

Request for Proposal (RFP)

For Janitorial/Custodial Services

Twin Cities International Schools – District # 4078-07

Minnesota

Issue Date:

February 28, 2025

RFP Number:

TCIS_4078_001/25

Proposal Due Date:

March 14, 2025, at 11:59 p.m.

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1. Introduction

Twin Cities International Schools (TCIS) invites qualified vendors to submit proposals for comprehensive Janitorial/Custodial Services for our school facilities. This RFP outlines the requirements, evaluation criteria, and terms and conditions under which proposals will be considered. We aim to establish a long-term contract with a vendor who can deliver high-quality, cost-effective, and reliable custodial services that promote a safe, clean, and healthy environment for students, staff, and visitors.

2. Background

TCIS is a Minnesota-based charter school committed to excellence in education and fostering a conducive learning environment. The school serves 930 students at 277 12th Ave. Minneapolis MN 55401. Our facilities include classrooms, administrative offices, common areas, restrooms, and outdoor spaces that require consistent and professional cleaning services. We are seeking a vendor with proven experience in education or

something similar. Institutional settings who understand a school environment's unique challenges and requirements.

3. Scope of Work

The selected vendor will provide janitorial and custodial services to all school facilities. The scope of work includes, but is not limited to, the following:

A. General Cleaning Services

- Daily Cleaning Tasks: Cleaning and sanitizing classrooms, hallways, administrative offices, and common areas.
- Restroom Cleaning: Thorough cleaning and disinfecting of all restroom surfaces, fixtures, and floors.
- Window and Surface Cleaning: Cleaning interior windows, glass surfaces, and mirrors on a scheduled basis.
- Specialized Tasks: Periodic deep cleaning, including floor stripping and waxing, carpet cleaning, and dusting of hard-to-reach areas.

B. Waste Management and Recycling

Proper disposal and recycling of waste materials in compliance with local and state regulations.

C. Safety and Compliance

- Use of environmentally friendly cleaning products where possible, per Minnesota regulations.
- Adherence to Occupational Safety and Health Administration (OSHA) guidelines.
- Implementation of procedures to minimize disruptions to school activities.

D. Additional Services

- Seasonal tasks include window washing, pressure washing of outdoor areas, and other agreed-upon services.
- Emergency cleaning services as required.

E. Vendor Responsibilities

- Provide and maintain all necessary cleaning equipment and supplies unless otherwise specified.
- Ensure that all custodial staff are trained, bonded, and insured.
- Maintain quality control and communication with school administration through regular reporting and feedback mechanisms.

4. Proposal Submission Requirements

Interested vendors should submit a comprehensive proposal that includes the following:

Company Information

Company history, experience providing janitorial services to educational institutions, and relevant certifications.

Scope of Services

Detailed description of how your services will meet or exceed the requirements listed in Section 3.

Pricing Structure

Detailed pricing information, including per-service costs, labor rates, equipment, supplies, and any optional services.

Service Schedule

Proposed cleaning schedules (daily, weekly, monthly, etc.) and flexibility for additional services as needed.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications: Demonstrated experience in janitorial services, especially in educational or similar institutional settings.
- Cost Competitiveness: Overall value and competitiveness of the pricing proposal.

Staffing and Training: The quality of the staffing plan, including training, background checks, and supervisory measures.

6. Contract Terms and Conditions

- **Contract Duration:** The initial contract period will be July 1st, 2025, to June 30, 2026, one (1) year] with options for renewal based on performance and mutual agreement.
- **Payment Terms:** Payments will be made semi-weekly upon receipt of an invoice and satisfactory performance.
- **Termination:** Either party may terminate the contract with 30 days of written notice for cause or convenience.
- **Insurance Requirements:** The vendor must maintain appropriate insurance coverage, including general liability and worker's compensation, throughout the contract period.
- **Confidentiality:** The vendor agrees to maintain confidentiality regarding all school-related information and operational details.
- **Compliance:** All work must comply with local, state, and federal regulations.

7. Timeline

- **RFP Issue Date:** February 28, 2025
- **Proposal Submission Deadline:** March 14, 2025, 11:59 p.m.
- **Evaluation Period:** March 17th to April, 11th 2025.

- **Vendor Selection Announcement: ** April 17th, 2025
- **Contract Commencement: ** July 1st, 2025

8. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to:

- **Contact Person: ** Ismail Ahmed
- **Email: ** ismaila@iecmail.net
- **Phone: ** 612-465-8407
- **Deadline for Questions: ** March 7th, 2025.

Responses to all inquiries will be shared with all interested vendors.

9. Submission Instructions

Proposals must be submitted electronically to:

- **Email: ** ismaila@iecmail.net

or via mail to:

- **Mailing Address: **
Twin Cities International Schools

[Attn: Janitorial Services RFP]
277 12th Ave. N
Minneapolis, MN 55401

All proposals must be received by March 14th, 2025, at 11:59 p.m. Late submissions will not be considered.

TCIS looks forward to receiving your detailed proposal. We appreciate your interest in supporting our educational environment and ensuring our facilities' highest cleanliness and safety standards.

For any additional information or clarification, please get in touch with the designated contact person listed above.

This document does not commit Twin Cities International Schools to any contractual obligation or payment. TCIS reserves the right to reject any or all proposals in whole or in part.