

UNIVERSAL ACADEMY

4833 Ogden St. Detroit MI 48210
(313) 565-0507



REQUEST FOR PROPOSAL (RFP)

BUILDING CUSTODIAL & HOURLY LABORER SERVICES

RESPONSES DUE BY:

07/23/2026

1:00 P.M.

THE “ACADEMIES” RESERVE THE RIGHT TO REJECT ALL PROPOSALS

NOTICE: The Academies do not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in their programs and activities.

UNIVERSAL ACADEMY REQUEST FOR PROPOSAL (RFP)

1.0 GENERAL

1.1 Overview

“The Academy” is statutory public-school academy created by the State of Michigan and functioning under the Michigan Revised School Code. Universal Academy (62500 sq ft) is located at 4833 Ogden Detroit, MI. The Academy is governed by a Board of Trustees consisting of five (5) appointed members each and each elected for various terms. The Academy serve grades Pre-K-12 in Detroit.

Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to provide:

- Custodial services using proper cleaning equipment and supplies, training their own employees on the use of such equipment and the academy’s equipment that is permitted for use, train for safety requirements, and providing proper supervision
- Provide rates for carpet cleaning
- Provide rates for furniture moving
- Provides rates for strip and wax of VCT floors (with a minimum of 2 coats of wax and full strip of floor)
- Monthly cost of custodial services (3 members must be onsite each day to perform the nightly tasks)

1.2 Scope

This RFP will select a vendor or multi-vendors to provide custodial services and laborers using their own cleaning equipment and supplies, training their own employees on the use of such equipment and the Academy’s equipment that is permitted for use, train for safety requirements, and providing proper supervision.

The custodial services shall be provided during the school year based on the school calendar Mondays through Fridays after school hours except holidays when the school is not in session on the following basis:

- ✓ The school year begins on **08/24/2026** and ends for students on **06/11/2027**.
- ✓ All school days Mondays through Thursdays are full days and Fridays are half days for students.
- ✓ The regular school days are 7:55 AM through 3:15 PM
- ✓ On half days, school hours are 7:55 AM through 12:50 PM
- ✓ Custodial services will take place from 4:00PM to 10:00PM Monday- Thursdays and 2:30PM to 9PM on Fridays.

1.3 Confidentiality

The information presented in this RFP and any subsequent information provided or received by The Academies or the prospective vendor/contractor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

2.0 BID PREPARATION

2.1 Mail to OR deliver in person All Documents in a SEALED envelope to (faxed bids will not be accepted):

Mahmoud Bazzi
 Director of Operations
 C/O Universal Academy
 6919 N. Waverly Street
 Dearborn Heights, MI 48127
 Phone: (313) 283-7550
 Email: mahbazzi@starpsa.org

2.2 Deadline for Submissions

Four (4) copies of each of your RFP responses must be submitted on or before **7/23/2026**. Late and faxed responses will not be considered. Clear and concise thoughts are expected.

2.3 Document Preparation

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP.

2.4 Evidence of Vendor's Ongoing Stability

Each bid should include a capability summary indicating the following:

- A reference listing of current customers, to whom you are supplying cleaning equipment, contact names, and phone numbers
- A proof that vendor is insured and bonded

2.5 **Contacts for Information**

All inquiries concerning this RFP should be directed to:

Mahmoud Bazzi
 Director of Operations
 C/O Universal Academy
 6919 N. Waverly Street
 Dearborn Heights, MI 48127
 Phone: (313) 283-7550
 Email: mahbazzi@starpsa.org

2.6 **Evaluation Process**

The Board of Directors will validate and assign a committee to evaluate all proposed documents received on or before **07/23/2026**. The Board of Directors of each academy will select a vendor at its public meeting which will be held as follows:

Universal Academy: August, 2026 Board Meeting (Date TBD) – Winning bid will be notified the day after the board meeting.

Important factors to consider in the evaluation are: Cost, quality, company stability, insurance, references, timetable and service.

<u>Criteria</u>	<u>Points Awarded</u>
Program Schedule	15
Comprehensiveness of Bid	20
Project Cost	45
Qualifications	20
Total	100

2.6 **Rejection of Submission**

- The “Academies” reserves the right to reject any and all submissions received.

- The “Academies” will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that the Academies will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy’s offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academy for an interview.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

2.8 Rejection Notification

Vendors submitting unaccepted or rejected documents will be notified and may call in person to re-claim their document within ten (10) days of notification.

3.0 TERMS AND CONDITIONS

3.1 Payments

Payment for services received will be made by the Academies within the time frame that is negotiated between the vendor and the Academy and on monthly basis after the completion of each month.

3.2 Price Changes

It is expected that the responding vendors agree to pass along The Academy ALL additional discounts, price reductions, and relevant specialized pricing programs. The Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our contract with the improved pricing.

3.3 Background Check

It is expected that the responding vendor agrees that all employees submit finger printing for criminal background history prior to reporting to work. Vendor also agrees to stay in compliance with the School Safety Initiative

Legislation as defined in section 2 of the Sex Offenders Registration Act (SORA), MCL28.722, MCL 380.1535a, 380.1535b, 380.1535c, 380.1535d, 380.1535g(1), Revised School Code(2) and / or a substantially similar law governed by the State of Michigan and / or the Federal Government, and to report to the school if a person is subsequently convicted, plead guilty or plead no contest to that crime within 3 days of said conviction and / or pleading.

4.0 PRICING AND PAYMENT TERMS

4.1 Pricing page must include:

- Monthly Pricing for the custodial services
- Locked in pricing for 1 year (2026-27 School Year)
- Charges and payment terms.
- Warranty
- Necessary and required supplies
- Terms for theft or losses

4.2 The Academies reserves the right to reduce or increase the type of service requested, and negotiate other payment options with the company after proposal acceptance.

5.0 TIME LINE SCHEDULE

<u>Milestones</u>	<u>Completion Date</u>
1. RFP developed and mailed to Vendors	07/07/2026
2. Delivery of RFP Response	07/23/2026
3. Evaluation of Offers	07/23/2026 - 07/30/2026
4. Vendor Notification	08/2026
5. Start of Services	TBD

6.0. BID REQUIREMENTS:

For proposals to be considered, RESPONDENTS:

- Must submit a complete response to this RFP.
- Proposals must be signed by an official authorized
- Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be at least sixty (60) days.
- Proposals must include a schedule of services based on Academy's calendar.
- Proposals must include Terms and Conditions.

- Proposals must include Contact persons.
- Proposals must include insurance certificates.
- Proposals must include at least three references with contact names and phone numbers. References must be users of the same services proposed within the past two years. References from educational institutions are preferred.

The Academy reserves the right to:

- Reduce/Increase the amount of service based on its budgetary limits and the school needs.
- Award any part of the bid to any company in order to provide the Academy with the best possible overall solution.

7.0 STANDARD SPECIFICATIONS FOR

The Academy is seeking custodial services from a vendor or vendors, the below listed specifications for each item and specifications may be obtained from the contact listed in this RFP.

Mahmoud Bazzi
 Director of Operations
 C/O Universal Academy
 6919 N. Waverly Street
 Dearborn Heights, MI 48127
 Phone: (313) 283-7550
 Email: mahbazzi@starpsa.org

7.1 Expectation

- The Academy is requesting discount rates (including any **non-profit educational discounts**) for the services purchased.
- The Academy expects that all services will include any of staff training by the vendor for use of its own equipment and cleaning products or supplies or the school's equipment or supplies at the site PRIOR to beginning the services.
- The Academy expect that all cleaning products be supplied by the vendor.
- Acceptable standard products to be used are to be safe products as permitted by the Health Department. The Academy reserves the right to accept or deny the use of specific cleaning products in the best interest of its students and community members.

7.2 Specifications

The supply of cleaning products and other products/services for the facilities and proper inventories of our products to insure on time deliveries. The

schools may consider comparable products in lieu of the specified items as may be necessary.

7.3 Additional Information

In your RFP response please also include a complete product/equipment specification information sheet on all items and parts for which you are providing pricing.

8.0 FURNISHING ACQUISITION:

8.1 Delivery Dates

All Academies expect fast, efficient, and accurate delivery of all custodial products to be completed routinely as specified in the specifications and consistent with its school calendar.

8.2 Guidelines

- The vendor will guarantee the product or provide an equivalent product promptly on the same day after receiving a dissatisfaction notification.
- Vendor will issue a credit for the non-satisfactory service after a full inspection is made by the vendor and the Academy.
- Each Academy will receive notification if vendor cannot meet its expected service hours as scheduled and will make arrangements to make up the hours and to ensure proper services are provided for the day.
- Vendor will be responsible for providing the Academy with copies of its employee's fingerprints and background checks as well as the unprofessional conduct investigation results prior to assigning them

TECHNICAL SUPPORT

9.1 Guidelines

- The Academies must be provided with listing of products equipment that will be used at the Academy.
- The Academies will be provided with product information and documentation for all products that will be used by the Academies including all safety tips and directions.

- It would be desirable for The Academies to be provided with an on-line bulletin board system containing information on offered items.
- Vendor must provide Material Safety Data Sheets (MSDS) and have postings available for every product.

10.0 WARRANTY

The Academy requires all services to be warranted.