

DETROIT PUBLIC SAFETY ACADEMY  
REQUEST FOR PROPOSALS FOR  
FLOOR TILE INSTALLATION FOR THE ENTIRE BUILDING

ALL INVITATIONS TO BID BY DETROIT PUBLIC SAFETY 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 DETROIT PUBLIC SAFETY ACADEMY.

1. Definitions

1.1. "Detroit Public Safety Academy" shall mean the Detroit Public Safety 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 Detroit Public Safety Academy.

1.3. "Tiling Contractor" shall mean a tiling or construction company or group of tiling or construction companies providing a Sealed Bid to Detroit Public Safety 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 proposal title and date on outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide goods and/or services is made by the Detroit Public Safety Academy.

1.6. "Specification(s)" shall mean a general description of the goods and/or services and the conditions for their purchase by Detroit Public Safety Academy as outlined on Exhibit A to the Request for Proposals.

2. Site Visit.

2.1. The square footage provided in the Specifications is an estimate. Tiling Contractor may walk the site to verify the square footage and scope of work, and to determine equipment and materials required by setting up an appointment with Michael Jackson before June 11, 2021. Please contact Mr. Jackson at: [michael.jackson@leonagroup.com](mailto:michael.jackson@leonagroup.com) or 313-965-6916.

3. General Conditions:

3.1. 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 the Board of the Academy's next regularly scheduled meeting on June 15, 2021. 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 "Floor Tile Installation Proposal."

DUE DATE: June 11, 2021

TIME: 5:00 p.m. local time

PLACE: Detroit Public Safety Academy  
1250 Rosa Parks Blvd.  
Detroit, MI 48216

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

3.2. 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 complete compliance with the Specifications.

3.3. The Detroit Public Safety 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.

3.4. 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 "Floor Tile Installation Proposal" on the outside of the package.

3.5. 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 Tiling Contractor presenting a Sealed Bid.

3.6. Verbal discussions of items in this Request for Proposal with the Detroit Public Safety 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 Detroit Public Safety Academy.

3.7. The Detroit Public Safety Academy reserves the right, before awarding any contract, to require the Tiling Contractor 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 Detroit Public Safety Academy.

3.8. The Detroit Public Safety Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

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

4.1. 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.

4.2. 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.

5. Elements / Requirements of Bid.

5.1. Introduction. Detroit Public Safety Academy seeks through this Request for Proposal to enter into an agreement with a Tiling Contractor to retile four (4) restrooms at its middle school campus located at 6782 Goldsmith St., Detroit, Michigan 48209.

5.2. Background. Detroit Public Safety Academy is a public school academy which has four (4) campuses located within the City of Detroit, State of Michigan.

5.3. Project Scope. Detroit Public Safety Academy seeks an agreement with a Tiling Contractor that is capable of providing high quality professional tiling services as outlined in the Specifications.

5.4. Contents of Sealed Bid. The Tiling Contractor shall submit a Sealed Bid for providing flat roof repair services to Detroit Public Safety Academy on or before April 5, 2021 in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

5.4.1. A general description of the Tiling Contractor including a brief history. Provide the name, address and telephone number of the Tiling Contractor's headquarters and the location(s) of the Tiling Contractor that will be directly providing serving services to Detroit Public Safety Academy.

5.4.2. Describe the Tiling Contractor's availability and capability to provide tiling services to Detroit Public Safety Academy.

5.4.3. Generally, describe how the Tiling Contractor would meet the Specifications by indicating any suggested modifications to the Specifications.

5.4.4. List the proposed fees and pricing structure for the tiling services to be provided to Detroit Public Safety Academy. Please specify all billing procedures.

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

5.4.6. Provide the name of the Tiling Contractor's insurance company and the name, address and phone number of the agent in charge. Describe the Tiling Contractor'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).

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

5.4.8. A signed Iran Economic Sanctions Act Certification.

5.4.9. Signed and notarized Familial Disclosure Affidavit.

5.4.10. Please provide any other information the Tiling Contractor feels will be helpful to Detroit Public Safety Academy in selecting a Tiling Contractor.

6. Evaluation Criteria.

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

6.1.1. Quality of service and Tiling Contractor reliability.

6.1.2. Experience of the Tiling Contractor and relevant personnel.

6.1.3. Capability.

6.1.4. Past performance.

6.1.5. Price.

6.1.6. Warranties, insurance and other contractual issues.

6.2. 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 Detroit Public Safety Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with Detroit Public Safety Academy which shall provide for Detroit Public Safety Academy's ability to unilaterally terminate the service agreement upon certain conditions agreed upon by the parties.

7. Submittal of Proposals. Please submit one original and two (2) copies of the Tiling Contractor's Sealed Bid signed by a duly authorized officer of the Tiling Contractor. Mark outside of envelope "Floor Tile Installation Proposal."

Sealed Bids should be submitted to:

Detroit Public Safety Academy  
1250 Rosa Parks Blvd.  
Detroit, MI 48216

8. Safety. The Successful Bidder shall be responsible for compliance with all applicable federal and state laws, codes, and regulations, including but not limited to MIOSHA and the Right-to-Know.

9. Fines for MIOSHA Violations. If Detroit Public Safety Academy is assessed fines for MIOSHA violations arising out of the Successful Bidder's services and attributable to the Successful Bidder, the Successful Bidder shall reimburse Detroit Public Safety Academy for these.

10. Permits. The Successful Bidder is required to obtain and pay for any required permits both state and local.

## 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 for the sale of windows to Detroit Public Safety Academy for installation at its high school campus. 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 Cesar Chavez Academy Administrator.

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Cesar Chavez 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 Cesar Chavez Academy Administrator.

\_\_\_ The following are the bidder's familial relationship(s) with the Cesar Chavez 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 Cesar Chavez 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 \_\_\_\_\_, 2021

\_\_\_\_\_  
(Notary Public Signature) SS:

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

## **Exhibit A**

### **Floor Tile Installation Specifications**

1. Eight classrooms and alley doorway entrance hallway (6,480 sq ft)
2. Nine additional classrooms (6,930 sq ft)
3. All common hallways (6,435 sq ft)
4. Computer lab and front office (3,465 sq ft)
5. It is the Tiling Contractor's responsibility to verify all measurements.
6. Remove existing carpet.
7. Prep floors as needed for new tile installation.
8. Install new tile.
9. Install new vinyl cove base as needed.
10. All products and materials used must be asbestos-free.
11. Clean job site daily, haul away all debris daily.
12. Leave work site broom clean
13. Tiling Contractor to furnish all tools, equipment, labor, and material and perform all operations necessary for the complete installation of the work in this specification.
14. During the course of the project, the Contractor is responsible for removing from the project all waste materials and rubbish resulting from his operations and installation including all packing cartons and debris. Removal is to occur daily.
15. Any damage caused by the contractor to the existing Detroit Public Safety Academy property shall be repaired by the contractor at their expense before final payment for work completed.