



## **INQUIRY RESPONSES — RFB-2026**

### **JANITORIAL & CLEANING SERVICES**

The following page(s) are Pueblo City-County Library (PCCLD) responses to inquiries submitted by the January 30, 2026 deadline.

## **Janitorial & Cleaning Services**

1. What is the value of the current contract for these services?

**PCCLD Response:** *PCCLD Board of Trustees approved the current contract at an annual value not to exceed \$137,400.*

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2. Is the scope of work on this project the same as the current contract? If not, how is it different?

**PCCLD Response:** *It is the same scope, only difference is Lucero and Barkman square footage has increased.*

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3. Are the custodians working on this contract members of a union? If so, which union?

**PCCLD Response:** *Custodians are the contractor's employees and currently they are not union.*

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4. What is the square footage of Rawlings Library?

**PCCLD Response:** *110,700 sq. ft*

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5. What is the square footage of Barkman Library?

**PCCLD Response:** *10,041 sq. ft.*

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6. What is the square footage of Lamb Library?

**PCCLD Response:** *10,500 sq. ft*

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7. What is the square footage of Pueblo West Library?

**PCCLD Response:** *26,614 sq. ft*

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8. What is the square footage of Lucero Library?

**PCCLD Response:** *9,887 sq. ft*

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9. What is the square footage of Giodone Library?

**PCCLD Response:** *7,195 sq. ft*

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10. What is the square footage of Greenhorn Library?

**PCCLD Response:** *7,195 sq. ft*

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11. The pricing sheet includes space for a monthly total Day Porter/Emergency Services price - should bidders list an hourly price here? If not, please specify an approximate number of emergency services required per facility to ensure all bidders use the same assumptions in pricing this option so the District can conduct an apples-to-apples comparison of pricing submitted.

**PCCLD Response:** *Send an hourly rate per person for day porter and emergency service regardless of branch*

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12. The Task Description and Details reference stripping and waxing of floors, however this task is not in the task list. Please specify if strip and wax of floors is required in this scope of work, and if so, the frequency at which it must be performed.

**PCCLD Response:** *Stripping and waxing is at the request of the owner a good amount would be a minimum of 6 times a year but can change due to weather.*

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13. The Task list indicates carpets are cleaned semi-annually and state "(Optional)". Should bidders include the cost of carpet cleaning in their pricing at the semi-annual frequency, or omit from the bid price?

**PCCLD Response:** *Carpet bids should be separate from the custodial bid.*

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14. Is each facility to be serviced on the days in which they operate? If not, please specify how many days per week each location is to be serviced.

**PCCLD Response:** *Rawlings will be cleaned 7 days a week, all other branches will be cleaned 6 days a week.*

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15. Relevant to Appendix A - Library Locations

- We would request the cleanable square footage of each location please.

**PCCLD Response:** *We do not have the cleanable square footage of the libraries. A hand out of total square footage was provided at the Pre-bid meeting and total square footage is listed on responses to questions 4-10.*

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16. The scope of work is clear in that there is no carpet and or hard surface floor care to be done under this contract, so we are wanting to confirm that this type of service is not relevant by option or otherwise.

**PCCLD Response:** *Carpet bids should be separate from the custodial bid.*

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17. Last who is the current service provider and what is the previous year contract value for the current libraries under contract?

**PCCLD Response:** *The current service provider is Colorado Building Maintenance, for value please see response to question #1.*

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18. Cleaning Frequency- how many days per week is PCCLD requesting services per location?

- Do we go off the location list for example:
  - Rawlings is open 7 days a week, should we bid for 7 days a week cleaning?
  - Pueblo West is open 6 days a week, should we bid for 6 days a week cleaning?

**PCCLD Response:** *Rawlings will be cleaned 7 days a week, all other branches will be cleaned 6 days a week.*

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19. In the bid documents (pricing) it has a spot for cleaning supplies- does PCCLD currently provide cleaning supply (chemicals, rags, mops, chemicals) and consumable supplies (Toilet paper, paper towels, etc.)? is PCCLD requesting pricing for just cleaning supplies or consumables as well?

**PCCLD Response:** *Library will supply consumables and the contractor will provide their own cleaning equipment, supplies, and chemicals.*

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20. In the RFB documents it says answers will be post on the PCCLD website. I have visited this site but not sure where these will be posted? Could it be on the BidNet website?

**PCCLD Response:** *All answers will be posted on the Library website and Bidnet site.*

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21. I noticed that the building tour was held on January 23rd. Unfortunately, I was unable to attend that session. Is the attendance at that tour an absolute requirement to submit a bid, or is there an alternative way to qualify?

**PCCLD Response:** *Bids submitted without attendance from an authorized vendor representative will NOT be considered.*

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22. Under Paragraph G, *Award Information*, the RFB requests a company annual report, including a financial statement, for the previous two (2) years from the current year.

Could you please clarify what is specifically meant by “financial statement” (e.g., balance sheet, income statement, or other documentation)? Additionally, we would like to confirm whether this information will be kept confidential and not subject to public access

**PCCLD Response:** *An income statement with each submission would be acceptable. In regards to confidentiality, please refer to Section II, A., Item 6.*

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23. Would it be acceptable to provide this information if we are shortlisted or selected to proceed to a second round, rather than as part of the initial submission?

**PCCLD Response:** *The financial statement requirement is required with each submittal*

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24. What is the budget for this project?

**PCCLD Response:** *The budget is set at \$181,000 annually.*

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25. Can you provide a copy of the sign-in sheet from the building tour?

**PCCLD Response:** *Under the Colorado Open Records Act (CORA), most public records are available for inspection. To request records, please complete the CORA Request Form. This can be found on PCCLD’s website:*

<https://www.pueblolibrary.org/PCCLDpolicies>

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26. What is the current contract value or pricing structure for these services? Can you provide a copy of the current contract and the last two month’s invoices?

**PCCLD Response:** *Please refer to the response provided for Question #1. Regarding copies of contracts or invoices: under the Colorado Open Records Act (CORA), most public records are available for inspection. To request these records, please complete the CORA Request Form, available on the PCCLD website at*

<https://www.pueblolibrary.org/PCCLDpolicies>

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27. Is the current contractor’s scope of work the same as the current bid scope of work? If not, what has changed? Already answered

**PCCLD Response:** *Please see response to question #2.*

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28. Why is this going out to bid? end of contract

**PCCLD Response:** *Current contract has concluded.*

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29. Under Section-A #14, it states that “stripping, waxing and sealing, buffing and patch waxing of all varieties of floor surfaces found within the contracted facilities”. Can you provide the square footage of the areas that requires these services for each building and the frequency?

**PCCLD Response:** *PCCLD does not have this information available.*

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30. Under the Scope of Work, it states Carpet Cleaning (Shampoo) occurs semi-annually. Can you provide the square footage of the areas that require these services for each building?

**PCCLD Response:** *PCCLD does not have this information available.*

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31. Under Vendor-Provided Items, it states that “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.” Can you provide us with how many employees are at each building and the average foot traffic of each building?

**PCCLD Response:** *PCCLD will provide the supplies.*

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32. Several tasks in the scope are listed as “daily / as needed.” For planning purposes, should vendors assume these tasks are expected to be completed fully each service day, or only when visibly required?

**PCCLD Response:** *Only when visibly required.*

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33. Inspections were mentioned as occurring weekly. Is there a standard checklist or evaluation process used during these inspections?

**PCCLD Response:** *Please refer to Section II – F. of the RFB document.*

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34. If an issue is identified during an inspection, is there typically an opportunity to correct the issue before further action is taken?

**PCCLD Response:** *Yes, inspections are meant to keep everyone on the same page with terms of the agreed upon contract and expectations.*

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35. During the walkthrough, it was noted that glass is expected to be cleaned primarily at eye level on a routine basis. Can PCCLD confirm whether:

- Routine glass cleaning is limited to eye-level and high-touch areas, and

**PCCLD Response:** *Correct, this is limited to eye-level and high touch areas*

- Full-height interior and exterior glass cleaning is expected only as part of the scheduled monthly service?

**PCCLD Response:** *This item is not listed as a part of scope of work.*

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36. At Rawlings Library, where a large portion of the exterior walls are glass across multiple floors, should vendors assume monthly glass cleaning includes all glass surfaces, or only defined areas? just eye level interior glass

**PCCLD Response:** *This is defined as eye level interior glass.*

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37. As discussed during the walkthrough, floor care services will be priced separately from general janitorial services. Can you confirm which services PCCLD considers part of floor care (for example, strip and wax, sealing, buffing)?

**PCCLD Response:** *Carpet cleaning is separate biddable item; hard floors are not.*

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38. To assist with floor care planning, does PCCLD have approximate square footage available for carpeted areas and non-carpeted flooring at each library?

**PCCLD Response:** *PCCLD does not have this information available.*

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39. For strip and wax services, should vendors assume a regular schedule (such as annual or semi-annual, quarterly), or are these services typically requested as needed?

**PCCLD Response:** *Please see response to Question #13.*

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40. Based on current operations, are there library locations or specific areas that regularly experience increased cleaning needs due to programs or events?

**PCCLD Response:** *Meeting rooms.*

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41. During the walkthrough, it was mentioned that Rawlings Library currently has a day porter addressing daytime messes and event-related needs. Should vendors expect this general approach to continue under the new contract, understanding that usage may vary?

**PCCLD Response:** *Yes, this will continue but we may request extra porter services as needed so we need an hourly price for this and emergency cleaning.*

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42. Are janitorial services expected to be performed strictly after hours, or are early morning or split-shift schedules acceptable depending on the location?

**PCCLD Response:** *Early mornings/split shifts are possible but not desired.*

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43. The RFB lists consumable supplies as optional. If PCCLD elects to include consumables, does the District prefer a single vendor to supply all locations, or may services and supplies be handled separately?

**PCCLD Response:** *PCCLD will supply consumables.*

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44. If allowable, can PCCLD share who currently provides janitorial services and whether floor care is included under the same contract or handled separately? How much is the current provider charging?

**PCCLD Response:** *Please refer to responses to Questions #1 and #17. Floor care is included with this contract, carpet care is separate and biddable separately.*

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45. The area where we require the most clarification is Consumables. (IE: Toilet Paper, Paper Towels, Hand Soap Etc...) Who is ultimately paying for these items?

**PCCLD Response:** *PCCLD will provide and pay for these items.*

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46. The service is listed as optional. Is this mandatory for us to bid on consumables?

**PCCLD Response:** *No.*

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47. If you would like us to provide consumables can you provide us with the usage? (Number of people in each building per day) NA

**PCCLD Response:** *Not applicable, PCCLD will provide consumables.*

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48. Are you open to us ordering and managing consumables and billing that back to you? Library will take care of this

**PCCLD Response:** *Consumables will be managed by PCCLD.*

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49. Can you confirm the payment terms?

**PCCLD Response:** *Net 30*

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50. Can you clarify annual Elevator, glass cleaning glass doors? Is this just for the inside of the elevator? Is the outside glass of the Elevator and the outside glass of the building excluded?

**PCCLD Response:** *This is subcontracted out but can be bid on at the end of that contract which is separate from the custodial contract.*

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51. On the pricing document this is listed as optional. Are we free to not bid this service or are we expected to bid? free not to

**PCCLD Response:** *Free not to bid this item.*

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52. Can you please confirm that this is Night Cleaning only and that the Day Porter rate is just as needed?

**PCCLD Response:** *Correct.*

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53. Will any of the potential vendors be allowed to talk with the district in person?

**PCCLD Response:** *No, the opportunity for in-person discussion was limited to the pre-bid meeting.*

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54. Could you please clarify the expected frequency for floor cleaning services (daily, multiple times per day, weekly, etc.) for each facility included in the bid?

**PCCLD Response:** *It is more for emergency services but library needs could change and possible more hours at a location depending on library services.*

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55. Have there been any changes to the 2026 RFB compared to the 2022 bid, aside from the updated square footage for the two libraries?

**PCCLD Response:** *No.*

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56. Does the City of Pueblo provide any consumables such as trash liners, paper products, soap, or other supplies, or is the contractor responsible for providing all items?

**PCCLD Response:** *PCCLD will provide all consumables.*

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57. Are there any specific requirements regarding the types of cleaning products that must be used?

**PCCLD Response:** *Standard effective products.*

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58. Is there a need to include pricing for day porter services? If so, how many hours per day should be included?

**PCCLD Response:** *Please submit an hourly rate for this item.*

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59. Have been satisfied with your current contractor and looking for a change?

**PCCLD Response:** *This contract is up for renewal and there have no issues with the current contractor.*

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60. Is the work performed only at night (after 5pm)?

**PCCLD Response:** *Yes.*

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61. Regarding the glass cleaning requirement, how many feet above floor surfaces is the contractor responsible for cleaning?

**PCCLD Response:** *6 feet*

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62. Will the contractor provide feminine products?

**PCCLD Response:** *PCCLD will manage this.*

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63. What will be the plan for building access?

**PCCLD Response:** *PCCLD will provide keys and codes.*

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64. Are there strict start and completion times?

**PCCLD Response:** *Start time is at close of business and completion must be before start of business.*

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65. Are there any charges for key cards/building access cards?

**PCCLD Response:** *No*

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66. Are there 10 or 11 observed holidays that PCCLD recognizes?

**PCCLD Response:** *PCCLD is closed on 10 observed holidays, a schedule will be provided to the vendor that is awarded the contract.*

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67. Does PPCLD have historical record of the number of annual events/activities for the past 3 years that are available to bidders?

**PCCLD Response:** *PCCLD is unable to determine what type of events or activities this question refers to and therefore cannot provide an answer.*

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