



AMERICAN INDIAN FAMILY CENTER

Where American Indian families thrive!

Request for Proposals (RFP)

Janitorial and Cleaning Services

American Indian Family Center (AIFC)

Location: 579 Wells Street, Saint Paul, MN 55130

Introduction

The American Indian Family Center (AIFC) is seeking proposals from qualified and experienced cleaning service providers to provide routine janitorial services for our community facility. AIFC serves Native families and community members and is committed to maintaining a clean, safe, and welcoming environment for all visitors, staff, elders, youth, and partners.

Scope of Services

The selected contractor will provide cleaning services for the following areas:

- Lobby and reception area
- Childcare room
- Three (3) meeting rooms
- Two (2) kitchens
- Four (4) restrooms
- Hallways and common areas
- All carpeted and hard-surface flooring throughout the building

Cleaning Schedule

Cleaning services shall be performed **twice weekly on Tuesdays and Thursdays after 6:00 PM**. Contractors should indicate their proposed staffing plan and estimated time required to complete services during each visit.

Cleaning Responsibilities

Common Areas

- Dust and wipe all surfaces, furniture, fixtures, and windowsills
- Clean doors, door handles, and light switches
- Empty trash and recycling containers and replace liners

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- Spot clean walls, glass, and entry doors as needed
- Sweep and mop hard-surface floors

Meeting Rooms

- Vacuum carpets and clean flooring
- Clean and sanitize tables, chairs, and high-touch surfaces
- Empty trash receptacles
- Ensure rooms are clean and ready for use

Kitchens

- Clean and sanitize countertops, tables, sinks, and food preparation surfaces
- Wipe exterior surfaces of appliances and cabinets
- Sweep and mop floors
- Empty trash and recycling containers
- Refill soap and paper towel dispensers if supplies are provided by AIFC

Restrooms

- Clean and disinfect toilets, sinks, mirrors, countertops, partitions, and fixtures
- Empty trash receptacles
- Replenish restroom supplies provided by AIFC
- Sweep and mop floors
- Sanitize all high-touch surfaces

Childcare Room

- Clean and sanitize tables, chairs, toys, and frequently touched surfaces
- Vacuum and/or mop flooring
- Empty trash receptacles
- Maintain a clean and safe environment for children

Building-Wide Flooring

- Vacuum all carpeted areas throughout the building
- Sweep and mop all hard-surface flooring
- Report any maintenance concerns observed during service

Monthly Deep Cleaning Requirements

In addition to routine cleaning services, the selected contractor shall provide monthly deep cleaning services that include:

- Detailed cleaning and sanitizing of kitchens, including cabinets, sinks, countertops, and appliance exteriors
- Deep cleaning and disinfecting of all restroom fixtures, walls, partitions, and high-touch surfaces
- Dusting of vents, baseboards, window ledges, and hard-to-reach areas
- Spot cleaning of walls, doors, and high-traffic areas throughout the building
- Removal of dirt and buildup from corners, edges, and other detailed areas

Optional Annual Services

Contractors are requested to provide separate pricing for:

- Carpet extraction and deep carpet cleaning
- Floor stripping, scrubbing, sealing, and waxing of hard-surface floors
- Interior window cleaning
- High dusting of ceilings, vents, and light fixtures

These services may be requested by AIFC on an as-needed basis.

Contractor Requirements

Proposals should include:

- Company overview and qualifications
- Years of experience providing janitorial services
- Experience working with nonprofit organizations, community centers, schools, or similar facilities
- Three professional references
- Proof of liability insurance and workers' compensation coverage
- Description of cleaning products and equipment used
- Quality assurance and staff training procedures
- Proposed staffing plan
- Pricing proposal

Proposal Pricing

Proposals should clearly identify:

- Cost for twice-weekly cleaning services (Tuesdays and Thursdays after 6:00 PM)
- Cost for monthly deep cleaning services
- Pricing for optional annual services
- Any additional fees or charges

Contract Term

The initial contract term will be one (1) year with the option to renew based on satisfactory performance and mutual agreement.

Proposal Submission Requirements

Interested vendors should submit:

1. Company profile and qualifications
2. Proposed cleaning plan
3. Pricing proposal
4. References
5. Proof of insurance

Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience
- Cost-effectiveness
- References and past performance
- Quality assurance practices
- Ability to meet AIFC scheduling and service requirements
- Experience serving community-based and nonprofit organizations

Contact Information

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Proposal Deadline

July 18, 2026, at 5:00 PM

Native Preference

The American Indian Family Center strongly encourages proposals from Native-owned and Indigenous-owned businesses. Contractors with experience serving Native communities and organizations are encouraged to highlight that experience within their proposal.

AIFC reserves the right to reject any or all proposals, waive informalities in the proposal process, and select the proposal that best meets the needs of the organization and community.