

REQUEST FOR PROPOSALS (RFP)

Custodial / Janitorial Services

Issued by: Akron Public Library
A Municipal Public Library of Akron, Colorado
RFP Issue Date: December 19, 2025

1. Purpose

Akron Public Library is a municipal public library seeking proposals from qualified custodial service providers to furnish routine janitorial and cleaning services for its facility. The library intends to contract with a reliable provider that can maintain a clean, safe, and welcoming environment for patrons, staff, and visitors.

This RFP is designed to be clear and accessible to small and local businesses. Proposals should be complete but need not follow a complex or formal format.

2. Governing Authority

This solicitation is issued pursuant to applicable Colorado statutes, municipal procurement requirements, and policies governing public expenditures. The library reserves the right to waive informalities, request clarification, and award a contract that is in the best interest of the public, not necessarily the lowest cost proposal.

3. Facility Description

The library facility includes:

- Main public floor (collections, computers, service desk, offices)
- Basement level (program space, kitchen, restroom, storage, mechanical room)
- Entryway and limited exterior service area

All cleaning activities must be performed with care to protect library materials, furnishings, electronics, finished wood surfaces, and public safety.

4. Contract Term

The anticipated contract term is one (1) year, beginning on or about February 1, 2026 with the option to renew annually, subject to satisfactory performance, continued need, and budget approval.

5. Scope of Work

The contractor shall provide all labor, supervision, equipment, and cleaning supplies necessary to perform the services described in Attachment A – Janitorial Duties, incorporated herein by reference.

6. Contractor Responsibilities

The Contractor shall comply with all applicable laws, use products appropriate for library facilities, ensure trained and authorized staff, coordinate schedules with library staff, and perform work safely and professionally.

7. Proposal Submission Requirements

Proposals must include business information, experience, staffing plan, schedule, insurance, references, and a completed Attachment B – Pricing Worksheet.

8. Evaluation Criteria

Proposals will be evaluated based on experience, ability to meet the scope of work, cost and value, references, and responsiveness.

9. Submission Instructions

Proposals must be received by January 23, 2026 at 4pm and submitted to:
Heidi Hobson, Library Director
Akron Public Library
akronlibrary@townofakron.com

10. Non-Discrimination

The Contractor shall comply with all applicable federal, state, and local non-discrimination laws.

11. Indemnification and Hold Harmless

To the fullest extent permitted by Colorado law, the Contractor shall indemnify, defend, and hold harmless the Library and its representatives from claims arising from the Contractor's performance.

12. Insurance

The Contractor shall maintain Workers' Compensation and Commercial General Liability Insurance as required by Colorado law.

13. Termination for Convenience

The Library may terminate the contract for convenience upon thirty (30) days' written notice.

14. Budget Appropriation / Fiscal Funding Out

This contract is subject to the availability and appropriation of funds.

15. Background Checks (If Required)

Background checks may be required at the Library's discretion and shall comply with applicable law.

16. Reservation of Rights

The Library reserves the right to reject any or all proposals and award a contract in the best interest of the public.

Attachment A – Janitorial Duties

Weekly Services – Main Floor

- Dust all surfaces including shelves, books, computers, window sills, desks, tables, spinner racks, and closet areas
- Remove cobwebs
- Each week, remove books from one bookshelf, dust shelf, and oil wood backing
- Dust behind computers, electrical cords, and underneath keyboards
- Clean and disinfect keyboards, mice, and monitors using electronics-safe wipes
- Clean and disinfect phones and doorknobs
- Sweep entryway and vacuum entry mat
- Vacuum carpeted areas
- Empty trash and replace liners
- Clean countertops and copier
- Clean glass on doors
- Clean plastic fronts on spinner racks
- Clean plexiglass at service desk
- Spot-treat new carpet stains

Weekly Services – Basement

- Dust all surfaces
- Remove cobwebs, including stairwells
- Clean restroom(s)
- Clean kitchen surfaces
- Clean tables and chairs as needed
- Sweep all floors
- Sweep both staircases

- Clean chair lift track
- Empty trash
- Vacuum rugs
- Mop applicable floors

Weekly Services – Exterior

- Sweep and/or spray bird droppings from the area in front of the basement door

Monthly Services

Main Floor:

- Shake window shades to remove dust
- Apply anti-static spray as needed

Basement:

- Mop floors
- Clean oven

Semi-Annual Services

- Oil tables and chairs (Liquid Gold or similar product)
- Mop entryway floor

Annual Services

Main Floor:

- Treat exposed wood and wood trim (excluding window frames and ceiling beams)
- Spot treat and vacuum upholstered chairs in the reading corner
- Empty and thoroughly clean the book return closet

Basement:

- Oil wood surfaces including trim and desks
- Clean inside kitchen and bathroom cupboards
- Sweep and mop furnace/mechanical room

Attachment B – Pricing Worksheet

1. Routine Weekly Cleaning

Area	Frequency	Price
Main Floor	Weekly	
Basement	Weekly	
Exterior (bird area)	Weekly	

2. Monthly Services

Area	Description	Price
Main Floor	Window shades & anti-static	
Basement	Floors & oven	

3. Semi-Annual Services

Description	Price
Oil tables & chairs	
Mop entryway floor	

4. Annual Services

Area	Description	Price
Main Floor	Wood, chairs, book return	
Basement	Wood, cabinets, furnace room	

5. Totals

Category	Amount
Total Weekly Cost	
Total Monthly Cost	
Total Annual Cost	

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____