

Anythink Libraries
Request for Proposal

Custodial Services for Anythink Libraries

Date issued: Oct. 15, 2019

Response due: Oct. 25, 2019 by 5:00 p.m.

Anythink Libraries invites bids for custodial services at by

5:00 p.m.
Friday
Oct. 25, 2019

Interviews with top three vendors will take place during the week of Nov. 4, 2019.

A vendor will be selected with a signed contract by Nov. 30, 2019.

Service will begin Jan. 1, 2020.

Responses may be emailed to nfisher@anythinklibraries.org, delivered in person addressed to Nan Fisher and left at 5877 East 120th Avenue, Thornton, CO 80602 or mailed to:

Anythink Libraries
RFP Selection Committee
Attn: Nan Fisher
5877 East 120th Ave.
Thornton, CO 80602

Anythink Libraries does not accept faxed bids.

General questions should be directed to Nan Fisher, Finance Manager at:

Anythink Libraries
5877 East 120th Ave.
Thornton, CO 80602
Tel.: (303) 405-3283
E-Mail: nfisher@anythinklibraries.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and mailed or e-mailed to the address listed above.

1. Purpose and Background

Anythink Libraries (also known as Rangeview Library District) is seeking proposals for the purpose of custodial services for all seven (7) of its library locations and one (1) support services building. After-hours or early morning cleaning is needed for each day that the location is open.

Anythink has a proposal on the Nov. 5, 2020 ballot in Adams County, Colo. If this initiative passes, additional hours of operation will be added to Anythink's libraries. These hours are listed as additional hours below. Please provide your bid with base hours and additional hours as a separate section to your bid.

About Anythink Libraries

Anythink Libraries is proud to serve the residents of Adams County, Colorado through its seven Anythink locations serving the communities of Bennett, Brighton, Commerce City, Northglenn, Thornton and the Perl Mack neighborhood of Denver. For community members outside of these areas, the district offers outreach services through its Bookmobile, Anythink in Motion.

Originally the Adams County Public Library, Anythink Libraries operates as its own entity overseen by a five-member Library Board of Trustees appointed by the Adams County Commissioners. ACPL was founded in 1953, and first served county residents solely out of a bookmobile.

2. Scope of Services

Contracts will be for three years with optional one-year renewals.

Successful contractor will be provided with facility entry badges and/or keys, and keys to water closets, as well as keys to individual appliances (soap dispensers, paper product dispenser and the like). The custodial contractor will be responsible for managing and caring for the keys and will be responsible for replacing them at their cost.

Location, hours, and square footage of buildings:

BASE HOURS:

Anythink Bennett Branch – 495 7th St, Bennett, CO 80102

Hours of Operation – Tues. and Thurs.: 10 am-7 pm; Wed, Fri, Sat, 10 am-5:30 pm

Square footage – 7,303; 1-story building

Number of cleanings per week – Five (5)

Deep clean of carpets – 2 times per year

Anythink Brighton Branch – 327 E. Bridge St., Brighton, CO 80601

Hours of Operation – Mon. through Thurs.: 9:30 am-8:30 pm; Fri. & Sat.: 9:30 am- 5:30 pm

Square footage – 19,264; 1-story building

Number of cleanings per week – Six (6)

Deep clean of carpets – 3 times per year

Anythink Commerce City – 7185 Monaco St., Commerce City, CO 80022

Hours of Operation – Tues. and Thurs.: 11 am-7 pm; Wed., Fri., Sat.: 9:30 am-5:30 pm

Square footage – 8870; 1-story building

Number of cleanings per week – Five (5)

Deep clean of carpets – 2 times per year

Anythink Huron Street – 9417 Huron St., Thornton, CO 80260

Hours of Operation – Mon. through Thurs.: 9:30 am-8:30 pm; Fri. & Sat.: 9:30 am-5:30 pm

Square footage – 25,126; 1-story building

Number of cleanings per week – 6

Deep clean of carpets - 3 times a year

Northglenn Support Services Building – 10530 Huron St., Northglenn, CO 80234



Staff only; no public access

Hours of Operation – Monday through Friday: 7:30 am-5 pm

Square footage – 14,45; 2-story building

Number of cleanings per week – 5

Deep clean of carpets – 2 times per year

Anythink Perl Mack – 7611 Hilltop Circle, Denver, CO 80221

Hours of Operation – Tues. and Thurs.: 11 am-7 pm; Wed., Fri., Sat.: 9:30 am-5:30 pm

Square footage – 8,714; 1-story building

Number of cleanings per week – 5

Deep clean if carpets – 2 times per year

Anythink York Street - 8990 York Street, Suite A, Thornton, CO 80229

Located on Mapleton School District Skyview campus

Hours of Operation – Tues. & Thurs.: 11 am-7 pm; Wed., Fri., Sat.: 9:30 am-5:30 pm

Square footage – 9,388; 1-story building

Number of cleanings per week – 5

Deep clean of carpets – 2 times per year

Anythink Wright Farms – 5877 E 120th St., Thornton, CO 80602

Public library with attached administrative offices

Hours of Operation – Mon. through Thurs.: 9:30 am-8:30 pm; Fri. & Sat.: 9:30 am-5:30 pm;

Sun.: 1-5 pm

Square footage – 41,716; 1-story building

Number of cleanings per week – 7

Deep clean of carpets – 3 times per year

We require each location to have a “deep clean” done on a quarterly basis. Provide this cost for each location on the bid.

ADDITIONAL HOURS:

Additional hours added to all small branches (Anythink Bennett, Anythink Commerce City, Anythink Perl Mack, Anythink York Street) will include Mondays to be open. This means that Anythink Bennett, Anythink Commerce City, Anythink Perl Mack, and Anythink York Street will have a total of six (6) cleaning days per week.

3. Proposal Requirements

Companies interested in providing the services described above are requested to submit the following information:

- Provide a detailed history of your organization: Please include: company culture; number of years in business; whether cleaning crew is contracted or employed full-time with benefits.
- Provide, prior to execution of the contract, a hold harmless statement certifying the custodial contractor does not knowingly employ or contract with illegal immigrants.
- Provide proposed monthly cost, by location, based on number of cleanings per week.



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- Provide a line item cost, per location, to sanitize each restroom within the facilities on a quarterly basis.
- Provide a detailed report with your proposal on specific duties your custodial crew will perform on a daily, weekly, and monthly basis.
- State the cleaning products that will be supplied by vendor and the cleaning supplies that Anythink Libraries will need to provide.
- Provide five (5) references)

4. Evaluation of Proposals

The responses to this RFP will be evaluated by a Selection Committee to be established for such purpose. Responses will be evaluated and interviews with top three vendors will take place during the week of Nov. 4, 2019. A vendor will be selected with a signed contract by Nov. 30, 2019.

5. Special Conditions

Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this Request for Proposal shall remain in full force and effect.