



City of Shaker Heights
Public Works Department
15600 Chagrin Blvd.
Shaker Heights, Ohio 44120

**Request For Proposal
2026-2028 Window Washing Program**

The City of Shaker Heights, Public Works Department is seeking completed proposals for the 2026-2028 Window Washing Program.

Completed Proposal's Due Date:

Noon on Friday, January 30, 2026

(Dropped Off, E-Mail, Mail or Fax):

Manager of Purchases Office
Public Works Department
15600 Chagrin Blvd.
Shaker Heights, Ohio 44120
216-491-3286

Email: Karen.Scott@shakerheightsoh.gov

Walkthrough on Tuesday, January 27, 2026 at 1:30PM

Starting Address:
Shaker Heights City Hall
3400 Lee Rd,
Shaker Heights, OH 44120

SUBMISSION OF PROPOSALS

Completed proposals are due by 12pm on Friday, January 30, 2026 and are to be submitted on the bid form provided. Additional information may be submitted to supplement the completed proposal. Completed proposals can be emailed, dropped off, mailed or faxed to the Department of Public Works, 15600 Chagrin Blvd., Shaker Heights, Ohio 44120, faxed to (216) 295-3409 or emailed to Karen.Scott@shakerheightsoh.gov. If you have any questions, please contact Building Superintendent Shannon Marlin at (216) 491-3183 or Shannon.Marlin@shakerheightsoh.gov. It is strongly recommended that you attend the scheduled walkthrough.

TERM

The Term of this Agreement shall be for a period of one (1) year 2026, with the City having the option to extend this Agreement for up to a total of two (2) more years 2027 and 2028 or any portion thereof upon expiration of the original Agreement Term. If the City extends this Agreement and funds are not available for a subsequent fiscal year in the extension period, this Agreement shall automatically terminate upon expiration of the present current fiscal year.



REQUIREMENTS CONTRACT

The City of Shaker Heights reserves the right to reject any and all bids, to waive any informality in the bids received, to consider and accept alternative proposals without further public bidding, and to accept any bid, which it deems most favorable. A requirements contract for a 12-month period beginning upon award and the execution of a contract shall be awarded to the lowest and best bidder as soon as practicable after the opening of bids, subject to the reservation of the preceding paragraph and the bidder to whom an award is made must enter into a contract with the City of Shaker Heights within TEN (10) days after notification of award. As the bid specifications are intended to result in a requirements contract, the quantities listed herein are approximate only and represent the current estimate by the City.

SCOPE OF WORK

The windows are to be washed and cleaned inside and out, unless otherwise noted. **Window sills are to be cleaned of dirt and debris.** Work is to be completed within ten (10) days of requested cleaning & washing date(s). **Any window screens that must be removed to clean the windows must be re-installed.**

LOCATIONS

There are seven City-owned buildings, which are listed on the bid form.

WORK HOURS/LABOR RATES

- Regular work hours shall be 7:00 am to 5:00 pm, Monday through Friday, City holidays excluded, regular hourly labor rate will apply.
- All work under this contract shall be coordinated with the Building Superintendent. Any changes to the established schedule must have prior approval of the Building Superintendent.

LAWS TO BE OBSERVED

The City of Shaker Heights is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression.

Minority Business Enterprises, Female Businesses and Small Business Enterprises shall be afforded full opportunity to submit proposals.

The Vendor awarded a contract pursuant to this RFP shall not discriminate against any employee or applicant for employment because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression.

Vendor's employees must be treated during employment without regard to race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression. As used herein, "treated" means and includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated.



The Vendor shall, during the term of the contract with the City, post in conspicuous places, available to employees and applicants for employment, notices to be provided by its hiring representatives setting forth the provisions of this nondiscrimination clause and that contractor is an Equal Opportunity Employer.

UNACCEPTABLE MATERIALS

All materials not conforming to the requirement of the specifications at the time they are used shall be considered unacceptable and shall be removed immediately from the site of the work unless otherwise instructed by the Engineer. No materials, the effects of which have been corrected, shall be used until approval has been given. Upon failure on the part of the contractor to comply immediately with any order of the Engineer made under the provision of this section, the Engineer shall have authority to remove and replace defective materials and to deduct the cost of removal and replacement from monies due or to become due to the contractor.

PROPERTY DAMAGE

Contractor shall be responsible for repair of any damage to City property and restoration of any area disturbed by construction to the satisfaction of the Director of Public Works prior to final payment. Any repair/restoration of damaged area shall be performed at no cost to the City.

WORKMANSHIP

Workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion (including any finish, and for successful operations as intended.) All work shall be executed by personnel skilled in their respective lines of work.

All equipment, materials and installation shall comply with the National Fire Protection Association's "National Fire Codes" and "National Electrical Codes." Equipment shall bear the "UL" label as required by these codes.

CONTRACTOR'S PERFORMANCE

The Contractor shall furnish all necessary labor, tools, equipment, and supplies to perform the required services at the City facilities designated. The City's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City shall notify the Contractor.

The Contractor will have one (1) day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the City shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the Agreement for default.

ADDITIONAL CHARGES

All rates for portal-to-portal, delivery and energy charges and other such additional charges must be included in the total bid. Bids with separate charges will not be accepted.



BILLING

The billing address is Shaker Heights Public Works Department, 15600 Chagrin Blvd., Shaker Heights, Ohio 44120. The billing email is Public.Works@shakerheightsoh.gov.



**CITY OF SHAKER HEIGHTS
2026-2028 WINDOW WASHING PROGRAM**

Mark Envelope: “2026-2028 Window Washing Program”

The Subscriber hereby proposes to furnish Window Washing Services to the following City locations in accordance with the provisions of the request for proposals document of which this form is a part:

LOCATION		Year One (2026)	Year Two (2027)	Year Three (2028)
City Hall 3400 Lee Road	Include storms and screens, interior glass partitions	\$	\$	\$
Police/Court Building 3355 Lee Road	Include interior glass, garage doors	\$	\$	\$
STJ Community Building 3450 Lee Road	Include interior glass partitions	\$	\$	\$
Service Center 15600 Chagrin Blvd.	Include interior glass partitions	\$	\$	\$
Fire Station I 17000 Chagrin Blvd.	Include interior glass, bay doors	\$	\$	\$
Fire Station II 2801 Warrensville Center Road	Include interior glass partitions	\$	\$	\$
Thornton Park 3301 Warrensville Center Road	Include interior glass partitions	\$	\$	\$
TOTAL COST (PER CLEANING)		\$	\$	\$

Year One (2026) Bid Price in Words: _____

Bid submitted by:

(Company, **Please Print**) (Title: Owner, Partner, Corporate Officer)

(Name, **Please Print**) (Street Address)

(Phone) (City, State, Zip)

(Federal I.D. Number) (Signature, **IN INK**)

(E-mail Address)



Bidder Qualifies as a:	(Please circle the area that applies)
Minority Business Enterprise	Yes No
Women's Business Enterprise	Yes No
Small Business Enterprise	Yes No