guidelines.

Surface Preparation

- Site inspection to evaluate surface conditions, cracks, or peeling paint.
- Isolation and protection of work areas with plastic sheeting and masking tape.
- Cleaning of surfaces to remove dust, grease, or residues.

- Patching holes and cracks using acrylic fillers or cement-based patching compound.
- Sanding walls and surfaces to ensure smoothness and adhesion.
- Application of primer/sealer for enhanced paint durability and coverage.

Estimated time: Bidder to provide number of workdays per site

Interior Painting

- Application of two coats of high-durability, low-VOC acrylic paint.
- Roller application for even coverage, with brush detailing for edges and corners.
- Protection of baseboards, outlets, and fixtures during painting.
- Ceiling painting in designated areas using anti-mold, moisture-resistant coatings.

Estimated time: Bidder to provide number of workdays per site

Exterior Painting

- Power washing of exterior surfaces to remove dirt, mold, and peeling paint.
- Repairing cracks in stucco or concrete using elastomeric fillers.
- Application of elastomeric waterproof coatings for weather resistance.
- Painting of exterior metal structures (doors, fences, railings) with rust-proof enamel.
- Spray, roller, and brush application to ensure uniform coverage.

Estimated time: Bidder to provide number of workdays per site

Finishing, Cleanup, and Inspection

- Touch-up work in areas requiring additional coverage.
- Removal of protective plastic, tape, and coverings from non-painted areas.
- The final cleanup required to remove paint residue and ensure a safe, clean space.
- Inspection with school staff to verify the quality of work.
- Submission of final report including maintenance recommendations.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total estimated time: Bidder to provide number of workdays per site

Work planning

- Work will be scheduled during non-school hours to minimize disruption.
 - Painting will be done in phases to allow continued use of certain areas.
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Regulatory Compliance

- All materials and procedures will comply with ADA, ASTM, LEED, and Head Start Design Standards.

Safety During Painting

- Use of low odor, non-toxic paints to prevent air contamination.
- Restricted access to freshly painted areas until fully cured.

Post-Painting Maintenance

- Delivery of a maintenance guide detailing recommended cleaning methods.
 - Annual touch-up schedule to maintain long-term quality.
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SCOPE OF WORK – PLAYGROUND STRUCTURE REMOVAL & REPLACEMENT FOR PRESCHOOLS (HEAD START STANDARDS) – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal (if applicable) and replacement of the playground structure at a Head Start Preschool in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), CPSC (Consumer Product Safety Commission), and Head Start Design Manual guidelines.

- All playground structure design and color selections must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements. The new playground structure must comply with the Head Start Design Manual Guidance, ensuring best practices for early childhood play spaces, accessibility, and age-appropriate play elements.
- Examples of playground structures will be shared with vendors after NDA is signed and returned to Crystal Stairs. A playground structure attachment will be provided.
- The playground structure attachment will provide a full picture of the sample playground structure and individual pictures of the components of the structure.
- Contractor can provide an exact match of the samples provided or an equivalent playground structure that must be approved by the HS Project Manager or HS Director.

Locations requiring Playground Structure Removal & Replacement Services: Jefferson/Felton, Little Stars, Crusaders, Chapel of Peace, Centinela Bible, Inglewood Southside, Sage on Slauson, Hawthorne Plaza, Destiny Development Center, and Kinder Prep Preschool

PROJECT SCOPE

The project consists solely of the removal (if an existing structure is present) and replacement of the playground structure. The focus is on replacing the primary play components—such as slides, climbers, and activity panels—to create a safe and engaging play environment for children, without incorporating safety surfacing or shade structures.

- Remove and properly dispose of the existing playground structure if one is currently in place.
- Replace with a modern, Head Start-approved play structure that meets all required safety and accessibility standards.
- Ensure compliance with Head Start, ADA, ASTM, CPSC, and the Head Start Design Manual guidelines.
- Utilize durable, weather-resistant, and child-safe materials in the construction.
- Incorporate age-appropriate play elements (e.g., climbing, sliding, interactive features) to foster active and inclusive play.

Work Area and Dimensions

- Existing playground footprint: Approximately 2,000 – 4,000 ft.
 - Playground elements to be removed/replaced:
 - Main play structure components (slides, climbers, activity panels).
 - Any ancillary parts that are integral to the structure (excluding safety surfacing and canopy/shade structures).
-

MATERIAL SPECIFICATIONS

The new playground structure must meet the following technical criteria:

General Requirements

- Compliance with the Head Start Design Manual Guidance for playgrounds.
- ASTM F1487-21 compliant to ensure playground safety.
- ADA-compliant play elements to accommodate children of all abilities.
- CPSC compliance to minimize injury risks.
- Construction with durable, UV-resistant, and non-toxic materials suitable for outdoor use and heavy play.

Playground Structure Options

- Structural Frame: Steel or reinforced aluminum with a powder-coated finish for corrosion resistance.
- Play Components: Polyethylene or composite elements (slides, climbers, activity panels) or rotomolded plastic parts for enhanced durability.
- Inclusive Features: Consideration for wheelchair-accessible ramps, sensory play panels, and adaptive swings as part of the overall design.

- Each playground structure replaced will require a minimum of 5 components. Attachment A-1 will be provided to contractors, once the signed NDA is received by Crystal Stairs.

Color and Design

- Color selection and design must be approved by LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
 - Bright, engaging colors that create an attractive and stimulating play environment.
 - Custom graphics or thematic elements (e.g., nature, space, educational themes) may be incorporated as approved.
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PLAYGROUND STRUCTURE REMOVAL & REPLACEMENT PROCESS

The playground replacement will be executed in three phases, ensuring minimal disruption and strict adherence to safety protocols.

Site Preparation and Demolition (If an Existing Structure is Present)

- Inspect the existing playground structure to evaluate wear, damage, and any non-compliance issues.
- Secure the work site by fencing off the area to prevent unauthorized access.
- Safely remove the existing playground equipment, ensuring proper disposal or recycling in accordance with local regulations.
- Perform necessary site grading to prepare a level foundation for the new structure.

Estimated time: Bidder to provide number of workdays per site

Installation of the New Playground Structure

- Set concrete footings for anchoring structural posts to satisfy ASTM stability requirements.
- Assemble the new play structure components (slides, climbers, activity panels) on-site.
- Integrate ADA-compliant access features (such as ramps or adaptive elements) into the structure.
- Ensure all connections and fastenings meet safety and durability standards.

Estimated time: Bidder to provide number of workdays per site

Inspection, Cleanup, and Final Approval

- Conduct a comprehensive safety inspection of all structural elements, connections, and fasteners.
- Perform testing (such as stability and load tests) to ensure the structure complies with ASTM and CPSC standards.
- Clean the site thoroughly, removing any construction debris.
- Carry out a final walkthrough with Head Start representatives for approval.
- Submit all compliance documentation and manufacturer warranties.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- The construction will be scheduled outside of school hours to avoid disruption.
 - Temporary fencing and safety barriers will be used to secure the site during construction.
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SCOPE OF WORK – POUR N PLAY REPLACEMENT FOR HEAD START PLAYGROUND – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal and replacement of Pour n Play safety surfacing at a Head Start playground in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), CPSC (Consumer Product Safety Commission), and Head Start Design Manual guidelines.

All surface color selection and design must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements. The new Pour n Play surfacing must comply with the Head Start Design Manual Guidance, ensuring best practices for playground safety, fall protection, and accessibility.

This Scope of Work provides a detailed plan for the removal and replacement of Pour n Play safety surfacing at a Head Start playground in Los Angeles. The project will comply with Head Start standards, ADA, ASTM, and CPSC safety regulations, ensuring durability, impact resistance, and accessibility for children's outdoor activities.

Locations requiring Pour N Play Replacement Services: Jefferson/Felton, Little Stars, Crusaders, Chapel of Peace, Centinela Bible, Inglewood Southside, Hawthorne Plaza, Destiny Development Center, Kinder Prep Preschool, and Sage on Slauson

PROJECT SCOPE

The project consists of the removal and replacement of the existing Pour n Play rubberized surfacing to enhance playground safety, durability, and compliance with ADA accessibility standards. The new system must meet the latest ASTM impact attenuation standards and provide a slip-resistant, low-maintenance, and long-lasting solution for the play environment.

Main Objectives

- Remove and properly dispose of the existing Pour n Play surfacing in accordance with environmental regulations.
- Install a new impact-resistant and ADA-compliant Pour n Play surface to provide a safe and accessible play area.
- Ensure compliance with Head Start, ADA, ASTM, and CPSC guidelines.
- Use high-quality, UV-resistant, and antimicrobial materials for longevity and hygiene.
- Coordinate all design approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Update the playgrounds at 9 of the 10 locations listed above under the Pour N Play section of this RFP.
- Update the playground at Sage on Slauson by adding a bike path/track. We need a new bike track added to the current Pour N Play area.
- Install a new playground structure at Sage on Slauson for ages 18 months to 3 years old and a new Pour N Play area for the new playground structure in front of the new building on the lot.

Work Area and Dimensions

- Existing playground footprint: Approximately 2,000 – 4,000 ft.
 - Pour n Play thickness: Based on fall height requirements per ASTM F1292.
 - Contractors are required to measure and provide different options for the new Pour N Play areas per site.
-

MATERIAL SPECIFICATIONS

The new Pour n Play surfacing must meet the following **technical criteria**:

General Requirements

- Compliance with ASTM F1292 for impact attenuation to minimize injury risk.
- ADA-complaint for wheelchair accessibility and slip resistance.
- Meets CPSC and Head Start guidelines for playground safety.
- Seamless, non-toxic, and UV-resistant for longevity and low maintenance.

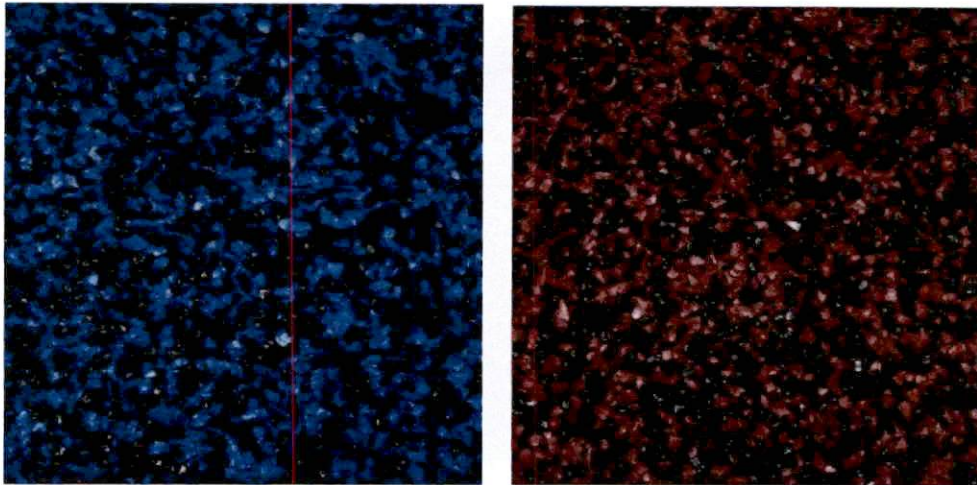
Surface Material Options

- Two-layer system:
 - Base layer: Recycled rubber granules bonded with polyurethane.
 - Top layer: EPDM or TPV rubber granules for durability and color retention.

Color and Design

- Color selection and design must be approved by LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Bright, engaging colors to create a stimulating play environment.

- Pour N Play colors will either be blue/black or red/black like below:



- Provide samples so the HS Assistant Director can make a selection per site.
 - Custom patterns and inlaid designs to enhance educational and directional elements.
-

POUR N PLAY REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in four phases, ensuring minimal disruption and strict safety compliance.

Site Preparation and Removal

- Assess the existing Pour n Play surface for degradation and required removal process.
- Secure the worksite with fencing to prevent access.
- Mechanically remove the old surface and properly dispose of waste material.
- Prepare the sub-base to ensure proper adhesion of the new surface.

Estimated time: **Bidder to provide number of workdays per site**

Installation of New Pour n Play Surfacing

- Apply primer and bonding agents to ensure adherence.
- Install the base layer (shock-absorbing layer) of bonded rubber granules.
- Install the top EPDM/TPV layer with selected color and pattern.
- Allow proper curing time before foot traffic.

Estimated time: **Bidder to provide number of workdays per site**

Testing, Cleanup, and Final Approval

- Perform impact attenuation tests to confirm compliance with ASTM F1292.

- Inspect surface uniformity and slip resistance for ADA compliance.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
 - Temporary fencing and safety barriers will be installed around the worksite.
-

NEXT STEPS

1. Confirm Pour n Play surface design and color selection with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
 2. Conduct final site measurements and assess sub-base conditions.
 3. Schedule removal, installation, and testing phases.
 4. Proceed with installation and final inspection before approval.
-

SCOPE OF WORK – SHADE STRUCTURE INSTALLATION FOR PLAYGROUND IIN PRESCHOOLS (HEAD START STANDARDS) – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the installation of a shade structure at a Head Start Preschool playground in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), CPSC (Consumer Product Safety Commission), and Head Start Design Manual guidelines.

All shade structure design and color selections must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements. The new shade structure must comply with the Head Start Design Manual Guidance, ensuring best practices for playground safety, accessibility, and sun protection.

Locations requiring Shade Structure Installation Services: Jefferson/Felton, Crusaders, Chapel of Peace, Centinela Bible, Inglewood Southside, Sage on Slauson, Destiny Development Center, and Kinder Prep Preschool

PROJECT SCOPE

The project consists of the installation of a new shade structure over the playground area to provide sun protection and enhance outdoor play safety. The structure must be durable, weather-resistant, and designed for high-wind and UV exposure.

- Example shade structures will be shared with vendors after NDA is signed and returned to Crystal Stairs. A shade structure attachment A-1 will be provided.
- The shade structure attachment will provide a full picture of the sample shade structure and individual pictures of the components of the structure.
- Bidders can provide an exact match of the samples provided or an equivalent shade structure that must be approved by the HS Project Manager or HS Assistant Director.

Main Objectives

- Install a permanent shade structure to improve sun protection and reduce heat exposure for children.
- Ensure compliance with Head Start, ADA, ASTM, and CPSC guidelines.
- Use durable, fire-retardant, and UV-resistant materials in construction.
- Provide a visually appealing and functional structure that complements the playground design.
- Coordinate all design approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.

Work Area and Dimensions

- Existing playground footprint: Approximately 2,000 – 4,000 ft.
 - Shade structure coverage area: Based on playground layout and sun exposure analysis.
-

MATERIAL SPECIFICATIONS

The new shade structure must meet the following technical criteria:

General Requirements

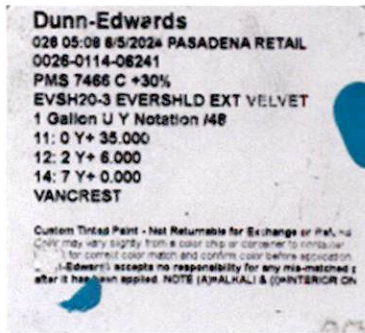
- Compliance with the Head Start Design Manual Guidance for playgrounds.
- ASTM and CPSC compliant for structural and safety standards.
- ADA-compliant clearance and accessibility for all play areas.
- Wind-resistant and UV-blocking materials for longevity and safety.
- Fire-retardant fabric and corrosion-resistant steel frame.

Shade Structure Options

- Each shade structure replaced will require all components (post, post supports, mounts/brackets, & canopy).
- Steel-framed tensile fabric structure (preferred for durability and flexibility).
- Cantilever shade structures for open space utilization.
- Post-and-beam supported shade canopies for heavy-duty applications.

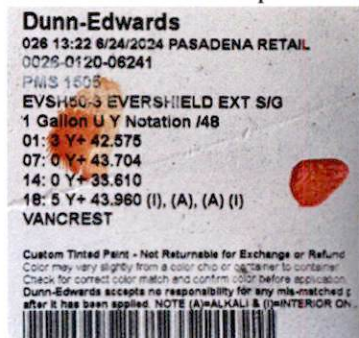
Color and Design

- Color selection and design must be approved by LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Neutral or bright colors, that enhance the playground aesthetic.
- Customizable design elements (logos, educational themes, etc.).
- The color of fabric shade should be equivalent or similar to color specified below:



The color of the shade should be as close to the teal color above as possible.

- The color of shade poles should be equivalent or similar to color specified below:



SHADE STRUCTURE INSTALLATION PROCESS

The installation will be executed in three phases, ensuring minimal disruption and strict safety protocols.

Site Preparation

- Assess playground layout to determine optimal shade placement.
- Secure the worksite with fencing and restricted access areas.
- Excavate foundation points for structural posts.

Estimated time: Bidder to provide number of workdays per site

Installation of Shade Structure

- Set concrete footings and anchor support posts.
- Assemble and install the shade frame.

- Attach UV-resistant fabric panels with tensioning systems.

Estimated time: Bidder to provide number of workdays per site

Inspection, Cleanup, and Final Approval

- Conduct structural integrity tests to ensure compliance.
- Inspect fabric tension and anchoring stability.
- Perform wind and UV protection verification.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: contractor to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
 - Temporary fencing and safety barriers will be installed around the worksite.
-

NEXT STEPS

1. Confirm shade structure design and color selection with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc.
 2. Conduct final site measurements and review sun exposure mapping.
 3. Schedule foundation preparation and installation phases.
 4. Proceed with installation and final inspection before approval.
-

SCOPE OF WORK – HVAC REPLACEMENT FOR HEAD START FACILITY – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal and replacement of a Heating, Ventilation, and Air Conditioning (HVAC) system at a Head Start facility in Los Angeles, CA. The work will be performed in accordance with Head Start, ASHRAE (American Society of Heating, Refrigeration, and Air-Conditioning Engineers), California Mechanical Code, Title 24 Energy Standards, and local building codes.

All HVAC system design and equipment specifications must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and operational requirements. The new HVAC system must comply with the Head Start Design Manual Guidance, ensuring best practices for energy efficiency, indoor air quality, and thermal comfort.

[Locations requiring HVAC Replacement Services: Hawthorne Plaza and Chapel of Peace](#)

PROJECT SCOPE

The project consists of the removal and replacement of an existing HVAC system to enhance indoor air quality, comfort, and energy efficiency. The new system must be designed to accommodate the specific needs of an early childhood education facility and comply with all applicable regulatory requirements.

Main Objectives

- Remove and properly dispose of the existing HVAC system in compliance with environmental regulations.
- Install a high-efficiency HVAC system to provide reliable climate control.
- Ensure compliance with ASHRAE, California Mechanical Code, and Head Start guidelines.
- Incorporate energy-efficient components, including smart thermostats and variable speed compressors.
- Improve indoor air quality with high-efficiency particulate air (HEPA) filtration and proper ventilation.
- Coordinate all system design approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Conduct a full inspection of the HVAC systems at both Hawthorne Plaza and Chapel of Peace. Can either one of the existing units be repaired to provide the required service levels during summer and winter months or supply a quote for a new unit. The new unit must be approved by HS Assistant Director.

Work Area and System Capacity

- Facility size: Approximately 5,000 – 15,000 ft.
 - HVAC system capacity: Based on load calculations and energy efficiency analysis.
-

HVAC SYSTEM SPECIFICATIONS

The new HVAC system must meet the following technical criteria:

General Requirements

- Compliance with ASHRAE 62.1, California Mechanical Code, and Title 24 Energy Standards.
- High-efficiency air filtration system (MERV 13 or higher).
- Energy Star-certified HVAC units to minimize energy consumption.
- Proper ventilation system to maintain indoor air quality (IAQ) and humidity control.
- Noise-reduction features to ensure a quiet learning environment.

HVAC System Options

- Packaged rooftop units (RTUs) with high-efficiency heat pumps.
- Split-system air conditioning units with variable refrigerant flow (VRF) technology.
- Ductless mini-split systems for zoned climate control.
- Dedicated outdoor air systems (DOAS) for enhanced ventilation.

Thermostats and Controls

- Smart thermostats with programmable scheduling and remote access.
 - Occupancy-based control systems to optimize energy use.
 - Integration with building automation systems (BAS) for centralized monitoring.
-

HVAC REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in four phases, ensuring minimal disruption and strict safety compliance.

Site Preparation and Existing System Removal

- Conduct a detailed HVAC load calculation to determine system requirements.
- Inspect existing ductwork and infrastructure for potential reuse or upgrades.
- Safely remove and dispose of the old HVAC system, following EPA and local environmental disposal guidelines.
- Secure worksite and establish safety protocols.

Estimated time: Bidder to provide number of workdays per site

Installation of New HVAC System

- Install HVAC equipment, including air handlers, compressors, and condensers.
- Connect and insulate new ductwork if modifications are required.
- Integrate filtration and ventilation systems.

Estimated time: Bidder to provide number of workdays per site

Testing, Balancing, and Commissioning

- Perform airflow balancing to optimize distribution.
- Test system for refrigerant leaks and proper operation.
- Verify energy efficiency compliance with Title 24 regulations.

Estimated time: Bidder to provide number of workdays per site

Inspection, Cleanup, and Final Approval

- Conduct system performance evaluation to confirm efficiency.
- Provide training on HVAC operation and maintenance.
- Perform final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
 - Temporary heating/cooling solutions will be provided if needed.
-

SCOPE OF WORK – ASPHALT & STRIPING REPLACEMENT FOR HEAD START

FACILITY – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal and replacement of asphalt pavement and striping at a Head Start facility in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), and local municipal guidelines.

All striping layout and color selection must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements. The new asphalt and striping must comply with the Head Start Design Manual Guidance, ensuring best practices for accessibility, durability, and safety.

Locations requiring Asphalt & Striping Replacement Services: Little Stars, Crusaders, Chapel of Peace, Centinela Bible, Inglewood Southside, Destiny Development Center, and Kinder Prep Preschool

PROJECT SCOPE

The project consists of the removal and replacement of deteriorated asphalt pavement and restriping of designated areas to enhance durability, improve accessibility, and ensure compliance with ADA parking and pedestrian requirements.

- Asphalt requirement for Little Star – playground area needs repair
- Asphalt requirement for Crusaders – playground area needs repair
- Asphalt requirement for Chapel of Peace – playground and parking lot needs repair
- Asphalt requirement for Centinela Bible – playground and parking lot needs repair
- Asphalt requirement for Inglewood Southside – playground area needs repair

Main Objectives

- Remove and properly dispose of the existing asphalt pavement in accordance with environmental regulations.
- Install a new ADA-compliant asphalt surface to improve safety and accessibility.
- Ensure compliance with Head Start, ADA, ASTM, and local regulations.
- Apply new striping with durable, high-visibility paint for parking spaces, pedestrian crossings, and other designated areas.
- Coordinate all striping layout approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.

Work Area and Dimensions

- Existing asphalt footprint: Approximately 5,000 – 15,000 ft., Bidder required to confirm size at each site
 - Stripping layout: Based on ADA compliance and site-specific requirements.
-

MATERIAL SPECIFICATIONS

The new asphalt pavement and striping must meet the following technical criteria:

Requirements

- Compliance with ADA slope and surface texture requirements for accessibility.
- Meets ASTM standards for asphalt mix and durability.
- Weather-resistant, non-slip pavement surface.
- High-visibility, reflective striping paint for improved safety.

Asphalt Material Options

- Hot mix asphalt (HMA) with polymer-modified binder for increased durability.
- Fine-graded surface mix for a smoother finish and reduced cracking.

Stripping Specifications

- Traffic-grade reflective paint to enhance visibility.
- ADA-compliant blue and white markings for parking spaces.
- Thermoplastic striping for high-traffic durability.

Color and Design

- Color selection and design must be approved by LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
 - Standardized ADA colors for designated spaces (e.g., blue for accessible parking, yellow for fire lanes).
 - Custom-stripping layouts are available as needed.
-

ASPHALT & STRIPING REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in four phases, ensuring minimal disruption and strict safety compliance.

Site Preparation and Removal

- Assess the existing asphalt condition and identify problem areas.
- Secure the worksite with barriers and traffic control signage.
- Mechanically remove the old asphalt surface and dispose of materials responsibly.
- Grade and compact the sub-base to ensure long-term pavement stability.

Estimated time: Bidder to provide number of workdays per site

Installation of New Asphalt Pavement

- Apply prime coat and base course asphalt to strengthen adhesion.
- Install new hot mix asphalt (HMA) in two layers for enhanced durability.
- Compact the surface with rollers to achieve proper density and smoothness.

Estimated time: Bidder to provide number of workdays per site

Striping and Marking Application

- Layout ADA-compliant parking spaces and pedestrian walkways.
- Apply high-durability reflective striping paint.
- Verify compliance with ADA regulations for width, spacing, and contrast.

Estimated time: Bidder to provide number of workdays per site

Final Inspection and Cleanup

- Conduct pavement and striping quality control tests.
- Perform final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
 - Temporary traffic control measures will be in place for safety.
-

SCOPE OF WORK – FENCING/MESH REPLACEMENT FOR HEAD START FACILITYS – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal and replacement of fencing and mesh barriers at a Head Start facility in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), ASTM (American Society for Testing and Materials), and local municipal guidelines.

All fencing material selection and design must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards and visual requirements. The new fencing must comply with the Head Start Design Manual Guidance, ensuring best practices for security, durability, and accessibility.

[Locations requiring Fencing/Mesh Replacement Services: Jefferson/Felton, Little Stars, Inglewood Southside, Sage on Slauson, Hawthorne Plaza, Destiny Development Center, and Kinder Prep Preschool](#)

PROJECT SCOPE

The project consists of the removal and replacement of deteriorated fencing and mesh barriers to enhance security, improve durability, and ensure compliance with ADA accessibility requirements.

Main Objectives

- Remove and properly dispose of the existing fencing and mesh barriers in accordance with environmental regulations.
- Install new, ADA-compliant fencing to enhance security and accessibility.
- Ensure compliance with Head Start, ADA, ASTM, and local safety regulations.

- Use durable, weather-resistant materials for longevity and reduced maintenance.
- Coordinate all fencing layout approvals with LaShonna Grant, HS Assistant Director
- Crystal Stairs provide the table below of our fencing required. We want the following:

Site	Perimeter (P) or Interior (I)	Design	Additional Notes / Requirements
Jefferson Felton	Front Gate (P)	Wrought Iron or Chain Link	Height and configuration to remain the same
Little Stars	P	Wrought Iron or chain link	Height and configuration to remain the same
Inglewood Southside	P	New Wrought Iron (replace) or chain link	Height and configuration to remain the same
Hawthorne Plaza	P	N/A	Electric gate with code panel, Height and configuration to remain the same

Work Area and Dimensions

- Existing fencing footprint: Approximately 500 – 2,000 linear feet.
- Fence height and specifications: Based on security and Head Start facility requirements.

MATERIAL SPECIFICATIONS

The new fencing must meet the following technical criteria:

Requirements

- Compliance with ADA accessibility guidelines for gates and clearances.
- Meets ASTM standards for structural durability and wind resistance.
- Weather-resistant, anti-corrosion coatings for metal fences.
- Impact-resistant mesh to provide added safety for children.

Fencing Material Options

- Crystal Stairs request the contractors provide 2 quotes for review and selection:
 - a. Wrought iron fencing for better control of areas.
 - b. Vinyl-coated chain link fencing for durability and low maintenance.
- Steel or aluminum ornamental fencing for enhanced security and aesthetics.
- Composite or PVC fencing for privacy and longevity.
- Mesh fabric privacy screens with reinforced frames for playground safety.

Gates and Access Points

- Self-closing, self-latching gates for child safety.
- ADA-compliant gate handles and entryways.
- Electronic access controls (if required for security upgrades).

Color and Design

- Color selection and design must be approved by LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc.
 - Standard black, green, or custom color coatings to match the facility's aesthetic.
 - Custom design elements available for Head Start branding needs.
-

FENCING/MESH REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in four phases, ensuring minimal disruption and strict safety compliance.

Site Preparation and Removal

- Assess the existing fencing conditions and identify necessary replacements.
- Secure the worksite to prevent unauthorized access.
- Remove old fencing and mesh barriers and dispose of materials responsibly.
- Inspect and prepare the ground for new fence installation.

Estimated time: Bidder to provide number of workdays per site

Installation of New Fencing and Mesh

- Install fence posts and anchor support to required depth.
- Assemble and install new fencing panels or mesh barriers.
- Ensure all gates and access points comply with ADA requirements.

Estimated time: Bidder to provide number of workdays per site

Final Inspection and Adjustments

- Conduct structural integrity and gate functionality tests.
- Ensure all fencing complies with safety and accessibility guidelines.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
- Temporary fencing barriers will be installed to maintain security during construction.

SCOPE OF WORK – ROOFING REPLACEMENT OR REPAIR FOR HEAD START FACILITYS – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the removal, replacement, or repair of roofing at multiple facilities in Los Angeles, CA. The work will be performed in accordance with Head Start, ASTM (American Society for Testing and Materials), California Building Code, Title 24 Energy Standards, and local municipal guidelines.

All roofing material selection and installation methods must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards, safety, and durability requirements. The new roofing must comply with the Head Start Design Manual Guidance, ensuring best practices for weather resistance, energy efficiency, and long-term sustainability.

[Locations requiring Roofing Replacement or Repair Services: Jefferson/Felton and Chapel of Peace](#)

PROJECT SCOPE

The project consists of the removal, replacement, or repair of the existing roofing system to enhance weather protection, structural integrity, and energy efficiency.

Main Objectives

- Chapel of Peace – contractor to inspect and provide estimate to repair roof, estimate must include the cost of materials, recommendation must resolve current issue with roof, contractor needs to provide a detailed explanation of the issue and why their recommendation will address the issue.
- Jefferson/Felton – contractor to inspect and provide estimate to repair roof, estimate must include the cost of materials, if contractor recommendation replacement of the roof, contractor needs to provide a detailed explanation of the issue and why their recommendation is repair or replace the roof.
- Assess and remove damaged or deteriorated roofing materials to ensure structural stability.
- Install a new, high-performance roofing system that meets energy efficiency and durability standards.
- Ensure compliance with Head Start, ASTM, California Building Code, and Title 24 Energy Efficiency Standards.
- Apply proper waterproofing and insulation layers to improve energy conservation and reduce leaks.
- Coordinate all roofing material selections and design approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.

Work Area and Dimensions

- Existing roofing footprint: Approximately 5,000 – 20,000 ft.
 - Roofing type: Based on facility design and structural requirements.
-

MATERIAL SPECIFICATIONS

The new roofing system must meet the following technical criteria:

General Requirements

- Compliance with ASTM, Title 24, and local building codes for durability and energy efficiency.
- Weather-resistant, fire-rated, and high-wind roofing materials.
- Proper drainage and waterproofing to prevent leaks and moisture intrusion.
- Thermal insulation to improve energy efficiency and meet Head Start guidelines.

Roofing Material Options

- TPO (Thermoplastic Polyolefin) roofing for energy-efficient, reflective properties.
- EPDM (Ethylene Propylene Diene Monomer) roofing for long-term durability.
- Modified Bitumen roofing for improved flexibility and impact resistance.
- Metal roofing systems for extended lifespan and weather resistance.

Waterproofing and Insulation

- Application of vapor barriers to minimize moisture accumulation.
- Rigid foam insulation or spray polyurethane foam (SPF) insulation for maximum energy efficiency.
- Seamless flashing and edge sealing to prevent water infiltration.

Color and Design

- Color selection and roofing material must be approved by LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc.
 - Reflective roofing materials are encouraged to comply with energy efficiency requirements.
 - Custom design elements available for Head Start branding needs.
-

ROOFING REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in four phases, ensuring minimal disruption and strict safety compliance.

Site Preparation and Removal

- Assess the existing roofing condition and identify necessary repairs or full replacement.
- Secure the worksite to prevent unauthorized access and ensure safety.
- Remove old roofing materials and dispose of them properly following environmental guidelines.

- Inspect and prepare the roof deck for new material installation.

Estimated time: Bidder to provide number of workdays per site

Installation of New Roofing System

- Install underlayment and moisture barrier for waterproofing.
- Lay down and secure roofing materials using industry-approved fasteners and adhesives.
- Ensure proper flashing and edge protection to prevent leaks.
- Apply reflective coatings or energy-efficient roofing membranes as needed.

Estimated time: Bidder to provide number of workdays per site

Final Inspection and Adjustments

- Conduct water penetration and wind resistance tests.
- Verify insulation and ventilation compliance.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

Work Planning

- Construction will be scheduled outside of school hours to minimize disruption.
 - Temporary weatherproof coverings will be installed to prevent exposure during work.
-

SCOPE OF WORK – NEW OR REPLACEMENT SIGNAGE FOR HEAD START FACILITYS – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the installation of new signage or the replacement of existing signage at a Head Start facility in Los Angeles, CA. The work will be performed in accordance with Head Start, ADA (Americans with Disabilities Act), California Building Code, and local municipal guidelines.

All signage material selection and design must be coordinated with LaShonna Grant, Vice President of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards, safety, and visibility requirements. The new signage must comply with the Head Start Design Manual Guidance, ensuring the best practices for accessibility, durability, and visibility.

[Locations requiring Signage Replacement Services: Jefferson/Felton, Little Stars, Crusaders, Chapel of Peace, Centinela Bible, Inglewood Southside, Sage on Slauson, and Hawthorne Plaza](#)

PROJECT SCOPE

The project consists of the installation of new signage or the removal and replacement of deteriorated signage to enhance visibility, ensure compliance with accessibility regulations, and improve wayfinding within the facility.

Objectives

- Remove and properly dispose of existing signage if applicable.
- Install new signage that meets ADA requirements for readability and accessibility.
- Ensure compliance with Head Start, ADA, and California Building Code regulations.
- Use durable, weather-resistant materials for long-term performance.
- Crystal Stairs will provide standardized signage to be used for all locations.
- Coordinate all signage layout approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Install standardized signage at all centers for the building entrances, bathrooms, parking areas, and playground areas.
- Install signage maps at each center based off the floor plan, the interior wayfinding maps should help participants or staff locate an area by the map, and the emergency exits maps should provide best routes to exit the building for staff and students.

Work Area and Dimensions

- Signage locations: Building entrances, parking areas, interior wayfinding, emergency exits, and playground areas.
 - Size and format: Based on Head Start and ADA guidelines.
-

MATERIAL SPECIFICATIONS

The new signage must meet the following technical criteria:

General Requirements

- ADA-compliant font, size, and placement for visibility.
- High-contrast color combinations for readability.
- Weather-resistant, fade-resistant, and vandal-proof materials.
- Braille and tactile lettering for accessibility were required.

Signage Material Options

- Aluminum panel signs for durability and weather resistance.
- Acrylic or polycarbonate signage for indoor use.
- High-density polyethylene (HDPE) for playground and outdoor areas.
- Reflective signage for parking areas and emergency exits.

Mounting and Installation Options

- Wall-mounted signs for interior and exterior wayfinding.
- Post-mounted signs for outdoor playgrounds and parking.
- Hanging or ceiling-mounted directional signs.

Color and Design

- Color selection and signage layout must be approved by LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc.
 - Standardized ADA color schemes for compliance (e.g., blue and white for accessible areas, red for emergency exits).
 - Custom design elements available for Head Start branding needs.
-

SIGNAGE REMOVAL & REPLACEMENT PROCESS

The removal and replacement will be executed in three phases, ensuring minimal disruption and strict compliance with safety regulations.

Site Preparation and Removal

- Assess the condition of existing signage and determine necessary replacements.
- Secure the worksite to prevent disruptions to facility operations.
- Remove old signage and dispose of materials properly.
- Prepare mounting surfaces for new installation.

Estimated time: Bidder to provide number of workdays per site

Installation of New Signage

- Install signage using appropriate mounting hardware based on location.
- Ensure proper height and placement in compliance with ADA guidelines.
- Confirm stability, durability, and correct orientation of all installed signs.

Estimated time: Bidder to provide number of workdays per site

Final Inspection and Adjustments

- Conduct visibility and durability tests.
- Verify compliance with ADA regulations.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

SCOPE OF WORK – PLUMBING REPLACEMENT OR INSTALLATION FOR HEAD START FACILITY – LOS ANGELES, CA

This document outlines the technical guidelines and scope of work for the installation or replacement of plumbing systems at a Head Start facility in Los Angeles, CA. The work will be performed in accordance with Head Start, California Plumbing Code, ADA (Americans with Disabilities Act), and local municipal guidelines.

All plumbing fixture selections and system designs must be coordinated with LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc., to ensure alignment with program standards, safety, and efficiency requirements. The new plumbing installation must comply with the Head Start Design Manual Guidance, ensuring the best practices for water efficiency, accessibility, and health safety.

[Locations requiring Plumbing Replacement Services: Sage on Slauson and Hawthorne Plaza](#)

PROJECT SCOPE

The project consists of the installation of new plumbing systems or the removal and replacement of deteriorated plumbing infrastructure to improve water efficiency, meet ADA compliance, and enhance overall facility hygiene.

Main Objectives

- Remove and properly dispose of outdated or non-compliant plumbing fixtures and piping.
- Install new water-efficient and ADA-compliant plumbing systems.
- Ensure compliance with Head Start, ADA, and California Plumbing Code regulations.

- Use lead-free, corrosion-resistant piping and fixtures to ensure long-term performance.
- Coordinate all plumbing layout approvals with LaShonna Grant, AD of the Head Start Program at Crystal Stairs Inc.
- Crystal Stairs will standardize all fixtures at all our locations to match, pictures of the required fixtures will be provided through an attachment with all the required fixtures.

Work Area and Dimensions

- Plumbing locations: Restrooms, kitchen areas, water fountains, playground water fixtures, and mechanical rooms. Additional specific details provided below by area:
 - Classrooms:
 - Art Sink & Faucet
 - Food Prep Area:
 - Faucets
 - Sink
 - Add/Replace water filter
 - Dishwasher (if present)
 - Children's Restroom(s):
 - Faucets
 - Lavatories (sinks)
 - Toilets and/or Toilet Flush Valves
 - Soap Dispensers
 - Hand Towel Dispensers
 - Toilet Tissue Dispensers
 - Seat Cover dispenser (if present)
 - Toilet Partitions (if present)
 - Mirrors (if present)
 - Grab bars
 - Replace existing outdoor sinks and water dispensers, plumbing as needed.
- Fixture replacement scope: Based on condition assessments and compliance needs.

MATERIAL SPECIFICATIONS

The new plumbing system must meet the following technical criteria:

General Requirements

- Compliance with California Plumbing Code and ADA standards.
- Use of water-saving fixtures by CAL Green and EPA Water Sense standards.
- Corrosion-resistant, lead-free piping and fixtures for safety.
- Seismic bracing for compliance with California seismic safety regulations.
- Contractor will change all fixtures (restrooms, kitchen, playground water fixtures, and mechanical rooms, water fountains (if applicable), water dispenser (if applicable), & outdoor sinks (if applicable) at all centers to match the standardized materials provided by Crystal Stairs
- Crystal Stairs will provide a plumbing attachment with a picture of plumbing fixtures used at Sage on Slauson as our preferred fixtures or equivalent.
- Replace outdoor sinks and water dispensers (fixed plumbing only)

Plumbing Fixture Options

- Low-flow toilets (1.28 GPF or less) and urinals for water conservation.
- Hands-free ADA-compliant sinks and faucets for hygiene and accessibility.
- Touchless water fountains and bottle-filling stations for sanitary use.
- Backflow prevention devices to protect water quality.

Piping and Drainage Systems

- PEX or copper piping for domestic water supply.
- Cast iron or PVC drainage piping for longevity and efficiency.
- Grease traps in kitchen areas for compliance with wastewater regulations.
- Proper venting and pressure regulation to optimize system performance.

Color and Design

- Fixture selection and layout must be approved by LaShonna Grant, Assistant Director of the Head Start Program at Crystal Stairs Inc.
 - Standard white porcelain or stainless steel for durability and hygiene.
 - Custom layouts are available for ADA-specific designs.
-

PLUMBING REMOVAL & INSTALLATION PROCESS

The plumbing replacement or installation will be executed in four phases, ensuring minimal disruption and strict compliance with health and safety regulations.

Site Preparation and Removal

- Assess the existing plumbing system and identify necessary upgrades or replacements.
- Secure the worksite to prevent water damage or exposure to contaminants.
- Shut off the water supply and disconnect old fixtures and remove pipe as needed.
- Dispose of old fixtures and piping per environmental guidelines.

Estimated time: Bidder to provide number of workdays per site

Installation of New Plumbing System

- Install new water supply and drainage piping according to design plans.
- Mount new plumbing fixtures with ADA-compliant height adjustments.
- Integrate water-saving features to reduce consumption.
- Test and seal all connections to prevent leaks.

Estimated time: Bidder to provide number of workdays per site

System Testing and Adjustments

- Conduct pressure tests on supply lines.
- Inspect drainage flow and backflow prevention devices.
- Verify ADA compliance of fixture heights and operation.
- Conduct water quality and temperature control tests.

Estimated time: Bidder to provide number of workdays per site

Final Inspection and Cleanup

- Perform final plumbing inspections to verify code compliance.
- Provide training on new fixtures and water conservation strategies.
- Final walkthrough with Head Start representatives.
- Cleanup and removal of construction debris.

Estimated time: Bidder to provide number of workdays per site

PROJECT SCHEDULE AND EXECUTION TIMES

Total Estimated Time: Bidder to provide number of workdays per site

- The Contractor shall complete the project within the agreed-upon timeframe, as stipulated in the contract and individual scopes of work.
- Any delays or unforeseen issues must be reported immediately to Crystal Stairs, with a proposed solution to stay on schedule.

Work Planning

- Plumbing work will be scheduled outside of school hours to minimize disruption.
- Temporary water supply solutions will be provided if necessary.

ATTACHMENT A-1

Playground Structure, Shade Structure, and Plumbing Fixtures Pictures

ATTACHMENT B
Required Contractual Terms and Conditions
RFP: 2025-10354

Payment for the Services is wholly or partially funded by the federal government. **The successful bidder will be required to agree to and comply with the following terms and conditions noted below, which will be specified in the final agreement or subcontract for Services between Crystal Stairs and Bidder. THE FOLLOWING TERMS AND CONDITIONS ARE NON-NEGOTIABLE.**

Compensation and Invoicing: Any compensation amount or not to exceed amount specified in this Agreement is subject to reduction for any portion of the Work not completed regardless of circumstances. The Payment (subject to any reduction for Work not completed) represents full compensation for performance of the Work and includes any and all expenses incurred by Contractor. Payment is to be paid by Crystal Stairs within 30 days of the receipt of an invoice, provided the Work has been completed and an authorized Crystal Stairs representative approves the invoice charges. All invoices should be sent to:

Crystal Stairs, Inc. Accounts Payable P.O. Box 92222 Los Angeles, California 90009-2222 aphelpdesk@crystalstairs.org
--

Payment may be subject to delays if invoices are not sent to the above Accounts Payable address.

Contractor is responsible for completing and certifying payroll during the term of the Agreement. All Certified Payroll Reports must be submitted with an invoice for processing. Monthly progress payment requests must be submitted for work extending beyond one month. Crystal Stairs designated Project Manager (PM) must review, verify, and approve the invoice with supporting documents for percentage of work completed before each progress payment is issued.

Compliance with Law & Financial Capability: Contractor will comply with, and represents and warrants that Contractor is in compliance with, all applicable federal, state and local laws, rules and regulations, and will possess, make available, and maintain all requisite permits, licenses and certificates necessary to perform this Agreement. The contractor is responsible for compliance by any subcontractor or contract employee for the same, and will require these and other provisions enumerated and incorporated herein by reference, in all subcontracts. The Contractor shall comply with all federal, state, and local laws, including ADA (Americans with Disabilities Act), OSHA, California Building Code, ASTM, and Title 24 Energy Standards. Required permits, licenses, and inspections must be obtained and submitted before work. Contractor certifies that Contractor is financially capable of adhering to the foregoing, is financially solvent and is not subject to any lienholder claims or encumbrances that would preclude or otherwise affect Contractor's ability to fully comply with and perform this Agreement.

California Non-Discrimination Clause: Contractor will comply with the provisions of California Standardized State Form OCP-2, which is incorporated herein by reference.

California Non-Discrimination Contract Specifications: If the Payment is \$5,000 or more, Contractor will comply with the provisions of the Standard California Nondiscrimination Construction Contract Specifications (2 CCR 11122), which are incorporated herein by reference.

Contractor Responsibilities: The Contractor is responsible for providing all necessary materials, tools, equipment, and labor for the completion of the project. The Contractor shall take all necessary precautions to protect adjacent structures, surfaces, and surrounding areas during the execution of the work. The Contractor shall ensure proper site preparation, maintenance of cleanliness, and removal of all debris related to the project.

Site Protection & Safety: The Contractor must ensure worksite safety by implementing proper protective measures for workers, school staff, students, and surrounding areas. Personal Protective Equipment (PPE) must be worn as required, and all safety regulations must be strictly followed. Temporary barriers and signage must be installed when necessary to restrict unauthorized access to construction zones.

Indemnification: The Contractor shall indemnify and hold Crystal Stairs harmless from any claims, damages, or liabilities arising from the work performed.

Warranties & Post-Completion Responsibilities: The Contractor warrants that all work will be free of defects for a period of at least one (1) year from completion. Any issues arising within the warranty period must be corrected at no additional cost to Crystal Stairs.

Equal Opportunity: Contractor will comply with the provisions of the Equal Opportunity Clause provisions (41 CFR 60-1.4(b)), which are incorporated herein by reference.

Davis Bacon Act: Contractor will comply with the requirements of the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Contract Work Hours and Safety Standards: If the Payment is \$100,000 or more, Contractor will comply with the requirements of 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Workmanship & Quality Standards: The Contractor must maintain the highest quality standards and adhere to best industry practices to ensure the durability and longevity of the work performed. Any defective work or materials must be corrected at the Contractor's expense if they fail to meet required specifications.

Clean Air Act & Federal Water Pollution Control Act: If the Payment is \$150,000 or more, Contractor will comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

Copeland "Anti-Kickback" Act: If the Payment is \$2,000 or more, Contractor will comply with the requirements of the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

Debarment and Suspension: Contractor certifies that Contractor is not a party listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB

guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension".

Byrd Anti-Lobbying Amendment: If the Payment is \$100,000 or more, Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award to Crystal Stairs.

National Labor Relations Board Compliance: Contractor swears under penalty of perjury that no more than 1 final, unappealable finding of contempt of court has been issued by a federal court against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court which ordered the Contractor to comply with an order of the National Labor Relations Board. For the purposes of this Section, a finding of contempt does not include any finding that has been vacated, dismissed or otherwise removed by the court because Contractor has complied with the order which was the basis for the finding. Crystal Stairs may rescind this Agreement, if Crystal Stairs later discovers that Contractor falsely swore to the truth of the statement required by this Section.

Force Majeure: Neither Party will be deemed to be in default of such Party's obligations under this Agreement if, and so long as, such performance is prevented, restricted or interfered with, by acts beyond such Party's control, including, but not limited to, acts of God, war, government regulations or orders, disasters, civil disorder, pandemic, epidemic, strikes or any other similar act or cause not within the control of such Party.

Termination of Contract: Crystal Stairs reserves the right to terminate the contract for non-compliance, failure to perform, or breach of contract terms. If terminated for cause, the Contractor may be liable for additional costs required to complete the project.

Insurance: Contractor will, at Contractor's sole cost and expense, procure and maintain the following insurance coverages during the Term, and for 5 years thereafter, unless otherwise specified herein, to protect against any claims arising from or in connection with performance of this Agreement by Contractor, Contractor's Staff, or subcontractors, including, but not limited to, claims for bodily injury, property damage and death.

a. Minimum Scope and Limit of Insurance: Coverage will be at least as broad as:

i. **Workers' Compensation:** If Contractor has employees, or hires employees during the Term, Workers' Compensation, as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of not less than \$1,000,000 per accident for bodily injury or disease;

ii. **Commercial General Liability ("CGL"):** ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury, with limits of no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either such limit will apply separately to this project/location (ISO Form CG 25 03 or 25 04) or such limit will be twice the required occurrence limit;

Professional Liability (Errors and Omissions): If applicable and necessary to perform this Agreement, insurance appropriate to Contractor's profession, with limits of no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate;

iv. **Automobile Liability:** ISO Form CA 00 01 covering any auto (Code 1), or if Contractor

has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage;

v. **Environmental:** Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than

\$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate;

vi. **Builder's Risk:** Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions; and

vii. **Surety Bonds:** Contractor will provide the following Surety Bonds: Bid Bond; Performance Bond; Payment Bond; and Maintenance Bond. The Payment Bond and the Performance Bond will be in a sum equal to the Payment. The Maintenance Bond will be in a sum equal to 10% of the Payment. Bonds will be duly executed by a responsible corporate surety authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.

Acceptability of Insurers: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII or a Standard and Poor's Rating (if rated) of at least BBB.

Modifications: No amendments, alterations, changes or modifications to the terms and conditions of this Agreement are valid, unless made in writing, approved by Crystal Stairs, and signed by authorized Party representatives.

Change Orders must be submitted in writing to Crystal Stairs for review and approval before any modifications to the Work. Said change order must be signed by both parties prior to the performance of the Work. Approved Change Orders must include updates to the schedule, reflect adjustments to the project completion date, and document any modifications to the total compensation amount. Crystal Stairs will not recognize or accept any verbal agreements regarding Change Orders.

Jurisdiction & Venue: This Agreement, and the rights and obligations of the Parties as set forth herein, are governed by and construed in accordance with the laws of the State of California, without regard to conflict of law principles that would require the application of law from another jurisdiction. Any claim or dispute arising out of this Agreement will be resolved in Los Angeles County, California.

By signing below, Bidder acknowledges that Bidder has read the Required Contractual Terms and Conditions and understands that the provisions set forth in the Required Contractual Terms and Conditions are non-negotiable. Further Bidder understands that if Bidder is selected as a successful bidder, Bidder will be required to enter into an agreement with Crystal Stairs that includes the provisions specified in said Required Contractual Terms and Conditions. Finally, Bidder understands that failure of Bidder to agree to the Required Contractual Terms and Conditions will disqualify Bidder.

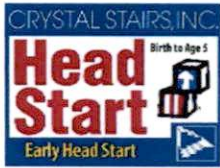
Company Name: _____

By: _____
Authorized Signatory

Print Name: _____

Title: _____

Date: _____



5110 West Goldleaf Circle
Suite 150
Los Angeles, CA 90056-1282
(323) 421-1100

ATTACHMENT C

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

RFP: 2025-10354

This Confidentiality and Non-Disclosure Agreement (“**Agreement**”) is made as of the date indicated by the signature below, by and between Crystal Stairs, Inc. (“**Crystal Stairs**”), a California non-profit public benefit corporation, located at 5110 West Goldleaf Circle, Suite 150, Los Angeles, California 90056-1282, and the undersigned (“**Receiving Party**”), in connection with the evaluation of a potential relationship and/or in the performance of certain contemplated services to be performed by the Receiving Party (“**Purpose**”). Crystal Stairs and Receiving Party are sometimes collectively referred to herein as the “**Parties**” and individually as a “**Party**”.

NOW THEREFORE, in consideration of the mutual promises, covenants, warranties, and other good and valuable consideration set forth herein, the Parties agree as follows:

TERMS

1. **Confidential Information:** Receiving Party, and Receiving Party’s officers, employees and agents (“**Receiving Party’s Staff**”), may have access to and learn about confidential, secret and proprietary information of and/or relating to Crystal Stairs, and its businesses and existing and prospective clients, employees, suppliers, and other associated third parties (“**Confidential Information**”). Confidential Information and Crystal Stairs’ ability to reserve it for the exclusive knowledge and use of Crystal Stairs is of great competitive importance and commercial value to Crystal Stairs, and improper use or disclosure of it may cause Crystal Stairs to incur financial costs, loss of business advantage, liability, civil damages and criminal penalties.

Confidential Information includes, but is not limited to, all information not generally known to the public, in any form or medium, relating directly or indirectly to, financial and personal information of the business accounts, customers, clients, employees, volunteers, interns and affairs of Crystal Stairs; training and operations materials and memoranda of Crystal Stairs and its businesses; any existing or prospective customer or client, or of any other person or entity that has entrusted information to Crystal Stairs in confidence; and information that is marked or identified as confidential or proprietary, or that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

2. **Disclosure and Use Restrictions:** Receiving Party will, treat all Confidential Information as strictly confidential; not directly or indirectly disclose, publish, communicate or make available Confidential Information, nor allow it to be disclosed, published, communicated or made available, in whole or part, to any entity or person not having a need and authority to know and use the Confidential Information and, in any event, not to anyone outside of the direct employ of Crystal Stairs, except as required for the Purpose; and not access or use any Confidential Information, and not copy or remove from Crystal Stairs’ premises or control, any Confidential Information, except as required for the Purpose or with the prior consent of an authorized Crystal Stairs officer, and then, such disclosure will be made only within the limits and to the extent of such duties or consent.

Nothing herein will be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation or order. Receiving Party will promptly provide written notice of any such order to an authorized officer of Crystal Stairs within 7 days of receiving such order, but in any event, sufficiently in advance of making any disclosure to permit Crystal Stairs to contest the order or seek confidentiality protections, as determined in Crystal Stairs' sole discretion.

3. **Duration of Confidentiality Obligations:** The obligations under this Agreement continue until such time as such Confidential Information has become public knowledge, other than as a result of Receiving Party's breach of this Agreement or breach by those acting in concert with or on behalf of the Receiving Party.

4. **Remedies:** In the event of a breach or threatened breach by Receiving Party of any of the provisions of this Agreement, Crystal Stairs will be entitled to seek, in addition to other available remedies, a temporary or permanent injunction, or other equitable relief, against such breach or threatened breach from any court of competent jurisdiction, without the necessity of showing any actual damages or that monetary damages would not afford an adequate remedy, and without the necessity of posting any bond or other security. The aforementioned equitable relief is in addition to, not in lieu of, legal remedies, monetary damages or other available forms of relief.

5. **Return and Destruction of Confidential Information:** Receiving Party will provide or return to Crystal Stairs any and all documents and materials belonging to Crystal Stairs upon, (i) completion of the Purpose; or (ii) Crystal Stairs' request, at any time.

6. **No Obligations:** This Agreement does not obligate Crystal Stairs to disclose any information or negotiate or enter into any agreement or relationship with Receiving Party.

7. **Remedies:** Due to the unique nature of the Confidential Information, any breach of this Agreement would cause immediate and irreparable harm to Crystal Stairs and therefore Crystal Stairs is entitled to specific performance and injunctive or other equitable relief without the necessity of a bond in addition to all other remedies available at law.

8. **Dispute Resolution:** If a dispute arises out of this Agreement and cannot be settled through informal discussions or negotiations, the Parties will first try to settle the dispute in good faith by submitting the dispute to a sole mediator mutually selected by the Parties. If the dispute is not then resolved, then, upon notice by either Party, such dispute will be settled by binding arbitration, administered by an arbitrator mutually agreed to by the Parties, in accordance with the rules and procedures used by said arbitrator, and who will be competent in the legal and technical aspects of the subject matter of, and will not limit, expand or modify the terms found in this Agreement. A request by either Party to a court for interim protection will not affect the arbitration obligation. Each Party will bear their own expenses and an equal share of all costs and fees of the mediation and/or arbitration. The prevailing Party will be entitled to attorneys' fees and costs associated with mediation and/or arbitration, and judgment on the written award may be entered by any court having jurisdiction. The contents and result of mediation and/or arbitration will be held in strict confidence by the Parties, who will be bound by a confidentiality agreement.

9. **Modifications:** No amendments, alterations, changes or modifications to the terms and conditions of this Agreement are valid, unless made in writing, approved by Crystal Stairs, and signed by authorized Party representatives.

10. **Notices:** All notices required to be given herein will be made in writing and sent by, overnight

courier; certified mail with return receipt requested; or emailed, with confirmation of receipt to the below designated Party recipients at the addresses listed above, with a courtesy copy to the Crystal Stairs Legal Department at the address listed above. Unless otherwise specified herein, all notices are effective upon receipt. The Parties may change this information by informing the other Party in writing of such change.

Crystal Stairs Attn: Leonard Flot lflot@CrystalStairs.org	Receiving Party <i>See end of Agreement.</i>
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11. **Jurisdiction & Venue:** This Agreement, and the rights and obligations of the Parties as set forth herein, are governed by and construed in accordance with the laws of the State of California, without regard to conflict of law principles that would require the application of law from another jurisdiction. Any claim or dispute arising out of this Agreement will be resolved in Los Angeles County, California.

12. **Waiver:** Failure or delay by either Party to enforce any term or condition of this Agreement does not constitute a waiver of such, or of any other term or condition, unless such waiver is in writing and signed by an authorized Party representative. Any waiver to, or of, any breach by the other Party, does not constitute waiver of, or excuse for any other, different or subsequent breach.

13. **Table of Contents & Headings:** The Table of Contents and Section headings set forth herein are for convenience only and do not affect the construction of this Agreement.

14. **Entire Agreement:** Except as otherwise provided for herein, this Agreement constitutes the entire agreement, final expression and exclusive statement of mutual understanding between the Parties relating to the subject matter contained herein and supersedes and cancels all prior written and oral agreements, communications and understandings, of any type whatsoever, made between the Parties in connection to this Agreement. Neither Party has made any oral nor written statements, which are not included in this Agreement, and that in any way induced either Party to enter into this Agreement.

15. **Severability & Survival:** If any term or condition of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, such term or condition will be deemed stricken, and the remainder of this Agreement will remain in full force and effect, and not affected thereby. The rights, duties, obligations and warranties of the Parties, which by their terms are to survive termination of this Agreement, survive termination, to the fullest extent permitted by applicable statute of limitation laws.

16. **Counterparts & Photocopies:** This Agreement may be executed in one or more counterparts, each of which are deemed an original. A copy of this Agreement with a photocopied signature (including signatures reproduced by electronic means) may be used as an original signature for all purposes, unless a copy with an original signature is produced.

[Signature on following page.]

ATTACHMENT D
SAMPLE CONTRACT TEMPLATE ATTACHMENT COVER PAGE
RFP: 2025-10354

**DO NOT FILL OUT OR SIGN THE ATTACHED SAMPLE CONTRACT
TEMPLATE.**

The attached document is a sample contract template only. The selected bidder and Crystal Stairs will enter into a final contract. Therefore, you should review the attached sample contract template in its entirety and make sure that you will be able to comply with all terms and conditions before submitting a response.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused this Agreement to be executed. The undersigned certify that by signing this Agreement, they are duly authorized to execute this Agreement.

RECEIVING PARTY INFORMATION

Company Name: _____
Company Address: _____
Contact Person: _____
Contact Email Address: _____

By: _____
Authorized Signatory
Name: _____
Title: _____
Date: _____