

# Request for Proposal

## Custodial Contracted Services

### INVITATION

Hmong College Prep Academy is currently accepting bids for custodial and cleaning contracted services for the 2025–2026 school year. We are reaching out to current service providers and welcoming interest from new providers as part of our annual bidding process.

Interested and qualified organizations are invited to submit proposals, which will be accepted until June 15, 2025 at 5:00 PM. Proposals should be emailed to:

**Attn: Luke Mead**  
**Luke.mead@hcpak12.org**

Or mailed to:

**Luke Mead**  
**Senior Facilities Manager/Project Manager**  
**Hmong College Prep Academy**  
**1515 Brewster St**  
**St. Paul, MN 55108**

One electronic or hard copy of the proposal must be emailed, mailed, or hand delivered to Hmong College Prep Academy by 5:00 p.m. on June 15, 2025.

Questions may be submitted via email to Luke Mead at the email listed above.

### RFP Schedule

Activity	Date
RFP Invitation	May 22, 2025
Deadline to Submit Questions Regarding RFP	June 8, 2025
RFP Responses Due	June 15, 2025
Selection (with review of finance committee and board)	June 25, 2025
Relationship Effective Date	July 1, 2025

**NOTE:** The issuing of this RFP in no way obligates HCPA to accept any of the proposals that may be submitted by the due date, and HCPA may, at its sole discretion, continue operating under the status quo.

**BACKGROUND**

HCPA is a K-12 charter school that provides its students with a college-focused curriculum. The school is composed of over 185 licensed teachers, 40 paraprofessionals and 60 district/admin. personnel; all of whom share the ideology that all students, regardless of socio-economic background, will be given the opportunity to pursue a post-secondary education. Since '04, HCPA has expanded its campus five times to serve the needs of their stakeholders.

**We are seeking cleaning contracted services in the following areas:**

- Day porters (4 personnel) cafeteria cleaners. Cleaning services provided during and related to student meals that are a part of our federal meal programming may be allocated and accounted for 02 food service funds following CFR 200 guidelines.
- Evening custodial services

Additional Information - Interested contractors are encouraged to provide any additional information not otherwise requested that may aid HCPA in awarding this professional service contract.