

HOPE ACADEMY
REQUEST FOR PROPOSALS
FOR CUSTODIAL SERVICES

ALL INVITATIONS TO BID BY THE HOPE ACADEMY WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF ANY SERVICE AGREEMENT AWARDED BY THE HOPE ACADEMY.

1. Definitions

1.1. "Hope Academy" shall mean the Hope Academy, a Michigan nonprofit and a Michigan public school academy chartered by Eastern Michigan University.

1.2. "Board of the Academy" shall mean the Board of Directors of the Hope Academy.

1.3. "Bidder" shall mean a person or entity or group of persons or entities providing a Sealed Bid to Hope Academy pursuant to this Request for Proposal.

1.4. "Sealed Bid" shall mean a formal offer to provide services in accordance with policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. The bidder to be considered must indicate Bid Number and date on outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide services is made by the Hope Academy.

1.6. "Specification(s)" shall mean a general description of student transportation services and the conditions for their purchase by Hope Academy as outlined on Exhibit A to the Request for Proposals.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below. They will be opened and read aloud at a regular meeting of the Academy's Board of Directors on August 12, 2025. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "Custodial Services Proposal."

DUE DATE:	August 11, 2025
TIME:	2:00 p.m. local time
PLACE:	Hope Academy c/o Mingcoria Minter 12121 Broadstreet Detroit, Michigan 48204

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

2.2. The submission of a Sealed Bid will be construed to mean that the bidder is fully informed as to the extent and the character of the goods and/or services and a representation that the bidder can furnish the goods and/or services in complete compliance with the Specifications.

2.3. The Hope Academy reserves the right to make awards within thirty (30) days after the due date of the bid opening during which time bids may not be withdrawn. Respondents shall not be allowed to modify their proposals after the opening time and date.

2.4. One clearly-labeled original proposal with a manual signature and two (2) copies of the proposal are to be sealed in one package clearly labeled "Custodial Services Proposals" on the outside of the package.

2.5. Failure to submit one original Sealed Bid with a manual signature may result in the rejection of the proposal. All proposals shall be signed by an officer or employee having authority to bind the Bidder presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the Hope Academy or The Leona Group, LLC personnel are not to be construed as changing any of the Request for Proposal requirements. Any changes to the requirements or Specifications will be communicated in writing to the bidders by Hope Academy.

2.7. Potential bidders are asked to email their questions to mingcoria.minter@leonagrouppmw.com by August 7, 2025. The school district will email its response to these questions within 24 hours of receipt.

2.8. The Hope Academy reserves the right, before awarding any student transportation services opportunity and agreement, to require the Bidder to submit such evidence of qualification as it may deem necessary, and may consider any information available to it, in making the award in the best interest of the Hope Academy.

2.9. The Hope Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

3. Guarantees by the Successful Bidder. The Successful Bidder guarantees:

3.1. That the Successful Bidder has carefully checked the information contained its Sealed Bid and understands that the Successful Bidder shall be responsible for any error or omission in a Sealed Bid.

3.2. That the Successful Bidder has carefully examined the instructions and specifications and will provide this student transportation services for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. Hope Academy seeks through this Request for Proposal to enter into an agreement for the purchase and installation of a digital marquee sign.

4.2. Background. Hope Academy is a public school academy located within the City of Detroit, State of Michigan.

4.3. Project Scope. Hope Academy seeks an agreement for custodial services as outlined in the Specifications.

4.4. Contents of Sealed Bid. The Bidder shall submit a Sealed Bid for providing custodial services to the Hope Academy on or before August 11, 2025 in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

4.4.1. A general description of the Bidder including a brief history. Provide the name, address and telephone number of the Bidder's headquarters and the location(s) of the Bidder that will be directly providing serving services to the Hope Academy.

4.4.2. Describe the Bidder's availability and capability to provide custodial services to Hope Academy in accordance with the Specifications.

4.4.3. Generally describe how the Bidder would meet the Specifications by indicating any suggested modifications from the Specifications.

4.4.4. List the proposed fees and/or fee structure for the provision of custodial services in accordance with the Specifications.

4.4.5. List all necessary work that is excluded from the bid and why it is excluded.

4.4.6. List all assumptions the bid is based on.

4.4.7. List all Michigan public school and public school academy ("Michigan Public Schools") customers the Bidder has served in the last five years. Please provide names of contact persons who are willing to share comments about the Bidder's services with representatives from these Michigan Public Schools.

4.4.8. Provide the name of the Bidder's insurance company and the name, address and phone number of the broker/agent in charge. Describe the Bidder's vehicle liability, errors and omissions, general commercial liability and other current insurance policies along with coverage limits and length of time with the current insurance company(ies).

4.4.9. Has the Bidder had litigation, arbitration or a claim filed against the Bidder by a Michigan Public School? Has the Bidder filed any such actions against a Michigan Public School? If yes to either inquiry, please provide a brief explanation.

4.4.10. A signed Iran Economic Sanctions Act Certification.

4.4.11. Signed and notarized Familial Disclosure Affidavit.

4.4.12. Please provide any other information the Bidder feels will be helpful to Hope Academy in selecting the Successful Bidder.

5. Evaluation Criteria.

5.1. The evaluation criteria will include, but is not limited to:

5.1.1. Quality of service and Bidder reliability.

5.1.2. Experience of the Bidder and relevant personnel.

5.1.3. Capability.

5.1.4. Past Performance.

5.1.5. Proposed fee structure(s).

5.1.6. Warranties, insurance and other contractual issues,

5.2. The Board reserves the right to accept or reject any or all Sealed Bids and to accept any Sealed Bid which appears to be the best advantage to Hope Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with Hope Academy which shall provide for Hope Academy's ability to unilaterally terminate the service agreement upon certain conditions agreed upon by the parties.

6. Submittal of Proposals. Please submit one original and two (2) copies of the Bidder's Sealed Bid signed by a duly authorized officer of the Bidder. Mark outside of envelope "Custodial Services Proposal."

Sealed Bids should be submit proposals to:

Hope Academy
c/o Mingcoria Minter
12121 Broadstreet
Detroit, Michigan 48204

Iran Economic Sanctions Act Certification

I am the _____ (insert title) of _____
(insert company name), or I am bidding in my individual capacity (“Bidder”), with authority to submit a binding bid to provide custodial services. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, *et seq.* (“Act”). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Signature: _____

Date: _____

Printed Name: _____

FAMILIAL DISCLOSURE AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Hope Academy Administrator.

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Hope Academy Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of the Board of the Academy, the Superintendent of the District and/or any Hope Academy Administrator.

___ The following are the bidder's familial relationship(s) with the Hope Academy:

Bidder/Contractor Employee Name Related to: Relationship

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships)

___ There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Hope Academy Administrator.

Bidder:
(Company Name)

By:
(Signature)
(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____

County, _____ on this _____ day of _____, 2025

(Notary Public Signature) SS:

My Commission expires: _____

Acting in the County of: _____

Exhibit A

Custodial Services Specifications

The name of a certain brand, make or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Other brands, makes or manufacturers may be offered as an alternative as long as they meet the requirements/specifications listed.

Hope Academy is seeking custodial services with the following specifications:

- Services provided Monday – Friday, 10:00 a.m. – 6:00 p.m.
- Vendor to provide all labor, transportation, equipment and cleaning supplies necessary to provide the custodial services
- CLASSROOMS (40)
 - a. Doors Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Spot Clean Glass --Spot clean interior window, window tracks and blinds door glass and partition glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - c. Dust and disinfect-- All touchpoints, including chairs, cubbies, desks, door handles, window handles, and keyboards.
 - d. Wipe and clean--the chalkboards, whiteboards, cabinets, doors, and windows.
 - e. Walls--Dust and clean the walls.
 - f. Lights--Clean the light switches and plates.
 - g. Mats--Clean and air the door mats.
 - h. Trash--Empty trash cans and replace liners.
 - i. Sharpeners--Empty and clean the pencil sharpeners.
 - j. Desk--Wipe down teacher's desk.
 - k. Floors--Mop and clean the floor.
- GYMNASIUM
 - a. Doors-- Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Gym Equip --Clean designated Gym equipment as per manufacturer's instructions
 - c. Mirrors-- Clean from top to bottom using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - d. Dusting Routine dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - e. Spectator Seating Spot Clean seating, remove trash and debris, wipe clean as necessary
- HALLWAYS
 - a. Doors --Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Dusting--Dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - c. Trash & Recycling --Empty and remove trash and recycling keep separate; and deposit into appropriate disposal containers. Replace can liners as needed
 - d. Walls --Spot clean Walls, Light Switches, and Electrical outlets to remove smudges and scuff marks
- CAFETERIA
 - a. Food Area--Clean and disinfect food areas, including countertops and vending machines.
 - b. Spot clean-- walls within 70 inches of the floor, including doorknobs and light fixtures.
 - c. Glass--Clean glass surfaces, including doors and partitions.

- d. Mop--Damp mop hard, resilient flooring.
 - e. Floor--Sweep or vacuum other floor surfaces.
 - f. Clean and disinfect --faucets and water fountains, including the exterior sides.
 - g. Deposits--Remove encrustation and mineral deposits from the drain screen.
 - h. Trash--Empty trash receptacles and replace liners.
- LOCKERS/LOCKER ROOM
 - a. Empty the Locker--Remove all items from the locker to allow for thorough cleaning.
 - b. Dust and Wipe Down-- Remove dust and loose debris, wipe down the interior and exterior surfaces with a disinfectant wipe or a cleaning solution.
 - c. Clean the Locker Room-- Disinfecting high-touch surfaces like door handles, light switches, and benches.
 - d. Floor Cleaning--Sweep or vacuum to remove loose dirt, then mop the floors with an appropriate cleaning solution.
- JANITOR'S CLOSET
 - a. Sinks--Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust
 - b. Trash & Recycling--Empty and remove trash and recycling keep separate; and deposit into appropriate disposal containers. Replace can liners as needed
 - c. Organize--Keep all areas neat, orderly, and clean
- MEETING ROOMS/MEDIA CENTER
 - a. AV Equip-- Dust or Clean Electronic Equipment including Computers, TVs, Audio Equipment, keyboards, Monitors, Phones, projectors and copy machines following manufacturer's recommendations.
 - b. Chairs --Wipe or vacuum chairs
 - c. Desk Dusting-- Feather dust available surface area only to not disturb paperwork and personal property.
 - d. Display case--Clean using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - e. Doors-- Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames
 - f. Mirrors-- Clean from top to bottom using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - g. Dusting—Dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - h. Spot clean--interior windows, door glass and partition glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
- MUSIC & ART ROOMS
 - a. Chairs --Wipe or vacuum chairs
 - b. Desk Dusting-- Feather dust available surface area only to not disturb paperwork and personal property.
 - c. Display case--Clean using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - d. Doors-- Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames
 - e. Mirrors-- Clean from top to bottom using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - f. Dusting—Dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - g. Spot clean--interior windows, door glass and partition glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
- RESTROOMS (13)

- a. Disinfect--toilets and urinals with a germicidal cleaner to prevent stains and encrustation.
 - b. Clean and disinfect the toilet bowl, including the inside, underside, and rim.
 - c. Clean and sanitize-- the sinks, faucets, booth doors, and doorknobs.
 - d. Wipe and clean --the reachable surfaces of the wall.
 - e. Mop-- floors.
 - f. Refill-- soap dispensers.
 - g. Restock--toilet paper and paper towels.
 - h. Empty--trash and replace liners.
 - i. Wipe and disinfect--All surfaces, including countertops, doors, walls, windows, window frames, sills, vents, waste receptacles, and mirrors.
- STAFF LOUNGE
 - a. Doors --Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Dispenser --Replenish paper supplies, soap and hand cleaner. Wipe clean outside surface of dispensers.
 - c. Coffee & Beverage Stations-- Clean the exterior of coffee crafts, clean, empty, and rinse coffee pots, empty coffee grounds, rinse and clean all other beverage crafts
 - d. HARD FLOORS
 - i. Move chairs --Move chairs and other designated items to clean underneath and replace neatly
 - ii. Use a Microfiber pad, standard dust mop, or vacuum system with a hardfloor tool to remove surface layer of debris
 - iii. Slip and Fall Protection: Place safety cones and wet floors signs in appropriate areas before beginning
 - iv. Spot Mopping: Thoroughly spot mop all areas
 - v. Mopping--Thoroughly mop unobstructed hard floors with appropriate cleaning solution(s)
 - vi. Floor Dry-- Dry Time: Allow floor to dry, remove cones and return any items removed from floor.
- HEALTH CENTER
 - a. Doors-- Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Dusting --Dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - c. Spot Clean Glass --Spot clean interior windows, door glass and partition glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - d. Wipe clean handrail, baserail and spot clean stair risers.
 - e. Trash & Recycling-- Spot clean Walls, Light Switches, and Electrical outlets to remove smudges and scuff marks.
- STAIRWALLS
 - a. Doors-- Wipe Doors, Doors Knobs, Kick Plates, Push Plates, and Frames.
 - b. Dusting --Dusting will be performed on all unobstructed horizontal surfaces between 3' and 8' of height. Personal items will not be moved or disturbed.
 - c. Spot Clean Glass --Spot clean interior windows, door glass and partition glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks
 - d. Wipe clean handrail, baserail and spot clean stair risers.
 - e. Trash & Recycling-- Spot clean Walls, Light Switches, and Electrical outlets to remove smudges and scuff marks.