



WINDOW CLEANING SERVICES

Request for Proposal (RFP) 26-6

FOR THE

MONTROSE RECREATION DISTRICT

1. PROPOSAL

The Montrose Recreation District (MRD) is soliciting Proposals from qualified and experienced contractors to provide professional window cleaning services at the Montrose Community Recreation Center (MCRC).

The intent of this RFP is to secure consistent, safe, and high-quality window cleaning services that maintain the facility's appearance, enhance natural lighting, and support a clean and welcoming environment for patrons, staff, athletic programs, and community events.

Proposers may request a site walk-through to familiarize themselves with existing conditions. All requests must be submitted in writing via email to jessica@montroserec.com. Site walk-throughs will be scheduled by the Montrose Recreation District based on availability and coordinated in advance.

Questions regarding RFP requirements must be received by Jessica Workman, Custodial Leader through email at jessica@montroserec.com by 5:00pm MT on Friday April 24th, 2026 Late questions will not receive responses.

The Deadline for all Proposals is Friday May 1, 2026 by 5:00pm MST.

Parties must submit their proposal via email to jessica@montroserec.com. Parties may also choose to submit a paper proposal in addition to the emailed proposal. Paper proposals shall be sent to:

Jessica Workman, Custodial Leader
Montrose Recreation District
16350 Woodgate Road
Montrose, CO 81401

It is the sole responsibility of each Respondent to ensure its Proposal is received by the MRD by the date and time stated in this RFP. **Any Proposal not received before the date and time specified shall not be accepted. Faxes of proposals will not be accepted.**

2. BACKGROUND

The Montrose Recreation District is a Colorado Special District that provides parks and recreation services in the Montrose area and covers the eastern section of Montrose County, including the entirety of the City of Montrose (22,000+ residents). The whole of the district contains approximately 35,000 residents. In existence since 1954, MRD is generally regarded as the primary provider of community recreation in the area.

The MRD (Montrose Recreation District) owns and manages over 100,000 square feet of indoor recreation space. This includes the MCRC, a facility of 82,000 square feet completed in 2017, and the renovated Montrose Field House, spanning 23,000 square feet. The Field House features an indoor turf field, three multipurpose class/community rooms, and outdoor amenities such as a pool, slide, splash pad, tennis/pickleball courts, and a community garden.

The MRD operates the MCRC, a high-use public facility serving residents and visitors through recreational programming, aquatics, fitness, events, and community activities. The facility experiences significant daily foot traffic and hosts year-round programming, requiring consistent upkeep to maintain a clean, safe, and welcoming environment.

The MCRC contains a total of **608 interior and exterior windows** of varying sizes, elevations, and accessibility levels. Due to the facility's design and usage patterns, windows are categorized based on traffic exposure and accessibility requirements.

3. SCOPE OF SERVICES

The selected contractor shall provide all labor, supervision, equipment, materials, lifts, safety systems, and transportation necessary to complete the work as described below.

Window cleaning services shall include interior and exterior glass surfaces unless otherwise specified. The proposal shall include a separate bid for each of the following window kinds referenced on the included table:

A. High Traffic Windows at MCRC – Monthly Service

High traffic windows include, but are not limited to:

- Main entrances and vestibules
- Lobby and Indoor Playground
- Party Rooms
- Game Room

- Bottom panel and dividers of Racquetball courts
- Childwatch
- Aquatics spectator areas

Frequency: Monthly (12 times per year)

Service Requirements:

- Clean interior on both sides for glass not facing outside
- Remove fingerprints, smudges, and debris
- Clean frames and sills
- Spot-clean surrounding surfaces if affected during service
- Ensure streak-free finish

B. Low Traffic Windows at MCRC – Quarterly Service

Low traffic windows include:

- Administrative offices
- Mountain View Therapy
- Flat & Elevated Track
- Exterior Windows

Frequency: Quarterly (4 times per year)

Service Requirements:

- Clean all exterior glass
- Remove debris, dust, and environmental buildup
- Wipe frames and sills
- Ensure streak-free finish
- Use of a water fed system or lift is recommended.

C. High & Hard-to-Reach Windows – Biannual Service

High and difficult-to-access windows may include:

- Aquatics area elevated glass
- Lobby Elevated Glass
- Game Room Elevated Glass

Racquetball Courts Elevated Glass

Frequency: Biannually (2 times per year)

Service Requirements:

- Provide appropriate lifts or suspended access systems
- Follow all OSHA safety standards
- Clean interior and exterior glass
- Remove mineral buildup where applicable
- Ensure no damage to surrounding finishes or equipment

4. DELIVERABLES

A. Service Schedule

- A detailed annual service schedule outlining monthly, quarterly, and biannual cleaning cycles
- Coordination timeline with MRD Facilities staff
- Notification protocol for schedule changes due to weather or operational conflicts

B. Service Reports

After each service visit, contractor shall provide:

- Date of service
- Areas/windows completed
- Equipment utilized (if applicable)
- Any observed damage, seal failure, cracks, or maintenance concerns
- Confirmation of completion via walk through with Custodial Leader and Maintenance Superintendent

Reports shall be submitted electronically within 48 hours of service completion.

C. Safety Documentation

- Site-specific safety plan
- Fall protection plan (for high and hard-to-reach windows)
- Equipment inspection logs (lifts, harnesses, etc., if applicable)

5. PROPOSAL SUBMISSION REQUIREMENTS

1. Cover Letter
2. Company qualifications and experience
3. Staffing and equipment
4. Approach and work plan
5. Schedule and availability
6. Fee proposal
7. Licensing, certifications, and insurance
8. References (minimum of three)

6. Selection Criteria

Proposals will be evaluated by MRD based on the criteria outlined below. MRD reserves the right to request additional information, conduct interviews, or negotiate with one or more proposers prior to award.

- **Qualifications and Relevant Experience**
 - Demonstrated experience providing window washing services for athletic facilities or comparable public buildings.
 - Experience with multi-site contracts and properties of varying size and use
 - Demonstrated knowledge of best practices for safety and quality.
- **Approach and Work Plan**
 - Clarity and completeness of the proposed window cleaning
 - Understanding of MRD's service requirements and custodial needs
 - Proposed quality control measures and responsiveness to site conditions
 - Ability to manage delays due to building usage, site constraints, and service adjustments
- **Staffing, Equipment, and Capacity**
 - Adequacy of proposed staffing levels to meet service requirements
 - Qualifications and experience of key personnel
 - Suitability, condition, and availability of equipment for commercial window washing in high areas.
 - Demonstrated capacity to service MRD property consistently
- **Communication and Coordination**
 - Proposed communication plan with MRD custodial staff
 - Ability to provide required updates and site walkthroughs
 - Responsiveness to MRD direction and issue resolution
- **Pricing and Cost Effectiveness**
 - Overall cost competitiveness and value to MRD
 - Clarity and completeness of the pricing proposal
 - Alignment of pricing with the scope of services and service frequency
 - Cost transparency, including inclusion of labor, equipment, materials, and cleaning solutions
- **References and Past Performance**
 - Quality of references provided
 - Demonstrated record of reliable performance, timeliness, and professionalism

The MRD may contact references provided with the proposal. The MRD reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The MRD will select the Respondent determined to be the best value by the MRD in its sole discretion. In addition to the criteria stated above, the MRD's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the services in a timely and satisfactory manner,

history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the MRD.

The MRD reserves the right to negotiate further with one or more Respondents. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. The MRD's decision is final and without recourse to any Respondent.

7. CHANGE ORDERS

Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved in writing by the Maintenance Superintendent.

8. MISCELLANEOUS

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, including notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

9. INSURANCE

1. Required Policies - Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

1.1. Commercial General Liability Insurance - Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least **One Million Dollars (\$1,000,000)** each occurrence.

1.2. Products and Completed Operations Insurance - Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

1.3. Comprehensive Automobile Liability Insurance - Comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor that are used in connection with performance of the Services, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

1.4. Professional Liability Insurance - If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the MRD otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

1.5. Other Insurance - Workers' compensation insurance (unless the Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

2. Terms of Insurance - The limits of any insurance required by this Agreement will not limit the Contractor's liability.

2.1. Additional Insured - Except for the professional liability policy, if applicable, and workers' compensation policy, all required insurance policies shall name the MRD as an additional insured and will provide that the MRD, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to the MRD or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the MRD. Such policies will be written as primary policies not contributing to and not in excess of coverages the MRD may carry.

2.2. Qualification; Deductible - Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor deems reasonable for the Services, but in no event greater than Ten Thousand Dollars (\$10,000.00), and Contractor will be responsible for the payment of any such deductible.

2.3. Cancellation - No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the MRD in writing.

2.4. Coverage Type - The contractor will identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor will carry a twelve (12) month tail. The contractor will not do or permit anything to be done that will invalidate the policies.

2.5. Evidence of Coverage - Before commencing work under this Agreement, Contractor will provide certificates of insurance policies indicating that the MRD is an additional insured and, if necessary, all endorsements evidencing insurance coverage required by this Agreement. The MRD will not be obligated under this Agreement until the Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the MRD with new certificates of insurance and endorsements evidencing either new or continuing coverage.



**REQUEST FOR PROPOSAL
SUMMARY SHEET**

1. Project: Contracted Services - Window Washing Services
2. Location: 16350 Woodgate Road Montrose, Colorado 81401
3. Type of Submittal Required: Request for Proposal in accordance with written guidelines
4. Submission Date: Friday April 24th 2026
5. Submission Time: No later than 5:00pm, MT
6. Submission Requirements: Proposals must be emailed to jessica@montroserec.com
7. Montrose Recreation District Representative and Primary Contact:

Jessica Workman
Custodial Leader
16350 Woodgate Road
Montrose, Colorado 81401
Telephone: (970) 249-7705 x. 8581

Location and total number	Panes to be washed Monthly	Panes to be washed Quarterly	Panes to be washed Bi-annually	Black indicates interior Red indicates exterior
Poolside:				
Doors - 19 + 3 windows	22	22		
elevated 2 pane windows - 12		24	24	
elevated 3 pane windows - 2		6	6	
5 pane windows - 10	20	50		
4 pane windows - 2	8	8		
center wall 2 pane windows - 12	24			
office widows (1 pane) 2	2			
low single pane windows - 2	2			
garage doors, 12 panes each - 4		48/48		
mid hight 2 pane windows (lobby) 9	18			
Gamerroom hall:				
5	5			
Party Rooms:				
doors - 4	4	2		
windows -7	7	3		
Childwatch				
doors -2 plus one pane	3	2		
2 pane windows - 4	8	8		

3 pane windows - 3	9	9		
Play area:				
5 pane - 3	6	15	9	
3 pane - 1	2	3	1	

Lobby:				
5 pane-7	14	35	21	
doors - 6 + 17 panes	23	11		
Admin:				
2 pane - 8		8/8		
single pane interior - 6			6	
door - 1	1			
Mountain View Therapy:				
two pane - 8		16/16		
doors 3 + 8 panes	3	10		
Racquetball Courts				
doors - 2	2			
two pain windows - 8	4		4	
dividers 6	6			
Game Area Elevated:				
	7	7	7	

Fitzzone:				
1 door	1			
Track - non poolside:				
two pane - 3		6/6		
three pane - 13		39/39		
Track Poolside:				
two pane - 16		32	32	
Back stairs:				
3 pane - 2		6/6		
above the entryway:				
three pane - 3		9	9	

