



Request for Proposal for Cleaning Services

June 14, 2023

Marine Village School is seeking competitive bids to provide Plumbing and Construction Services for the school year 2023-2024 as described in this document. The deadline for construction is August 31, 2023.

Background Information: Marine Village School was founded in 2020 as a K-6 public charter school. The school officially opened with kindergarten through 4th grade in September 2022 with projections to expand to add one grade level per year up to Sixth grade in 2023-2024 and beyond. Enrollment projections are set at 25 students per grade level.

Current Practice: Marine Village School has not had professional daily cleaning services in the 2022-2023 school year. Instead, the school had contracted professional cleaning service once a week. However, the school anticipates cleaning needs to increase in the 2023-2024 school year as enrollment increases from 30 to over 100 students.

Desired Services:

1. Daily sweep the main hallway.
2. Weekly mopping of main hallway or more frequently, as needed.
3. Daily cleaning of two large bathrooms and four single bathrooms (staff, office & bathroom in kindergarten and first grade classrooms).
4. Daily wipe down of classroom counters.
5. Daily sweeping of gym/cafeteria.
6. Weekly mopping of gym/cafeteria or more frequently, as needed.
7. Daily vacuuming of classrooms.
8. Weekly vacuuming of office area.
9. Provide paper products (toilet paper, paper towels, and hand soap)
10. Possible kitchen floor cleaning weekly.

Experience and Qualifications:

1. Please explain your level of experience managing commercial property.

2. Please share information on how you perform special projects.
3. School hours are 8:45 a.m. to 3:30 p.m. After school hours would be preferred.
4. Please share a fee proposal that separates the following services should the school select different providers for each:
 - a. Paper products (toilet paper and paper towels) and hand soap for dispensers.
 - b. Project work such as carpet cleaning, deep restroom cleaning or stripping and waxing floors.
 - c. Deep cleaning floors
 - d. Window washing.
 - e. Other hourly services.
5. Provide proposal for 3 days a week and 5 days a week cleaning.

Please return your bid to Marine Village School, katem@marinevillageschool.org. Questions may be directed to katem@marinevillageschool.org or winm@marinevillageschool.org.