

## CÉSAR CHÁVEZ ACADEMY

### REQUEST FOR PROPOSALS FOR THE ACQUISITION OF TRANSPORTATION SERVICES

ALL INVITATIONS TO BID BY THE CÉSAR CHÁVEZ 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 CÉSAR CHÁVEZ ACADEMY.

**PRE-BID CONFERENCE:** To facilitate the bid process, there be a pre-bid conference on **Wednesday, February 19, 2020, at 1:00 pm at the César Chávez Academy District Office, 4100 Martin, Detroit, MI 48209. All questions shall be submitted live at the pre-bid conference, or in the form of email to Dr. Juan Jose Martinez, at [Juan.Martinez@leonagroup.com](mailto:Juan.Martinez@leonagroup.com).**

#### 1. Definitions

1.1. "César Chávez Academy" shall mean the César Chávez Academy, a Michigan nonprofit and a Michigan public school academy chartered by Saginaw Valley State University.

1.2. "Board of the Academy" shall mean the Board of Directors of the César Chávez Academy.

1.3. "Transportation Company" shall mean a student transportation services company or group of student transportation services companies providing a Sealed Bid to César Chávez 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 César Chávez Academy.

1.6. "Specification(s)" shall mean a general description of student transportation services and the conditions for their purchase by César Chávez 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, 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 "Student Transportation Services Proposal."

DUE DATE: Wednesday, March 4, 2020

TIME: 12:00 p.m. local time

PLACE: César Chávez Academy High School  
c/o Dr. Juan Jose Martinez  
1761 Waterman St.  
Detroit, Michigan 48209

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 complete compliance with the Specifications.

2.3. The César Chávez 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 "Student Transportation 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 Transportation Company presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the César Chávez 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 César Chávez Academy.

2.7. The César Chávez Academy reserves the right, before awarding any student transportation services opportunity and agreement, to require the Transportation Company 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 César Chávez Academy.

2.8. The César Chávez 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. César Chávez Academy seeks through this Request for Proposal to enter into a professional student transportation service agreement with a Transportation Company for student transportation services. The purpose of said agreement(s) is to obtain comprehensive student transportation services in response to the César Chávez Academy's needs for the 2020-2021 academic year.

4.2. Background. César Chávez Academy is a public school academy which has five (5) campuses located within the City of Detroit, State of Michigan and are disclosed in the Specifications (Exhibit A).

4.3. Project Scope. César Chávez Academy seeks an agreement with a Transportation Company that is capable of providing the full range of high quality professional student transportation services as outlined in the Specifications.

4.4. Contents of Sealed Bid. The Transportation Company shall submit a Sealed Bid for providing student transportation services to the César Chávez Academy on or before by March 4, 2020 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 Transportation Company including a brief history. Provide the name, address and telephone number of the Transportation Company's headquarters and the location(s) of the Transportation Company that will be directly providing serving services to the César Chávez Academy.

4.4.2. Describe the Transportation Company's availability and capability to provide student transportation services to César Chávez Academy.

4.4.3. Generally describe how the Transportation Company would meet the Specifications by indicating any suggested modifications from the Specifications relating to the number of vehicles and routes anticipated together with estimates of the timing and scope of the routes.

4.4.4. List the proposed fees and structure for the student transportation services to be provided to César Chávez Academy. Please specify all billing procedures.

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

4.4.6. Provide the name of the Transportation Company's insurance company and the name, address and phone number of the agent in charge. Describe the Transportation Company'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).

4.4.7. Has the Transportation Company had litigation, arbitration or a claim filed against the Transportation Company by a Michigan Public School? Has the Transportation

Company filed any such actions against a Michigan Public School? If yes to either inquiry, please provide a brief explanation.

4.4.8. Please provide any other information the Transportation Company feels will be helpful to César Chávez Academy in selecting student transportation counsel.

5. Evaluation Criteria.

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

5.1.1. Quality of service and Transportation Company reliability.

5.1.2. Experience of the Transportation Company 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 César Chávez Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon service / retainer agreement with César Chávez Academy which shall provide for César Chávez 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 Transportation Company's Sealed Bid signed by a duly authorized officer of the Transportation Company. Mark outside of envelope "Student Transportation Services Proposal."

Sealed Bids should be submit proposals to:

César Chávez Academy  
c/o Dr. Juan Jose Martinez  
1761 Waterman St.  
Detroit, Michigan 48209

## **Exhibit A**

### **Student Transportation Services Specifications**

1. An outline is attached hereto of the anticipated bus schedule serving to transport students between the following Cesar Chavez Academy campuses located at:

Cesar Chavez Academy High School – 1761 Waterman St., Detroit, MI 48209

Cesar Chavez Academy Middle School – 6782 Goldsmith St., Detroit, MI 48209

Cesar Chavez Academy Upper Elementary School – 4100 Martin Rd., Detroit, MI 48210

Cesar Chavez Academy Lower Elementary School – 8126 Vernor Hwy., Detroit, MI 48209

2. Additional student transportation services may be needed relating to neighborhood pickup and drop off at:

Cesar Chavez Academy Elementary School East – 4130 Maxwell St., Detroit, MI 48214

3. Additional student transportation services will be needed to handle extracurricular, afterschool, athletic and field trips for the five (5) campuses