

# ***CENTRAL CITY CYBERSCHOOL OF MILWAUKEE***

***4301 N. 44<sup>th</sup> 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 summer cleaning of the Central City Cyberschool Elementary/Middle School Facility located at 4301 North 44<sup>th</sup> Street and the Preschool Facility located at 4455 West Congress Street in Milwaukee, WI. The successful cleaning company will submit 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 44<sup>th</sup> St.  
Milwaukee, WI 53216

Please contact Mrs. 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 44<sup>th</sup> Street, Milwaukee, WI 53216) prior to 12:00 p.m. on Thursday, May 31, 2018. Proposals received after the deadline will be late and ineligible for consideration.

### **4. Facilities Tour**

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

### **5. Term of the Contract**

Contract will be for the 2018 summer 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 K4-8<sup>th</sup> Grade. The elementary/middle school includes three levels and the Preschool (K4/K5) facility is one level.

7. **Minimum Service Requirements**

The successful company will complete the following tasks during the summer months (June 11<sup>th</sup> to August 10<sup>th</sup>):

- A) Shampoo/Extract Carpet in 20 classrooms and 16 offices/conference rooms, library, and treat stains
- B) Strip and/or buff, and wax Tile Floors as needed, in classrooms, corridors, and cafeteria
- C) Scrub Partitions, Ceramic Tile Walls and Floors in Restrooms
- D) Wipe down student lockers
- E) Wash windows inside and out
- F) Scrub stairwell stairs and wipe down railings
- G) Wash walls

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. Staff members hired by the successful company 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. Either party, with 60 days advance notice, may terminate this agreement for any reason.

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