
Request for Bids (RFB)

Position: Daily Cleaning/Summer Project Cleaning

Charter School Name: Prairie Creek Community School

Issue Date: 5/9/2025

Bid Submission Deadline: 5/16/2025

Contact Information: Simon Tyler styler@prairiecreek.org

Overview

Prairie Creek Community School is seeking proposals from experienced cleaning companies. Cleaning services will be performed daily after student contact time and prior to student arrival the following day.

Scope of Services

The services we require include, but are not limited to, the following:

PCCS will provide consumables such as paper towels, toilet paper, trash bags, etc.
Company/Contractor will provide cleaning supplies and equipment.

Cleaning Services (School Year)

- Empty all garbage, recycling and take to designated outdoor cans.
- Dust mop/vacuum building nightly.
- Vacuum carpeted area rugs and entry rugs nightly.
- Clean, sanitize, wipe all restroom surfaces. Refill dispensers in restrooms daily.
- Sanitize and wipe drinking fountains daily.
- Dusting in the building weekly and as needed.
- Clean entry doors and windows monthly.
- Mop hard surfaces twice weekly. Tuesday and Friday.
- Clean and sanitize sinks throughout the building on a regular schedule.
- Available for additional emergency cleaning services. Additional charges apply.

Services to begin the first week of September - May. Late August (before back to school social) and early June (student contact days) cleaning at an hourly rate.

Additional Contract Services Upon Request

Summer Deep Cleaning Annually

- Deep Cleaning of all specified areas/entire building to include dusting high and low, window sills and ledges,lights.
- Restroom deep clean Restroom deep clean, fixtures, tile and exterior walls.
- Clean Break Room carpet and northside carpeted stairs. Vacuum, pretreat, and steam clean.
- Clean all area rugs from classrooms & all hallway rugs. Vacuum rugs, pretreat all stains and carpet, steam clean and return to location.

Other additional services

- Commercial Carpet Cleaning
- Emergency clean up (examples: vomit, spilled food)

Listed services above are either submitted in a bid small project format or hourly rate plus materials based on the scope of the work necessary.

Evaluation Criteria

The bidder should meet the following criteria: Bidder will have demonstrated experience and capacity to manage cleaning of a small school.

Submission Instructions

All proposals must be submitted by May 16, 2025 to Simon Tyler: styler@prairiecreek.org Late submissions will not be considered.

For additional information or questions regarding this RFB, please contact Simon Tyler

Prairie Creek Community is an Equal Opportunity Employer
