

Request for Proposal

State House Window Cleaning

The Office of the Executive Director, on behalf of the Maine Legislature (Owner), is soliciting services of labor, materials and fully comprehensive work to perform window-cleaning services at the Maine State House located at 210 State Street, Augusta Maine.

All work must be completed by September 30, 2025.

The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable.

Prior to proposal submissions, access to the work sites will be limited to site surveys for purposes of pricing and requirements review.

Site review/building walkthrough will take place on **July 14, 2025 at 10 a.m., local time.**

All questions regarding this RFP must be emailed to the Maine Legislature's Facility Manager identified below by **July 17, 2025, no later than 5:00 p.m., local time.** A compiled list of questions and answers will be sent to each potential bidder who participated in the walkthrough and to others on request by 5:00 p.m., July 18, 2025.

Proposals must be emailed to the Maine Legislature's Facility Manager identified below by **July 21, 2025, no later than 5:00 p.m., local time.**

Nathan Maurais, Facilities Manager
Office of the Executive Director of the Legislative Council
Telephone: (207) 287-1615
nathan.maurais@legislature.maine.gov

Each bid shall be valid for a period of at least thirty calendar days from the date it is received by the Facilities Manager. The bid expiration date may be extended in unusual circumstances by mutual consent of the Bidder and the Owner. The bid amount shall not be modified due to the bid expiration date extension.

The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the bid.

The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

SPECIFICATIONS OF WORK TO BE PERFORMED

These specifications provide for accomplishing window-cleaning services at the Maine State House, located at 210 State Street, Augusta Maine, for the Maine Legislative Council. The Maine State House is a four-story structure and has 183 window openings.

A. General Requirements:

1. The Provider shall provide all labor, materials, and equipment necessary for a fully comprehensive project, unless otherwise specified.
2. The Provider shall be responsible for the protection of structures, vehicles, grounds, and property, and will be responsible for any damages in work areas caused by the Provider's work.
3. The Provider shall furnish the following documentation:
 - a. The Provider will be required to provide proof of insurance before commencing work.
 - b. The Provider must provide Material Safety Data Sheets (MSDS) for all products to be used onsite before commencing work.
 - c. Sub-contracting: In the event that a subcontractor is used for any portion of the project, it should be noted in the bid submission. NOTE: Sub-contracting is NOT a requirement for any part of the project.

B. Scope of Work:

1. The services to be performed shall include cleaning of 183 exterior and 158 interior fixed and operable windows, window frames, and sills.
2. The Provider shall provide a schedule for all exterior cleaning and a schedule for all interior cleaning, such that the Owner can provide a minimum one (1) week notice to building occupants. If any issues are present that would impede access to the windows for cleaning, the Facilities Manager will be notified in advance for a resolution.
3. Window glass shall be washed clean and free of streaks, smears, and visible soap residue.
4. Accumulated dirt, paint specks, and other foreign debris shall be scraped from window glass.
5. Frames shall be scrubbed to remove all dried dirt, insects, debris, and other materials.
6. All water and cleaning solution drippings shall be thoroughly removed and wiped dry upon final cleaning of each window and sill.
7. The State House is not equipped with permanently mounted anchor points to facilitate rope descent or two point adjustable suspended scaffold for access to exterior window openings. The Provider shall be responsible for providing stepladders, extension ladders, lifts, and other devices for access to the exterior and interior of windows. Workers shall not stand on furniture or heating/cooling units.

C. Safety:

1. The Provider is expected to meet or exceed all applicable OSHA Standards.
2. Window washers shall close off area(s) and post signs indicating the area(s) are closed to pedestrian traffic when working over entrances, traveled walkways or any area where people might cross below workers. Signs should indicate that window washers are working above.
3. All equipment, apparatus or rope coils on the ground level shall also be marked off with cones and signs warning pedestrian traffic. The Provider shall provide safety cone and signs.
4. The Provider shall keep the worksite free from accumulation of waste materials. All waste generated by work under the awarded contract shall be handled, transported, stored, and disposed of by the Provider.