



New Millennium Academy

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Request for Proposal For Janitorial Services

New Millennium Academy Public Charter School

5/1/2025

Responses are due no later than 3:00 PM CST

Thursday, May 22, 2025





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Request for Proposal For Janitorial Services

New Millennium Academy invites written proposals from qualified and responsible companies for janitorial services. NMA is located at 5105 Brooklyn Boulevard, Brooklyn Center, MN 55429.

The successful bidder shall be required to enter into a contract that incorporates this Request for Proposal ("RFP"), including all of its exhibits and the proposal, which may be modified by agreement of the parties.

NMA Background

New Millennium Academy (NMA) is a Hmong charter school, and its mission is to prepare learners for life by engaging them in high academic achievement and fostering cultural pride and identity. NMA's vision is to develop global leaders who transform the world. NMA serves grades KG - 8th and has a population of approximately 845 scholars. More background information on NMA can be found here: <https://nmaedu.org/>.

Purpose of Request

The purpose of this RFP is to enter into a contract with a vendor to provide cleaning and janitorial services for NMA as described below.

Scope of Services

NMA is seeking a janitorial service provider with a proven track record of providing facilities cleaning with attention to detail and reliable services. Core services include, but are not limited to the following:

- Service to be provided at NMA five days per week. Weekend work is acceptable under certain circumstances upon prior approval of school operations. NMA will provide a copy of the school calendar to the successful bidder.

Nightly Cleaning

- School facilities shall be cleaned Monday through Friday, beginning no earlier than 5:00pm.
- If school staff request delay in cleaning services for special events, Vendor will make reasonable efforts to accommodate the request. NMA will provide advance notice of these events for Vendor planning needs.

5105 Brooklyn Blvd., Brooklyn Center, MN 55429 | Office: (763) 235-7900 | Fax: (763) 235-7979 | www.nmaedu.org



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- NMA conducts after school programming (sports, tutoring, etc) during the school year. NMA will provide the start/end dates and times for these programs in the approved school calendar.

General Requirements

- Vendor's staff shall secure NMA (ensure that all doors are closed) upon leaving the building in the evening.
- All cleaning equipment is to be provided by the Vendor.
- Consumables (e.g. toilet paper, paper towels, hand soap, etc.) will be ordered and stored on-site by NMA's Operations Manager.
- NMA will provide space for the Vendor's cleaning supplies and equipment. The vendor will be provided access to all purchased consumables for nightly replenishment as required.
- NMA has two waste dumpsters: one for trash/garbage and one for **recycling only**.
- The specific services to be performed per this RFP are noted in the table below.

Area	Task Description	Minimum Frequency
BATHROOMS (Student, Staff and Nurse's Office)	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
	Dispensers for toilet paper, paper towels and hand soap will be checked and refilled. If these items are depleted to the point where they are likely to run out the following day, they should be replaced.	Nightly
	Floors will be mopped with a disinfectant	Nightly
	Toilet, urinals, sinks, counters, mirrors and fixtures will be cleaned and disinfected, inside and out.	Nightly
	Prime all floor drains	Weekly
	Dispensers, door and partition frames and baseboards will be wiped down/dusted	Weekly
STAFF LOUNGE	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
	Paper towel dispenser will be checked and refilled	Nightly
	Clean and disinfect sink and counter	Nightly
	Vacuum carpet	Nightly





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	Clean microwave with soap and water	Weekly
WATER FOUNTAINS	Clean and disinfect	Nightly
CLASSROOMS,	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
CONFERENCE/TRAINING ROOM	Sweep and mop classroom floors	Nightly
LIBRARY	Vacuum carpeted rooms (Library, Conference room SPED room and 3 small classrooms)	3x per week
SPED ROOM	Open horizontal surfaces will be dusted and damp wiped where appropriate including counters, file cabinets, window ledges/sills and bookshelves	Weekly
	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
HALLWAYS, STAIRWELLS and VESTIBULES	All floors - including hallways, vestibule or entry areas, stairwells and atrium and mezzanine floors - will be swept and mopped.	Nightly
	All glass windows and doors in the vestibule and entryways will be cleaned, inside and out	Weekly
	Dust tops of hallway lockers (rotate floors)	Monthly
	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
OFFICES and WORKROOMS	Vacuum carpet	Weekly
	Sweep and mop floor	Weekly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including counters, file cabinets, window ledges/sills and bookshelves	Weekly
CAFETERIA	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in the appropriate dumpsters.	Nightly
	Sweep and mop floor and wipe down tables	Nightly





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Schedule

NMA will use the following timeline to select a janitorial service vendor:

Date	Time	Activity
Thursday, May 1, 2025	N/A	Advertise Request for Proposal
Friday, May 16, 2025	9:00 AM - 10:30 AM	Site visit and tour of NMA facilities
Thursday, May 22, 2025	3:00 PM	All proposals are due
Week of May 26th	N/A	Proposal Review
Week of May 26th	N/A	Award of Contract

Instructions

Further information or copies of the Request for Proposals can be obtained by emailing:

Christine H. Reed
Vice President of Operations
New Millennium Academy
christine.reed@nmaedu.org

Permission to distribute this RFP in any form (paper or electronic) for any purpose other than to respond to this RFP is not granted without the prior written approval of NMA.

Proposal Specifications:

The contract period will be August 18, 2025 to June 18, 2026 (10 months) unless earlier terminated as stated below or unless NMA, in its sole discretion, opts to renew the contract for up to two (2) one-year extensions. NMA will provide notice to the vendor prior to the end of the term of the initial or extension term, as applicable.

- Renewal 1: August 17, 2026 to June 18, 2027 (10 months)
- Renewal 2: August 16, 2026 to June 16, 2028 (10 months)





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NMA retains the right to terminate services for any reason at any time upon thirty (30) days advance written notice. NMA retains the right to terminate services for cause upon ten (10) days advance written notice.

The vendor price included in the RFP shall specify pricing for each potential renewal year.

The bidder will submit the following information: (failure to submit any of the components listed below by the stated deadline may result in a bidder being disqualified from the selection process as non-responsive).

1. Exhibit A: Bidder must submit a cover page with name and contact information.
2. Exhibit B: Bidder must provide a brief overview of the organization's history, philosophy and operating principles, an in depth list of the organization's capabilities and a description of the bidder's strongest competitive advantage.
3. Exhibit C: Bidders must provide a summary of all janitorial service contracts comparable in size to the proposed contract (within 20% of NMA square footage), with name and telephone number of each customer contact.
4. Exhibit D: Bidder must provide a detailed staffing plan that describes how the vendor will complete the scope of services which must include:
 - a. A staffing structure summary to include the roles, the number of staff and hours per night (Please see **Figure 1** below for an example). The staffing structure should include as much detail as possible to demonstrate the ability to complete the scope of services with 100% reliability.
 - b. A description of the organization's proactive approach to quality control and complaint resolution procedures (i.e. how will bidder respond to common complaints such as inadequate cleaning or similar errors) and a plan to provide substitute staff as needed (i.e. a staff member becomes ill, etc).

****Figure 1**

Role/Position	Number of staff	Hours/Night
Cleaning staff	3	5
Onsite Team Lead/cleaner	1	3

5. Exhibit E: Bidder must provide total annual contract and monthly charges that include all labor, supervision, cleaning equipment and materials, insurance, etc for 5105 Brooklyn Blvd., Brooklyn Center, MN 55429 | Office: (763) 235-7900 | Fax: (763) 235-7979 | www.nmaedu.org





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providing services at NMA. Supplies to refill consumables including hand soap, paper towels, toilet paper, etc, will be purchased by NMA and should not be included in the proposed pricing. Please see **Figure 2** below for an example.

****Figure 2**

Contract Year	Monthly Price	Annual Price
Year 1 (August 18 2025 - June 18, 2026)	\$	\$
Year 2 (August 17, 2026 - June 18, 2027)	\$	\$
Year 3 (August 16, 2027 - June 16, 2028)	\$	\$

6. Exhibit F: Proof of liability insurance..
7. Exhibit G: Bidder must provide a list of education clients for the past two (2) years with contact information, including reference, address, contact name and number and a description of services provided.

NMA Facility Specifications

Address	Total Square Footage & Room Count
5150 Brooklyn Blvd, Brooklyn Center, MN 55429	82,033 ft ² 3 floors (no basement) 1 elevator
Classrooms	38
Offices	24
Bathrooms	19 (includes bathroom in Nurse's Office)
Staff Lounge	1





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Library	1
Cafeteria	1

Proposal Requirements:

1. Electronic proposals will be received by New Millennium Academy ("NMA") and must be delivered via email to:
Christine H. Reed
Vice President of Operations
New Millennium Academy
christine.reed@nmaedu.org
2. Proposals are due no later than 3:00 PM CST, Thursday, May 22, 2025.
3. No proposals will be accepted after the above due date and time.
4. NMA reserves the right to reject any and all proposals submitted.

Selection Criteria

The selection of a vendor will be based on the following criteria. The contract will be awarded to the responsive and responsible bidder whose proposal is most advantageous to NMA, taking into consideration all selection criteria. The selection criteria below is listed in order of importance:

1. Proposed cost of the services at NMA.
2. Proven ability to provide timely, efficient and high quality janitorial services based on the adequacy of the staffing structure, management procedures and quality control policies and procedures outlined in the proposal.
3. Knowledge of and experience in the industry based on the number of years of prior experience, the number and length of comparable janitorial service and the length of experience serving public schools and/or public charter schools in the greater Minneapolis/St. Paul area. Experience in K-12 settings will be most advantageous to the bidder.
4. Adequacy of required company documentation based on the completion and thoroughness of the proposal as well as the level of detail provided in response to other required Exhibits as applicable.

