

## REQUEST for PROPOSALS

Lakes and Prairies Community Action, Inc

Commercial Cleaning Services

**Submit Proposals by 12:00 PM, Monday, July 15 2024, to:**

*CAPLP*

*Colleen Murray*

*891 Belsly Blvd.*

*Moorhead, MN 56560*

*[Colleenm@caplp.org](mailto:Colleenm@caplp.org)*

*Please contact Bri Glenn with any questions or for a tour of the space at:*

*218-512-1539 or [brig@caplp.org](mailto:brig@caplp.org)*

**Contracted services will begin September 1, 2024**

### **Instructions**

*Please read this entire Request for Proposal (RFP)*

*Please Submit a proposal that addresses each area outlined in the Response Requirements below to the contact named above by the due date named above.*

### **PROGRAM DESCRIPTION**

At Lakes & Prairies Community Action Partnership (CAPLP) we provide a wide array of programs and services that are designed to meet the unique needs of the children, families and seniors that live in the communities we serve. All of our programs and services work together to help us achieve our mission to Eliminate Poverty, Empower Families, and Engage Communities. We believe in a holistic approach to helping people build a better future for their families.

### **SERVICES REQUESTED**

We are seeking proposals for weekly cleaning services at 2 locations in the FM area. Our main administrative offices located at 891 Belsly Blvd Moorhead and our satellite office located at 112 1<sup>st</sup> Ave SE Dilworth. Both locations house a combination of office space and Head Start classrooms that require weekly cleaning. Cleaning must be done on a consistent weekly schedule after program hours, preferably on Sundays.

### *Duties and Tasks*

- Thoroughly clean and disinfect all bathrooms.
- Sweep and edge all hard floors.
- Mop all hard floors.
- Vacuum all carpeted areas.
- Remove trash from all areas.
- Disinfect sinks and kitchen areas.
- Clean entry glass doors.
- Dust entry window ledges and vacuum.

### **SCHEDULE**

Cleaning services must be conducted once a week during non-operation hours. Preference for cleaning on Sunday evenings after 7:00 pm to avoid conflicts with utilization of our spaces.

### **QUALIFICATIONS**

Experience in cleaning commercial properties including current references. Company must be fully bonded and insured. Excellent communication skills.

### **REIMBURSEMENT**

We will negotiate a contract for payment for services per week depending on grant funding and utilization of services. Please include your hourly rate for services in the proposal along with a proposal of hours needed to complete weekly cleaning.

### **RESPONSE REQUIREMENTS**

**Please submit include the following items in your proposal to provide services:**

- A. Organization Name, If applicable
- B. Contact Name
- C. Address, City, State, Zip
- D. Phone Number
- E. Email
- F. Cost estimate for weekly cleaning
- G. Availability for weekly cleaning, preferably Sunday evenings
- H. Description of experience
- I. References