



**Universal Academy Charter School (UACS)**  
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<https://www.uacsmn.org/>

## **Request for Request for Proposals**

### **Cleaning Services**

**Issued by: Universal Academy Charter School**

RFP Issued: 4/07//2025

Proposal Submission Date: 4/30/2025

Selection Notification: 5/20/2025

## **1. Introduction**

**Universal Academy Charter School (MN 4225-07) is a K–12 public charter school** authorized by Novation Education Opportunities (NEO) and approved by the Minnesota Department of Education (MDE). Founded in 2014, Universal Academy will begin its 11th year of operation in Fall 2025. The school serves approximately 700 students across its two campuses located in Minneapolis and Burnsville.

**Universal Academy** 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

Farhiya Einte, Executive Director,

[info@uacsmn.org](mailto:info@uacsmn.org)

Phone: (651) 340-5994

## 5. Selection Process

Universal Academy 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 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: 4/07/2025

Proposal Submission Date: 4/30/2025

Selecon Noficaon: 5/20/2025

## **8. Questions & Clarifications**

All inquiries regarding this RFP should be directed to:

**Farhiya Einte, Execuve Director,**

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