

**UNIVERSAL LEARNING ACADEMY**  
28015 JOY RD. WESTLAND, MI 48185



**REQUEST FOR PROPOSAL (RFP)**  
Transportation Services

RESPONSES DUE BY:  
**Tuesday, April 16th, 2024**  
**By 2:00 PM**

For more information contact:

**Mahmoud Bazzi**

Phone: 313-283-7550

Email: [Mahbazzi@hesedu.com](mailto:Mahbazzi@hesedu.com)

*Hamadeh Educational Services, Inc.*  
6919 N Waverly St. Dearborn Heights, MI 48127

**THE ACADEMY RESERVES THE RIGHT TO REJECT ALL PROPOSALS**

NOTICE: Universal Learning Academy does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities.

# Universal Learning Academy

## Article I. Request for Proposal (RFP)

### 1. General

#### a. Overview

- i. Universal Learning Academy (“The Academy”) is a statutory public school academy created by the State of Michigan and functioning under the Michigan Revised School Code. The Academy is located at 28015 Joy Rd. Westland, MI 48185.
- ii. The Academy is governed by a Board consisting of five (5) appointed members, each elected for various terms. The Academy serves grades Pre-K -12 with approximately 750 students for year 2023-24.

#### b. Scope/Objectives

- i. The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor/contractor or multi contractors to provide School Bus Transportation Services for approximately 300 students (this number may vary from year to year).
- ii. The regular school days for students are 7:55 a.m. through 3:10 p.m. Monday - Thursday. Fridays, school hours are 7:55 a.m. through 12:50 p.m.
- iii. The Term of this agreement will be a 3-Year Contract with 2 additional yearly extensions.
- iv. The information presented in this RFP and any subsequent information provided or received by The Academy’s 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. Bid Preparation

### a. Submission

- i. Mail to OR Deliver in person Documents in a SEALED envelope to (faxed bids will not be accepted):

**Mahmoud Bazzi**

Director of Operations

C/O Universal Learning Academy

6919 N. Waverly St. Dearborn Heights, MI 48127

Phone: 313-283-7550

Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

### ii. Deadline

1. Four (4) copies of each of your RFP responses, along with two (2) copies of pertinent technical specification materials, must be submitted on or before 2:00 PM, April 16th, 2024. ~~Late~~ responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and three (3) unbound copies suitable for photocopying.

### iii. Document Preparation

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

### iv. Evidence of Vendor Ongoing Stability

1. Each bid should include a capability summary indicating the following:
2. A financial stability summary (e.g. Annual Report, Dun & Brad Street report, etc.)
3. Vendors and/or third parties support staff and locations
4. Methods of charges
5. A reference listing of current customers.
6. A proof that vendor is insured and bonded.

### v. Contacts for Information

All inquiries concerning this RFP should be directed to:

Mahmoud Bazzi

Director of Operations

C/O Universal Learning Academy

6919 N. Waverly St. Dearborn Heights, MI 48127

Phone: 313-283-7550

Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

vi. Evaluation Process

1. **The Board of Directors and or its Committee will validate and evaluate all proposed documents received by Tuesday, April 16<sup>th</sup>, 2024 at a public meeting which will be held at the academy on Wednesday April, 24, 2024 located at 28015 Joy Rd. Westland, MI 48185 at 6:30 PM. Final award of contract after qualifying and evaluating the bids will be within 10 business days of approval.**
2. Important factors to consider in the evaluation are: Cost, quality, company stability, insurance, references, timetable and service.

Criteria	Points Awarded
Program Schedule	20
Comprehensiveness of Bid	15
Product Cost & Quality	40
Qualifications	25
Total	100

vii. Rejection of Submission

1. The Academy reserve the right to reject any and all submissions received.
2. The Academy 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.
3. It is anticipated that the Academy will select a vendor/contractor or multi contractors from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor/contractor or multi contractors 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.
4. 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.

viii. Rejection Notification

1. Vendor/contractor or multi contractors submitting unaccepted or rejected documents will be notified and may call in person to reclaim their document within ten (10) days of notification.

3. Terms and Conditions

a. Payments

- i. Payment for services received will be made by the Academy within the time frame that is negotiated between the vendor/contractor or multi contractors and the Academy.

b. Price Changes

- i. It is expected that the responding companies agree to pass along to the Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which Academy may be eligible between the date of bidding and delivery of services. 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. Since the Academy is an educational institution, the prices must include the academic discount when applicable.

4. Pricing and Payment Terms

a. Pricing page must include:

- i. Specific Services
- ii. Breakdown of price/cost or percentage for each service or category
- iii. Quantity, description, and price of each component or reoccurrence of service
- iv. Charges and payment terms
- v. Warranty
- vi. Terms for theft or losses

- b. The Academy reserve the right to reduce or increase the type of service requested, and negotiate other payment options with the company after proposal acceptance.

5. Timeline Schedule

RFP developed and posted for Vendors	3/21/2024
Delivery of RFP Responses/Bids due	4/16/2024 BY 2PM
Evaluation of Offers	4/17/24 – 4/24/24
Vendor Selection & Notification	4/24/2024
Service Start Date	8/26/2024
Agreement Term	3 Years (+2 Yearly Optional Addition)

## 6. Bid Requirements

- a. The services for the Academy are to provide School Bus Transportation Services for approximately 300 students (this number may vary from year to year).
- b. The term of this agreement will be a 3-year agreement with 2 additional yearly extensions. Prices for the additional 2-years must be negotiated and agreed upon with all parties.

## 7. Standard Specifications

- a. The Academy is planning to solicit bids and establish a partnership with a vendor/contractor or multi contractors to provide School Bus Transportation Services for approximately 300 students (this number may vary from year to year).
- b. The below listed specifications for each item and specifications may be obtained from the contact listed in this RFP.

- i. Contact:

Mahmoud Bazzi  
Director of Operations  
C/O Universal Learning Academy  
6919 N. Waverly St. Dearborn Heights, MI 48127  
Phone: 313-283-7550  
Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

- c. For proposals to be considered, RESPONDENTS:

- i. Must submit a complete response to this RFP.
        - ii. Proposals must be signed by an official authorized to bind the firm to its provisions. Proposals must include a statement as to the period during which the Proposal remains valid. For this RFP, the period must be greater than sixty (60) days..
        - iii. Proposals must include Terms and Conditions.
        - iv. Proposals must include Contact persons.
        - v. Proposals must include insurance certificates.
        - vi. 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.
  - d. The Academy reserves the right to:
    - i. Award any part of the bid to any company in order to provide the Academy with the best possible overall solution