



1091 Snelling Ave N, St Paul, MN 55108

[\(phone\) \(651\) 642-0667](tel:(651)642-0667)

<https://midwaystar.org/>

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## Request for Proposals

### Cleaning Services

**Issued by: Midway Star Academy**

**Date: March 5, 2025**

**Proposal Due Date: April 5, 2025**

#### 1. Introduction

Midway Star Academy, a K -8 charter school located at **1091 Snelling Ave N, St. Paul, MN 55108**, is seeking proposals from qualified cleaning service providers for the **2024-2025 school year**. The selected vendor will be awarded a one-year contract, with the possibility of renewal for up to two additional years based on performance.

The selected vendor will be responsible for maintaining a clean, safe, and sanitary environment for students, staff, and visitors. Cleaning services will include **daily school-day cleaning, after-school cleaning, and summer deep cleaning**.

#### 2. Scope of Work

The selected vendor will provide the following cleaning services:

##### A. Daily Cleaning (School Days)

- Sweep, mop, and vacuum floors in classrooms, hallways, restrooms, and common areas.
- Empty and dispose of trash and recycling in designated areas.
- Clean and sanitize restrooms, including sinks, toilets, and dispensers.
- Wipe down high-touch surfaces such as desks, doorknobs, and railings.
- Refill soap, paper towels, and other restroom supplies.
- Clean glass doors and entryway windows.
- Spot clean walls and remove marks or spills.

##### B. After-School Cleaning

- Perform additional deep cleaning in classrooms and offices.
- Sanitize cafeteria tables and chairs.

- Clean and disinfect water fountains.
- Mop and disinfect high-traffic floor areas.

## C. Summer Deep Cleaning

- Strip and wax floors in classrooms and hallways.
- Shampoo and deep-clean carpets.
- Wash and disinfect all surfaces, including desks, chairs, walls, and lockers.
- Clean light fixtures, vents, and baseboards.
- Perform window cleaning throughout the building.
- Power wash exterior areas as needed.

## 3. Proposal Requirements

Interested vendors must submit a proposal that includes the following:

- **Company Background:** A brief history of the company, including years in business, experience with school cleaning contracts, and references.
- **Staffing Plan:** Number of employees assigned to the school and a proposed cleaning schedule.
- **Pricing Structure:** Detailed pricing for daily, after-school, and summer deep cleaning services.
- **Supplies & Equipment:** Description of cleaning products and equipment that will be used.
- **Insurance & Licensing:** Proof of liability insurance, workers' compensation, and necessary business licenses.

## 4. Submission Instructions

*Submit proposal electronically to:*

Mohamed Warsame, Executive Director

[Mwarsame@midwaystar.org](mailto:Mwarsame@midwaystar.org)

## 5. Selection Process

Midway Star Academy will evaluate proposals based on the following criteria:

- Vendor's experience and qualifications, including charter school cleaning experience
- Cost competitiveness and overall value
- Quality and effectiveness of cleaning products and equipment
- References and past performance on similar contracts
- Compliance with insurance and licensing requirements

Shortlisted vendors may be invited for an on-site walkthrough and interview as part of the final selection process.

## 6. Contract Terms & Conditions

- The initial contract will be for one year, with the option to renew for up to two additional years based on satisfactory performance.
- The school reserves the right to terminate the contract with 30 days' written notice if services are deemed unsatisfactory.
- Payment terms and the invoicing schedule will be outlined in the final contract agreement.
- The vendor must comply with all local, state, and federal regulations regarding workplace safety and environmental standards.

## 7. Timeline

RFP Issued: 3/5/2025

Proposal due date: 4/5/2025

Selection Notification: 4/18/2025

## 8. Questions & Clarifications

All inquiries regarding this RFP should be directed to:

Mohamed Warsame

Executive Director

[mwarsame@midwaystar.org](mailto:mwarsame@midwaystar.org)

Phone: [\(651\) 642-0667](tel:(651)642-0667)