

GEORGE CROCKETT ACADEMY

REQUEST FOR PROPOSAL FOR THE ACQUISITION OF CUSTODIAL/MAINTENANCE

ALL INVITATIONS TO BID BY THE GEORGE CROCKETT 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 GEORGE CROCKETT ACADEMY.

1. Definitions

1.1. "George Crockett Academy" shall mean the George Crockett Academy, a Michigan nonprofit and a Michigan public school academy chartered by Northern Michigan University.

1.2. "Board of the Academy" shall mean the Board of Directors of the George Crockett Academy.

1.3. "Maintenance Service Provider" shall mean a custodial and maintenance person or entity or group of persons or entities providing a Sealed Bid to George Crockett 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 George Crockett Academy.

1.6. "Specification(s)" shall mean the general description of custodial and maintenance services and related timing requirements listed on Exhibit A attached hereto and the conditions for their acquisition by George Crockett Academy outlined on Exhibit B attached hereto.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below, at which time they will be opened and read aloud. 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/Maintenance Proposal."

DUE DATE:	August 7, 2015
TIME:	5:00 p.m. local time
PLACE:	George Crockett Academy Attn: Michael Jackson 4851 14 th Street Detroit, MI 48208

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 services and a representation that the bidder can furnish the service in compliance with the Specifications.

2.3. The George Crockett Academy reserves the right to make awards within ninety (90) 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/Maintenance 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 Maintenance Service Provider presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the George Crockett 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 George Crockett Academy.

2.7. The George Crockett Academy reserves the right, before awarding any custodial/maintenance services opportunity and agreement, to require the Maintenance Service Provider 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 George Crockett Academy.

2.8. The George Crockett 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 the Specifications referenced herein and will provide the services in accordance with the Specifications for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. George Crockett Academy seeks through this Request for Proposal to enter into a professional custodial/maintenance service agreement with a Maintenance Service Provider for custodial/maintenance services in accordance with the Specifications. The purpose of said agreement(s) is to obtain specified custodial/maintenance services consistent with the Specifications in response to the George Crockett Academy's current and potential needs during the next 2-3 years.

4.2. Background. George Crockett Academy is a public school academy located at 4851 14th Street in the City of Detroit, State of Michigan.

4.3. Project Scope. George Crockett Academy seeks an agreement with a Maintenance Service Provider that is capable of providing high quality and specialized custodial and maintenance services in accordance with the Specifications for George Crockett Academy at 4851 14th Street, Detroit, Michigan 48208.

4.4. Contents of Sealed Bid. The Maintenance Service Provider shall submit a Sealed Bid for providing custodial/maintenance services in accordance with the Specifications to the George Crockett Academy on or before by August 7, 2015 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 Maintenance Service Provider including a brief history. Provide the name, address and telephone number of the Maintenance Service Provider's headquarters and the office(s) of the Maintenance Service Provider that will be directly providing serving services to the George Crockett Academy.

4.4.2. List all areas of custodial and maintenance services the Maintenance Service Provider is prepared to and capable of providing, including but not limited to those referenced in the Specifications.

4.4.3. Describe the Maintenance Service Provider's availability and capability to provide custodial and maintenance services to George Crockett Academy consistent with the Specifications.

4.4.4. List in detail the proposed fees and/or fee structure for the custodial and maintenance services as outlined by the Specifications.

4.4.5. List all Michigan public school and public school academy ("Michigan Public Schools") clients the Maintenance Service Provider has served in the last five years. Please provide names of contact persons (School Board members or administrators) who are willing to share comments about the Maintenance Service Provider's services with representatives from these Michigan Public Schools.

4.4.6. Provide the name of the Maintenance Service Provider's insurance company and the name, address and phone number of the broker/agent in charge. Describe the Maintenance Service Provider's 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).

4.4.7. List any litigation, arbitration or a claim filed against the Maintenance Service Provider by a Michigan public school or public school academy in the past five (5) years. List any litigation, arbitration or claim that Maintenance Service Provider has filed against a Michigan public school or public school academy in the past five (5) years. As to any listed matters, please provide a brief explanation.

4.4.8. Please provide any other information the Maintenance Service Provider feels will be helpful to George Crockett Academy in selecting custodial/maintenance firm.

5. Evaluation Criteria.

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

- 5.1.1. Quality of service and Maintenance Service Provider reliability.
- 5.1.2. Experience of the Maintenance Service Provider and relevant personnel.
- 5.1.3. Past performance.
- 5.1.4. Proposed fee structure(s).
- 5.1.5. 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 George Crockett Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with George Crockett Academy which shall provide for George Crockett 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 Maintenance Service Provider's Sealed Bid signed by a duly authorized officer of the Maintenance Service Provider. Mark outside of envelope "Custodial/Maintenance Proposal."

Sealed Bids should be submit proposals to:

George Crockett Academy
4851 14th Street
Detroit, MI 48208
Attn: Michael Jackson