



March 20, 2026

Deadline for bid submissions: 4:30 pm. MST, Wednesday, April 10, 2026

SUBJECT: Request for Proposal: Cleaning Services for Campus Dorms

Dawson Community College is seeking proposals from qualified and experienced cleaning service firms to provide comprehensive, seasonal cleaning for our student housing facilities. The selected vendor or vendors will be responsible for cleaning and sanitizing the college dormitories in accordance with industry standards and institutional expectations.

I. General Information

Dawson Community College currently operates four (4) residential buildings with an estimated forty-five (45) apartment-style units. Each unit will have had up to four (4) students living in the unit for the academic year. This proposal is for cleaning and does not include maintenance of the facilities due to damage, ageing, etc.

Preference is to award a single contract; however, proposals for partial completion will be considered.

II. Timeline

Work may begin upon award of contracts, estimated May 18, 2026, and all work must be completed by August 12, 2026. However, work is expected to proceed throughout the timeline, and regular completion of units is expected to be completed such that some units are available before August 1, 2026.

III. Requested Services

It is the intent of this solicitation that the services to be provided by the cleaning firm are substantially the same as the services provided by previous vendors in summer 2025. The selected firm will be expected to provide:

- A. General and deep cleaning/disinfecting of approximately forty-five (45) dorm units. This is to include, but not limited to, wiping down walls, cleaning of, as well as in and behind refrigerators and stoves, sanitizing bathrooms, and vacuuming carpets. Moving and cleaning in and behind bedroom wardrobes, desks, and beds. Cleaning of windows, all lighting fixtures, and heating pipes. And any other necessary cleaning to make the unit “move-in ready”.
- B. Provide your own cleaning supplies, vacuums, and any other instruments needed for completing the contract.
- C. Work with the Campus Property Coordinator to schedule work around any units that may be occupied or undergoing maintenance from time to time.
- D. Coordinating with the Campus Property Coordinator on the units that need to be touched up after repairs are made.



- E. Conduct a joint walk-through with the Coordinator to assess the depth of cleaning needed for each unit and again after the rooms are cleaned for any possible areas that need touching up prior to August 12, 2026.
- F. Remove any trash to the outside dumpsters.
- G. Sweep and mop all hard floor surfaces.
- H. Submit itemized progress reports to the Coordinator (invoices) weekly.

III. Proposal Requirements

Vendors must include the following in their proposals:

- A. Related experience, background, years in business, or similar
- B. Work plan: Staffing, schedule etc., needed to complete the job within the timeline.
- C. List of cleaning products and equipment used (must meet eco/safety standards)
- D. Proof of insurance and bonding
- E. References from at least three recent clients
- F. Detailed pricing structure (hourly rates, per-building cost, etc.)

IV. Evaluation Criteria

- A. Relevant experience and qualifications
- B. Quality and thoroughness of the proposal
- C. Cost-effectiveness
- D. References and past performance
- E. Ability to meet scheduling requirements

V. Submission of Proposals

For consideration, submit a proposal via email to dmalone@dawson.edu or in person or via USPS to:

Dawson Community College
ATTN: Denny Malone
300 College Drive
Glendive, MT 59330

Proposals must be received in the mail room at 300 College Dr., no later than 4:30 pm MST, April 10, 2026.

Dawson Community College reserves the right to accept or reject any proposal submitted and to request additional information. The professional cleaning services purchased will be from the firm which, in the opinion of Dawson Community College, best meets the needs of the College.

Thank you for your consideration and time.