

**STAR INTERNATIONAL ACADEMY**  
C/O Star International Academy  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
**(313) 565-0507 | [Info@starpsa.org](mailto:Info@starpsa.org)**



**REQUEST FOR PROPOSAL (RFP)**

**Concrete Project**

**RESPONSES DUE BY:**

**June 14<sup>th</sup>, 2024 by 12:00 PM**

**THE “ACADEMY” 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.

# STAR INTERNATIONAL ACADEMY - REQUEST FOR PROPOSAL (RFP)

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## 1.0 GENERAL

### 1.1 Overview

“The Academy” is a statutory public-school academy created by the State of Michigan and functioning under the Michigan Revised School Code.

1. **Star International Academy - Hass (124,000 sq. ft.)** is located at 24425 Hass in Dearborn Heights, 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 Dearborn Heights, MI.

### 1.2 Scope/Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to re-construct the buildings main entrance with a new concrete walkway. Please refer to Exhibit A for more details.

### 1.3 Confidentiality

The information presented in this RFP and any subsequent information provided or received by The Academy 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:**

Mahmoud Bazzi  
Director of Operations  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

**(FAXED/EMAILED BIDS WILL NOT BE ACCEPTED)**

## **2.2 Document Preparation/Deadline**

Please Provide one (1) bound and three (3) unbound copies of your RFP responses, along with two (2) copies of pertinent technical specification materials. All responses must be submitted on or before **June 14<sup>th</sup>, 2024 by 12:00 PM**. Late and faxed responses will not be considered. Clear and concise thoughts are expected.

## **2.3 BID Requirements**

For proposals to be considered, RESPONDENTS:

- Must submit a complete response by **June 14<sup>th</sup>, 2024 by 12:00 PM**
- Must be signed by an official authorized to bind the firm to its provisions.
- Must include a statement validating its proposal for ninety (90) days.
- Proposals must include timeline schedule of project.
- Proposals must include terms and conditions.
- Proposals must include contact persons.
- Proposals must include insurance certificates.
- Proposals must include at least two (2) references with contact names and phone numbers. References must be users of similar services proposed within the past two (2) years. References from educational institutions are preferred, but not required.

**Please note: To schedule site visit, please contact Mr. Mahmoud Bazzi (313) 283-7550**

The Academy reserves the right to:

- Reduce/Increase the amount of service based on its budgetary limits, school needs and any COVID-19 related adjustments.
- Award any part of the bid to any company to provide the Academy with the best possible overall solution.

## **2.4 Contact for Information**

All inquiries concerning this RFP should be directed to:

Mahmoud Bazzi  
Director of Operations  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

## 2.6 Evaluation Process

The Board of Directors will validate and assign a committee to evaluate all proposed documents received on or before Must submit a complete response by **June 14<sup>th</sup>, 2024 by 12:00 PM**. The Board of Directors of each academy will select a vendor at its public meeting which will be held on the following dates:

**Star International Academy: 6/25/2024 at 6:30 PM** at the Central Office at 6919 N. Waverly, Dearborn Heights, MI 48127.

**Anticipated start date of work will be scheduled the next available date once a vendor is selected.**

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

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

## 2.7 Rejection of Submission

- The Academy reserves the right to reject any and all submissions received.
- 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.
- It is anticipated that the Academy will select a vendor from firms who have provided written responses. An oral presentation by one or more firms may be required at the Academy's offices after written proposals are received and evaluated. 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 Academy within the time frame that is negotiated between the vendor(s) and the Academy once a vendor(s) has been selected.

### **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 for which The 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 are an educational institution, the prices must include the academic discount when applicable.

## **4.0 PRICING AND PAYMENT TERMS**

Pricing page must include:

- Specific Services.
- Breakdown of price/cost
- Charges and payment terms.
- Warranty.
- Necessary and required supplies.
- Terms for theft or losses.

The Academy 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 RFP TIMELINE SCHEDULE

	<b>Completion Date</b>
1. RFP developed and mailed to Vendors	05/30/2024
2. Delivery of RFP Response	06/14/2024 By 12PM
3. Evaluation of Offers	06/14/2024-06/24/2024
4. Vendor Selection (SIA)	06/25/2024
5. Vendor Notification	06/26/2024
6. Start of Service ( <i>subject to change</i> )	Next Available Date

## 6.0 STANDARD SPECIFICATIONS/EXPECTATIONS

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to re-construct the buildings main entrance with a new concrete walkway.

**Please refer to “Exhibit A” for full scope of work.**

### **Contact Information:**

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

## 8.0 WARRANTY

- 8.1** The Academy requires all services to be warranted. Please specify the type (i.e. parts only, specific parts, etc.) support provided (i.e. On-site Support, Phone Support, etc.), guaranteed response time, and length of warranty for each type of furnishing that is being bid.

## **Exhibit A: Re-Construction of Main Entrance Walkway**

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to re-construct the buildings main entrance with a new concrete walkway.

### **Specification Requirements**

1. Obtaining permit from city (**ACADEMY WILL OBTAIN PERMIT**)
2. Determine excavation amount and concrete amount. (*Schedule onsite walkthrough with Mr. Mahmoud Bazzi*)
3. Remove and excavate current walkway
4. Prep newly constructed walkway for concrete (see images below)
5. Pour and level out all new concrete
6. Clean up

### **Location of Project Site**

Star International Academy – Dearborn Heights  
24425 Hass St. Dearborn Heights MI 48127

### **Images of Project**

