

Request for Proposal (RFP)

Custodial Cleaning Services for Yinghua Academy
Minneapolis, Minnesota

1. Introduction & Purpose

Yinghua Academy, located at 1616 Buchanan St NE, Minneapolis, MN 55413, is issuing this Request for Proposal (RFP) to solicit proposals from qualified custodial service providers. The purpose is to secure professional cleaning services to maintain a safe, clean, and healthy environment for students and staff, effective August 12, 2025. The contract will be awarded based on criteria including experience, approach, staff qualifications, references, and cost.

2. Scope of Work

The selected vendor will provide daily custodial services for approximately 82,000 square feet. Services will include but are not limited to:

- Daily cleaning of classrooms, restrooms, cafeteria, hallways, entrances, and offices.
- Gym is cleaned by Yinghua staff; however, the contract cleaners are responsible for the gym locker rooms including bathroom areas.
- Cleaning cafeteria during lunch hours (with two staff during day shift).
- Event support for set up and teardown.
- Periodic deep cleaning during school breaks and summer.
- Summer cleaning and painting support from 2:00–7:00pm shift.

3. Location

Yinghua Academy
1616 Buchanan St NE
Minneapolis, MN 55413

4. Contract Term

The contract term will begin on August 12, 2025, and will continue for three (3) years. The vendor may propose reasonable, inflation-adjusted price increases for years two and three. Any price adjustments must be agreed upon by both parties in writing prior to implementation.

5. Minimum Qualifications

- Licensed custodial service provider in Minnesota
- Prior experience with K-12 schools or public buildings

- Background checks required under MN Statute §123B.03
- Compliance with OSHA and EPA standards
- Adequate staffing and training for services listed

6. Proposal Requirements

- Executive Summary
- Company Profile
- Staffing Plan (including proposed 28 to 32 hrs/week and 180 school days)
- Detailed Cleaning Plan
- Pricing breakdown
- References (3 preferred from schools)
- Proof of Insurance
- Background Check Policy

7. Evaluation Criteria

Proposals will be evaluated based on:

- Experience with school cleaning (25%)
- Staff qualifications and supervision (20%)
- Cleaning approach (20%)
- Cost (25%)
- References and past performance (10%)

8. Submission Instructions

Proposals must be submitted by 4:00 PM CST on July 23, 2025 to:

Dan Carson
Facilities & Transportation Manager
Yinghua Academy
Email: dan.carson@yinghuaacademy.org
Direct Line: 612-800-5051

9. Timeline

Milestone	Date
RFP Issued	July 16, 2025
Deadline for Questions	July 19, 2025
Proposal Due Date	July 23, 2025
Selection Notification	July 29, 2025
Contract Start Date	August 12, 2025

10. Terms and Conditions

- Yinghua Academy reserves the right to reject any or all proposals.
- Proposals must remain valid for 60 days.
- All vendors must comply with the Minnesota Government Data Practices Act.
- Vendor must adhere to all applicable federal, state, and local laws.
- No guarantee of holiday work; flexible scheduling during breaks may be arranged.
- Either party reserves the right to terminate the agreement, with written notice if the other party fails to adhere to any or all parts of the agreement. The agreement will end 30 days after the written notice date.

Thank you for your interest in supporting the facilities at Yinghua Academy.

Yinghua Academy is an Equal Opportunity Employer

Yinghua Academy District 4140-07 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at

<https://www.yinghuaacademy.org/ourteamadministration/school-management/>