

**STAR INTERNATIONAL ACADEMY, UNIVERSAL ACADEMY,
UNIVERSAL LEARNING ACADEMY, AND NOOR INTERNATIONAL ACADEMY**
C/O Star International Academy
6919 N. Waverly Street
Dearborn Heights, MI 48127
(313) 565-0507; Info@starpsa.org



REQUEST FOR PROPOSAL (RFP)

SNOW REMOVAL AND LAWN CARE MAINTENANCE SERVICES

RESPONSES DUE BY

Friday, March 13, 2026 by 12:00PM

THE "ACADEMIES" 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, UNIVERSAL ACADEMY,
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REQUEST FOR PROPOSAL
(RFP)**

1.0 GENERAL

1.1 Overview

1. “The Academies” are statutory public school Academies each created by the State of Michigan and functioning under the Michigan Revised School Code.

A. Universal Learning Academy (ULA) is located at 28015 Joy Road in Westland MI, 48185.

B. Star International Academy – Hass (SIA H) is located at 24425 Hass St. Dearborn Heights, MI 48127, including the Athletic Field across the street (*section behind the bleachers*).

C. Star International Academy – George (SIA G) is located at 24480 George St. Dearborn Heights, MI 48127.

D. Star International Academy – Canton (SIA C) is located at 45081 Geddes Rd. Canton, MI 48188.

E. Star International Academy – Support Center is located at 6919 N. Waverly St. Dearborn Heights, MI 48127.

F. Universal Academy (UA) is located at 4833 Ogden Detroit, Mi. 48210.

G. Noor International Academy (NIA) is located at 37412 Dequindre St. Sterling Heights, MI 48310.

Each of the Academies is governed by a Board of Trustees consisting of five (5) appointed members each and each elected for various terms. The policies of the Boards are carried out by Hamadeh Educational Services, 6919 N. Waverly St. Dearborn Heights, MI 48127.

The Academies serve grades ranging from Pre-K-12 in the cities of Detroit, Dearborn Heights, Canton Township, Westland, and Sterling Heights (PK-6).

1.2 **Objectives**

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to provide:

- **Snow removal and/or lawn maintenance services**, and laborers using their own equipment and certain supplies and training their own employees on the use of such equipment and the Academies equipment that is permitted for use and train for safety requirements and providing proper supervision
- A separate bid should be submitted for each facility
- Costs are to be broken down for each facility and line items.
- It is not mandatory to submit bids for each of the Academies (one bid can be submitted for all but based on the specific needs of each building with a breakdown of individual building cost).

1.3 **Scope**

This RFP will select a vendor or multi vendors to provide Snow Removal and Lawn Maintenance Services, and laborers using their own servicing equipment and supplies, training their own employees on the use of such equipment and the Academies equipment that are permitted for use by the company and train for safety requirements and providing proper supervision.

- The school year begins on 08/24/2026 and ends on or around 06/11/2027 for students. All school days Mondays through Thursdays are full days and Fridays are half days.
- The regular school days are 7:30 AM through 3:15 PM
- On half days, school hours are 7:30 AM through 12:55 PM

1.4 **Confidentiality**

The information presented in this RFP and any subsequent information provided or received by The Academies 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

(FAXED/EMAILED BIDS WILL NOT BE ACCEPTED).

2.1 Deadline for Submissions

Four (4) copies of each of your RFP responses, along with one (1) copy of pertinent technical specification materials, must be submitted on or before **FRIDAY, MARCH 13TH, 2026 BY 12:00PM.** Late and faxed responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and three (3) unbound copies suitable for photocopying.

2.2 Document Preparation

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

2.3 Evidence of Vendor's Ongoing Stability

Each bid should include a capability summary indicating the following:

- Price Breakdown per location (snow/lawn should be separated)
- Methods of charges
- A reference listing of current customers, to whom you are supplying equipment, contact names, and phone numbers.
- A proof that vendor is insured and bonded.

2.4 Contacts 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

2.5 Evaluation Process

The Board of Directors will validate and assign a committee to evaluate all proposed documents received on or before **FRIDAY, MARCH 13TH, 2026 BY 12:00PM.** The Board of Directors of each Academy will select a vendor at its public meeting which will be held as follows:

Universal Learning Academy: 3/25/2026 at 6:30 PM at the Academy at 28015 Joy Road, Westland, MI 48185.

Noor International Academy: 3/23/2026 at 6:30 PM at the Academy at 37412 Dequindre, Sterling Heights, MI 48310.

Star International Academy: 3/25/2026 at 6:30 PM at the Central Office at 6919 N. Waverly St., Dearborn Heights, MI 48127.

Universal Academy: 4/28/2026 at 5:30 PM at the Central Office at 6919 N. Waverly St., Dearborn Heights, MI 48127.

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

<u>Criteria</u>	<u>Points Awarded</u>
Program Schedule	10
Comprehensiveness of Bid	15
Project Cost	50
Qualifications	25
Total	100

2.8 Rejection of Submission

- The “Academies” reserve the right to reject any and all submissions received.

The “Academies” 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 Academies will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academies offices after written proposals are received. 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 Academies 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.

2.9 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 Academies within the time frame that is negotiated between the vendor and the Academies and on monthly basis after the completion of each month.

3.2 Price Changes

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

3.3 Background Check

It is expected that the responding vendor agrees that all employees submit fingerprinting for criminal background history prior to reporting to work. Vendor also agrees to stay in compliance with the School Safety Initiative Legislation as defined in section 2 of the Sex Offenders Registration Act (SORA), MCL28.722, MCL 380.1535a, 380.1535b, 380.1535c, 380.1535d, 380.1535g(1), Revised School Code(2) and / or a substantially similar law governed by the State of Michigan and / or the Federal Government, and to report to the school if a person is subsequently convicted, plead guilty or plead no contest to that crime within 3 days of said conviction and / or pleading.

4.0 PRICING AND PAYMENT TERMS

4.1 Pricing page must include:

1. Specific Services.
2. Breakdown of price/cost or percentage for each Academy as well as service or category.
3. Locked in pricing for 3 years as of 07/2026 06/2029. An additional 2 years may be added to this term after the full 3-year term is completed. This would be determined by the overall experience and satisfaction by the Academy. Extensions would be a year-by-year decision and made by the Academy Board of Directors.
4. Quantity, description and price of each component or recurrence of service.
5. Charges and payment terms.
6. Warranty.
7. Necessary and required supplies.
8. Terms for theft or losses.

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

5.0 TIME LINE SCHEDULE

<u>Milestones</u>	<u>Completion Date</u>
1. RFP developed and mailed to Vendors	02/26/2026
2. Delivery of RFP Response	03/13/2026 BY 12PM
3. Evaluation of Offers	03/16/2026-03/20/2026
4. Vendor Selection (ULA)	03/25/2026
5. Vendor Selection (NIA)	03/23/2026
6. Vendor Selection (SIA)	03/25/2026
7. Vendor Selection (UA)	04/28/2026
8. Vendor Notification	03/27/2026 <i>(Pending UA)</i>
9. Start of Services	06/01/2026
10. End of Services	06/31/2029

6.0. BID REQUIREMENTS

The service for the Academies are located as stated in the General overview section 1.1.

For proposals to be considered, RESPONDENTS:

- a. Must submit a complete response to this RFP.
- b. Proposals must be signed by an official authorized to bind the firm to its provisions.
- c. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be at least sixty (60) days.
- d. Proposals must include a schedule of services based on each Academy's calendar.
- e. Proposals must include Terms and Conditions.
- f. Proposals must include Contact persons.
- g. Proposals must include insurance certificates.
- h. 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.

Please Note:

- A separate bid should be submitted for each facility if they differ
- Costs are to be broken down for each facility and line items.
- It is not mandatory to submit bids for each of the Academies (a bid can also be submitted for only one or two of the Academies).

The Academies reserve the right to:

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

7.0 Summary and Work Expectation

The Academies are planning to seek Lawn Maintenance and Snow Removal services from a vendor or vendors, the below listed specifications for each item and specifications may be obtained from the contact listed in this RFP.

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

1. The Academies are requesting discount rates (including any **non- profit educational discounts**) for the services purchased.
2. The Academies expect that all services will include any of staff training by the vendor for use of its own equipment and products or supplies or the school's equipment or supplies at the site PRIOR to beginning the services at The Academies.
3. The Academies expect that all labor, equipment, and materials be supplied by the vendor.
4. Acceptable standard products to be used are to be safe products as permitted by the Health Department. The Academies reserve the right to accept or deny the use of specific products in the best interest of its students and community members.

7.1 Specifications

- Supply snow removal services for the entire facility (separate proposals). The Academies may consider comparable products in lieu of the specified items as may be necessary.
- Supply lawn maintenance services for the entire facility (separate proposals). The Academies may consider comparable products in lieu of the specified items as may be necessary.

Snow Removal Minimum Services Specifications

The following minimum specifications must be followed in regards to pretreat and snow removal on The Academies properties:

- A. Snow removal services shall include snow plowing, removal and disposal of snow, removal of ice and ice build-up, sanding and salting as needed to maintain bare pavement as weather will permit, and ensuring proper and safe access to the building and parking lots during normal hours of operation.
- B. Whenever two (2) inches or more of snow accumulation occurs during the night preceding a regular school day or since the last plowing effort.
- C. Whenever two (2) inches or more accumulation occurs on specified areas on Saturday, Sunday, and/or school holidays, it shall promptly be removed.
- D. All snow of two (2) inches or more will be removed at least 1.5 hours before the starting time of each building when school is in session and before Scheduled building activities.
- E. Snow removal service shall include all parking lots, sidewalks, walks, and entrances.
- F. Salting of parking lots, sidewalks, walks, and main entrances.
- G. Objects that are moved as a result of snow removal must be put back in the appropriate location at the completion of each snow removal event.
- H.

The vendor shall make every effort in early season plowing, to push snow back as far as practical to make room for subsequent snow.

Lawn Services Specifications

Services shall be provided at the time intervals as follows:

Complete lawn and grounds maintenance weekly (every seven (7) days) from May 01, through October 31st.

Vendors shall perform the following Lawn services at all sites per scheduled service:

- Complete lawn and grounds maintenance weekly (every seven (7) days) from May 01, through October 31st.
- Pick up and remove all paper, debris, and tree limbs before the grass is cut.
- Mow and trim all grassed areas, including areas between fences and public roads, including ditches, as needed weekly during growing season and as needed in order to maintain a high degree of curb appeal and as needed during non-growing season.
- Trim grass around all buildings, shrubbery, trees and fence lines and around inaccessible portions of school grounds and other stationary objects to maintain the same thickness as the mowed portion of turf.
- Keep fences clear of all weeds, vines and small trees during the contract period.
- Edge all sidewalks, driveways, walkways, patios, curbs, concrete pads, and ornamental beds, weekly during growing season and as need during non-growing season.
- Clean all grass and debris from sidewalks, walkways, driveways, patios, curbs, and parking areas after each mowing and/or edging operation. Grass and debris will not be blown into areas where it will be unsightly.
- Shrubs shall be pruned as needed to achieve a manicured appearance.
- Cleanup all areas containing debris resulting from grounds maintenance including tree limbs with each service. Where applicable, raking, blowing or vacuuming of leaves must be performed on an as needed basis. All debris shall be hauled to an appropriate disposal site by Contractor.
- Assume responsibility for damage to plants, shrubs, or flowers and building fixtures with string trimmer, lawnmowers or other equipment or chemical used by landscaper.
- Shrubs, trees, bushes, grass, and sidewalks include any such material included within the property lines of the academy with no exceptions of any kind.
- Make available the services not covered in this maintenance agreement to property management at a fair and competitive cost and at a predetermined date.
- Maintain contact with property management for any possible complaints and/or suggestions.
- Perform all services in such a way as to provide minimum inconvenience to staff

and/or occupants of property.

- The Contractor shall be responsible and liable for any and all damages caused by any action or inaction of an employee or subcontractor working for the contractor.
- In the event that the contractor causes building damage which compromises the security of the building, the contractor is responsible for immediately contacting the Academies.

Spring Clean Up

- Removal of all debris (sticks, papers, leaves, garbage) from turf areas, tree and shrub beds, parking lot areas, and sidewalks included within the property lines of the Academies with no exception of any kind.
- Spring clean-up includes cleaning and removal of all debris under all plants, shrubs, and trees, along property line, in parking lot areas, walkways, and building entry areas.
- Customer will be notified of both the start and completion dates. All debris and leaves will be transported off the property.

Fall Clean Up

- Rake, gather, and remove all debris including sticks, papers, leaves, and garbage from turf areas, tree and shrub beds, parking lot areas, and sidewalks that included within the property lines of the Academies with no exception of any kind.
- Fall clean up includes cleaning and removal of all leaves and debris under all plants, shrubs, and trees, along property line, in parking lot areas, walkways and building entry areas.
- Customer will be notified of both the start and completion dates. All debris and leaves will be removed and transported from property site with no exception.

FURNISHING ACQUISITION:

Delivery Dates

The Academies expect fast, efficient, and accurate delivery of all lawn maintenance services to be completed routinely as specified in the specifications and consistent with its school calendar.

Guidelines

- A specific Contract will be issued for the minimum number of times that are serviced. Any additional services may be added within 60 days of the original Contract.
- The vendor will guarantee the work or provide an equivalent service promptly on the same day after receiving a dissatisfaction notification. Vendor will issue a credit for the non-satisfactory services after a full inspection is made by the vendor and the Academies.
- The Academies will receive notification if vendor cannot meet its expected service hours as scheduled and will make arrangements to make up the hours and to ensure proper services are provided for the day.
- Vendor will be responsible for providing the Academies with copies of its employee's fingerprints and background checks as well as the unprofessional conduct investigation results prior to assigning them.
- In your RFP response please also include a complete product/equipment specification information sheet on all items and parts for which you are providing pricing.
- The vendor shall provide all labor, materials, and equipment necessary to complete the work.
- As part of the response to this RFP, bidders if awarded will be required to fill out a weekly check sheet showing what tasks were completed. The overall responsibility of the contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain safe and acceptable appearance in those areas included in the RFP.

TECHNICAL SUPPORT

Guidelines

- The Academies must be provided with listing of products equipment that will be used at the Academies.
- The Academies will be provided with product information and documentation for all products that will be used by the Academies including all safety tips and directions.

- It would be desirable for the Academies to be provided with an on-line bulletin board system containing information on offered items.
- Vendor must provide Safety Data Sheets (SDS) and have postings available.

WARRANTY

The Academies require 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 responsetime, and length of warranty for each type of furnishing that is being bid.