



Janitorial and Carpet Cleaning Services
RFP 490-25-01-DIST
Pre-Proposal Conference Questions/Answers
October 31, 2025

1. Are the conference rooms used frequently and how often are they required to be cleaned?

Conference rooms are used daily and are required to be cleaned each day. Additionally, at the locations with day porters they are to be inspected and cleaned as needed.

2. How long has CBM had the PPLD account?

Since February 2010.

3. How many elevators are in the building?

Library 21c - 2, 1 public elevator that requires janitorial services and 1 freight elevator that can be used for equipment transfer but does not need janitorial services.

East Library - 1

The Hall - 1

Penrose Library - 4

Old Colorado City Library - 1 (lift)

Manitou Library - 1 (lift)

4. How much homeless activity is there?

We do not have a measurement. Unhoused individuals seek various Pikes Peak Library District resources at each of our facilities often.

5. How often are bio cleanups conducted?

It varies at all locations. Library 21c, East Library, and Penrose Library are approximately once a month, and the other locations are approximately twice a year.

6. What is the response time expectation for emergencies?

Immediate response during assigned hours for locations with day porters. All other locations are responded to by PPLD Facilities staff. The need for contract cleanup will be determined and vendor notified.

7. Do you have dumpsters on the property?

Each location except for Manitou Library, Palmer Lake Library and Ute Pass Library, have dumpsters on site. Manitou Library trash is removed by PPLD Facilities Staff. The trash from Palmer Lake Library and Ute Pass Library is required to be removed from location by janitorial staff and can be dropped off in other library dumpsters.

8. Do janitorial/carpet cleaning employees have to pay for parking at Penrose Library?

No, janitorial staff will receive PPLD badge credentials that will enable them to check in at the parking kiosks and have cost covered. The night crew are allowed to park in the Penrose Library garage.

9. What are the day porter hours throughout the district?

As noted in RFP Exhibit A - Minimum Janitorial Services, the following hours are required:

21c Library – 6 hours Monday - Friday

10:00 a.m. – 4:00 p.m. or 10:00 a.m. – 4:30 p.m. (w/lunch)

East Library – 3 hours Monday - Friday

1:00 p.m. – 4:00 p.m.

Penrose Library - 8 hours Monday – Thursday and 5 hours Friday - Saturday

10:00 a.m. - 6:00 p.m. or 10:00 a.m. – 6:30 p.m. (w/lunch) - M-Th

11:00 a.m. - 4:00 p.m. (F – Sa)

Ruth Holley- 90 minutes cumulative Monday - Saturday

Between the hours of 1:00PM - 4:00 PM

Sand Creek- 90 minutes cumulative Monday - Saturday

Between the hours of 1:00PM - 4:00 PM

10. Are dedicated, on-site crew supervisors at Penrose, East Library, and Library 21c to be non-working?

On-site supervisors can be working.

11. What is the specific definition and requirements of your “Green” program?

Green standards for the district encompass utilizing environmentally friendly cleaning products from sustainable sources.

12. Please clarify the requirements of the “...department program administered by the Colorado Department of Labor and Employment (“Department Program”)?”

All employees of the selected vendor must be verified through the federal or state program to be eligible to work within the United States in a legal status.

The vendor is aware of Colorado’s Immigration /Illegal alien laws pertaining to public contracts. See RFP Addendum C. - Immigration Clause for Contracts (Colorado Statute 8-17.5-102).

13. Will an I-9 program qualify as an adequate background check to ensure compliance with the Colorado Department of Labor & Employment?

Completing the I-9 form, Employment Eligibility Verification, is required by both federal and Colorado state law for employers and it is considered adequate proof of legal work status but it is not a background check.

14. Is the bid being released prior to all extension options being used?

PPLD can release a Request for Proposal for services at any time.