



Request for Bid (RFB)

Janitorial & Cleaning Services

Bids Due: February 8, 2017, by 3pm MST (PCCLD clock time)

Submit Bids To: Pueblo City-County Library District 100 East Abriendo Ave. Pueblo, Colorado 81004

Attention To: Finance Office

Contact Information: Alan Rocco , Facilities Superintendent
719.562.5658/alan.rocco@pueblolibrary.org

Bid Number: RFB-2016-2.0

I. General Information

A. Overview

The Pueblo City-County Library District (“PCCLD” or “Library”) is soliciting bids from qualified janitorial and cleaning service companies. The company or companies awarded a contract will be responsible for daily cleaning and routine janitorial services for library owned facilities per terms of this RFB and signed contract agreement.

B. RFB Schedule

The schedule for this RFB is as follows:

RFB Posted -----Wed., January 11 2017
Pre-Bid Meeting & Building Tour @ 9:30am----- Fri., January 20, 2017
RFB Inquiries Due @ 3pm----- Fri., January 27, 2017
Answers will be posted on PCCLD website
Proposals Due @ 3pm ----- Wed., February 8, 2017
Award Contract (estimated) ----- Fri., February 24, 2017
Services Anticipated to Start ----- April 2017

C. RFB Submittals

Bids will be received until 3:00pm Mountain Standard Time (PCCLD clock time), Wednesday, February 8, 2017, at:

Pueblo City-County Library District
Attn: Finance Office
3rd Floor – Administrative Wing
100 East Abriendo Ave.
Pueblo, CO. 81004

All bids should be in a sealed envelope or package containing: an (1) original and three (3) copies of the bid; the package should also include (1) digital copy of the bid. All bids are to be submitted by mail (FedEx, UPS, USPS, etc.) or in person. Bids received by e-mail and/or fax will NOT be considered. Proposals received after February 8, 2017, 3:00pm will NOT be considered. All bids submitted should be clearly marked:

Pueblo City-County Library District – Janitorial & Cleaning Services

Each bid package will contain hard copy documents accompanied with a digital version copied on a USB. All bid responses will be created using a recent version of Microsoft Office, Microsoft Office compliant application, and/or PDF application. PCCLD Finance department personnel will date and time stamp each package received for this RFB.

All bids submitted will be property of the Pueblo City-County Library District and will be considered public documents under applicable Colorado state law.

D. Mandatory Site Visit

It is mandatory that vendors submitting a bid for this RFB attend the scheduled pre-bid meeting and building tour. The meeting and tour are vital for companies to conduct a site assessment and discuss specifications outlined in this RFB. Bids submitted without attendance from an authorized vendor representative will NOT be considered. The pre-bid meeting and building tour will be held on **Friday, January 20, 2017 at 9:30am** at the Rawlings Library, 100 E. Abriendo Ave. Pueblo, Colorado 81004 in the Ryals Room located on the 4th floor. The meeting will begin with a review of

the RFB followed by the tour of each library building starting with the Rawlings Library, then Barkman Library, then Lucero Library, Lamb Library, and finally Pueblo West Library. We will not tour Giodone and Greenhorn Libraries because they have the identical layout of Lucero Library; vendors can visit these sites on their own. It is the responsibility of vendors to arrange for transportation to and from each library.

E. RFB Inquiries

All inquiries pertaining to this RFB should be directed to:

Alan Rocco, Facilities Superintendent
Phone: 719.562.5658
E-mail: Alan.rocco@pueblolibrary.org

All questions for this RFB must be submitted to the contact above by 3:00pm on Friday, January 27, 2017. Questions submitted after this time and date will not be answered.

F. Rejection of Bids

The Library reserves the right to: (a) reject any and/or all parts of any bid submitted; (b) postpone, re-post, or cancel this RFB; and/or (c) waive any irregularities in response to this RFB at the discretion of the Library.

G. Award Information

1. Criteria for Award: All bids submitted will be reviewed by a committee of PCCLD management personnel. The contract will be awarded to the lowest cost bid that best meets the requirements outlined in this RFB and serves in the best interest of the Pueblo City-County Library District.

PCCLD will make every effort to ensure that all vendors are treated fairly and equally throughout the advertisement, evaluation and selection process. In an effort to award the bid to the lowest best overall response, PCCLD will review each bid in its entirety. Each bid submittal should contain the following information:

- Company profile to include company overview, capabilities, key accomplishments, products and services, and industry credentials and certifications.
- Three (3) existing customer reference contacts for which the vendor provides similar service that the Library is seeking. Reference contacts will preferably be for other libraries, public buildings, and/or other business institutions with similar building environments and business operations as the Library's.
- Company annual report, to include financial statement, for the previous two (2) years from the current year.

Bids will only be considered from companies that have been engaged in the business of distributing the goods and/or performing services as described in this RFB for a minimum of five (5) years prior to the date of this RFB. Vendors must be able to show proof that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The Library reserves the right to postpone and/or cancel the announcement of an award, or execution of contract, until the Library has conducted a review and is satisfied with the awarded vendor's business operations.

2. **Contract Term:** Upon bid award, the initial contract will commence on the date in which authorized signatures from PCCLD and winning bidder representatives have been obtained. The contract will remain in effect three (3) years from the signed contract date. Pricing for services provided through winning bid, or agreed by PCCLD and vendor, will remain fixed during the term of the initial contract. After the expiration of the initial contract, the Library will have the option to renew the contract not to exceed one (1) year periods. Renewed contracts will be by written agreement with signatures from authorized PCCLD and vendor representatives.

H. Non-Appropriation

Pursuant to C.R.S. § 29-1-110, as amended, the financial obligations of the Library as set forth herein after the current fiscal year are contingent upon funds for the purpose being appropriated, budgeted, and otherwise available. Any signed agreement is automatically terminated on January 1st of the first fiscal year for which funds are not appropriated. The Library shall give the vendor written notice of such non-appropriation.

I. Equal Opportunity

The Library is an equal opportunity employer and intends to extend this practice during our selection process. The Library expects that Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability. Third parties engaged to provide goods and services to the Library, if necessary, as third-party vendors, or otherwise, shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract.

II. Terms and Conditions

A. Vendor's Responsibilities

1. It will be the vendor's responsibility to comply with all local, state, and federal laws, ordinances, rules, and regulations applicable to this RFB, and services provided to the Library, that include, but are not limited to, EEO, OSHA and Title II of the ADA.
2. It will be the vendor's responsibility to thoroughly review and understand this RFB and make the necessary arrangements, at their own costs, to officially submit a response to this RFB.
3. It will be the vendor's responsibility to remain up-to-date on any changes made regarding this RFB. Modifications and/or addendums made to this RFB will immediately be made available on the Library's website homepage under the link Open Bids (<http://www.pueblolibrary.org/about/requests>).
4. It will be the vendor's responsibility, if awarded contract, to provide services as proposed and as identified in this RFB, listed in the scope of work, and defined by the terms and conditions of an agreement.
5. It will be the vendor's responsibility to state exactly what it intends to provide to the Library in response to this RFB and must indicate any variances to the terms, conditions, and specifications of this RFB. If variations are not stated in the vendor's response, it shall be interpreted that the vendor's response fully complies with all conditions identified in this RFB.
6. It will be the vendor's responsibility to identify and mark items that are considered proprietary and/or confidential. All bids submitted will be property of the Pueblo City-County Library District and will be considered public documents under applicable Colorado state law.

B. Insurance & Liability

The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances listed below. Vendor will not be relieved of any liability, claims, or other

obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance. Failure on the part of the vendor to obtain such insurance prior to, and during, the term of the contract will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

1. **Commercial General Liability:** The vendor shall secure and maintain, during the term of agreed contract and for such additional time for services being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverages, as well as Owners' and Vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.
 2. **Worker's Compensation Insurance:** The Vendor shall procure and maintain during the period of this contract and for such additional time as work on this project is being performed. Workers Compensation Insurance, including Occupational Disease Provisions, fully complying with the provisions of the Worker's Compensation Act, as amended, of the State of Colorado. Such insurance shall be obtained notwithstanding that vendor may have no employees as defined under said Act or that vendor has such coverage. Such insurance shall cover all employees who may be shareholders, managers, partners or owners of vendor or exempt employees under the Act.
 3. **Comprehensive Automobile Liability Insurance:** Vendor shall procure and maintain, during the term of the contract and for such additional time for service being performed, Comprehensive Automobile Liability Insurance. This insurance shall be written with limits of liability for injury to one person in any single occurrence of not less than \$1 million and for any injury to two or more persons in any single occurrence of not less than \$1 million. This insurance shall include uninsured/underinsured motorist coverage and shall protect the vendor from any and all claims arising from the use both on and off the site of the service of automobiles, trucks, tractors, and similar equipment whether owned, leased, hired or used by vendor.
- C. Preparation and Submission of Bid
1. All bids must be prepared and submitted in accordance with Section I-General Information Item C-RFB Submittals.
 2. All bid responses must include the completed price sheet and official bid provided in Section V-Pricing & Official Bid.
 3. Pricing submitted in response to this bid will be the pricing for the duration of initial contract term, unless otherwise agreed upon in writing by the vendor and PCCLD.
 4. Alternate price offers will not be considered, unless specifically requested by PCCLD.
 5. The Library will not incur any additional costs for work completed by third-party vendors. The use of third-party vendors to satisfy the scope of work in this RFB will be included in vendor's bid.

6. Bids shall be submitted in a sealed envelope or package with vendor's name and title of this RFB: Pueblo City-County Library District Janitorial & Cleaning Services.
7. The Pueblo City-County Library District is exempt from any federal, state, and/or local taxes; therefore, pricing submitted in response to this RFB, and subsequent invoices, should not include such taxes. A copy of the Library's tax exemption certificates can be provided to the winning bidder at the bidder's request.
8. Vendor awarded the contract must provide a completed and signed W-9 form to the Library before contract services may begin.
9. Modifications to offers will be allowed and accepted until the official bid due date and time. Modifications submitted must contain the vendor's name, address, contact information, date, and reference to modification being made to original bid submitted. If more than one modification has been submitted, the modification with the latest date will be considered.

III. Contractual Information

A. Disposition

The vendor shall not assign, transfer, convey, sublet, or otherwise dispose of signed contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of the Library.

B. Schedules and Service Expectations

Hours in which services will be provided will be determined and agreed on after the bid has been awarded. Service hours will be determined to accommodate for optimal cleaning, safety and security of library staff and customers, and hours of operation of each library. Vendor shall provide a well supervised, trained and fully staffed work force at all times to perform the contracted services in a timely and efficient manner. Vendor shall be responsible for providing acceptable staffing levels and employee supervision to ensure all contracted services are satisfactorily performed in the safest, most cost effective manner possible. All contracted services/duties shall be performed as scheduled within the shift, using back-up resources as necessary. Continued, documented failure to perform the contracted services will be considered a failure to perform satisfactory services possibly leading to the termination of contract.

The Library understands that the vendor may work with third-party vendors to satisfy services and requirements identified in the RFB and the scope of work. Should the vendor utilize any third-party vendors, the contracting vendor must notify the Library's Facilities Superintendent before any work can begin to receive approval. Third-party vendors must follow applicable terms and conditions of this RFB document and signed agreement.

C. Employees

All employees of the vendor shall be considered to be, at all times, employees of the Vendor, under its sole direction, and not an employee of the Library. Before working on the premises of any Library location, vendor employees must undergo a national criminal background check at the cost of the vendor; a copy of the background check must be provided to the Library. Pending the results of the background check, the Library reserves the right to refuse and/or deny vendor's employee from working on the Library's property. The Library may also require the vendor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable, and whose continued employment on Library property is not in the best interest of the Library.

D. Identification

All vendor employees working on any of the Library's premises' shall always be identified by wearing a vendor-provided uniform and/or visible identification to associate vendor employees to the vendor who should not be mistaken for any of the Library's employees or its customers.

E. Communication and Reporting

The vendor and the Facilities Superintendent or designee shall cooperate in developing an on-site log, for communicating day-to-day needs, requests or observations requiring action by the vendor or the Library. Vendor's employees and the Library's Facilities Superintendent, or designee, shall review the log each workday for required actions and/or responses to issues. Any item requiring maintenance or repair outside the scope of the vendor's responsibility shall be immediately reported to the Facilities Superintendent, or designee. The log will be available and reviewed by the Library's Facilities Superintendent, or designee, on a regular basis.

F. Inspections & Walkthroughs

The Facilities Superintendent, or designee, may, at any time, request inspections and walkthroughs with the vendor's official contact and/or assigned supervisor. Such inspections will be used to review the quality of services provided by the vendor and to discuss possible changes to ensure expectations and terms of agreed contract are being met.

G. Vendor-Provided Items

Vendor shall provide all labor, training, supervision, custodial tools, cleaning solutions, and cleaning equipment necessary to perform the services required under this RFB. Vendor shall only use equipment, machines, supplies and products specifically designed and developed for the cleaning tasks and services identified within the Scope of Work. Vendor shall utilize the most efficient and effective machines and equipment available in the trade in performing the services and tasks indemnified in this contract. All equipment, machines, supplies and materials shall be of such quality as to pass without objection in the trade and shall meet all current safety, regulatory and environmental standards.

Vendor shall regularly inspect all equipment and machinery to ensure each is serviced and maintained according to the manufacturer's schedules and guidelines to ensure safe, efficient operation and effective cleaning results. Vendor shall regularly inspect employee's cleaning operations to ensure that the proper techniques and procedures are used during the operations of all manual and powered cleaning equipment and machinery. Vendor shall also ensure all equipment and machinery is operated within manufacturer's guidelines and in strict compliance with all current regulatory, safety and established operational practices common to the trade.

As an option, the vendor will price the purchase and supply of toilet tissue, hand towels, waxed liners, toilet seat covers, trash bag liners, urinal screens, and hand soaps. The vendor will set up minimum and maximum supply stock levels.

H. Library-Provided Items

The Library will be responsible for providing access to Library locations, which includes, but is not limited to, keys, access codes, and/or proxy cards. The Library will provide storage areas for vendor's cleaning materials, tools, and equipment. The Library will provide access to computers and telephones when identified as a work related need by the Facilities Superintendent or designee. The Library will provide access to parking lots for vendor employee parking. The Library will provide access to Library staff break rooms for vendor employees to take breaks.

I. Building Access and Security

Vendor will be responsible for the security of the buildings while working inside and for securing the facilities upon departure. All exterior doors and ground floor windows shall be kept closed and locked while work is being performed in or around the building. All building exits shall be secured and locked upon arrival of the cleaning crew; no exterior exits shall be left unlocked or propped open during the shift. Any exterior exit being used to remove supplies, trash or equipment shall not be propped open or left unattended. These security procedures shall be strictly followed. Only the vendor and its employees are authorized access to the facilities. Select personnel of the vendor and its employees will be issued security codes or otherwise access into the libraries. Once a building is locked, vendor employees will not open doors to allow a person to enter. Only people with the appropriate access key, card or security code and proper authorization shall be allowed in the building before or after hours. Interior door security shall be maintained in the individual areas within the building during the work shift. Doors to unattended rooms shall be closed and secured during the shift except while being serviced. Any problems or questions dealing with individuals requesting access without an entrance key, card or proper authorization or unauthorized people, theft, or vandalism will be immediately reported to the Library's Facilities Superintendent, designee, security vendor, and/or local law enforcement as appropriate. Vendor and its employees will be responsible for access resources assigned to them such as keys and/or proxy cards. The vendor will be liable for any loss of such access resources to include any cost to replace and/or re-key building locks.

J. Holidays and Closings

PCCLD recognizes most federal holidays and is closed to the public at all Library locations. In addition to observed federal holidays, the Library may close additional days and/or close early in which notification of such closings will be communicated to the vendor.

K. Recycling Program

Vendor will be expected to follow the policies and guidelines of such developed program which will include, but not limited to, the sorting and disposal of recycled materials at each library location. The Facilities Superintendent, or designee, will provide further information as it becomes available to the vendor on the recycling program and the expectations required of the vendor.

L. Modifications to Existing Contract

Terms and conditions of existing contract may be added, modified, and deleted upon mutual agreement between the Library and the vendor provided that such terms and conditions remain within the scope and original intent of this RFB. Said terms and conditions may include, but are not limited to, additions or deletions of service levels and/or commodities and/or increases or decreases in the time limits for an existing contract. Any and all modifications must be expressed in writing and executed by authorized personnel of the Library and the vendor prior to the execution of any modifications.

M. Day Porter and Emergency Services

The Library would like the option to utilize day porter services and call upon additional services as requested. Vendors will provide a per hour cost bid, as an option, for such services on Section V- Pricing and Official Bid. The Library regularly hosts special events and activities which require cleanup, and expects cleanup to be handled by cleaning services. Should additional cleanup be considered out of the scope of work and as additional services, vendor's bid response should state as much and list additional costs to be included as Day Porter and/or emergency services.

N. Termination of Contract

The Library may, by written notice to the successful vendor, terminate the contract if the Vendor has been found to have failed to perform its service in a manner unsatisfactory to the Library per specifications defined in the contract and/or RFB. The date of termination shall be stated in the notice. The Library may cancel the contract upon thirty days written notice for reason other than cause. This may include, but is not limited to, the Library's inability to continue with the contract due to the elimination or reduction of funding.

IV. Scope of Work

Bids should include the cleaning of the Rawlings Library, Lamb Library, Barkman Library, Giodone Library, Greenhorn Library, Lucero Library, and the Pueblo West Library. Bids will be accepted for cleaning all or some of these locations. Indicate pricing on sheet (see V. Pricing and Official Bid) and libraries bid to be cleaned. Upon negotiation of the contract, certain areas may be excluded, such as mechanical, electrical, and computer rooms for security and safety purposes. Hours in which services will be provided will be determined and agreed on after the bid has been awarded. Service hours will be determined to accommodate for optimal cleaning, safety and security of library staff and customers, and hours of operation of each library.

Item	Task (See Task Description and Details)	Frequency
Restrooms		
1.	Clean Restroom Surfaces	Daily/As Needed
2.	Clean Restroom Sinks and Mirrors	Daily/As Needed
3.	Clean Toilets and Urinals	Daily/As Needed
4.	Descalc Toilets and Urinals	Once a Month
5.	Sweep and Mop Restroom Floors	Daily/As Needed
6.	Refill/Clean Paper Dispensers	Daily/As Needed
7.	Refill/Clean Soap Dispensers	Daily/As Needed
Floors		
8.	Vacuum Carpet (Main Traffic and Heavy Use Areas)	Daily/As Needed
9.	Vacuum Carpet (General Use Areas)	As Needed
10.	Vacuum Carpet Tile at Building Entrances	Daily/As Needed
11.	Carpet Cleaning (Shampoo) (Optional)	Semi-Annually
12.	Sweep/Dust Mop/Buf Non-Carpeted Floors	Daily
13.	Damp Mop/Buf Non-Carpeted Floors	Daily
14.	Damp Mop Non-Carpeted Floors	Daily/As Needed
15.	Surface Care, Non-Carpeted Floors	Daily
16.	Clean Interior Floor Mats	Daily/As Needed
Interior Building/Office Areas		
17.	Remove Trash and Debris	Daily/As Needed
18.	Spot Cleaning, Graffiti Removal	As Needed
19.	Carpet and Upholstery Maintenance (Spot Removal)	As Needed
20.	Dust Furniture	As Needed
21.	Dust Building Surfaces	Daily/ As Needed
22.	Clean Drinking Fountains	Daily
23.	Clean tables, Counter Tops, Chairs, Computers, etc.	Daily
24.	Arrange Furniture	Daily
25.	Clean Marker Boards in Meeting/Conference Rooms	Daily
26.	Wash Light Fixtures	As Needed
27.	Vacuum and Wash Air Grills	As Needed
28.	Wash or Vacuum Venetian Blinds	As Needed
29.	Clean Entrance Glass (Doors and Windows)	Daily/As Needed
30.	Clean All Interior Glass (Doors, Windows, Elevator)	Once a Month
Exterior Building Areas		
31.	Empty Ash Receptacles/Sand Urns/Trash Containers	Daily/As Needed
32.	Sweep Exterior Entrances	Daily/As Needed
33.	Clean Exterior Entrance Mats	Daily

A. Task Description and Details

1. **Clean Restroom Surfaces:** Clean and disinfect, using a germicidal cleaner, restroom walls, entry doors, partition walls and doors, plumbing fixtures, dispensers, shelves, lockers, countertops, trash and sanitary item receptacles, remove any non-permanent stains, spots, streaks, graffiti, and dirt, using appropriated cleaning tools, chemicals and supplies. After cleaning, these surfaces will have a uniform appearance free from dust, lint, streaks, stains and non-permanent markings.
2. **Clean Restroom Sinks and Mirrors:** Completely clean and disinfect all exposed surfaces in the bathroom using an approved germicidal detergent. A non-abrasive cleaner and polish will be used on the exposed hardware. After cleaning, the fixture will present a clean and bright appearance and be free of visible soil, streaks, smudges, residue cleaning agents, spots, stains, etc. Mirrors shall be cleaned using an approved glass cleaner to remove soil, streaks, smudges, film, etc. from the mirror's surface. The mirror's surface will be polished dry so that no visible signs of streaks, smudges, lint, film, etc. are present, leaving a uniform, clean appearance. The frame of the mirror will also be cleaned. Inoperable or broken fixtures shall be reported immediately to the Custodial Supervisor/Vendor for repair. The Library's Facilities Superintendent shall be notified in writing within the next workday of any broken or inoperable fixtures.
3. **Clean Toilets and Urinals:** Completely clean and disinfect, using an approved germicidal product, all exposed surfaces of the toilets and urinals. An approved non-abrasive cleaner will be used on the exposed hardware. The cleaning includes the disinfecting and polishing of all exposed hardware and fixtures. All foreign materials will be removed from the urinal drain trap. Any cleaning tools, such as brushes, cloths, etc., used to clean toilets and urinals shall be used only for that purpose and shall not be used to clean any other surfaces such as sinks, counters, windows, etc. After cleaning, all fixtures shall present a clean, bright, shiny appearance and will be free of all streaks, spots, non-permanent stains or rings, etc. Any stopped-up toilet will be plunged to free it of the obstruction. If the obstruction cannot be dislodged completely, it will be reported immediately to the Custodial Supervisor for repair. The Facilities Superintendent shall be notified in writing within the next workday of any broken or inoperable fixtures.
4. **Descalc Toilets and Urinals:** Remove scale, mineral deposits and nonpermanent stains, etc., from the interior of toilet bowls and urinals, using approved cleaning products. After cleaning, toilets and urinals shall be free from rings, mineral deposits and nonpermanent stains, and will have uniform, bright and clean appearance.
5. **Sweep and Wet Mop Restroom Floors:** Prior to mopping, the floor surface will be swept with a broom and/or dust mopped to remove all loose dirt and fine soil. Specific attention shall be given to the floor surface around and behind urinals and water closets. Floor surfaces around these areas shall be scrubbed using an appropriate cleaning tool and approved cleanser to remove nonpermanent staining and build-up prior to wet mopping. All floor surfaces shall then be cleaned with a hot water and germicidal detergent solution. After wet mopping is completed, the floor surface shall be rinsed by mopping the floor surface with clean, clear water, using a separate mop. At the completion of task, the floor will have a uniform appearance free of odor, spots, spills, stains, dirt, oily film, mop strings, etc.
6. **Refill/Clean Paper Dispensers:** Restock all paper towel dispensers to full levels. Replace consumed toilet tissue rolls and partial rolls which are down to the few sheets. Toilet seat cover dispensers shall be filled with a new package when empty or when only a few sheets remain in the package. The dispenser's exterior and adjacent surfaces shall be cleaned with an approved germicidal detergent to remove fingerprints and smudges after filling. Dispensers shall be checked for proper operation after filling, and any inoperable devices will be reported immediately to the Custodial Supervisor for repair. The Library's

Facilities Superintendent shall be notified in writing the next workday of any broken or inoperable dispensers.

7. **Refill/Clean Soap Dispensers:** All soap dispensers will be filled to within ½ inch of the top with either powder or a liquid anti-bacterial soap. The dispenser's exterior surfaces will be cleaned with an approved germicidal detergent to remove fingerprints and smudges after filling. The dispenser shall be checked after filling for proper operation. Any inoperable devices will be reported immediately to the Custodial Supervisor for repair. The Library's Facilities Superintendent shall be notified in writing within the next workday of any broken or inoperable dispensers.
8. **Vacuum Carpet (Traffic and Heavy Use Areas):** All high-use areas such as entrances, vestibules, lobbies, break areas, cafeterias and all heavily traveled aisles, corridors and walkways shall be vacuumed daily/as needed. Prior to vacuuming, easily moved furniture and items such as chairs, carpeted floor mats, trash and recycle receptacles, etc., will be relocated as necessary to allow vacuuming underneath, and surface litter such as paper, gum, rubber bands, paper clips, etc., will be removed. Vendor shall ensure their employees use commercial vacuuming equipment and accessories that pass without objection in the cleaning trade and that are appropriate for the specific tasks being performed (e.g., a wide area vacuum is appropriate for hallways and corridors; an upright or backpack vacuum with power head is appropriate around desks and workstations; and a canister or upright vacuum with power head is appropriate for narrow aisles, pathways and offices). All units shall be equipped with beater bars and an approved dual dust filtration system. After vacuuming, the carpeted surfaces, edges and corners shall be free of visible litter and debris, and all items that were moved shall be returned to the original position.
9. **Vacuum Carpet (General Use Areas):** Vacuuming shall be performed in offices, storage and general use areas, in and around workstations, under desks, tables and equipment. Prior to vacuuming, easily moved furniture and items such as chairs, carpeted floor mats, trash and recycle receptacles, etc., will be relocated as necessary to allow vacuuming underneath, and surface litter such as paper, gum, rubber bands, paper clips, etc., will be removed (e.g., a wide vacuum is appropriate for hallways and corridors; an upright or backpack vacuum with power head is appropriate around desks and workstations; and a canister or upright vacuum with power head is appropriate for narrow aisles, pathways and offices). All units shall be equipped with beater bars and an approved dual dust filtration system. After vacuuming, the carpeted surfaces, edges and corners shall be free of visible litter and debris, and all items that were moved shall be returned to the original position.
10. **Vacuum Carpet Tile Mats at Building Entrances:** Carpet tile or mats located at the interior of building entrances shall be vacuumed. If vacuuming does not remove the affected soil, carpet tile mat is to be swept with a stiff broom until all visible soil has been removed.
11. **Carpet Cleaning:** As an option, carpeted areas and carpeted floor mats shall be cleaned in accordance with industry standards. All carpet cleaning shall be scheduled and coordinated with the Library's Facilities Superintendent. Vendor shall be responsible for documenting and reporting all carpet cleaning tasking. Vendor shall be responsible for ensuring the proper ventilation and drying of these areas.
12. **Sweep/Dust Mop Non-Carpeted Floors:** All non-carpeted office and/or warehouse areas shall be swept (or dust mopped using a treated mop head) including behind doors, under coin-operated machines, desks and other non-moveable furniture and equipment. Prior to sweeping/dust mopping, easily moved furniture and items such as chairs, carpeted floor mats, trash and recycle receptacles, etc., will be relocated as necessary to allow sweeping/dust mopping underneath, and all large surface litter, dry soil, spill and debris will be removed. After sweeping/dust mopping, non-carpeted surfaces, including corridors, edges and places accessible to the broom or dust mop, shall be free of visible dust, dirt, litter or debris, and all items that were moved shall be returned to the original position.

13. **Damp Mop Non-Carpeted Floors:** Vendor shall use clean, warm water and a mild detergent solution to remove stains and soil not removed by dry cleaning methods. Prior to damp mopping, easily moved furniture and items such as chairs, carpeted floor mats, trash and recycle receptacles, etc., will be relocated as necessary to allow mopping underneath, and all large surface litter, dry soil spills and debris will be removed. After damp mopping, the floor surface will present a clean appearance, free of odor, spills, spots, film and other nonpermanent stains and soiling. When the floor surface is completely dry, all items that were moved shall be returned to the original position. Some floors may occasionally need buffing and polishing.
14. **Wet Mop Non-Carpeted Floors:** All accessible non-carpeted areas, such as behind doors and under equipment and furniture, shall be wet mopped using clean hot water and appropriate chemical detergent and then rinsed with clean water. Prior to wet mopping, easily moved furniture and items to allow mopping underneath, and all large surface litter, dry soil, spills and debris will be removed. After wet mopping is complete, the non-carpeted floor surface shall have a uniform appearance, free of odor, streaks, spots, film, swirl marks, detergent residue, mop strings, nonpermanent stains or other evidence of soil. Any splash marks on baseboards or wall shall be removed. When the floor surface is completely dry, all items that were moved shall be returned to the original position.
15. **Surface Care, Non-Carpeted Floors:** This task shall include the stripping, waxing and sealing, buffing and patch waxing of all varieties of floor surfaces found within the contracted facilities. There are no written specifications for these tasks, although these tasks are to be performed to the highest industry standards by the vendor's employees as to pass without objection in the trade. In addition, Vendor's employees shall follow product and equipment manufacturer's guidelines and recommendations in applying products and performing these tasks. All easily moved furniture and items such as chairs, carpeted floor mats, trash and recycle receptacles, etc., will be relocated as necessary, and floor surfaces shall be wet or damp mopped as appropriate before the surface care process begins. When the floor surface is completely dry, all items that were moved shall be returned to the original position.
16. **Clean Interior Floor Mats:** Floor mats located in the interior of the facility shall be vacuumed to remove all visible debris and dirt. If vacuuming does not remove the affected soil, floor mats will be swept with a stiff broom until visible soil has been removed. All floor mats shall be lifted to remove soil and moisture underneath. All floor mats shall be returned to the normal location after cleaning and shall be laid flat without wrinkles or bunching. Interior floor mats shall not be placed upon a damp or wet floor surface.
17. **Remove Trash and Debris:** All trash receptacles shall have a plastic liner and shall be emptied and returned to their original locations. Cardboard, cans, paper, etc. marked "TRASH" will be removed from all building areas. Any items not marked shall not be removed. Questions as to what is trash shall be addressed to the Library's Facilities Superintendent and/or noted in the Custodial Log Book. All debris from trash receptacles will be removed from the areas and emptied into the appropriate exterior trash container in such a manner as to prevent the adjacent area from becoming littered by trash. Interior of trash receptacles will be cleaned with an approved disinfectant to remove any debris and liquid due to leakage of plastic liners. Plastic liners shall be replaced when obviously soiled or torn.
18. **Spot Cleaning, Graffiti Removal:** Using appropriate tools and chemicals for the surfaces to be cleaned, remove smudges, fingerprints, marks, spots, streaks, heavy dust, soil and other nonpermanent stains, etc. from the following areas: entryway glass, interior glass, non-carpeted floor surfaces and all washable surfaces in hallways, stairs, landings, offices, entries, break rooms, lounges, lobbies kitchens, coffee/copy rooms, etc. Washable surfaces include: dispensers, sinks, mirrors, plumbing fixtures, exterior of refrigerators and microwaves, light switches and fixtures, fire extinguisher cabinets, wall

cabinets, interior and exterior doors, door handles, door casings, door frames, push and kick plates, etc. After cleaning, surfaces shall have a uniform appearance, free of all smudges, marks, fingerprints, nonpermanent stains and streaks.

19. **Carpet and Upholstery Maintenance (Spot Removal):** Carpeted and upholstered surfaces (such as carpeted floors, upholstered furniture and cloth-covered partitions) shall be checked, and spills, spots, marks or blots removed daily/as needed. For the purpose of this section, carpet maintenance is considered to be the treatment and removal of singular or multiple spills, spots, marks or blots on a carpeted or upholstered surface which causes a difference in color from that of the surrounding material. (Traffic or wear patterns are outside the scope of the section.) These areas shall be treated as soon as discovered. Vendor shall follow the carpet manufacturer's procedures for the specific materials involved.
20. **Dust Furniture:** Using a treated dusting tool or cloth, remove all dust, lint, dirt, debris, etc. from all exposed surfaces of workstations, desks, chairs, cabinets, bookcases, shelves, book stacks, DVD stacks, music stacks and other furniture located within the work site. Fabric surfaces of upholstered furniture will be vacuumed. Items on top of furniture shall not be disturbed or moved.
21. **Dust Building Surfaces:** Using a treated dusting tool or cloth, remove dust, lint, dry soil, and cobwebs from the surface of moldings, baseboards, fire extinguisher cabinets, door and window ledges, door and window casings, Venetian blinds, HVAC deflectors, gratings and covers, etc. Cobwebs on pictures, wall corners and ceilings shall also be removed at this time. After dusting, these surfaces will have a uniform appearance, free from smudges, lint, cobwebs, etc. Any nonpermanent soil will be completely removed from these surfaces at this time.
22. **Clean Drinking Fountains:** Remove all fingerprints, debris, streaks, etc. from drinking fountain basin and cabinet. Using an approved germicidal cleaning product, disinfect all metal surfaces including the orifice and drain. Stainless steel sections will be polished with an appropriate cleaner. After cleaning, the entire drinking fountain will be free from streaks, non-permanent stains, spots, smudges, scale, film and other removable soil.
23. **Clean Tables, Counter Tops, Chairs, etc:** Clean the following areas with an approved germicidal detergent: tables, counter tops and cabinet surfaces, as well as all non-upholstery chair surfaces located in lobbies, kitchens, cafeterias, break rooms, meeting and conference rooms. After cleaning, all cleaned areas shall be dry and have a uniform appearance, free from soil, streaks, smudges, dirt, nonpermanent stains, litter, etc. Items found on top of these areas in conference, meeting and training rooms shall not be disturbed or moved. In areas such as lobbies, break rooms, and kitchens, items such as newspapers, magazines, books, CDs, DVD movies, etc., found on these surfaces will only be moved to clean and dry the surface and replaced to give an organized and neat appearance.
24. **Arrange Furniture:** Furniture such as chairs and tables, which have been displaced during the performance of cleaning tasks or during normal daily use, shall be arranged in a pattern consistent with the intended use of the area. Lobbies, conference, training and meeting rooms, lounge and break areas shall be arranged in a uniform appearance with tables and chairs in straight and evenly spaced rows. Designated aisles will be evenly spaced with sufficient width for occupant movement.
25. **Clean Marker Boards in Conference/Meeting Rooms:** Remove all marks, fingerprints and dust from writing surface of empty marker boards. No written information is to be removed. Under no circumstances will anything other than an approved cleaning product be used to clean dry marker boards. After cleaning, the writing surface will have a uniform appearance with no remaining marks, streaks, or excess dust, etc. The board's rails and molding shall be wiped clean of dust or debris. Marker boards containing written data shall not be erased or cleaned.

26. **Wash Light Fixtures:** Remove diffuser or light globe, clean and reinstall. Fixtures and diffuser shall be cleaned with a damp cloth; fluorescent tubes or light bulbs shall be cleaned with a dry cloth to remove all visible dust and soil. Diffuser and globe shall be cleaned on both sides and dried. After cleaning, the fixture shall be free from dust oily soil, smudges, streaks, etc.; surrounding areas soiled by the cleaning process will be cleaned and restored.
27. **Vacuum/Wash Air Grills:** This task is expected to be performed to industry standards and to pass without objection in the trade. Upon completion, all visible dirt, dust and debris shall have been removed giving a clean appearance.
28. **Wash or Vacuum Venetian Blinds:** Both sides of the blinds shall be vacuumed or cleaned and completely dried after cleaning. After cleaning, the blinds shall be free from all smudges, streaks, visible soil, nonpermanent stains, etc. Hardware shall not be damaged and the blinds shall operate properly.
29. **Clean Entrance Glass:** Using an appropriate glass cleaner, completely clean both sides of all window glass in entryways. All glass areas immediately adjacent to exterior doors, such as light panels, vestibules and double door airlock entries, including frames and sills, will be cleaned at this time. After cleaning, these surfaces shall be free of streaks, smudges, fingerprints, non-permanent stains, streaks, lint, etc. Areas adjacent to any windows that become soiled by the cleaning of the glass will be cleaned and restored.
30. **Clean Interior Window Glass:** Using an appropriate glass cleaner completely cleaned both sides of all interior window glass and glass on interior offices, doors, partitions and workstations. All areas adjacent to the window glass, including the frame and sills will also be cleaned. After cleaning, these surfaces will present a uniform appearance free of all smudges, fingerprints, nonpermanent stains, streaks, lint, etc. Areas adjacent to any windows that become soiled by the cleaning of the glass will be cleaned and restored.
31. **Empty Ash Receptacles/Sand Urns:** Remove cigarette butts from the urns located around the exterior of the building(s). Receptacle exterior and removable tray will be damp-wiped with a cloth or sponge to remove evident soil. Replace sand as needed to maintain appropriate levels to extinguish cigarettes. Upon completion of this task, the immediate area surrounding the ash receptacles shall be clear of all debris.
32. **Sweep Exterior Entrances:** All exterior entrances such as steps, stairs, ramps, landings, walks, etc., shall be swept and cleaned of debris. Upon completion of this task, a 180-degree area 20 feet from each exterior entrance (as applicable to each site) shall be clear of litter, trash, cigarette butts, weeds, heavy soil, etc.
33. **Clean Exterior Entrance Mats:** Entrance mats located in the exterior of the facility entrances shall be cleaned of all visible debris and dirt. Exterior mats shall be swept with a stiff broom to dislodge and remove visible debris. Exterior mats shall be washed and scrubbed with a detergent solution to remove deeply embedded soil and debris. All entrance mats shall be lifted to remove soil and moisture underneath, and then returned to the normal location after cleaning. All entrances mats shall be laid flat without wrinkles or bunching upon departure from the area.

V. Pricing and Official Bid

Library	Description	Proposed Monthly Cost
Rawlings Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Annual Clean Elevator Interior Glass (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
Barkman Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
Lamb Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
Pueblo West Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
Lucero Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
Giodone Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$

Greenhorn Library	Monthly Cleaning Total	\$
	Day Porter/Emergency Services (optional)	\$
	Semi-Annual Carpet Cleaning (optional)	\$
	Cleaning supplies (optional)	\$
	Total with Options	\$
	Grand Total	\$
	Grand Total With Options	\$

PRINT OR TYPE YOUR INFORMATION

Company Name: _____

Authorized Individual(s): _____

Authorized Individual(s) Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Fax: _____

Email(s): _____

Federal I.D.#: _____

Appendix A – Library Locations

Robert Hoag Rawlings Public Library

100 East Abriendo Ave.
Pueblo, Colorado 81004

Hours of operation

Monday thru Thursday 9:00 AM to 9:00 PM;
Friday and Saturday 9:00 AM to 6:00 PM;
Sunday 1:00 PM to 5:00 PM

Barkman Public Library

1300 Jerry Murphy Rd.
Pueblo, Colorado 81001

Hours of operation

Monday thru Thursday 9:00 A.M. to 9:00 PM;
Friday and Saturday 9:00 AM to 6:00 PM;
Closed Sunday

Frank Lamb Public Library

2525 S. Pueblo Blvd.
Pueblo, Colorado 81005

Hours of operation

Monday thru Thursday 9:00 A.M. to 9:00 PM;
Friday and Saturday 9:00 AM to 6:00 PM;
Closed Sunday

Pueblo West Public Library

298 S. Joe Martinez Blvd.
Pueblo West, Colorado 81007

Hours of operation

Monday thru Thursday 9:00 A.M to 9:00 PM;
Friday and Saturday 9:00 AM to 6:00 PM;
Closed Sunday

Lucero Public Library

1315 East 7 Street
Pueblo, Colorado 81001

Hours of operation

Monday thru Thursday 10:00 A.M to 7:00 PM;
Friday and Saturday 10:00 AM to 6:00 PM;
Closed Sunday

Giodone Public Library

24655 Hwy. 50E
Pueblo, Colorado 81006

Hours of operation

Monday thru Thursday 10:00 A.M to 7:00 PM;
Friday and Saturday 10:00 AM to 6:00 PM;
Closed Sunday

Greenhorn Valley Public Library

4801 Cibola Drive
Colorado City, Colorado 81019

Hours of operation

Monday thru Thursday 10:00 A.M to 7:00 PM;
Friday and Saturday 10:00 AM to 6:00 PM;
Closed Sunday

Appendix B – Number of Restrooms**Robert Hoag Rawlings Public Library**

Women's Restrooms	6
Men's Restrooms	6
Unisex Restrooms	4
Director's Restroom	1
TOTAL	17

Barkman Public Library

Women's Restrooms	1
Men's Restrooms	1
Unisex Staff Restrooms	1
TOTAL	3

Frank Lamb Public Library

Women's Restrooms	2
Men's Restrooms	2
Unisex Staff Restrooms	1
TOTAL	5

Pueblo West Public Library

Women/Girls Restrooms	3
Mens/Boys Restrooms	3
TOTAL	6

Lucero Public Library

Women/Girls	1
Unisex Staff	1
Mens/Boys Restrooms	1
TOTAL	3

Giodone Public Library

Women/Girls	1
Unisex Staff	1
Mens/Boys Restrooms	1
TOTAL	3

Greenhorn Valley Public Library

Women/Girls	1
Unisex Staff	1
Mens/Boys Restrooms	1
TOTAL	3