



# Request for Cleaning Services Proposal

## STEP Academy (4200)

**Date Issued:** April 14, 2025

**Proposals Due:** May 23, 2025

### **Overview**

STEP Academy (4200) is requesting proposals for Cleaning Services for the school buildings at 835 5th St E, St Paul, MN 55106 and 14450 Burnhaven Dr, Burnsville, MN 55306

### **Inquiries**

Questions regarding this RFP are to be submitted to [pscanlon@stepacademymn.org](mailto:pscanlon@stepacademymn.org) with “Cleaning Services” in the subject line. Questions regarding this RFP will only be accepted by email.

### **Process for Submitting Proposal**

Proposals should be submitted via email to [pscanlon@stepacademymn.org](mailto:pscanlon@stepacademymn.org) no later than 11:59 am on Wednesday, May 21 with “Cleaning Services” in the subject line.

### **Information Required with Proposal**

The proposal should include the following:

- Detailed description of services to be provided
- Estimated monthly cost for service from September - June
- Three (3) References that support your experience and qualifications to demonstrate evidence you are a responsive and responsible bidder.
- W-9
- Certificate of Insurance
- Janitorial Service Bond
- Questions to be Answered in RFP
  - Describe your qualifications and experience (years in business) providing services of similar project scope and size (including specific experience with K-12 educational institutions).
  - Describe your practices to ensure safe cleaning, sanitizing, and disinfecting practices. For example avoiding cross-contamination, using safe and eco-conscious products, training of staff, etc.).
  - Demonstrate the quality of management and financial stability.
  - Describe how you would staff the project in order to perform the services described in the RFP.

## **Proposal Terms**

### *Contract Period:*

The Vendor's proposed contract shall be valid for a twelve month period from August 1, 2025 - July 31, 2026. Each contract may be renewed for subsequent one-year periods through negotiation between the Vendor and the School. Negotiation may be initiated no later than ninety days prior to the termination of the current agreement.

### *Insurance Coverage:*

As part of the contract requirements, the Vendor must obtain at its own expense and keep during the term of any awarded contract, the minimum coverage limits specified below with a carrier satisfactory to the School. Should any of the described policies be canceled before the expiration date thereof, notice must be delivered in accordance with the policy provisions.

- Commercial General Liability Insurance (\$1,000,000 combined single limit for bodily injury and property damage per occurrence/ \$2,000,000 general aggregate)
- Workers Compensation (Employers Liability Limit of Insurance \$1,000,000)
- Professional Liability (\$1,000,000)

### *Clearances:*

Vendor awarded the contract must provide, at the Vendor's expense, criminal background clearances for all staff who will work in the School.

### *Supplies:*

The cleaning supplies and equipment will be the sole responsibility of the Vendor with the exception of consumable supplies which the school will purchase but which the Vendor will restock (hand soap, toilet paper, paper towels, trash liners). Vendor will inform GRS of the need to re-order consumables. Supplies, equipment, and property brought on the premises by the Vendor shall remain the property of the Vendor. In the proposal, please list the cleaning and disinfecting solutions that will be used.

## **Scope of Work**

STEP Academy is a charter school with locations in Saint Paul, MN and Burnsville, MN.

We first opened our doors in 2011, and we currently serve 800+ADM.

The Vendor must provide all the equipment, materials, and labor to provide daily janitorial services to the School beginning at 5pm Monday through Friday during the school year and with a lightened scope during the summer.

### *Hours:*

Cleaning Services may take place between the hours of 3pm and 8pm.

### *Working Days:*

The Vendor will be needed on almost all business days throughout the year. This includes days when the school is open as well as most weekdays when the school is closed. When the school is closed to students, cleaning is typically needed to provide services for staff or prepare for the next school day.

*Building Specifications:*

- Saint Paul site
  - three occupied floors of the building that require cleaning are approximately 54,000 square feet.
  - The building has three stairwells and one elevator
  - The building includes a gym, a cafeteria, 12 elementary classrooms, approximately 27 adolescent classrooms and many offices and smaller meeting rooms.
  
- Burnsville site:
  - has two occupied floors of the building that require cleaning are approximately 34,000 square feet.
  - The building has one stairwell and one elevator
  - The building includes a gym, a cafeteria) 7 elementary classrooms, approximately 12 adolescent classrooms and many offices and smaller meeting rooms.

*Tasks:*

See ATTACHMENT B.

1. Academic School Year Scope of Work

**Proposal Clarifications**

1. The School shall have the right to reject any and all proposals.
2. Any exceptions to this RFP must be proposed in writing during the proposal submission period.
3. The School will not be liable for any proposal preparation costs or any delay in acting upon proposals.
4. The School will engage in individual negotiations with potential vendors deemed fully qualified, responsible, and suitable on the basis of initial response.
5. The School requires evidence of insurance coverage (Certificate of Insurance) to be submitted with the proposal response.
6. This RFP is not an offer to contract. Only the execution of a written contract will obligate the School in accordance with the terms and conditions in such contract. No agreement or other binding obligation on The School is implied or will occur unless and until a definitive contract is executed. The issuance of this RFP and the submission of the Vendor's proposal do not create any obligation upon The School to purchase goods or services from the Vendor, or to enter into any binding legal relationship with the Vendor.

## ATTACHMENT A

### **Insurance Requirements for Contractors**

#### COMMERCIAL GENERAL LIABILITY INSURANCE

1. Limits \$1,000,000 combined single limit (CSL) for bodily injury and property damage per occurrence/\$2,000,000 general aggregate
2. Policy is to be written on an occurrence form.
3. Additional Insured – FACTS to be named as additional insured
4. Waiver of subrogation in favor of the Indemnified Party.
5. Primary and Noncontributory Insurance - This policy is to be primary and noncontributory if agreed in a written contract

#### WORKERS COMPENSATION

1. Employers Liability Limit of Insurance - \$1,000,000/\$1,000,000/\$1,000,000
1. Waiver of subrogation in favor of the Indemnified Party.

#### PROFESSIONAL LIABILITY

1. Limit of Insurance - \$1,000,000 per claim/annual aggregate
2. Primary Insurance- Any person(s) or organization(s) whom the Named Insured agrees, in a written contract, to provide Primary and/or Non-contributory status of this insurance. However, this status exists only for the project specified in that contract

#### EXCESS LIABILITY

1. Limits \$1,000,000 per occurrence and in the aggregate following the aggregates of the primary GL. All provisions included in the underlying General Liability policy and Automobile Liability included in the excess policy (follow form).

#### CERTIFICATE OF INSURANCE (COI)

1. Certificates of Insurance will be provided evidencing the requested insurance requirements.

ATTACHMENT B

**Academic School Year Scope of Work**

Area	Tasks
Entrances & Lobbies	<ol style="list-style-type: none"> <li>1. Vacuum carpets and walk-off mats</li> <li>2. Spot clean glass</li> <li>3. Spot clean light switches, door frames, and walls</li> <li>4. Dust horizontal surfaces</li> <li>5. Sweep and damp mop floor</li> <li>6. Empty all waste containers, replace as needed</li> </ol>
Hallways & Stairs	<ol style="list-style-type: none"> <li>1. Vacuum and spot clean carpets, clean off mats</li> <li>2. Sweep and damp mop all hard floors</li> <li>3. Clean out all cobwebs as they appear</li> <li>4. Spot clean baseboards, light switches, walls, door knobs, and stair railings</li> <li>5. Spot clean elevator walls, vacuum floor</li> </ol>
Classrooms	<ol style="list-style-type: none"> <li>1. Sweep and mop hard floor</li> <li>2. Vacuum any carpet</li> <li>3. Empty waste receptacles and replace liners as needed</li> <li>4. Spot clean walls, doors, and light switch plates</li> <li>5. Clean tables and chairs</li> <li>6. Dust all high and low areas</li> </ol>
Offices & Smaller Classrooms/Meeting Spaces	<ol style="list-style-type: none"> <li>1. Vacuum carpets</li> <li>2. Sweep and mop any hard floors</li> <li>3. Empty waste receptacle, replace liners as needed</li> <li>4. Clean out cobwebs as they appear</li> </ol>
Gym/Cafeteria	<ol style="list-style-type: none"> <li>1. Sweep and damp mop floor</li> <li>2. Empty all waste receptacles and replace liners as needed</li> <li>3. Spot clean walls, doors, light switch plates</li> </ol>
Restrooms	<ol style="list-style-type: none"> <li>1. Sweep, mop, disinfect all floors</li> <li>2. Replenish dispensers, soap, paper towels, and toilet tissue</li> <li>3. Spot clean walls, partitions, and tops, glass, light switches, shelves, mirror, and dispensing units</li> <li>4. Clean and disinfect urinals and toilets</li> <li>5. Clean, polish, and disinfect sinks and vanities</li> <li>6. Polish all stainless steel fixtures</li> <li>7. Empty waste receptacles. Change liners as needed.</li> </ol>
Additional Expectations	<ol style="list-style-type: none"> <li>1. Properly arrange furniture when finished</li> <li>2. Empty recycling and compost bins (properly dispose)</li> </ol>

	<ol style="list-style-type: none"><li>3. Pay attention to secure doors</li><li>4. Report accidents causing injury or damage. Record any necessary information immediately.</li><li>5. Turn off lights, re-lock any doors that were locked.</li><li>6. Ensure all entrance doors and common hallway doors are closed and locked.</li><li>7. Maintain the janitor's closet in neat and orderly condition.</li></ol>
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