



**REQUEST FOR PROPOSAL
For
Janitorial and Carpet Cleaning Services**

**PIKES PEAK LIBRARY DISTRICT
Colorado Springs, CO**

RFP # 490-21-01

The Pikes Peak Library District (PPLD or the District or the Library) invites qualified janitorial service vendors/contractors (The Firm or Contractor) to submit a response to a Request for Proposal (RFP) to provide janitorial and carpet cleaning services.

PPLD is committed to providing a safe, clean, and healthy environment for staff and patrons. Library facilities must be maintained at the highest standards by our cleaning contractor(s). Additionally, the District is concerned about the environment, and values vendors who make every effort to utilize “green” products and practices in the maintenance of Library facilities.

Proposal deadline is **2 p.m. MST on Friday, July 30, 2021**

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1. Terms & Condition

- 1.1. Purpose: PPLD is seeking proposals from qualified vendors/contractors to provide janitorial and carpet cleaning services for PPLD.

PPLD consists of fifteen public service buildings, one small event venue that houses staff, two mobile library units, and one lobby stop van – a total of 355,105 square feet. During 2019, nearly 8,500 people per day came into the Library, totaling 3,100,875 visitors to PPLD facilities. The District provides twenty-seven meeting rooms for public use. In 2019 these rooms were utilized over 15,385 times for public programs and over 43,000 times for patron uses. This level of facilities' usage creates challenges for PPLD's janitorial and carpet cleaning contractor(s).

The vendor(s)/contractor(s) must have the capability to provide services as described and outlined in Exhibit A – Minimum Janitorial Services and Exhibit B – Minimum Carpet Cleaning Specifications.

Vendors must be able to certify they have the capabilities and resources to provide all services at the locations.

Annual contract will start January 1, 2022 for one year with the option of renewal up to 4 additional years.

- 1.2. Interested Parties: All interested firms that have the qualifications as stated herein and are licensed to operate within El Paso County and the State of Colorado, are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at: <http://ppld.org/request-for-proposals>.

- 1.3. Sole Point of Contact: Questions and requests for clarification must be sent to Gary Syling, Chief Facilities Management Office, at at gsyling@ppld.org and Cc: bids@ppld.org. Please include the RFP number, title, and words "question" and/or "clarification" in the subject line of the e-mail.

Questions and requests without this subject identification may be considered routine emails and may not be properly addressed.

All answers to questions and requests for clarification will be posted on the PPLD website: <http://ppld.org/request-for-proposals> .

Any PPLD response that is considered to be a change in the terms, conditions, and specifications of this RFP will be published as an addendum. No communications of any kind may be considered as a change to the terms, conditions, and specifications in this RFP unless posted as a formal addendum on the link above.

- 1.4. Equal Opportunity: The Contractor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- 1.5. Expenses: PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
- 1.6. Conflict of Interest: Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded.
- 1.7. Independent Contractor: Independent Contractor. The Vendor is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the Vendor for all purposes. The Vendor shall

make no representation that it is the employee of PPLD for any purpose.

- 1.8. Immigration Clause: The Firm is aware of Colorado’s Immigration /Illegal alien laws pertained to public contracts. Addendum B - Immigration Clause for Contracts (Colorado Statute 8-17.5-102) must be signed and attached.
- 1.9. General Requirements: PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.
- 1.10. Tax Exemption: PPLD, as a local government entity, is exempt from sales and use taxes. Vendors will inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD will furnish tax exemption certificate(s) to the Vendor.
- 1.11. Governing Law: The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

1.12. RFP Schedule:

RFP released	June 30, 2021
Pre-proposal conference	July 7, 2021 at 8:30 a.m.
Deadline for final questions	July 21, 2021
Proposals due	July 30, 2021 by 2:00 p.m.
Board Review and Decision.....	August 18, 2021
Award Notification.....	on or about August 20, 2021

- 1.13. Pre-proposal Conference: A pre-proposal conference will be held at Library 21c at 1175 Chapel Hills Drive, 80920. on Wednesday, July 7th beginning at 8:30 a.m. local time, continuing at East Library and Information Center located at 5550 N. Union Blvd. 80918, followed by a final site visit to Penrose Library located at 20 N. Cascade Ave.

Attendance is mandatory for all proposers. No proposals will be accepted from firms who did not attend this meeting.

Proposers are encouraged to make site visits to PPLD Library Branches prior to submitting proposals.

2. Proposal Submission, Selection, and Contract Formation

2.1. Proposal Submission

2.1.1. Substantive proposals: By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

2.1.2. Submission Information and Documents: The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but not limited, to the submission of the following signed documents:

2.1.2.1. Addendum A - PROPOSAL COVER SHEET

2.1.2.2. Addendum B - IMMIGRATION CLAUSE FOR CONTRACTS

2.1.2.3. Addendum C – Checklist, Questionnaire, and Pricing Form

Vendors are requested to submit a response for each numbered or lettered item of Addendum C. The response must be in the same format and sequence as in the RFP. The response must include description, schedules, when required, and any additional clarifying information, such as appendices, charts, diagrams, etc..

2.1.2.4. List of exceptions or deviations (if any)

2.1.3. Signatures: The proposal must be signed by an officer of the proposing firm.

2.1.4. Exceptions and Deviations: Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

2.1.5. Integration with Contract: The winning proposal will be included and integrated into the final contract documents.

2.1.6. Proposal Submission: Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. See the Schedule of Events for due dates. Vendors must submit one (4) hard copies and soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District
Attn: Tatiana Zonte, Accountant
Finance Office
RFP # 490-21-01
1175 Chapel Hills Drive,
Colorado Springs, CO, 80920

Additional copies may be requested by Pikes Peak Library District. Pikes Peak Library District is not liable for any cost incurred by prospective respondents prior to the issuance of contract(s).

The deadline (firm) is Friday, July 30, 2021, no later than 2 p.m. local time. Proposals delivered after that time will be received but will be rejected for being late.

A complete submission includes all required components, as stated in this document.

2.1.7. Duration of Proposal Offer: Price offers are irrevocable for 90 days following the proposal due date. Once a proposal is accepted, all prices, terms and conditions will remain unchanged throughout the contract period unless specifically agreed otherwise by both

PPLD and the successful Vendor.

2.1.8. Withdrawal of Proposal: A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

2.1.9. Information to Vendors:

2.1.9.1. No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is deemed irresponsible or unreliable by PPLD. If requested, Vendors will submit satisfactory evidence that they have a practical knowledge of the service bid upon and that they have the necessary financial resources to provide the proposed service called for as described in this Request for Proposal.

2.1.9.2. PPLD reserves the right to investigate and confirm the vendor's financial stability. This may include reviewing financial statements, checking bank reference, and interviewing past contractors, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

2.1.10. Confidentiality: All materials submitted in response to this RFP become the property of PPLD, upon delivery.

Proposals are public information. If a vendor submits proprietary information, the vendor will label each proprietary page as "CONFIDENTIAL" and submit in a separate package so PPLD will not release any information marked as Confidential.

2.1.11. Subcontracting: The Contractor must be responsible for the performance of all of its sub-contractors, sub-sub-contractors, and consultants. The use of specific sub-contractors and consultants is subject to the approval of PPLD. The Contractor is responsible for ensuring that all sub-contractors and consultants comply with all the terms of the Contractor's contract with PPLD.

If the Contractor uses subsidiary companies, explain their role and how they will be involved in this project.

2.1.12. Insurance Requirements: The successful proposer shall have, at the minimum, the following coverage: commercial general liability, automobile liability, excess liability, and worker's compensation liability. The Firm shall submit in their proposals, ACORD certificates and/or other proof of the following insurances:

2.1.12.1.	General Liability	\$1,000,000
2.1.12.2.	Automobile Liability	\$1,000,000
2.1.12.3.	Excess (umbrella) Liability	\$1,000,000
2.1.12.4.	Per Truck	\$100,000
2.1.12.5.	Per Occurrence	\$1,000,000
2.1.12.6.	Worker's Compensation liability that meets statutory requirements.	

2.1.13. Indemnification: The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the Contractor's operations or performance in connection herewith, including operations or performance of subcontractors and suppliers and acts or omissions of officers,

employees, or agents of the Contractor or its subcontractors or suppliers.

2.1.14. Schedule: By submitting a proposal, the proposer guarantees that it will be able to comply with the overall schedule of cleaning at all library facilities.

2.1.15. Continuity: By submitting a proposal, the proposer will make its best efforts to ensure that the key team member(s) remain assigned to the PPLD's project for the duration of contract. Any changes to the staffing of this engagement must be discussed up front with PPLD personnel.

2.2. Selection

2.2.1. Right of Acceptance and Rejection: PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PPLD. PPLD is not bound to accept the lowest priced proposal.

2.2.2. Selection: It is the intent of PPLD to select only responsible and responsive firms. Bidder's proposal should include the most favorable terms and conditions.

2.2.3. Negotiation: PPLD reserves the right to negotiate terms and conditions of the contract with the winning vendor.

2.2.4. Basis of Award: An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this RFP. The recommendations of this team will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:

- 2.2.4.1. Completeness of Proposal
- 2.2.4.2. References
- 2.2.4.3. Pricing
- 2.2.4.4. Quality of Services
- 2.2.4.5. Firm Qualifications and History
- 2.2.4.6. Any other items deemed in the best interests of PPLD

2.3. Contract Formation

2.3.1. Agreement in Writing: Following selection of a proposal, the vendor will be required to enter into a written contract with PPLD.

The winning Bidder's RFP proposal will be included and integrated into the final contract documents. It is in the Bidder's best interest to ensure the proposal is accurate to allow for the integration with minimal changes.

If you have a formal or standard contract that you typically use with such projects, please attach a copy to your Proposal. A Service Agreement is not a condition of accepting an RFP.

If, in PPLD's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another contractor.

2.3.2. Amendments to Contract: Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties.

2.3.3. Termination of Contract for Cause: If, through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements or stipulations of the Contract, PPLD shall thereupon have the right to terminate the Contract by giving written notice to the successful Bidder of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the

option of PPLD, become its property, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to PPLD for damage sustained by PPLD by virtue of breach of the Contract by the successful Bidder and PPLD may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due PPLD from the successful Bidder is determined.

2.3.4. Termination of Contract for Convenience: PPLD may terminate the Contract at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Bidder under the Contract shall, at the option of PPLD, become its property.

2.3.5. Cancellation: Either party may cancel the Contract in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

3. Scope of Work

3.1. Service Specifications

3.1.1. The responsibility of the contractor is to provide a facility that is uniformly clean, hygienic, orderly and attractive, which will reflect favorably upon the library district and the contractor. The successful proposer shall be required to provide the Minimum Janitorial Services outlined in Exhibit A and shall be required to provide the minimum carpet cleaning services at outlined in Exhibit B.

PPLD expects all facilities specified herein to be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial and carpet cleaning service.

The work shall be completed between the hours of 9 p.m. and 8 a.m., Monday through Thursday; 6 p.m. and 9 a.m., Friday and Saturday; 6 a.m. and 11 a.m. or 5 p.m. and 8 a.m., Sunday. Specific schedules will be agreed upon once contract is awarded.

For carpet cleaning services: Vendor will be required to return a minimum of one hour prior to opening the following day to remove carpet blowers and to return chairs to their locations.

3.1.2. The successful proposer shall be required to furnish all equipment, tools, machinery, transportation and other implements necessary to fulfill the provisions of this Contract. This includes but is not limited to, truck mounted and/or portable carpet cleaning machines, scrubbing machines, buffers, vacuum cleaners, dust and wet mops, buckets, brooms, rags and brushes. Tools, equipment, chemicals, etc., may be stored on site; however, space is limited. Equipment left onsite at any location such as brooms, mops and vacuums shall be available for use by PPLD personnel during the day. PPLD shall assume responsibility when using the equipment.

3.1.3. PPLD agrees to supply vendor with all paper products, trashcan liners, hand soaps, lotions and feminine hygiene products. The proposer shall supply all other supplies needed to perform the janitorial or carpet cleaning service, to include but not limited to, floor finish and cleaning agents.

3.2. Quality Control

Describe your company's quality control approach including a sample of **Quality Control Program (QCP) shall be submitted** for both janitorial and carpet cleaning services (if bidding on that service) with proposal for review. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or PPLD personnel point out the deficiencies. This QCP is of paramount importance. The program shall include, but not be limited to the following: An inspection system which is tailored to the specific facility and which covers all services stated in the tasks and frequencies segment of the contract (Exhibits A and/or B depending on how the contractor chooses to bid on this proposal).

The Contractor shall establish a complete quality control program to assure that the PPLD expectations are met in 60 days.

Please refer to the following:

3.2.1. Communication: Supervisors shall be literate and fluent in the English language, due to the necessity to read chemical labels, job instructions and signs as well as conversing with PPLD personnel. Supervisor shall also be capable of communicating fully with all Contractor employees in the event they do not speak English. In the event of illness or any absence of the regular supervisor, Contractor shall provide a substitute of equal or greater skills. The

Contractor shall provide the name and contact number of the supervisors to PPLD. Non-supervisory staff shall be capable of reading and speaking English to a sufficient level to read labels, signs, MSDS sheets, etc.

- 3.2.2. Training: Consistently train company personnel in the proper cleaning methods and handling of chemicals used in all tasks necessary to ensure the highest quality of cleanliness and prevent injury and/or damage to District property/furnishings. Please provide with your proposal, a description of your training program and certifications your employees receive.

For carpet cleaning services: In addition to the above requested information, certification from an organization(s) like the IICRC® or through comparable franchise or independent training and testing organizations is required.

Please provide proof of certification(s) held by the employees who will be servicing PPLD.

- 3.2.3. Supplies & Storage/Material Safety Data Sheets (MSDS): Routinely clean or replace items such as mop heads, rags, buckets etc. to prevent objectionable odors on surfaces or in storage areas. Organize and maintain storage closets/areas in a safe and neat manner at all times.

All necessary cleaning chemicals to be used in connection with this contract must be approved in advance by PPLD.

MSDS sheets must be present in binders in all janitorial storage locations with a Master Binder complete with all chemicals used throughout the district provided to the district facilities department. Location of each product shall be provided within the Master Binder. Contractor shall manage all MSDS binders and ensure all forms are up to date and obsolete forms are discarded. The successful bidder shall supply Product Brochure and the material safety data sheets at least ten (10) days prior to the start of the contract. No supplies shall be used that PPLD or the manufacturer of the product determines is harmful to the surfaces to which applied or to any other part of the facilities, the occupants, contents, or equipment.

All chemicals shall remain in original container or shall be properly identified on the labels. No unmarked containers shall be permitted.

- 3.2.4. Supervisory and inspection: for ensuring all tasks are completed to the highest of industry standards.

3.2.4.1. Penrose Library Complex, East Library, and Library 21c require dedicated, on-site, crew supervisors.

3.2.4.2. Community libraries shall be inspected regularly at a minimum of twice per month for janitorial service to ensure highest quality and completeness.

3.2.4.3. Random inspections with PPLD personnel to ensure quality is satisfactory and maintained. Issues observed or reported by PPLD staff shall be address in writing and addressed in one business day.

- 3.2.5. Water Damage: To ensure floors of any kind (clean water, sewer water, gray water, etc.) are treated in a manner consistent to carpet cleaning and carpet care industry standards, **please demonstrate in your proposal** you company's experience with floods (detection, evaluation, and flood/removal / water damage treatment).

- 3.2.6. Other Issues:

3.2.6.1. PPLD reserves the right to bill back charges incurred for false alarms caused by incorrect entry into any of the buildings by cleaning staff.

3.2.6.2. Only authorized employees of the contractor are allowed to be in library facilities. No children, significant others, any non-employees or pets shall be permitted at anytime during facility cleaning.

4. Vendor Qualification and Information

The following information and documents must be included in submitted proposal:

- 4.1. Provide the name of the proposing firm, address, telephone and primary contact person.
- 4.2. Include an affirmative statement that the firm is licensed in the State of Colorado.
- 4.3. State the size of the firm and provide a firm history summary.
- 4.4. Your organization's qualifications and experience. If you have experience with PPLD Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.
- 4.5. List of current and recent clients during the past five years. This should include the firm name, type of equipment and services provided, and contact information. Include any other information you consider appropriate for purposes of this RFP.
- 4.6. Provide a list of three (3) companies for whom the firm has recently provided similar services. Please include company's size, type of services, and name and telephone number of contact person.
- 4.7. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your firm. References from clients of a similar type and scope to the PPLD are preferred, (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.
- 4.8. Provide a list of individuals who would be assigned to this contract who will oversee and supervise the quality of work that is to be performed and provide a brief qualification statement for each.
- 4.9. Provide the resume of the Manager that will be assigned to the overall contract.
- 4.10. Describe your organization's philosophy for servicing a client and commitment to customer service and quality assurance. Describe the quality control procedures you have in place.
- 4.11. Describe your communication philosophy and how it would be applied in connection with services rendered to PPLD. Describe how your company would communicate concerns with PPLD. Note: PPLD currently utilizes a CMMS (Computerized Maintenance Management System) called HIPPO that allows the capability of staff to submit janitorial work orders directly to the vendor.
- 4.12. Provide any other information that you feel should be considered in the selection process.

5. Pricing

5.1. Minimum Services: PPLD is looking for the best-value proposal that meets the needs of the district to include all cost aspects of service.

Please include all price information in the table(s) located on Addendum C CHECKLIST, QUESTIONNAIRE, AND PRICING FORM.

5.2. PPLD prefers environmentally responsible cleaning programs and products. Please describe what your company provides.

ADDENDUM A - PROPOSAL COVER SHEET

**PIKES PEAK LIBRARY DISTRICT
RFP #490-21-01**

I. GENERAL INFORMATION

- 1. FIRM NAME _____
- 2. ADDRESS _____

- 3. PHONE _____
- 5. E-MAIL AND WEBSITE _____
- 6. CONTACT _____

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name) hereby declare
that I am the _____ (title) of

_____ (name of firm)
submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named firm. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- a. _____ The Firm has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The Firm understands all instructions, requirements, specifications, and terms and conditions of this RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of this RFP.
- b. _____ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
- c. _____ The Firm is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- d. _____ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

- e. _____ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by PPLD as part of the evaluation.
- f. _____ The Firm has to provide proof of all required insurance coverage.
- g. _____ A list of exceptions and deviations (if any) is attached.
- h. _____ A proof of eligibility to operate in El Paso County and the State of Colorado is attached.
- i. _____ There have been no claims, litigation, or other issues filed or pending against our firm in the past 5 years except as listed below.

- j. _____ The Firm is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum B (Colorado Statutes 8-17.5 – 102) is signed and attached.

Authorized Signature

Date

ADDENDUM B - IMMIGRATION CLAUSE FOR CONTRACTS

**PIKES PEAK LIBRARY DISTRICT
RFP 490-21-01**

Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

Accordingly, Contractor agrees that it shall not:

Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Further, Contractor agrees that it shall comply with the following:

Contractor has confirmed the employment eligibility for all employees who are newly hired for employment to perform work under this Agreement through participation in either the e-verify program administered jointly by the U.S. Department of Homeland Security and the Social Security Administration (the “E-Verify Program”) or the department program administered by the Colorado Department of Labor and Employment (the “Department Program”).

Contractor shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.

Should Contractor obtain actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

Notify the subcontractor and PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

Terminate the subcontract with the subcontractor if, within three days of receiving the notice, the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if, during such three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the “Department”) made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

Authorized Signature

Date

ADDENDUM C - CHECKLIST, QUESTIONNAIRE, AND PRICING FORM

1. STATEMENT OF QUALIFICATIONS (Fill in or attach additional pages as needed):

A. SIZE and AGE of your firm _____

B. COMPANY'S EXPERIENCE:

C. LIST OF CURRENT CLIENTS AND INDICATE THE TYPE OF BUSINESS.

D. LIST 3 REFERENCES (include current name, address, and telephone number of a contact person. Please attach a new page for more references (if any).

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

E. PERSONNEL'S EXPERIENCE. Please attach resumes and certifications held by employees.

F. LIST OF PROPOSED PERSON(S) RESPONSIBLE FOR THE JANITORIAL AND/OR CARPET CLEANING SERVICES AT EACH LOCATION

Location	Responsible
Mobile Library Service / Lobby Stop Van	
Calhan Library	
Cheyenne Mountain Library	
Fountain Library	
Manitou Springs/MAC Library	
Monument Library	
Old Colorado City Library	
Palmer Lake Library	
Rockrimmon Library	
Ruth Holley Library	
Sand Creek Library	
Ute Pass Library	
High Prairie Library	
Knights of Columbus Hall (KCH)	
Penrose Library and Carnegie Building	
East Library and Information Center	
Library 21c	

2. CATEGORIES OF JANITORIAL AND CARPET CLEANING COSTS

List all fees in the chart below. Please provide the amount as a monthly cost to PPLD for all service types. Please be certain to clarify any ambiguities in your cost schedule.

	Janitorial: Monthly Cost	Janitorial: Monthly Cost for all “Green”	Carpet Cleaning Sq. Ft. Cost
Mobile Library Service / Lobby Stop Van (no carpet cleaning for Lobby Stop Van)			
Calhan Library			
Cheyenne Mountain Library			
Fountain Library			
Manitou Springs/MAC Library			
Monument Library			
Old Colorado City Library			
Palmer Lake Library			
Rockrimmon Library			
Ruth Holley Library			
Sand Creek Library			
Ute Pass Library			
High Prairie Library			
Knights of Columbus Hall (KCH)			NOT APPLICABLE
Penrose Library and Carnegie Building			
East Library and Information Center			
Library 21c			
Annual Cost:			

3. QUALITY CONTROL

Attach an example of your Quality Control Program (QCP)

4. OTHER INFORMATION

A. Describe your communication philosophy.

B. Please demonstrate in your proposal your company's experience with floods (detection, evaluation, and flood/removal/water damage treatment).

C. Provide any and all other information that you feel should be considered in the selection process.

EXHIBIT A - MINIMUM JANITORIAL SERVICES

Minimum Janitorial Services		East	Library 21c	Penrose	Carnegie	KCH	Community Libraries	Mobile Libraries
Daily Services								
1)	Day Porter Services to include but not limited to addressing / cleaning the following: interior glass and entrance doors, restrooms (including stocking), elevator, trash and recycling (empty) as needed, and other tasks as time allows. <i>Important Note: Day Porter services are in addition to nightly cleaning duties. All services performed by Day Porter shall also be completed during nightly cleaning services.</i>	3hrs/ day M-F	6hrs/ day M-F	8hrs/ M- Th 5hrs/ F 2hrs/ S-S				
Nightly Services								
1)	The interior and exterior of toilet bowls/urinals, sinks and counters and door handles shall be thoroughly washed with a commercial disinfectant including the toilet bowl/urinal rims, leaving no discoloration, rust encrustations, water rings or soap drips.	X	X	X	X	X	X	X
2)	Check and restock toilet paper, paper towel, soap dispenser and feminine hygiene product dispensers daily to ensure they are at full (but not over full) capacity.	X	X	X	X	X	X	X
3)	Disinfect diaper changing tables and walls surrounding the area.	X	X	X	X	X	X	
4)	Sanitize door handles, rails, pushes and pulls throughout building and stairwells where present.	X	X	X	X	X	X	X
5)	Empty interior and exterior trash and recycling containers. Replace can liners as needed. Clean exterior of receptacle as needed, to maintain free of dirt, spills, etc.	X	X	X	X	X	X	X
6)	Maintain all interior side of glass entrance doors, both sides of interior glass partitions, sliding glass doors, and glass cases free of dust, fingerprints, etc.	X	X	X	X	X	X	X
7)	Clean sinks, fixtures, appliances, counters, tables and chairs in staff lounge, kitchen areas, and community rooms.	X	X	X	X	X	X	
8)	Clean, sanitize and polish drinking fountains.	X	X	X	X	X	X	
9)	Sanitize all chairs and tables including base/pedestal as to be free of scuff marks, dirt and dust.	X	X	X	X	X	X	X
Minimum Janitorial Services		East	Library 21c	Penrose	Carnegie	KCH	Community Libraries	Mobile Libraries

Districtwide Janitorial/Carpet Cleaning

RFP 490-21-01

10)	Dust all cleared service point desks, office furniture and other horizontal surfaces (equipment, display tops, computer desks, check out stations, etc.) with treated dust cloths in public spaces (no personal desks).	x	x	x	x	x	x	x
11)	Sweep and damp mop all hard-surfaced floors and stairs.	x	x	x	x	x	x	x
12)	Vacuum carpets, rugs and safety matting. Spot clean carpet stains with water as needed.	x	x	x	x	x	x	x
13)	Where present, clean stairwells each night. This includes sweeping/mopping the landings and stairs as needed, keeping stair risers free of scuff marks/stains.	x	x	x	x	x	x	x
14)	Where present, clean elevators: a) sweep and wet mop hard floors b) vacuum carpeted floors; c) spot clean walls d) spot clean interior/exterior of elevator door(s) d) sanitize push buttons and surrounding pad.	x	x	x	x	x	x	
15)	Secure all exterior locks each visit and re-arm security system upon exiting the building.	x	x	x	x	x	x	
16)	Sweep or dust terrazzo floors as often as needed to keep free of dirt and grime. (Do not use an oiled mop or oily sweeping compound.)				x			
17)	Sweep/Vacuum entrance vestibules	x	x	x			x	

Weekly Services

1)	Vacuum carpet perimeter with edger.	x	x	x	x	x	x	x
2)	Low dust all horizontal surfaces below 60" including but not limited to exposed shelves, ledges and molding.	x	x	x	x	x	x	x
3)	Disinfect walls, doors, baseboards and cove base in restroom stalls and exposed pipes.	x	x	x	x	x	x	x
4)	Clean copy machine glass.	x	x	x	x	x	x	
5)	Spot clean doors.	x	x	x	x	x	x	x
6)	Clean terrazzo floors using a "neutral" liquid commercial cleaner made especially for terrazzo.				x			

Monthly Services

1)	Clean and sanitize waste receptacles (inside and outside).	x	x	x	x	x	x	x
2)	Clean Window sills, ledges and seals.	x	x	x	x	x	x	x
3)	Public Areas: High dust all ledges; doors and window sills; moldings; wall hangings; pipes and ducts; hanging lights, lamps and fixtures; and horizontal surfaces above 60".	x	x	x	x	x	x	x

Minimum Janitorial Services

		East	Library 21c	Penrose	Carnegie	KCH	Community Libraries	Mobile Libraries
4)	Using the cleaning method outlined in Weekly Services #7, clean terrazzo floors, then allow to dry, and then buff with electric buffer.				x			
5)	Wash Exterior of mobile libraries and "lobby stop van."							x

Quarterly Services								
1)	Administrative Areas: High dust all ledges, door and window sills, moldings, wall hangings, pipes and ducts and horizontal surfaces above 60".	x	x	x	x	x	x	x
2)	Dust Window Blinds / Shades.	x	x	x	x	x	x	x
3)	Clean all restroom exhaust vents.	x	x	x	x	x	x	x
4)	Dust and clean all baseboards and cove base.	x	x	x	x	x	x	x
5)	Polish brass stair rails.				x		x	x
6)	Interior window cleaning.	x	x	x	x	x	x	x

Tri-Annual Services								
1)	Exterior window cleaning.	x	x	x	x	x	x	x

Semi-Annual Services								
1)	Strip old wax, reseal, and re-wax tile floors. Where terrazzo exists, use only products that are made for terrazzo flooring.	x	x	x	x	x	x	

EXHIBIT B - MINIMUM CARPET CLEANING SPECIFICATIONS

1. Service provider shall provide technicians who have certification from organizations like the IICRC® or through comparable franchise or independent training and testing organizations.
2. Work is to be completed after closing and frequently on weekends. See Exhibit C, pg. 23, for hours at each location. Please take into consideration that facility must remain secure at all times while work is being completed. Portable cleaning unit should be utilized to ensure facilities are secured.
3. Facilities shall be cleaned on a schedule set in agreement with the PPLD Facilities Office.
4. Carpet shall be vacuumed thoroughly prior to cleaning.
5. Cleaning method shall be Hot Water Extraction method.
 - a. All cleaning solutions must be used in accordance with manufacturer’s instructions. All chemicals must meet the minimum requirements of:
 - Must be safe and non-toxic.
 - b. Contain no optical brighteners.
 - c. Have a pH between 5 and 9 diluted for normal cleaning.
 - d. Does not leave a sticky or oily residue when dried.
 - e. Will not damage carpet fibers or color.
 - f. Will not promote rapid soiling.
6. The vendor awarded contract will work with PPLD to review square footage and frequencies of carpet cleaning.

	Level	Low Traffic Area SQ FT	Medium Traffic Area SQ FT	High Traffic Area SQ FT	All Carpeted Area SQ FT	Freq. of Cleaning Per Traffic Area
Penrose	Lower	2,920	8,630	615	12,165	High: 12 Medium: 6 Low: 2
	Main	0	12,305	3,075	15,380	
	Upper	14,695	0	0	14,695	
East	Lower	3,260	0	0	3,260	High Traffic: 6 Medium: 4 Low: 2
	Main	0	10,145	14,585	24,730	
	Upper	3,925	0	0	3,925	
Library 21c	Lower	9837	20120	6242	36,199	
	Upper	12351	18903	8264	39,518	
Calhan	Main	0	1503	0	1503	4
Cheyenne Mountain	Main	0	5,250	0	5,250	6
Fountain	Main	0	5,920	0	5,920	4
High Prairie	Main	0	6008	0	6008	4
Manitou Springs/MAC	Main	0	220	0	220	Medium: 2 Low: 1
	Upper	346	0	0	346	
Monument	Main	0	4,740	0	4,740	4
Old Colorado City	Lower	0	480	0	480	4
	Main	0	160	0	160	4
Palmer Lake	Main	0	710	0	710	4
Rockrimmon	Main	0	6,120	0	6,120	4
Ruth Holley	Main	0	6,750	0	6,750	6
Sand Creek	Main	0	0	6,950	6,950	6
Ute Pass	Main	0	450	0	450	2
Bookmobiles (two)		0	220	0	220	6

EXHIBIT C - LOCATIONS AND HOURS OF OPERATION

Main Facilities

East Library and Information Center

70,153 sq. ft. (Owned)

5550 N. Union Blvd.

Colorado Springs, CO 80918

Phone: (719) 531-6333

Contact : Dave Garcia, Facility Supervisor

Monday - Thursday: 9 a.m. - 9 p.m.

Friday and Saturday: 10 a.m. - 6 p.m.

Sunday: 1 - 5 p.m.

Library at 21c

112,883 Sq. Ft. (Owned)

1175 Chapel Hills Dr.

Colorado Springs, CO 80920

Phone : (719) 884-9800

Contact : Rich Egan, Facility Supervisor

Monday - Thursday: 9 a.m. - 9 p.m.

Friday and Saturday: 10 a.m. - 6 p.m.

Sunday: 1 - 5 p.m.

Penrose Library

79,268 sq. ft. (Owned)

(Includes Carnegie Building & Mobile Library Services)

20 N. Cascade Ave

Colorado Springs, CO 80903

Phone : (719) 531-6333

Contact : Randy Osborne, Facility Supervisor

Monday - Thursday: 9 a.m. - 9 p.m.

Friday and Saturday: 10 a.m. - 6 p.m.

Sunday: 1 - 5 p.m.

KCH Building

11,988 sq. ft. (Owned)

(Staff only, no public access)

25 W. Kiowa

Phone : (719) 531-6333

Contact : Randy Osborne, Facility Supervisor

Mon-Fri 7:30 – 6 p.m.

Community Libraries

Calhan Library

2400 Sq. Ft. (Owned)

600 Bank St.

Calhan, CO 80808

(719)389-8968

Monday – Tuesday: 11 a.m. - 8 p.m.

Wednesday, Saturday – 10 a.m. – 6 p.m.

Thursday, Friday, Sunday: Closed

Cheyenne Mountain Library

8,900 Sq. Ft. (Leased)

1785 South 8th Street, Suite 100

Colorado Springs, CO 80905

(719) 633-6278

Monday - Thursday: 9 a.m. - 9 p.m.

Friday and Saturday: 10 a.m. - 6 p.m.

Sunday: Closed

Fountain Library

9,582 Sq. Ft. (Owned)

230 South Main St.

Fountain, CO 80817

(719) 382-5347

Monday - Thursday: 9 a.m. - 9 p.m.

Friday and Saturday: 10 a.m. - 6 p.m.

Sunday: Closed

High Prairie Library

6,008 Sq. Ft. (Owned)

7035 Old Meridian Rd.

Peyton, CO 80831

(719) 260-3650

Monday and Tuesday: 9 a.m. - 8 p.m.

Wednesday - Thursday: 9 a.m. - 6 p.m.

Friday - Saturday: 10 a.m. - 6 p.m.

Sunday: Closed

Community Libraries (Continued)

Manitou Springs/MAC Library
2,391 Sq. Ft. (Leased)
515 Manitou Avenue
Manitou Springs, CO 80829
(719) 685-5206
Monday - Thursday: 10 a.m. – 7 p.m.
Friday - Saturday: 10 a.m. – 6 p.m.
Sunday: Closed

Monument Library
7,536 Sq. Ft. (Leased)
1706 Lake Woodmoor Dr.
Monument, CO 80132
(719) 488-2370
Monday - Thursday: 9 a.m. - 9 p.m.
Friday and Saturday: 10 a.m. - 6 p.m.
Sunday: 1 - 5 p.m.

Old Colorado City Library
4,909 Sq. Ft. (Owned)
2418 West Pikes Peak Ave
Colorado Springs, CO 80904
(719) 634-1698
Monday - Thursday: 9 a.m. - 9 p.m.
Friday and Saturday: 10 a.m. - 6 p.m.
Sunday: Closed

Palmer Lake Library
1,574 Sq. Ft. (Leased)
66 Lower Glenway
Palmer Lake, CO 80133
(719) 481-2587
Monday: Closed
Tuesday - Friday: 10 a.m. - 6 p.m.
Saturday: 10 a.m. - 2 p.m.
Sunday: Closed

Rockrimmon Library
8,668 Sq. Ft. (Leased)
832 Village Center Drive
Colorado Springs, CO 80919
(719) 593-8000
Monday - Thursday: 9 a.m. - 9 p.m.
Friday and Saturday: 10 a.m. - 6 p.m.
Sunday: Closed

Ruth Holley Library
10,469 Sq. Ft. (Leased)
685 North Murray Blvd.
Colorado Springs, CO 80915
(719) 597-5377
Monday - Thursday: 9 a.m. - 9 p.m.
Friday and Saturday: 10 a.m. - 6 p.m.
Sunday: Closed

Sand Creek Library
14,060 Sq. Ft. (Owned)
1821 South Academy Blvd.
Colorado Springs, CO 80916
(719) 597-7070
Monday - Thursday: 9 a.m. - 9 p.m.
Friday and Saturday: 10 a.m. - 6 p.m.
Sunday: 1 - 5 p.m.

Ute Pass Library
2,123 Sq. Ft. (Leased)
8010 Severy
Cascade, CO 80809
(719) 684-9342
Monday - Tuesday: 1 -7 p.m.
Wednesday: Closed
Thursday - Saturday: 10 a.m. - 4 p.m.
Sunday: Close

During COVID-19 pandemic, hours at locations have changed and are still subject to change.