STRIDE ACADEMY

Request for Proposal

Janitorial and Cleaning Services

Issue Date: 5.1.2025
Proposal Due Date: 5.16.2025



ADDRESS:
3241 OAKHAM LANE
ST. CLOUD MN 56301

PHONE:
320-230-5340

WEB:
WWW.STRIDEACADEMY.ORG

01 Introduction

STRIDE Academy, a public charter school in St. Cloud, Minnesota, is seeking proposals from qualified independent contractors to provide cleaning and janitorial services for the 2025–2026 school year. The successful contractor will maintain a clean, healthy, and welcoming environment for students, staff, and visitors throughout the academic year and summer months.



02 Background

STRIDE Academy serves students in grades PreK–8 and prides itself on creating a safe and supportive learning environment. Clean and well-maintained facilities are essential to our mission. The cleaning services contractor will partner with STRIDE Academy to ensure consistent, high-quality custodial support that meets the evolving needs of the school.



03 Scope of Services

The contractor will be responsible for:

- Academic Year Services (September 3, 2025 – June 1, 2026)
  - Daily custodial services on all days when school is in session (169 student days)
  - General cleaning of classrooms, offices, restrooms, gymnasium, cafeteria, hallways, and common areas:
    - Sweeping, mopping, vacuuming, floor care
    - Dusting surfaces
    - Cleaning and sanitizing restrooms and replenishing restroom supplies
    - Emptying trash and recycling receptacles
    - Cleaning and disinfecting high-touch surfaces
    - Biohazard Cleanup including vomit, puke, blood etc.
- Summer Services (June 2, 2025 – August 31, 2025)
  - Limited daily service Monday–Friday
  - Shift structure: 2 to 4 hours per day based on need
  - Deep cleaning of classrooms, stripping and waxing floors, thorough cleaning of common areas and restrooms
- Additional Responsibilities
  - Provide coordination with school administration for any special projects or cleaning needs
  - Optional supply management (paper goods, soaps, sanitizers, etc.) billed separately if requested

Exclusions:

- Hazardous materials removal (e.g., asbestos, lead)
- Environmental decontamination services beyond general disinfecting practices
- Special projects not listed must be separately negotiated

04 Proposal Requirements

All proposals must include:

- Cover Letter expressing interest and availability
- Company background, including years in business and relevant experience
- Service plan outlining staffing, supervision, quality control measures, and service delivery
- Description of how summer cleaning shifts (2–4 hours) will be staffed and managed
- Proposed monthly and annual cost, with a clear breakdown of:
  - Labor costs
  - Materials costs
  - Supplies costs
  - Any additional administrative or management fees
- Rates for optional supply purchases (if applicable)
- Proof of insurance (liability, workers' compensation)
- Three references from current or recent clients (preferably educational or institutional)

Disclosure of any potential or actual conflicts of interest

05 Evaluation Criteria

Proposals will be evaluated based on:

1. Experience and qualifications
2. Ability to provide required staffing levels, including for summer operations
3. Cost competitiveness and transparency of the cost breakdown
4. References and prior service record
5. Alignment with STRIDE Academy's expectations for service, safety, and professionalism

06 Submission Instructions

Proposals must be submitted by May 16th by 3:00 p.m.. All proposals should be sent via email in PDF format to:

RFP@strideacademy.org
Subject Line: Cleaning and Janitorial Proposal – [Your Name or Company Name]

Please ensure your proposal includes all required components listed above. Incomplete proposals or proposals received after the deadline may not be considered.

Optional (if applicable):
If any portion of the proposal requires mailing (e.g., sealed hard copy or notarized documents), it must be received by the due date at the following address:

STRIDE Academy
Attn: Dr. Eric Skanson, Executive Director
3241 Oakham Lane
St. Cloud, MN 56301

Note: Emailed submissions are preferred unless otherwise specified.



07 Fiduciary Responsibility and Conflict of Interest

The selected firm must act in the best interest of STRIDE Academy at all times, offering independent and objective advice. All actual or potential conflicts of interest must be disclosed immediately upon identification.

08 Terms and Conditions

- STRIDE Academy reserves the right to accept or reject any or all proposals.
- Final selection is subject to satisfactory background checks, credential verification, and references.
- The selected contractor will serve as an independent contractor, not an employee of STRIDE Academy.
- A formal Independent Contractor Agreement will be executed prior to beginning service.

Conflict of Interest Disclosure:

- Under Minnesota Statutes §§ 124E.07 and 124E.14:
- Contractors owned by, employing, or related to current STRIDE Academy employees or board members are ineligible.
- Contractors with business conflicts of interest are ineligible.
- Violations may result in contract termination and financial penalties.
- STRIDE Academy is an equal opportunity organization and does not discriminate on the basis of race, ethnicity, religion, gender, age, or disability.



STRIDE ACADEMY

RFP Title: _____

RFP Issue Date: May 1, 2025
Proposal Due Date: June 1, 2025 at 4:00 PM CST

Contractor Information
FieldResponse
Company/Contractor Name:

_____

Mailing Address:

_____

City, State, ZIP Code:

_____

Primary Contact Person:

_____

Title/Position:

_____

Email Address:

_____

Phone Number:

_____

Website (if applicable):

_____

Proposal Summary

Proposed Total Project Cost:

_____

Proposed Service Start Date:

_____

Brief Description of Services Proposed:

_____

_____

_____

_____

_____

Certification and Signature

□ I certify that I am authorized to submit this proposal on behalf of the company/organization listed above.

□ I certify that all information provided in this proposal is true and complete.

□ I have reviewed and agree to the terms of the RFP, including the Conflict of Interest Disclosure required by Minnesota Statutes §§ 124E.07 and 124E.14.

Signature: _____

Printed Name: _____

Title: _____

Date: _____