

CENTRAL CITY CYBERSCHOOL OF MILWAUKEE

***4301 N. 44th Street
Milwaukee, WI 53216
(414) 444-2330; Fax (414) 444-2435***

Request for Proposal

1. Purpose of the Request for Proposal

The purpose of this request is to provide for the daily cleaning of the Central City Cyberschool Elementary/Middle School Facility located at 4301 North 44th Street and the Preschool Facility located at 4455 West Congress Street in Milwaukee, WI. The successful bid will come from the cleaning company that submits a proposal that meets the “minimum requirements” outlined in this bid request.

2. Issuing Office

The Central City Cyberschool Business Office is the issuing office for this document and all information related to it. The Business Office is located at:

Central City Cyberschool
4301 N. 44th Street
Milwaukee, WI 53216

Please contact Denna Blue-Miller at 414-444-1966 ext. 104 with any questions related to this RFP.

3. Response Date

A copy of the proposal must be received at the Central City Cyberschool Business Office (located at 4301 N 44th Street, Milwaukee, WI 53216) prior to 12:00 p.m. on Thursday, May 31, 2018. Proposals after the deadline will be late and ineligible for consideration.

4. Facilities Tour

A tour of the Central City Cyberschool Facility will be available for all interested service companies, Thursday, May 24, 2018 at 10:00 a.m. Please contact Denna Blue-Miller at 414-444-1966 ext. 104 for a reservation.

5. Term of the Contract

Contract will be for the 2018-19 school year with the option for four additional one-year renewals based on performance.

6. Background Information

The Central City Cyberschool is a City of Milwaukee Public Charter School that serves approximately 420 students in Grades K4-8th Grade. The elementary/middle school includes three levels and the Preschool (K4/K5) facility is one level.

7. Minimum Service Requirements

In the main building, the successful company will complete a daily cleaning of 20 classrooms, 16 administrative offices/conference rooms, 9 restrooms (3 men's, 3 women's, 3 staff), cafeteria, library, stairwells, main office area, corridors, tunnel and exterior of (front, side, back) doors. In the Congress Street building, daily cleaning includes 4 classrooms, 3 restrooms (1 boys, 1 girls, 1 staff), office area, staff lounge, 4 offices, corridors, kitchen, and a small kitchenette. Daily service should include (but is not limited to) cleaning all common areas on each floor, sanitizing and deodorizing all restrooms on each floor twice, pulling trash, sweeping, mopping, or scrubbing all tile floors (with automatic scrubber), spot cleaning glass and lockers (as needed), wiping down and sanitizing accessible counter tops, sinks, and tables, vacuuming carpets, treating carpet stains (as needed) and some simple handyman repairs such as raising/lowering desks/tables, changing light bulbs, replacing soap dispensers, remove or repair broke furniture and other various odd jobs (as needed).

The successful company will provide a day porter who can complete tasks assigned above during regular hours, and all other duties as identified by Business Services that meet the day-to-day needs of building management and Cyberschool staff. The day porter reports directly to Business Services. The management of the Cyberschool must approve hire of the day porter candidate and the day porter must pass a criminal background check before hire.

The successful company will provide a copy of Liability Insurance to the Central City Cyberschool and shall keep current that policy during the term of the contract. All staff members hired by the successful company to work in the Cyberschool will be subject to a background check conducted by Central City Cyberschool.

8. Termination

In the event of material breach or non-performance, the breaching party will have 30 days to correct the breach from the date the breaching party receives written notice of the breach. If the breach is not corrected within 30 days of the written notice, this agreement will terminate automatically. This agreement may be terminated for any reason by either party, with 60 days advance notice.

9. Proposal Evaluation

The Central City Cyberschool may award a contract based upon initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. The Cyberschool reserves the right to reject any or all proposals received and to waive any irregularities in the proposal and to make all decisions in the best interests of the Cyberschool.

Bid proposals will be evaluated on the following criterion:

- 1) Meets/Exceeds minimum requirements included in this RFP
- 2) Previous involvement/experience in cleaning school facilities
- 3) Favorable price/service to best meet Cyberschool needs
- 4) Ability to successfully work with Cyberschool Staff in providing a safe and clean learning environment for students K4-8th grade