

Request for Proposal:
School System Cleaning Services
Lake Wales Charter Schools, Inc
For Lake Wales Charter Schools Inc., Eight Locations

Lake Wales Charter Schools, Inc. (LWCS), located in Lake Wales, FL, seeks proposals from qualified and experienced cleaning companies to provide comprehensive cleaning services for our seven school and district office locations. We invite you to submit a proposal that includes nightly cleaning, day porters, supplies, and deep cleaning. Your proposal must be in accordance with the guidelines and requirements outlined in this Request for Proposal (RFP).

Required Services including but not limited to:

- Daily cleaning of classrooms, offices, hallways, restrooms, and common areas.
- Vacuuming, dusting, mopping, and trash removal.
- Periodic deep cleaning of carpets, windows, and other specialized areas.
- Sanitization and disinfection protocols, particularly considering public health concerns.
- Supplying and restocking necessary cleaning materials and consumables.
- Nightly Cleaning Offices and Cafeterias and Classrooms and Gymnasium

Proposal Guidelines:

- Proposal deadline – April 25, 2025
- Walkthroughs – April 11, 2025
- Submission instructions – Submit all bids to the following email addresses:
 - angela.heyward@lwcharterschools.com
 - terrance.burroughs@lwcharterschools.com
 - alricky.smith@lwcharterschools.com
- Required documentation such as current business licenses, insurance certificates, and references.
- Format and structure of the proposal, including any specific sections or information required.

Evaluation Criteria:

- Experience and track record of the cleaning company.
- Qualifications and training of cleaning staff.
- Compliance with relevant industry standards and regulations.
- Pricing and cost-effectiveness.
- Ability to meet the schools' specific cleaning requirements.

Contract Terms and Conditions:

- Duration of the contract and potential renewal options.
- Termination clauses and notice periods.
- Payment terms and invoicing procedures.
- Insurance and liability requirements.
- Clear background checks of all staff working within our school. All staff will wear a picture ID provided by the school district once background screening has been completed

Timeline:

- RFP release date. March 12, 2025
- Proposal submission deadline. April 25, 2025
- Evaluation period. May 1-May 16, 2025
- Contract award date. May 23, 2025

Contact Information:

We kindly request that you review the attached RFP carefully and submit your proposal by the deadline specified in Section 6. Please note that the school system reserves the right to reject any proposals received or cancel the RFP process entirely. We appreciate your interest in providing cleaning services to Lake Wales Charter Schools, Inc. We look forward to receiving your proposal and establishing a mutually beneficial partnership.

Please provide one hard copy to

Lake Wales Charter Schools, Inc.
Attn: Angela Heyward
130 East Central Avenue
Lake Wales, FL 33853

All packets must be received by the Lake Wales Charter Schools, Inc. by **Friday, April 25, 2025 5 pm.**