



**REQUEST FOR PROPOSAL**  
**For**  
**SPECIAL COLLECTIONS FIRE EXTINGUISHING SYSTEM**  
**PIKES PEAK LIBRARY DISTRICT**  
**Colorado Springs, CO**

**RFP # 492-26-01-PE**

The Pikes Peak Library District (PPLD) invites qualified vendors, with the qualifications as stated herein, and are licensed in the State of Colorado, to submit a response to a Request for Proposal (RFP) for Carnegie Building at Penrose Library, located at 20 N. Cascade Ave., Colorado Springs, CO 80903.

**Proposal deadline is 2 p.m. MDT on Wednesday, April 22, 2026**

## Table of Contents

1. Terms & Conditions.....	2
2. Proposal Submission, Selection, and Contract Formation.....	4
3. Scope of Work.....	9
4. Vendor Qualification and Information.....	10
5. Pricing.....	11
Addendum A- Proposal Cover Sheet.....	12
Addendum B - References and Pricing.....	14
Addendum C - Immigration Clause for Contracts.....	15

## 1. Terms & Conditions

**Purpose:** PPLD is seeking proposals from qualified vendors for installing a new clean-agent fire extinguishing system.

Vendors must be able to certify they have the capabilities and resources to provide all services outlined in the scope of work for this project.

This project is targeted for June 15, 2026.

**Interested Parties:** All interested vendors 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>.

**Sole Point of Contact:** Questions and requests for clarification must be sent via e-mail to Kim Hoggatt, Chief Financial Officer, at [khoggatt@ppld.org](mailto:khoggatt@ppld.org) and Cc: Lindsay Sosa, Finance & Procurement Generalist, [lsosa@ppld.org](mailto:lsosa@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 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.

**Equal Opportunity:** The vendor 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.

**Expenses:** PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

**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.

**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.

**Immigration Clause:** The vendor is aware of Colorado's Immigration /Illegal alien laws pertained to public contracts. Addendum C - Immigration Clause for Contracts (Colorado Statute 8-17.5-102)

must be signed and attached.

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.

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.

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.

RFP Schedule:

RFP released.....	Wednesday, March 18, 2026
Pre-proposal conference.....	Wednesday, April 1, 2026, 9:30 a.m.
Deadline for final questions.....	Friday, April 3, 2026
Deadline to return answered questions.....	Wednesday, April 8, 2026
Proposals due.....	Wednesday, April 22, 2026 no later than 2:00 p.m. local time.
Board Review and Decision.....	Wednesday, May 20, 2026
Award Notification.....	on or about Friday, May 22, 2026

Pre-proposal Conference: A pre-proposal conference will be held at Penrose Library, 20 N. Cascade Ave, Colorado Springs, CO, 80920 on Wednesday, April 1, 2026 at 9:30 a.m. local time. Attendance is mandatory for all proposers; no proposals will be accepted from new vendors who did not attend this meeting.

## 2. Proposal Submission, Selection, and Contract Formation

### 2.1. Proposal Submission

**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, vendor, 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, vendor, or corporation from proposing; (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

**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:

- Addendum A - Proposal Cover Sheet
- Addendum B - Checklist, Questionnaire, and Pricing

Vendors are requested to submit a response for each numbered or lettered item of Addendum B, 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..

- Addendum C - Immigration Clause for Contracts
- List of exceptions or deviations (if any)

**Signatures:** The proposal must be signed by an officer of the proposing vendor.

**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.

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

**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 four (4) hard copies and soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District  
Attn: Kim Hoggatt  
Finance Office  
RFP# 492-26-01-PE  
1175 Chapel Hills Drive  
Colorado Springs, CO 80920

Additional Copies may be requested by PPLD. PPLD is not liable for any cost incurred by prospective respondents prior to the issuance of contract(s).



- Worker's Compensation liability that meets statutory requirements.

**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 vendor'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 vendor or its subcontractors or suppliers.

**Schedule:** By submitting a proposal, the proposer guarantees that it will be able to comply with the overall schedule.

**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

**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 price proposal.

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

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

**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:

- Completeness of proposal
- References
- Pricing
- Quality of services
- Vendor qualifications and history
- Any other items deemed in the best interest of PPLD

PPLD uses a weighted award decision making process. Bid scoring below:

Bid Completeness	10%
References	20%
Pricing	40%
Quality of Services	10%
Vendor Qualifications and History	20%
Total	100%

### 2.3. Contract Formation

**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 vendor.

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

**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.

**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.

**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

Service Specifications:

The specifications of this project created by Jensen Hughes are attached in Exhibit A, PPLD Carnegie Building Engineer Report, and Exhibit B, PPLD Carnegie Building Clean Agent Replacement Drawings.

The successful proposer shall be required to furnish all permits, equipment, tools, machinery, transportation and other implements necessary to fulfill the provisions of this Contract. This includes but is not limited to all procurement and contracting requirement specifications included within.

All work shall be done to the highest of industry quality and standards.

Vendor shall ensure all materials and workmanship are in accordance with specifications provided by Jensen Hughes and shall correct all deficiencies, found not meeting such requirements.

No non-employees, employee's significant others, employee's children, or employee's pet(s) shall be permitted on the jobsite, by the vendor, during the performance of this contract.

#### **4. Vendor Qualification and Information**

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

Provide the name of the proposing vendor, address, telephone and primary contact person.

Include an affirmative statement that the vendor is licensed in the State of Colorado.

State the size of the vendor and provide a vendor history summary.

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.

Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.

Provide the resume of the person that will be assigned as the lead on this project.

Any other information you feel should be considered in the selection process.

## 5. Pricing

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 requested in Addendum B; Checklist, Questionnaire, and Pricing Form.

Lump sum and unit costs, to include but not limited to travel, accommodations, reimbursables, and plan completion.

A complete and careful total project breakdown of cost related to each section of the project with minimal change orders.

### Addendum A- Proposal Cover Sheet

#### I. GENERAL INFORMATION

1. VENDOR 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 vendor) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named vendor. 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):

- \_\_\_\_\_ The Vendor has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The Vendor 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ The Vendor is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- \_\_\_\_\_ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

- \_\_\_\_\_ 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.
- \_\_\_\_\_ The Vendor has to provide proof of all required insurance coverage.
- \_\_\_\_\_ A list of exceptions and deviations (if any) is attached.
- \_\_\_\_\_ A proof of eligibility to operate in El Paso County and the State of Colorado is attached.
- \_\_\_\_\_ There have been no claims, litigation, or other issues filed or pending against our firm in the past 5 years except as listed below.

---

---

---

---

---

---

- \_\_\_\_\_ The Vendor is aware of Colorado’s Immigration / illegal alien laws pertaining to public contracts. Addendum C (Colorado Statutes 8-17.5 – 102) is signed and attached.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Addendum B – References and Pricing**

References:

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: \_\_\_\_\_

\_\_\_\_\_

Pricing

Provide **lump sum** and **unit cost** information as requested. All costs stated shall be "complete": costs to include materials as specified on the plans, labor, delivery to site, OH&P, applicable taxes, permits as required.

Project Cost: \_\_\_\_\_

Hourly Rates: Project list with proposal package.

Submittal of this bid form implies that the vendor can adequately staff and schedule all work at the required time and has the resources available to procure all required materials at the required time. All costs indicated shall be maintained by the vendor for not less than 30 days from the submittal date and shall be maintained throughout the duration of the contract after award.

**Addendum C – Immigration Clause for Contracts**

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