



4260 Stagecoach Trail N
Stillwater, MN 55082
651-395-5900 f 651-395-5901

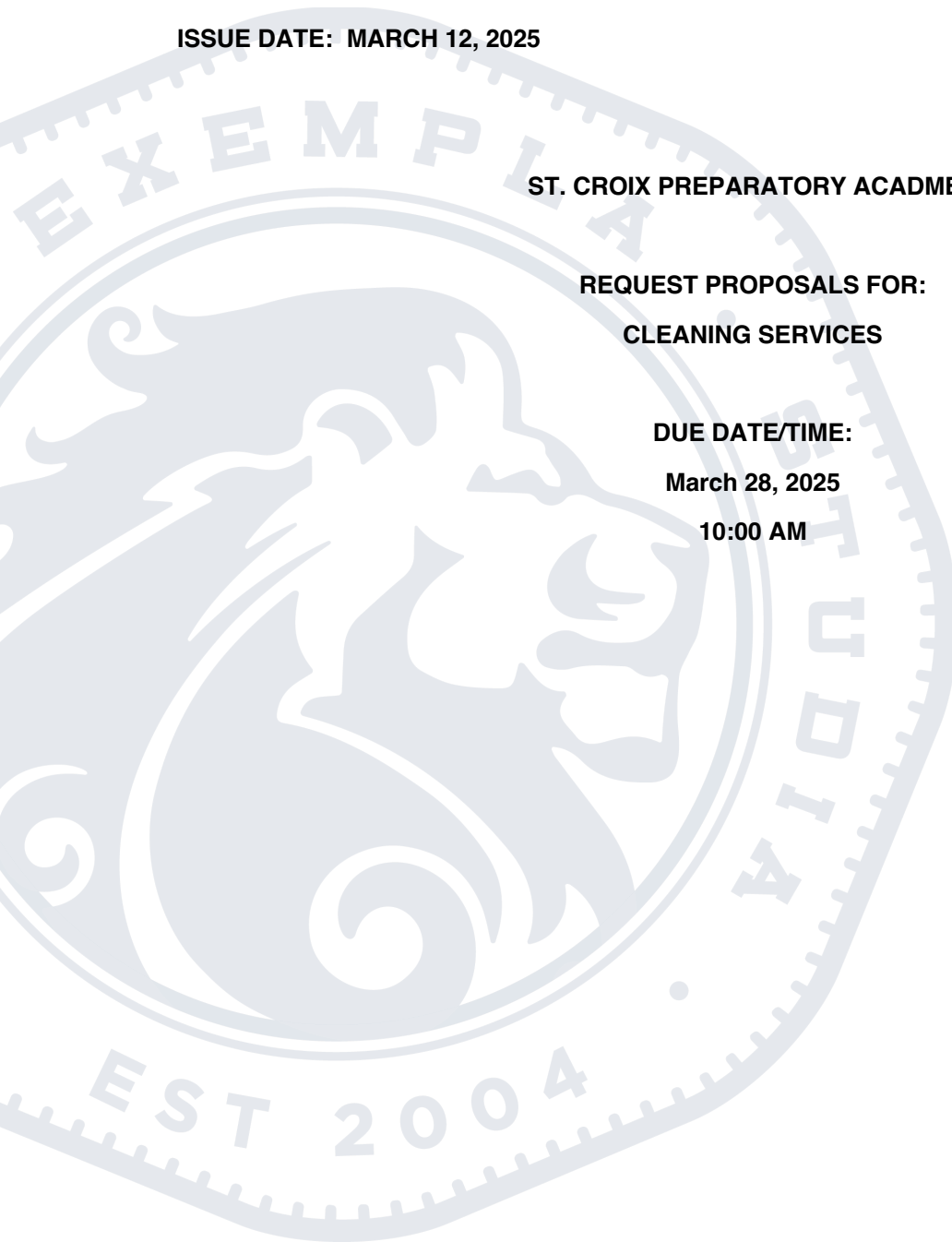
REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL SERVICES

ISSUE DATE: MARCH 12, 2025

ST. CROIX PREPARATORY ACADEMY

REQUEST PROPOSALS FOR:
CLEANING SERVICES

DUE DATE/TIME:
March 28, 2025
10:00 AM



GENERAL INFORMATION

1. St. Croix Prep invites a select list of qualified companies to respond to this solicitation. Respondents must be responsible, regularly and practically engaged in providing the services requested, and possess ample resources for providing the supplies, materials, equipment and services identified.
2. All communications, except proposal submittal, in regard to this solicitation will be by email.
3. All proposals will be evaluated after the scheduled opening date.
4. Submitted responses to this solicitation shall remain effective for a period of not less than 45 days following the proposed due date.
5. Successful contractor will be notified by email and through phone.
6. The following factors will be considered in the selection decision:
 - a. Adherence to specifications
 - b. Attendance at walk through
 - c. References
 - d. Price

GENERAL CONDITIONS

1. St. Croix Prep reserves the right to reject any or all responses or portions thereof, and to accept any response or portions thereof that may be most advantageous. St. Croix Prep also reserves the right to waive technicalities
2. Respondents may include additional information and data that is believed to be helpful to the school in the evaluation of the product or services.
3. Respondent shall submit their responses on the forms and in the manner specified and shall respond to each specification
4. Any respondent that contacts any School Board Member or any member of the school staff with the intent to influence selection decisions will be disqualified from further consideration.
5. Refer questions concerning solicitation by email to the contact person's email address identified on the cover page.
6. Respondent shall note any deviation or exceptions from the specifications on their submitted response.
7. The successful vendor shall assume full responsibility for the protection and safekeeping of materials stored on premises, if any.
8. Where applicable the successful vendor shall provide Safety Data Sheets for materials to be used in the final proposal submission.
9. Respondents shall comply with federal, state and local fire and safety codes and requirements that are applicable.
10. St. Croix Prep is exempt from federal and state excise and sales tax. All prices quoted shall reflect the tax-exempt status.
11. Payment terms shall be net 30 days. Payment of invoices will be processed promptly. Payment will be made on an adjusted price basis for any items used or accepted from a delivery found to be inferior.

1 **GENERAL SCOPE OF WORK**

- 1.1 St. Croix Preparatory Academy is seeking proposals for the contracted cleaning services for their K-12 School (Approximately 125,000 SF). A floor plan of both buildings has been included and will be distributed at the walk through.
- 1.2 A highly recommended walk through of interested vendors shall begin on March 19, 2025 at 10:00 AM at St. Croix Preparatory Academy. Please email Bill Blotske at bblotske@stcroixprep.org to confirm/decline your attendance at this meeting no later than March 17, 2025. Any questions or inquiries regarding this proposal should be directed to Bill Blotske via email.
bblotske@stcroixprep.org

2 **COVERAGE PERIOD**

- 2.1 This proposal shall cover maintenance services for the 2025/2026 school year.
- 2.2 School year runs from 7/1/2025 to 6/30/2026

3 **DETAILED SCOPE OF WORK – CLEANING SERVICES**

- 3.1 Provide porters as shown on attached School Calendar
- 3.2 Provide separate individual pricing for the following:
 - a. Strip and wax all VCT (Summer): 77,500 SF
 - b. Carpet Cleaning (Summer and Winter Break) – 8,500 SF
 - c. Window/Cleaning (Summer) – Inside and out
 - d. Window/Glass Cleaning (Winter/fall) – inside and out
 - e. Shampoo and extract all carpeted rugs in the building (Monthly) – 15 ea
 - f. Shampoo all chairs (Summer) – 312 ea
 - g. Scrub and recoat all hallways and cafeteria (winter break) – 19,000 SF
 - h. Deep clean of all ceramic tile and grout and seal grout (Summer)
- 3.3 Supervisor will be responsible for miscellaneous facility needs (changing light bulbs, miscellaneous small projects, etc.) on top of managing the night time cleaning crew.

- 3.4 (1) night porter will be designated to clean restroom only. Restrooms will not be mopped. Restrooms will be required to be cleaned by machine only.
- 3.5 All cleaning agents, supplies and materials are to be included by vendor. St. Croix Prep reserves the option to provide and must approve the use of all products. Supplies for operation of the building, such as toilet tissue, hand towels, hand soap, plastic liners, feminine hygiene products and light bulbs will be ordered by vendor, but supplied by St. Croix Prep.
- 3.6 All equipment necessary to complete assigned task will be provided by the vendor. Vendor shall allow St. Croix Prep to utilize all equipment and materials when necessary. Current vendor supplied items are to include, but are not limited to:
- A. Carpet Extractors
 - B. Auto Scrubbers
 - C. Mop Buckets
 - D. Mops and mop heads
 - E. Waxer/Burnisher
 - F. Steam Cleaner/Ionizer
 - G. Vacuum Cleaners
 - H. Pressure washing machine for restroom cleaning
- 3.7 Vendor to include direct costs and all expenses. Costs to include all direct employer paid benefits. Expenses will include supplies, equipment, supervision, and overhead (to include, but not limited to, workers' compensation, unemployment, liability insurance, office expenses, travel, training, etc.) Vendors are responsible for any and all costs associated with providing the supplies, materials, equipment and services identified in this RFP.
- 3.8 The Vendor shall provide St. Croix Prep with certificates of insurance with policy limits of at least:
- A. Workers compensation as required by law
 - B. General liability with limits of at least the following:
 - 1. Each occurrence: \$1,000,000
 - 2. Damage to Rented Premises (EA occurrence): \$300,000
 - 3. Med Exp (Any one person): \$10,000
 - 4. Personal and Adv Injury: \$1,000,000
 - 5. General Aggregate: \$2,000,000
 - 6. Products – Comp/Op AGG: \$2,000,000

C. Automobile Liability with limits of at least the following:

1. Bodily Injury (per person): \$1,000,000
2. Bodily Injury (per accident): \$1,000,00
3. Property Damage (per accident): \$1,000,000
4. Uninsured motorist BI split limit: \$1,000,000

D. Umbrella Liability with limits of at least the following:

1. Each Occurrence: \$3,000,000
2. Aggregate: \$3,000,000

- 3.9 The vendor shall indemnify and hold St. Croix Prep harmless for claims against the District arising out of performance of duties by the vendor and injuries or death caused by vendor performance of duties.
- 3.10 The vendor acknowledges the requirement to understand and abide by all federal, state and local laws, regulations, including, but not limited to labor, discrimination laws and all others as well as St. Croix Prep policies and procedures.
- 3.11 The vendor shall obtain licenses and permits, if any and required.
- 3.12 It is intended that this specification will form the basis of any contract entered into by the district. If your firm requires a specific contract document, other than these specifications, include a complete proposed contract with the proposal.
- 3.13 The vendor is responsible to satisfactorily perform all work required by St. Croix Prep. The vendor agrees to comply with the standards established by St. Croix Prep and acknowledges St. Croix Prep shall have sole discretion in determining the level to which the standards are being met. Further, the vendor acknowledges this is based on performance standards and listing of minimum staff requirement does not preclude the vendor from providing additional staff, as needed, to meet the standards.

In addition to cleaning and other normal custodial duties, works will be assigned special tasks, which may include setups and takedowns for special events, including evening events and snow removal (shoveling). Vendor shall cooperate fully with St. Croix Prep personnel in completion of special tasks.

- 3.14 Vendor is responsible for all recruitment, selection and hiring of employees.
- 3.15 Vendor is responsible to ensure each worker undergoes a physical to include tuberculosis/Mantoux testing, at vendor expense. A copy shall be provided to St. Croix Prep.
- 3.16 St. Croix prep reserves the right to require the vendor to install time clocks at vendor expense, and to provide St. Croix Prep with copies of time cards.
- 3.17 Vendor may not bill St. Croix Prep for extra or overtime work unless approved in advance.

- 3.18 Vendor shall provide adequate management supervision of all contracted workers. Management supervision shall include regular (daily) visits to St. Croix Prep for the purpose of evaluating employees, addressing problems and concerns, on-going worker training and seeking ways to improve services.
- 3.19 Vendor is responsible for all worker training, including, but not limited to, St. Croix Prep policies and procedures, proper cleaning techniques, appropriate public interactions, and appropriate training to perform other assigned duties.
- 3.20 All workers work at St. Croix Prep at the discretion of the school. St. Croix Prep can require replacement of any worker for any reason not prohibited by law.
- 3.21 Fulfillment of Contract: The contract document will define failure to maintain a minimum level of service and cleanliness which shall result in an invoice deduction for nonperformance. In the event the vendor doesn't complete all of the required nightly, weekly or monthly services as scheduled the contractor will be required to make corrections of all discrepancies at a mutually agreed upon schedule. After three occurrences of nonperformance within a 6 month period, St. Croix Prep may begin default proceedings.

4 TERMINATION OF CONTRACT/AGREEMENT

- 4.1 The contract/agreement may be cancelled with cause upon (15) days of written notice for any reason, no exceptions.

5 PROPOSAL DELIVERABLES

- 5.1 Based upon the detailed scope of work, please provide the following as part of your proposal:
- 5.4.1 Executive summary of your company.
 - 5.4.2 Staffing plan.
 - 5.4.3 Start up plan.
 - 5.4.4 Critical path timeline for the season.
 - 5.4.5 Operations calendar.
 - 5.4.6 Equipment list. List should include brand and age of each piece of equipment.
 - 5.4.7 Schedule of Values detailing out the scope of work and associated costs and total cost for entire season.
 - 5.4.8 Labor rate for additional services as requested (set-ups, light bulb replacement, yard clean up, etc.) Average of 40/hrs per month.

6 ATTACHMENTS

- 6.1 School cleaning calendar

st.croixprep

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CODE DATA - 2006 IBC

APPLICABLE BUILDING CODES

2006 INTERNATIONAL BUILDING CODE (IBC)
2006 INTERNATIONAL FIRE CODE (IFC)
2007 MINNESOTA STATE BUILDING CODE
2009 MINNESOTA ENERGY CODE
2006 INTERNATIONAL MECHANICAL CODE
1341 MINNESOTA ACCESSIBILITY CODE
4715 MINNESOTA STATE PLUMBING CODE
2011 NATIONAL ELECTRIC CODE

MISC UPDATES
TO CODE DATA

TYPE OF CONSTRUCTION:

TYPE II B, FULLY SPRINKLERED

OCCUPANCY CLASSIFICATIONS:

PER 2006 IBC SECTION 508.3.1 EXCEPTION 2 (AND AS CONFIRMED WITH THE STATE OF MINNESOTA BUILDING PLAN SUPERVISOR, JERRY NORMAN ON 6-12-12) ASSEMBLY AREAS IN A GROUP E OCCUPANCY ARE NOT CONSIDERED SEPARATE OCCUPANCIES EXCEPT IN REGARDS TO ACCESSIBILITY AND EXITING.

BUILDING 1

FIRST FLOOR:

PRIMARY OCCUPANCY EDUCATIONAL GROUP E
PERFORMANCE SPACE ASSEMBLY GROUP A-1

SECOND FLOOR:

PRIMARY OCCUPANCY EDUCATIONAL GROUP E

OCCUPANCY CLASSIFICATIONS (continued):

BUILDING 2

FIRST FLOOR:

PRIMARY OCCUPANCY EDUCATIONAL GROUP E
DINING AREA ASSEMBLY GROUP A-2
GYMNASIUM ASSEMBLY GROUP A-3

SECOND FLOOR:

PRIMARY OCCUPANCY EDUCATIONAL GROUP E

STORIES, HEIGHT, AND AREA LIMITATIONS PER OCCUPANCY (IBC TABLE 503):

GROUP E : 2 STORIES, 55 FT. , 14,500 S.F. BASE ALLOWABLE

NON-SEPARATED OCCUPANCIES (IBC TABLE 508.3.3):

E TO A1 = NO SEPARATION REQUIRED
E TO A2 = NO SEPARATION REQUIRED
E TO A3 = NO SEPARATION REQUIRED

ALLOWABLE AREA - BUILDING 1:

SEE BELOW FOR FORMULAS

MAXIMUM ALLOWABLE FLOOR AREA (A) = 52,215 S.F.
MAXIMUM ALLOWABLE BUILDING AREA = 104,430 S.F. (2 STORY)

GROUP E CALCULATION

$$A_a = 14,500 + \left[\frac{14,500 \cdot 60.1\%}{100} \right] + \left[\frac{14,500 \cdot 200}{100} \right]$$

GROUP E MAXIMUM FLOOR AREA (A_a) = 52,215 SF. (PER FLOOR)

FRONTAGE INCREASE (IBC 506.2)

$$I_f = 100 \left[\frac{F}{P} - 0.25 \right] \frac{W}{30}$$

$$I_f = 100 \left[\frac{986 \text{ ft}}{1,159 \text{ ft}} - 0.25 \right] \frac{30}{30} \quad I_f = 60.1\%$$

PROPOSED AREA - BUILDING 1:

FIRST FLOOR

EXISTING BUILDING 1 = 35,769 SF
PERFORMANCE SPACE ADDITION = 6,870 SF
PROPOSED FIRST FLOOR = 42,639 SF

SECOND FLOOR

EXISTING BUILDING 1 = 26,994 SF

TOTAL PROPOSED BUILDING 1 AREA = 69,633 SF

ALLOWABLE AREA - BUILDING 2:

SEE BELOW FOR FORMULAS

MAXIMUM ALLOWABLE FLOOR AREA (A) = 51,490 S.F.
MAXIMUM ALLOWABLE BUILDING AREA = 102,980 S.F. (2 STORY)

GROUP E CALCULATION

$$A_a = 14,500 + \left[\frac{14,500 \cdot 55.1\%}{100} \right] + \left[\frac{14,500 \cdot 200}{100} \right]$$

GROUP E MAXIMUM FLOOR AREA (A_a) = 51,490 SF. (PER FLOOR)

FRONTAGE INCREASE (IBC 506.2)

$$I_f = 100 \left[\frac{F}{P} - 0.25 \right] \frac{W}{30}$$

$$I_f = 100 \left[\frac{701 \text{ ft}}{874 \text{ ft}} - 0.25 \right] \frac{30}{30} \quad I_f = 55.2\%$$

PROPOSED AREA - BUILDING 2:

FIRST FLOOR

EXISTING BUILDING 2 = 25,133 SF
CLASSROOM ADDITION = 8,944 SF
PROPOSED FIRST FLOOR = 34,077 SF

SECOND FLOOR

EXISTING BUILDING 2 = 23,391 SF
CLASSROOM ADDITION = 8,572 SF
PROPOSED SECOND FLOOR = 31,963 SF

TOTAL PROPOSED BUILDING 2 AREA = 66,040 SF

ALLOWABLE HEIGHT (IBC TABLE 503):

GROUP E, 2 STORIES, 55 FEET

NOTE!
BAYTOWN TOWNSHIP REQUIRES MAX
BUILDING HEIGHT OF 35'-0".

PROPOSED HEIGHT:

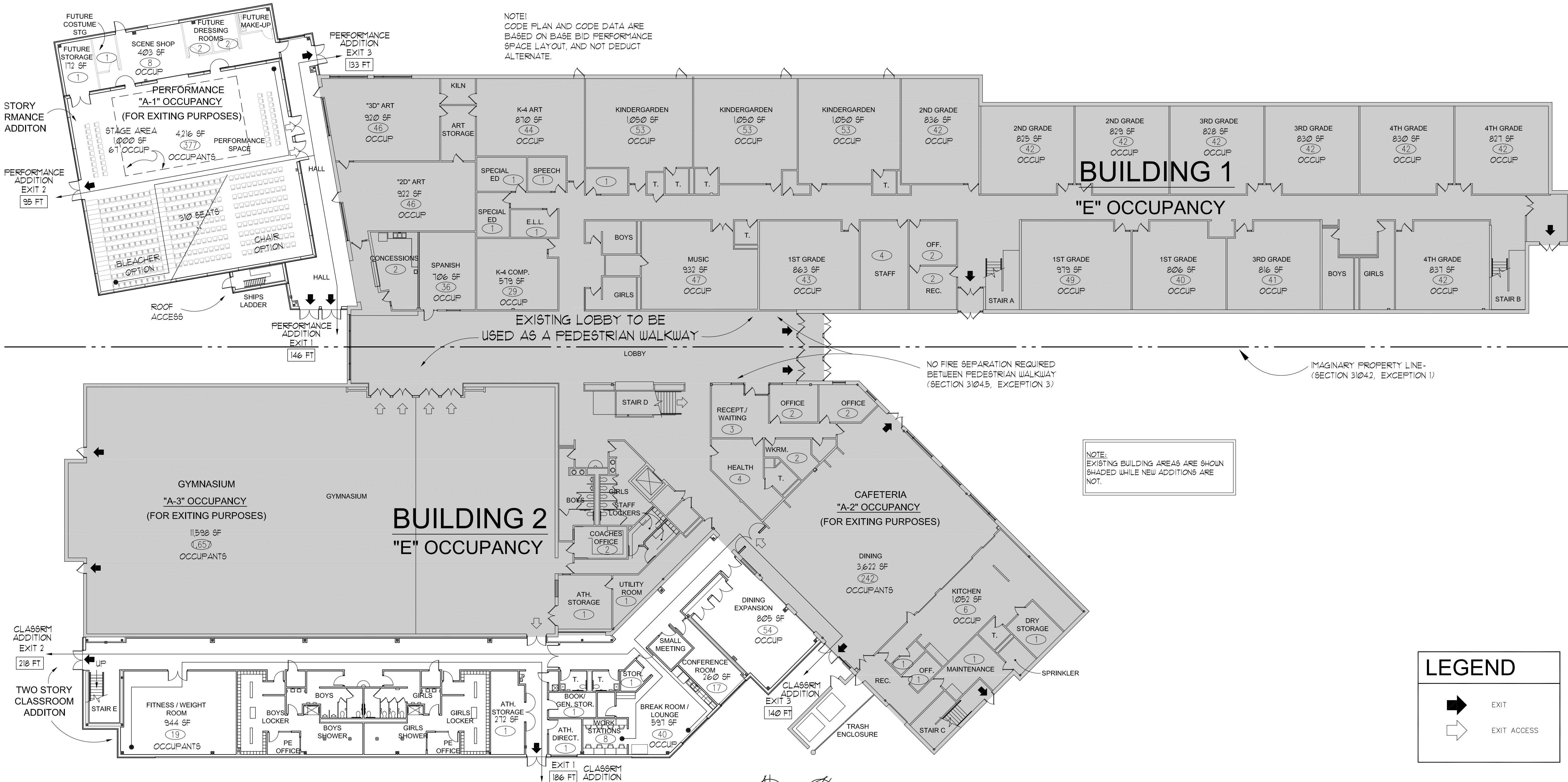
EXISTING BUILDING = 2 STORIES, 35 FEET
CLASSROOM ADDITION = 2 STORIES, 31 FEET
PERFORMANCE ADDITION = 2 STORIES, 27 FEET

FIRE-RESISTANCE RATINGS (IBC TABLE 601):

TYPE OF CONSTRUCTION	TYPE IIB
STRUCTURAL FRAME	0 HOUR(S)
FLOOR CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	0 HOUR(S)
ROOF CONSTRUCTION (INCLUDING SUPPORTING BEAMS AND JOISTS)	0 HOUR(S)

MAXIMUM TRAVEL DISTANCES:

EDUCATIONAL GROUP E	250 S.F. WITH SPRINKLER SYSTEM
ASSEMBLY GROUP A	250 S.F. WITH SPRINKLER SYSTEM

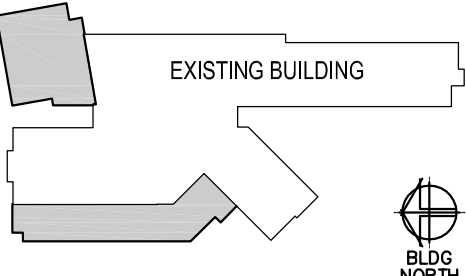


1 FIRST FLOOR CODE PLAN
A0.3 1/16"=1'-0"



POPE ARCHITECTS, INC.
1295 BANDANA BLVD N, SUITE 200
ST. PAUL, MN 55108-2735
(651) 642-9200 | FAX (651) 642-1101
www.popearch.com

st.croixprep



CLASSROOM AND
PERFORMANCE
SPACE ADDITION

CODE DATA
AND FIRST
FLOOR
CODE PLAN

Issues and Revisions:	
ISSUE FOR BIDDING	7-3-12
ISSUE FOR PERMITS	8-10-12

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Date: 08-10-12
Jon R. Pope
Lic. No. 13041

Commission No. 12542-12010
Drawn by: BP, JG
Checked by: DTP

SHEET
A0.3

CODE DATA - 2006 IBC (continued)

2

EXIT WIDTH REQUIRED/PROVIDED:

FIRST FLOOR:	
GYMNASIUM	MISC UPDATES TO CODE DATA
1,657 OCCUPANTS AT 0.15"/OCC:	249.5" REQUIRED
2 DOORS AT 33.63" = 67.3"	
5 DOORS AT 68.5" = 342.5"	409.8" PROVIDED
DINING	
242 OCCUPANTS AT 0.15"/OCC:	36.3" REQUIRED
3 DOORS AT 68.5" = 205.5"	205.5" PROVIDED
DINING EXPANSION	
54 OCCUPANTS AT 0.15"/OCC:	8.1" REQUIRED
1 DOORS AT 68.5" = 68.5"	68.5" PROVIDED
FITNESS / WEIGHT ROOM	
19 OCCUPANTS AT 0.15"/OCC:	2.9" REQUIRED
1 DOORS AT 68.5" = 68.5"	68.5" PROVIDED
BREAK ROOM / LOUNGE	
48 OCCUPANTS AT 0.15"/OCC:	7.2" REQUIRED
1 DOORS AT 33.63" = 33.63"	33.63" PROVIDED
PERFORMANCE SPACE	
377 OCCUPANTS AT 0.15"/OCC:	56.6" REQUIRED
3 DOORS AT 68.5" = 205.5"	205.5" PROVIDED

EXIT WIDTH REQUIRED/PROVIDED: (CONTINUED)

SECOND FLOOR:	
MS CLASSROOM - (TYPICAL WITHIN ADDITION)	
38 OCCUPANTS AT 0.15"/OCC:	5.7" REQUIRED
1 DOORS AT 33.63" = 33.63"	33.63" PROVIDED
MS SCIENCE CLASSROOM - (WITHIN ADDITION)	
47 OCCUPANTS AT 0.15"/OCC:	7.1" REQUIRED
1 DOORS AT 33.63" = 33.63"	33.63" PROVIDED

PLUMBING FIXTURE REQUIREMENTS:

FIRST FLOOR:	
CLASSROOMS:	916 OCC.
ASSUME 458 MEN, 458 WOMEN	
GYMNASIUM:	1,658 OCC.
ASSUME 829 MEN, 829 WOMEN	
DINING:	242 OCC.
ASSUME 121 MEN, 121 WOMEN	
DINING EXPANSION:	54 OCC.
ASSUME 27 MEN, 27 WOMEN	
KITCHEN AND SUPPORT AREAS:	12 OCC.
ASSUME 6 MEN, 6 WOMEN	

PLUMBING FIXTURE REQUIREMENTS: (CONTINUED)

FIRST FLOOR: (CONTINUED)	
OFFICE AREAS:	16 OCC.
ASSUME 8 MEN, 8 WOMEN	
PERFORMANCE SPACE:	378 OCC.
ASSUME 189 MEN, 189 WOMEN	
BACK STAGE SUPPORT AREAS:	14 OCC.
ASSUME 7 MEN, 7 WOMEN	
TOTAL:	
ASSUME 1,645 MEN, 1,645 WOMEN	3,290 OCC.

REQUIRED						PROVIDED
GROUP E	GROUP A-1	GROUP A-2	GROUP A-3	GROUP B	TOTAL	
9.2	1.6	2.0	6.6	.3	19.7	13
9.2	1.0	.8	4.1	.2	15.3	7+2.5 BRADLEYS
9.2	3.0	2.0	12.8	.3	27.3	20
9.2	1.0	.8	4.1	.2	15.3	7+2.5 BRADLEYS
9.2	.8	.6	3.3	.2	14.1	8

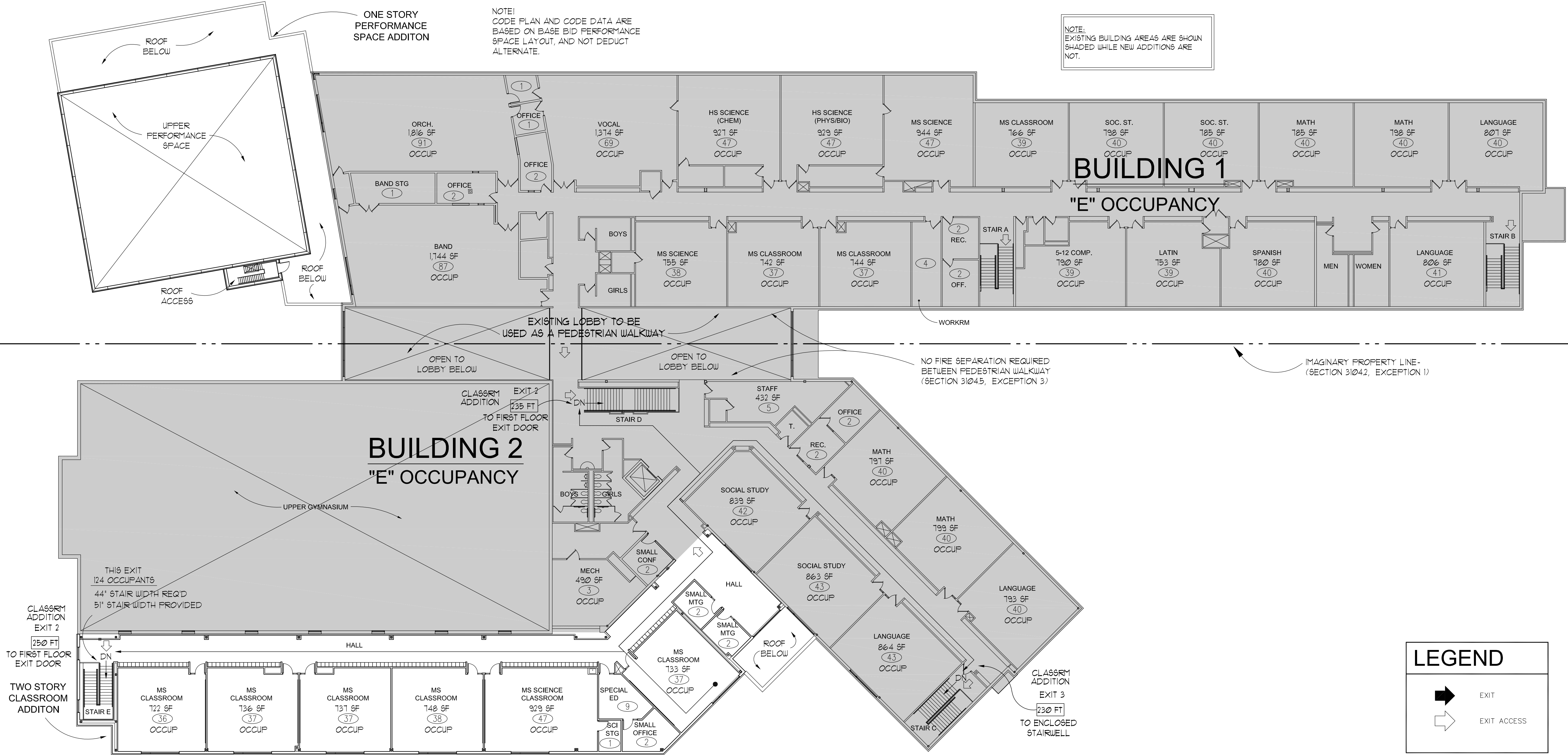
FIXTURE
MEN, W.C.
MEN, URINAL
MEN, LAV.
WOMEN, W.C.
WOMEN, LAV.
DRINKING FOUNTAINS

PLUMBING FIXTURE REQUIREMENTS: (CONTINUED)

SECOND FLOOR:	
CLASSROOM:	1,378 OCC.
ASSUME 689 MEN, 689 WOMEN	
OFFICE AREAS:	50 OCC.
ASSUME 25 MEN, 25 WOMEN	
TOTAL:	
ASSUME 714 MEN, 714 WOMEN	1,428 OCC.

REQUIRED			PROVIDED
GROUP E	GROUP B	TOTAL	
13.8	1	14.8	9
13.8	.63	14.4	5
13.8	1	14.8	14
13.8	.63	14.4	1+1.5 BRADLEYS
13.8	.5	14.3	4

FIXTURE
MEN, W.C.
MEN, URINAL
MEN, LAV.
WOMEN, W.C.
WOMEN, LAV.
DRINKING FOUNTAINS

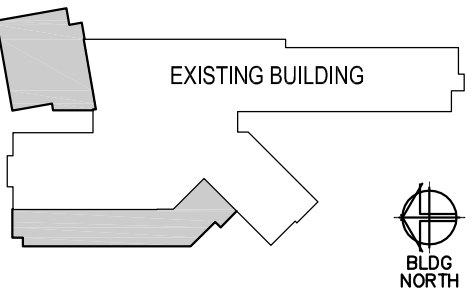
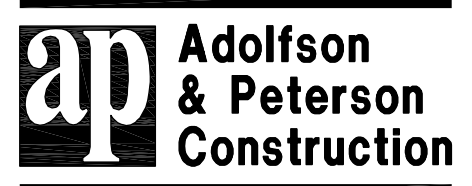


1 SECOND FLOOR CODE PLAN
A0.4 1/16"=1'-0"



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CLASSROOM AND
PERFORMANCE
SPACE ADDITION

CODE DATA
AND
SECOND
FLOOR
CODE PLAN

Issues and Revisions:	
ISSUE FOR BIDDING	7-3-12
ISSUE FOR PERMITS	8-10-12

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Date: 08-10-12
Commission No.: 12542-12010
Drawn by: BP, JG
Checked by: DTP

SHEET
A0.4



Floor Plan

A101