

CÉSAR CHÁVEZ ACADEMY
REQUEST FOR PROPOSALS
FOR PURCHASE AND INSTALLATION OF WINDOWS

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 PURCHASE AGREEMENT AWARDED BY THE CÉSAR CHÁVEZ ACADEMY.

PRE-BID CONFERENCE: To facilitate the bid process, there will be a pre-bid conference on Friday, December 18, 2020, at 9:00 a.m. at César Chávez Academy High School, 1761 Waterman St., Detroit, Michigan 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.

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. "Seller" shall mean a company or group of 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 goods and/or services in accordance with the policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. The Sealed Bid shall also include a signed Iran Economic Sanctions Act Certification.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide goods and/or services is given by the César Chávez Academy.

1.6. "Specification(s)" shall mean a general description of the goods an/or services desired 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. They will be opened and read aloud at the Board of the Academy's next regularly scheduled meeting on January 14, 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 "CCA HS Window Proposal."

DUE DATE: January 8, 2021

TIME: 4:00 p.m. local time

PLACE: César Chávez Academy
c/o Jessica Rice
112 South Union St.
Plymouth, MI 48170

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 goods and/or services and a representation that the bidder can furnish the goods and/or services in complete compliance with the Specifications.

2.3. 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 "CCA HS Window Proposal" 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 Seller 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. César Chávez Academy reserves the right, before awarding any contract, to require the Seller 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. 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 and install windows per the Specifications 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 purchase agreement with a Seller to provide and install windows per the Specifications to its high school campus located at 1761 Waterman Street, Detroit, Michigan 48209.

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.

4.3. Project Scope. César Chávez Academy seeks to enter into a purchase agreement with a Seller that is capable of providing and installing windows as outlined in the Specifications.

4.4. Contents of Sealed Bid. The Seller shall submit a Sealed Bid for providing and installing windows as outlined in the Specifications at César Chávez Academy's high school campus on or before January 8, 2021, by 4:00 p.m. 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 Seller including a brief history. Provide the name, address and telephone number of the Seller's headquarters and the location(s) of the Seller that will be directly providing goods and/or services to César Chávez Academy.

4.4.2. Describe the Seller's availability and capability to provide and install windows as outlined in the Specifications at César Chávez Academy's high school campus.

4.4.3. Generally, describe how the Seller would meet the Specifications by indicating any suggested modifications to the Specifications.

4.4.4. List the proposed pricing structure for the purchase and installation of the windows to be provided to César Chávez Academy's high school campus. Please specify all billing procedures.

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

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

4.4.7. A signed Iran Economic Sanctions Act Certification.

4.4.8. Please provide any other information the Seller feels will be helpful to César Chávez Academy in selecting a Seller.

5. Evaluation Criteria.

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

5.1.1. Quality of goods, services and Seller reliability.

5.1.2. Experience of the Seller and relevant personnel.

- 5.1.3. Capability.
- 5.1.4. Past performance.
- 5.1.5. Price.
- 5.1.6. 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 goods / retainer agreement with César Chávez Academy which shall provide for César Chávez Academy's ability to unilaterally terminate the purchase agreement upon certain conditions agreed upon by the parties.

6. Submittal of Proposals. Please submit one original and two (2) copies of the Seller's Sealed Bid signed by a duly authorized officer of the Seller. Mark outside of envelope "CCA HS Window Proposal."

Sealed Bids should be submitted proposals to:

César Chávez Academy
c/o Jessica Rice
112 South Union St.
Plymouth, MI 48170

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

8. Fines for MIOSHA Violations. If César Chávez 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 César Chávez Academy for these.

9. 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 César Chávez 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: _____

Exhibit A

Window Specifications

Cesar Chavez Academy is looking for bids for the purchase and installation of windows for its high school campus located at 1761 Waterman Street, Detroit, MI 48209 with the following specifications:

- Eleven (11) windows measuring 37 1/2×38 1/8 inches
- Seven (7) windows measuring 37 1/2×37 7/8 inches
- Three (3) windows measuring 37 1/8×38 7/8 inches
- All windows should be:
 - TB 2500 casement windows
 - Tempered safety glass
 - class II clear iodized
 - crank out hardware
 - spring lock with keeper
 - open for 1" glass
 - interior insects screen
 - Glazing
 - All 1" insulated tempered where is needed