

COLUMBUS METROPOLITAN LIBRARY

Invitation to Bid

Carpet Cleaning Services

Issue Date: March 4, 2026

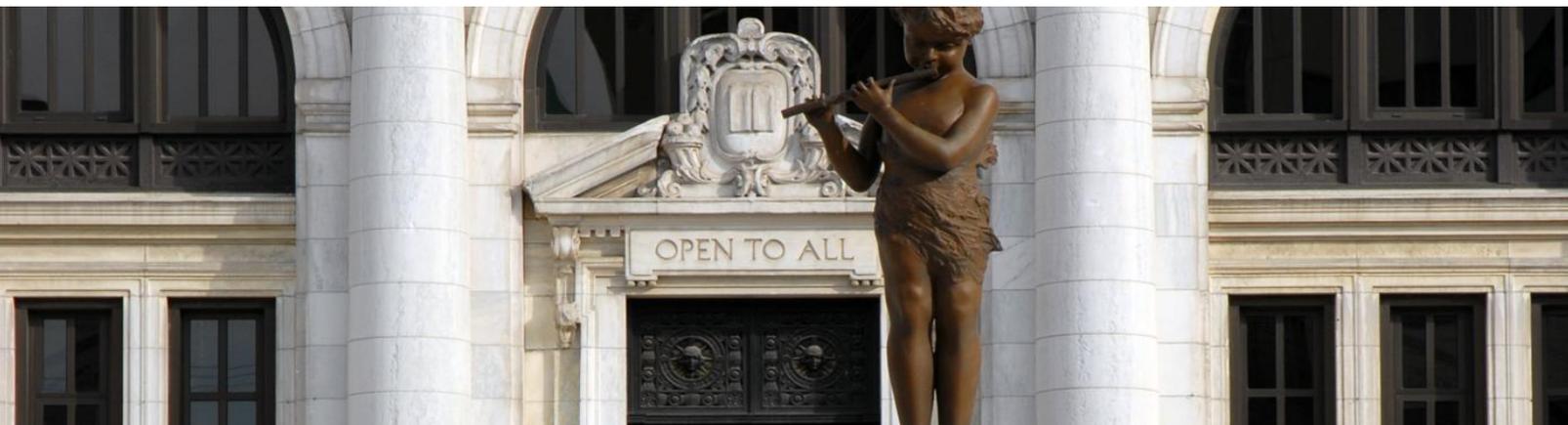
ITB Number: CML #26-003

Issued by:

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

March 30, 2026
No later than 12:00 p.m. (Noon)





INVITATION TO BID COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library”) is issuing this Invitation to Bid (“ITB”) for *Carpet Cleaning Services at all Locations*. The ITB Identification Number is **CML #26-003**.

Bids must be received by the Procurement staff at the Columbus Metropolitan Library via e-mail to procurement@columbuslibrary.org **no later than 12:00 p.m. (Noon) Eastern Time on March 30, 2026**. Any Bid (“Bid”) arriving after 12:00 p.m. (Noon) will be marked late and will receive no consideration for selection to provide the specified services. The Library reserves the right to waive any defect or technicality in any Bid received or to eliminate any firm that submits an incomplete or inadequate Bid or that is not responsive to the requirements of the ITB.

All questions or requests for clarification should be submitted in writing via e-mail to procurement@columbuslibrary.org on or before March 18, 2026. The Library’s response will be posted on March 23, 2026 on the “Doing Business With Us” page of the Library’s website at www.columbuslibrary.org/doing-business. Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this ITB prior to submitting a Bid. CML shall not be held liable for technical or other issues or obstructions.

The Bidder (“Bidder”) declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this ITB and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified services at the prices proposed. The Bidder certifies, by signature affixed to this Invitation to Bid Cover Sheet, that the information provided by it in response to the ITB, including certified statements, is accurate and complete. By submitting a response to this ITB, the Bidder acknowledges that it complies with applicable federal, state, and local laws and regulations.

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Bid (Please print or type)	Title	
Bidder Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-mail Address		
Authorized Signature - please use Blue Ink, DocuSign or Adobe Sign.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE BID.

OVERVIEW

The Columbus Metropolitan Library (CML) is seeking Bids from qualified Bidders for **Carpet Cleaning Services at CML Locations**. The project (“Project”) includes providing carpet cleaning at all CML Locations, including High Traffic Areas (HTA), Full Facility Cleaning, emergency carpet cleaning, and on-demand furniture cleaning, as needed. Bids shall include all necessary materials and labor and all necessary equipment to stage and complete the work (“Work”).

It is the Library’s intention to obtain materials and services, as specified in the ITB, in the form of a Contract between the successful Bidder and CML.

Bidders, either directly or through their subcontractor(s), must be able to provide all products/services and meet all of the requirements contained in this solicitation, and the successful Bidder (the “Contractor”) shall remain responsible for Contract performance, regardless of subcontractor participation in the Work.

SCOPE OF WORK

I. Scope of Services

- A. CML facilities contain approximately 550,000 square feet of carpeted space. These areas include, but are not limited to, public spaces, meeting rooms, employee offices, other workspaces, and storage areas.
- B. A priority will be placed on clearing HTAs with cleaning of the entire facility estimated on a semi-annual basis, or as directed by the CML Authorized Representative.
- C. All scheduled cleaning services should occur when the facility is closed to the public, 9:00 PM at most buildings. All carpet surfaces must be fully dry no later than 8:00 AM the following day. The hours of operation can be found in Appendix F CML Location Address and Hours. Note that CML’s hours of operation may change during this contract.
- D. Contractor will be assigned a CML security badge and given a security code to access the facilities after hours. No exterior doors are allowed to be propped open during the carpet cleaning process. All CML facilities have carpet cleaning hatch doors, or the contractor may utilize portable carpet cleaning extracting machines. At Main Library access is provided through the loading dock. CML Security is not allowed to be used to secure entrance while carpet cleaning is occurring.
- E. Most of the carpet installed in CML facilities are manufactured by either Tandus, Interface, J&J Flooring, or Tarkett. All cleaning services shall meet or exceed the manufacturer’s recommendations to maximize the life of the carpet and maintain a high level of cleanliness. The Contractor shall make reasonable efforts to identify the

manufacturer and provide cleaning services in accordance with the published manufacturer's recommendations.

- F. Carpet cleaning services shall include, but not be limited to:
1. Thorough vacuuming to remove dry soil, debris, and other matter.
 2. Using a twin cylindrical counter-rotating brush agitation device, the Contractor shall first apply clean water to the affected area. The Contractor may use an acid rinse to return the area to a neutral pH if necessary.
 3. Application of a cleaning solution recommended by the manufacturer to the affected area.
 4. Allow the agitated solution to dwell for a minimum of five (5) minutes, or in a timeframe recommended by the manufacturer, while not letting the solution dry completely.
 5. Thoroughly extract to rinse and remove the cleaning agent as well as suspended soil, debris, and other matter from the area.
 6. Continue rinsing and extracting with clear water until the extracted water is clear.
 7. Complete additional dry passes over the affected area to remove as much moisture as possible.
 8. The Contractor is permitted to use portable air movers to expedite drying time. CML does not operate its Heating, Ventilating and Air Conditioning (HVAC) systems outside of the hours of operation and it cannot be manipulated to aid in drying efforts.
 9. Furniture should be moved to access all carpeted areas that need to be cleaned. Chairs and other smaller furniture shall not be stacked up on tables or other higher areas.
 10. The Contractor shall take efforts to limit foot traffic in the affected area to the extent practicable.
 11. During the winter months, contractors will need to pay special attention to remove ice melt residue from carpets near the entrances and PC areas.
 12. All carpet surfaces must be fully dry no later than 8:00 AM. Most manufacturers recommend that cleaned carpets be dry within 2 hours of cleaning.
 13. CML's contracted custodial teams provide services at all locations during non-operational hours. To ensure success under this contract, the Contractor must closely collaborate with the custodial service provider.
- G. Notwithstanding the type of cleaning that the Contractor is providing, full facility or HTA, the Contractor shall conduct a full site inspection of all carpeted areas and remove all carpet spots.
- H. The Contractor shall initially identify whether the spot is water-based, oil-based, or of known origin to determine the appropriate cleaning solution. Contractor shall provide before and after pictures of any major spot measuring more than 3" x 3" and email to CML's Custodial Supervisor.
1. **For water-based spots**, the Contractor shall rinse with water as long as there is transfer to the towel from the affected area. If a cleaning agent is needed, the Contractor shall

apply an approved spot lifter (Syon-5 or a CML approved alternative) to the area and allow it to soak for five (5) minutes. The Contractor shall flush the area thoroughly with water until all cleaning residue has been removed. The Contractor shall repeat until the spot is removed.

2. **For oil-based spots**, the Contractor shall blot the area to remove excess liquid and apply a solvent-based cleaning solution (Bane-Clene Saf-T-Solv, or CML approved alternative) to a towel and apply to the spot. The Contractor shall not apply cleaning agents directly to the surface as this may cause the spot to spread. The Contractor shall begin on the outer edges and work toward the center of the spot while re-applying cleaning solution as needed until the spot is completely removed. Once removed, the Contractor shall flush the area with water until all residue is removed.
 3. **For spots of known origin** (i.e. ketchup, coffee, etc.), the Contractor shall obtain guidelines for removal from the carpet manufacturer or from accepted industry sources. Once the spot is removed in accordance with the manufacturer's removal guidelines, the Contractor shall clean the area with an approved general cleaning solution to remove any residue from specialty spotting chemicals or other agents that were used in accordance with the guidelines.
- I. Cleaning services shall be provided monthly at all listed CML Locations. All locations typically receive two (2) full facility cleanings and ten (10) HTA cleanings in a twelve (12) month period.
1. All services listed above shall be completed during HTA cleanings and full facility cleanings, without exception.
- J. Within seven (7) days of the commencement of this Agreement, the Contractor and the CML Authorized Representative shall jointly develop a full facility and HTA cleaning schedule for all CML locations. Any deviations from the schedule shall be approved in writing in advance by the CML Authorized Representative.
1. CML reserves the right to modify the locations, frequency or quantity of carpet cleaning and locations serviced in this contract. The per-service rates at each location shall remain applicable for any additional full facility or HTA services.
- K. Optional Emergency Cleaning Services, Spot Cleaning, and Furniture
1. The Contractor shall be available for **emergency cleaning services**, upon request of the CML Authorized Representative. CML shall make requests for emergency cleaning services via phone or email. The Contractor shall have a twenty-four (24) hour emergency contact service to receive emergency service requests. The Contractor shall acknowledge a request for emergency services within fifteen (15) minutes of request by CML. The Contractor shall report to the designated location within two (2) hours of the request with sufficient employees to provide emergency services. The Contractor shall commence work and continue working unabated until the emergency situation is addressed. The Contractor shall issue a separate invoice each month for emergency services, should any emergency services be request by CML. Copies of emails, work orders, timecards, and other correspondence shall be included in the invoice package to



substantiate payment. Payments will not be issued without sufficient documentation by the Contractor.

2. The Contractor shall be available to provide optional **spot cleaning services** upon request of the CML Authorized Representative. Spot cleaning services shall consist of cleaning up to 200 square feet of carpet in a single site visit following the standards set forth above. CML shall make the spot cleaning request via phone or email. The Contractor and CML shall jointly develop a scope of work and schedule for spot cleaning. The Contractor shall issue a separate invoice each month for optional services, should any optional services be request by CML. Copies of emails, work orders, timecards, and other correspondence shall be included in the invoice package to substantiate payment. Payments will not be issued without sufficient documentation by the Contractor.
 3. The Contractor shall be available to provide **optional furniture cleaning services** upon request of the CML Authorized Representative. Furniture cleaning shall consist of the overall cleaning of upholstered furniture, cushions, and pillows. CML shall make requests for furniture cleaning via phone or email. The Contractor and CML shall jointly develop a schedule for furniture cleaning. All furniture cleaning shall be billed on the basis of pieces (i.e. chairs, couches, benches, etc.). The Contractor shall issue a separate invoice each month for optional services, should any optional services be request by CML. Copies of emails, work orders, timecards, and other correspondence shall be included in the invoice package to substantiate payment. Payments will not be issued without sufficient documentation by the Contractor.
- L. All Contractor equipment shall have a Platinum certificate from the Carpet and Rug Institute (CRI). The Contractor shall be prepared to provide a copy of this certification within twenty-four (24) hours of a request by the CML Authorized Representative. If the Contractor intends to use alternative equipment, it must make a request to the CML Authorized Representative in writing. CML will evaluate the request and make a determination based on its merits which will not be arbitrary and capricious.
- M. Cleaning services shall be provided monthly at all listed CML Locations. All locations typically receive two (2) full facility cleanings and ten (10) HTA cleanings in a twelve (12) month period.
1. All services listed above shall be completed during HTA cleanings and full facility cleanings, without exception.
- N. Within seven (7) days of the commencement of this Agreement, the Contractor and the CML Authorized Representative shall jointly develop a full facility and HTA cleaning schedule for all CML locations. Any deviations from the schedule shall be approved in writing in advance by the CML Authorized Representative.
1. CML reserves the right to modify the locations, frequency or quantity of carpet cleaning and locations serviced in this contract. The per-service rates at each location shall



remain applicable for any additional full facility or HTA services.

- O. Contractors are hereby advised that this Contract will be in effect during CML's construction building period. Locations may be closed and/or relocated during the term of this Agreement.
 - 1. On the price proposal form, Contractors shall enter a price per square foot for HTA cleaning and full facility cleaning. These rates shall be fully burdened, and shall include, but shall not be limited to, labor, equipment, materials, transportation costs, truck charges, statutory payroll taxes, Medicare, social security, consumable materials, insurance, general and administrative expenses, and Contractor profit.
 - 2. For locations that are relocated or added during the term of this Agreement, CML will provide a total square footage of the facility and of the HTA and will calculate the price of the cleaning in accordance with the rates on the price proposal form when the location comes online.
 - 3. CML and the Contractor will jointly modify the cleaning schedule to add these locations.
 - 4. All modifications shall be in writing in the form of a Contract amendment approved by the CML Financial Officer.

II. Contractor Qualifications:

- A. A Statement of Affirmation as to Bidder's ability to deliver the goods and services.
- B. At the time of the bid submission, the Contractor must employ a sufficient number of employees that have been certified by the Institute of Inspection Cleaning and Restoration certification (IICRC).
- C. Experience as an employee, subcontractor, director, or principal of another organization will not be accepted.
- D. The Contractor shall provide at least three (3) references for engagements within three (3) years of the proposal submission date for customers with an aggregate size of at least 500,000 square feet across a minimum of five (5) locations that require monthly scheduled services. Contractor reference shall be in the Columbus Metropolitan Area. References shall include the customer's name, engagement manager's name, phone number, and email address. If CML is unable to contact the supplied reference(s), the Contractor shall supply additional references. Failure to do so may result in a determination of non-responsiveness and a rejection of the Contractor's bid.

III. Quality Control Services

- A. The contractor shall have a documented quality control program which shall be subject to inspection.
- B. The Contractor shall produce results from its Quality Control program to the CML Authorized Representative within forty-eight (48) hours of request.

IV. Liquidated Damages

- A. If the Contractor fails to commence or complete Services within the timeframes set forth in this Agreement, then the Contractor shall be subject to fixed and liquidated damages of one



hundred dollars (\$100.00) per calendar day or portion thereof that the Contractor fails to complete the work.

- B. All charges for liquidated damages assessed to the Contractor shall be deducted from money that is due or shall become due to the Contractor from CML. In the event there is no money due the Contractor, then the Contractor shall pay the amount of the charges due to CML within thirty (30) days of such assessment.
- C. Such liquid damages shall be subject the cure procedures set forth in Section IV (H) of this agreement.

V. Compensation

- A. The Contractor shall submit a fixed price for all HTA cleaning based upon the site diagrams included in Appendix D Floor Area by Location and Appendix E – Floor Layouts and area. The fixed price per square foot will be multiplied by the total square footage to compute a total price for HTA cleaning. The fixed price per square foot shall be fully burdened, and shall include, but shall not be limited to labor, equipment, materials, transportation costs, truck charges, statutory payroll taxes, Medicare, Social Security, consumable materials, insurance, general and administrative expenses, and Contractor profit.
- B. The Contractor shall enter a fixed price per square foot for full facility cleaning based upon the square footage included in Appendix D Floor Area by Location and Appendix E – Floor Layouts and area. The fixed price per square foot will be multiplied by the total square footage to compute a total price for full facility cleaning. The fixed price per square foot shall be fully burdened, and shall include, but shall not be limited to labor, equipment, materials, transportation costs, truck charges, statutory payroll taxes, Medicare, Social Security, consumable material, insurance, general and administrative expenses, and Contractor profit.
- C. The Contractor shall enter a fixed unit price for all furniture cleaning on a per unit basis. The fixed unit price shall be fully burdened, and shall include, but shall not be limited to labor, equipment, materials, transportation costs, truck charges, statutory payroll taxes, Medicare, Social Security, consumable materials, insurance, general and administrative expenses, and Contractor profit.
- D. The Contractor shall enter a fixed hourly rate for emergency cleaning services, which shall be fully burdened, and shall include, but shall not be limited to labor, equipment, materials, transportation costs, truck charges, statutory payroll taxes, Medicare, Social Security, consumable materials, insurance, general and administrative expenses, and Contractor profit.
- E. CML does not guarantee a fixed quantity of work. CML will compensate the Contractor only for services rendered and approved by the CML Authorized Representative.
- F. All prices shall remain fixed for the duration of the Agreement and shall not be subject to any markups, cost of living adjustments or increases at any time.



GENERAL INSTRUCTIONS

Bidder shall comply with the specifications and attachments in the Bid documents.

The Bidder shall examine the work sites and bid attachments prior to submitting a Bid. The submission of a Bid shall be evidence that this requirement has been met. Failure to inspect a site prior to bidding does not relieve the Contractor of the responsibility of performing all Work included in the contract. The Bidder shall examine attachments before submitting a Bid. Submitting a Bid shall prove that this requirement has been met.

The Bidder shall comply with all applicable laws, rules, and regulations of the State of Ohio, Franklin County, and local jurisdictions where services are being provided.

The Bidder shall furnish all labor, materials, equipment, services and supervision required to complete the Work, complying with specifications outlined within the bidding documents and attachments to the bidding documents. The objective of carpet cleaning is to maintain the standards of cleanliness, positive appearance, and extend the life of the carpet of all CML facilities.

PRE-BID MEETING

A Pre-Bid meeting and walkthroughs will be held on **March 10, 2026, at 10 am** at the Main Library, Second-Floor Conference room, located at 96 S. Grant Avenue, Columbus, OH 43220. The schedule for the meeting and walkthroughs is as follows with location addresses.

March 10, 2026, Pre-bid and Walkthrough Schedule:

Pre-Proposal Meeting:

10 to 10:50 am - Second floor of Main Library located at: 96 S Grant Avenue, Columbus, OH 43215. Procurement will facilitate bidder access to this room. We request that the vendors meet our team near the grand staircase.

Walkthroughs:

10:50 to 11:25 am - Main Library carpet cleaning tour

12:00 to 12:30 pm - Barnett branch carpet cleaning tour.

Address: 3434 E Livingston Ave, Columbus, OH 43227

12:45 to 1:15 pm - Whitehall carpet cleaning tour.

Address: 4445 E Broad St, Columbus, OH 43213



This meeting will allow potential Bidders the opportunity to ask questions about this project. Although the Pre-Bid meeting and walkthroughs are not mandatory, attendance by any prospective Bidder is encouraged. Interested Bidders will be asked to RSVP to procurement@columbuslibrary.org.

An edited and annotated summary of the Pre-Bid meeting will be published in the form of an addendum to the solicitation and will be available on the Doing Business With Us page of the Columbus Metropolitan Library website, <https://www.columbuslibrary.org/doing-business/>

BID SUBMISSION REQUIREMENTS

1. Bidders are cautioned to review all parts of the ITB carefully. No allowance may be made for any error or negligence of the Bidder.
2. Bids are to be prepared in such a way as to provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this ITB and provide sufficient information to fully establish the Bidder's ability to perform all of the actions, activities and functions described in this ITB.
3. Emphasis should be on conformance to the ITB instructions, responsiveness to the ITB requirements, completeness and clarity of content and should minimize extraneous marketing materials.
4. Costs for developing the Bid are entirely the responsibility of the Bidder and shall not be chargeable to the Library.
5. All Bids must include all required items (equipment, hardware, services) as specified and shall not deviate from these. Bidders may provide alternates but only IN ADDITION TO specified requirements. Bids listing alternates but not base scope requirements shall be deemed non-responsive.
6. The Bidder must address all of the requirements listed in the ITB. All Bids must be e-mailed to procurement@columbuslibrary.org, with the Bid Identification Number **CML #26-003**, title, and Bidder name in the subject line and the file names.

BID SUBMITTAL

Bids will be accepted until the time indicated in the ITB. Times referenced herein are Eastern Time. The Library is not responsible for late e-mail.

The award shall be made to the responsive and responsible Bidder with the lowest Bid price.

BID REQUIREMENTS:

To facilitate the comparison of Bids, responses shall be organized into the following marked or tabbed sections.

BID PACKAGE

The Bid Package shall contain the following items:

1. Table of contents listing all sections.

2. **Cover Letter**

A cover letter on the Bidder's letterhead shall be submitted and shall include, but need not be limited to, the following information:

- A. The signature of a person authorized to bind the Bidder legally to the extent of work and financial obligation outlined in its Bid.
- B. A statement that the Bid will be valid for 90 days.
- C. Identification of all the material enclosures submitted in response to this ITB.
- D. A summary of the submitted Bid and a brief statement of the Bidder's qualifications are to meet the requirements described in this ITB. This information shall include:
 - a. The names of the individuals involved in preparing the Bid and their relationships to the Bidder.
 - b. The name, address, and telephone number of the individual to whom inquiries relating to the Bid shall be directed.
- E. A statement that the Bidder agrees to and accepts all terms and conditions contained herein.
- F. A statement that the Bidder understands all requirements of the ITB.

3. **Project Overview ("Work Plan")**

The Work Plan should include a detailed description of how the Bidder will deliver on every aspect of the Project. It must address exactly how the Bidder will provide all required services specified in this ITB, including, but not limited to, the "Minimum Contractor Qualifications," and "Scope of Services".

4. **Statement of Firm Qualifications**

All Bids must include a statement of qualifications, experience and description of the firm and its history. The information included in this section shall include, but not be limited to, the following:

- A. Statement as to the Bidder's particular abilities and qualifications to include, but not limited to:
 - a. Brief history of the company.
 - b. Product and service offerings.
 - c. Describe the core competencies.
 - d. The number of years the Bidder has been in business.
 - e. Primary corporate location's address.
 - f. The geographical area of operations and professional affiliations.
 - g. Overview of the ownership structure of the company. Is the company private or public?
 - h. Describe any alliances or strategic partnerships with other companies.
 - i. Size and composition of the organization.
 - j. Number of customers.



5. **Description of Services and Staffing (“Staffing Plan”) and Equipment**

A description of the Bidder’s staffing plan for the CML project, which shall include but shall not be limited to:

- i. The name of each team member assigned to this project and the role assigned for each location.
 - ii. A brief resume of experience, certifications, skills and abilities of each team member.
 - iii. A disclosure of all adverse information that may be publicly available, which shall include but shall not be limited to:
 - a. Lawsuits, judgments, liens, bankruptcies or claims made against the Bidder within five (5) years of the Bid’s due date.
 - b. Debarment from entering into Contracts with the State of Ohio, any county in the State of Ohio, or any other government entity within five (5) years of the Bid's due date.
 - iv. If applicable, include a list of proposed Subcontractors for this project. For each Subcontractor listed, identify whether the Subcontractor is a certified woman- or minority-owned business. CML reserves the right to reject any Subcontractor not identified within the Bidder’s response
6. Three (3) references for projects similar to that outlined in the specifications completed within three (3) years of the date of the ITB submission. Executive-level summary of the proposed solution(s).
7. **Appendix A - Bid Price Form – completed.**
8. **Appendix B - Small and Emerging Business Enterprise Form completed.**
9. **Appendix C - Acknowledgment of Addenda Form completed.**
10. Include any other information documentation believed to be pertinent but not specifically mentioned in this ITB that may be useful and applicable to this project.
11. The Offeror must include a complete W-9 Form.
12. The Offeror must provide a Certificate of Insurance (“COI”) with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.
13. A list of all assumptions and exceptions to the specifications outlined in the ITB.

The Bid shall contain **all price information** in the format specified on **Appendix A – Bid Price Form**.

Bidders may not amend, alter or omit any items on the Bid Price Form. Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by CML. Prices offered shall be all-inclusive and shall remain fixed for the duration of the agreement. CML is a tax-exempt entity.



The Bidder shall bear full responsibility for the ultimate proposed cost, notwithstanding any errors in calculations or worksheets.

ADDITIONAL INFORMATION

1. Addenda to this ITB will be posted on our website at www.columbuslibrary.org/about/doing-business by 5:00 p.m. on March 23, 2026. Bidders are responsible for any information provided in all issued addenda.
2. Correct and proper invoices will be paid within thirty (30) days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to the terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Bid in response to this ITB is the Bidder's acknowledgment that subjective criteria may be used in the evaluation of Bids. The award shall be made to the responsive and responsible Bid determined to be the most advantageous to the Library.

QUESTIONS

All questions regarding this ITB must be sent to procurement@columbuslibrary.org and must reference the ITB Identification Number and title of the ITB no later than **5:00 p.m. on March 18, 2026. CML will post written responses to all properly received questions no later than 5:00 p.m. on March 23, 2026.** Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business.

TIMELINE & SCHEDULE OVERVIEW

PROJECTED TIMELINE

The projected timeline for this ITB process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.



Activity	Target Completion Date
Issuance of ITB Inquiry Period Begins	March 4, 2026
Pre-Bid Meeting and Walkthroughs	March 10, 2026, 10 AM – 2 PM
Inquiry Period Ends – Questions from Vendors due date	March 18, 2026
Final Response to Vendor Questions	March 23, 2026
Due Date	March 30, 2026, at 12:00 PM - Noon
Selection of the Successful Bidder	TBD

*CML reserves the right to modify this schedule at CML’s discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All **times are Eastern Time.***

CONTRACT AWARD

The library is not, by virtue of issuing this ITB, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML’s intent is to enter into a contract with the Bidder with the lowest responsive offer. The selected Bidder will be invited to negotiate a contract with CML. The contents of the selected Bid, together with the ITB and any formal questions and answers generated during the Bid process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Bidder whose Bid is determined to be the next most advantageous to CML.

All Bidders that respond will receive notification if they have been selected or not.

Term

- A. The term of this agreement shall be July 1, 2026 – June 30, 2029.
- B. Upon mutual consent of the parties, this Agreement may be extended up to twenty-four (24) months in one (1) month increments.
- C. The total duration of this agreement shall not exceed five (5) years.



Columbus Metropolitan Library

Standard Contract Terms and Conditions

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of the complete Invitation to Bid (ITB), including the Instructions and Interpretations to Bidder, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the ITB; the completed sealed written Bid, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract"). The terms solicitation and Invitation to Bid (ITB) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Bid submitted to CML in response to an ITB (referred to as the "Supplier" or the "Contractor" in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to "Vendor" in any of the contract components are deemed to refer to the Supplier or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

Subcontracting: The Contractor may not enter into subcontracts for the Work after award without written approval from CML. The Contractor will not need CML's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the Contract.

CML's approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, CML will consider the



Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record-keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to Accounts Payable, Finance Department via the following e-mail address: accountspayable@columbuslibrary.org . The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Supplier noting the areas of discrepancy.

Payment: In consideration for the Supplier's performance, CML will pay the Supplier as invoiced. *Payments will be made by electronic funds transfer (EFT)*. For all transactions, the Supplier must have a valid W-9 form on file with the Finance Department. The completed form should be included with the Bid or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

Taxes: Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

Term of Contract: This Contract is effective on the date it is fully-executed and will continue until the Project is completed, unless canceled in accordance with the Terms found herein.

Contract Renewal: This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed two (2) years.

Delivery

F.O. B. The Place of Destination: Where applicable, the Supplier must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless



otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

Time of Delivery: [Not required]

Minimum Orders-Transportation Charges: [Not required]

Contract Cancellation; Termination; Remedies

Contract Cancellation: If a Supplier fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Supplier's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Supplier.
- B. **Cancellation by Unremedied Default:** If a Supplier's default may be cured with a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, CML has not waived any of its rights or remedies concerning the default.
- C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Supplier for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.
- D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Supplier.

Remedies for Default:

- A. **Actual Damages.** The Supplier is liable to CML for all actual and direct damages caused by the Supplier's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier's default, from the Supplier.
- B. **Deduction of Damages for Contract Price.** CML may deduct all or any part of the damages resulting from Supplier's default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.



Force Majeure: If CML or Supplier is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate. The Supplier may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML’s written consent is void.

Indemnification: Supplier will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Supplier’s performance under this Contract, including the performance by Supplier’s employees and agents and any individual or entity for which the Supplier is responsible.

Confidentiality: Supplier may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Supplier may not disclose any information obtained by it as a result of the Contract without written permission from CML. Supplier must assume that all CML information, documents, data, records or other material are confidential.

Publicity: Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier’s or subcontractor’s supplies or services. Supplier and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Supplier shall carry Workers’ Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Supplier, and any agent of the Supplier, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement



Department within seven (7) calendar days after notification by the CML of its selection of the Supplier to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Bid not being considered. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Supplier to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Supplier. Any Supplier, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: The Supplier shall maintain insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Supplier uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Supplier's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Supplier's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Supplier for immediate correction. If the Supplier fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Supplier warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and comply with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto and may not be



amended except in writing signed by both parties.

2. CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W-9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W-9 form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43212 or e-mail: procurement@columbuslibrary.org.

OUTREACH AND INCLUSION

Because the Columbus Metropolitan Library (CML) serves a diverse central Ohio population, CML strongly prefers for professional service providers who are certified Small and Emerging Business Enterprises (SEBE) to provide CML with a diverse professional supplier representative of the central Ohio region in which they will be working and of the customers that CML serves every day. SEBEs are encouraged to respond to this solicitation.

A completed Appendix B – Small and Emerging Business Enterprise Form must accompany the completed Bid. Please refer to Appendix B to submit this form.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a response to this Invitation to Bid, the Contractor acknowledges that it complies with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Contractor agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Contractor further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Contractor represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it complies with such requirements.



Appendix A

CML ITB #26-003 Carpet Cleaning Services

Bid Price Form

The Bid Price Form spreadsheet can be found as a separate link located under the link to this ITB on the CML website page "Doing Business With Us <https://www.columbuslibrary.org/doing-business/> ." Please check all tabs to gather and insert the required information.

Bidders shall submit this form in electronic format using the Excel Format exactly as provided. The Contractor shall fill out the price proposal form in its entirety. Failure to do so may result in a determination of non-responsiveness and the Contractor's bid will not be accepted.

On the "Contractor Entry Tab", there are thirteen (13) fields highlighted in Orange. The Contractor shall enter their name in the field next to "Contractor Name" The Contractor shall enter a fixed price per square foot for High Traffic Area Cleaning and Full Facility Cleaning for year 1, year 2, and year 3 of this project. The spreadsheet will automatically calculate the price per location on the accompanying tabs of the workbook and will calculate the total price for that year. Information regarding what is included in these rates can be found on Page 5 of the ITB documents.

The Contractor shall enter a fixed hourly rate for Emergency Cleaning Services. The definition of Emergency Cleaning can be found on Pages 5 of the ITB documents. Information regarding what is included in these rates can be found on Pages 8-9 of the ITB documents.

The Contractor shall enter a fixed per item rate for furniture cleaning services. The definition of furniture cleaning can be found on Pages 5 of the ITB documents. Information regarding what is included in these rates can be found on Pages 5 of the ITB documents.

CML will compensate the Contractor for services rendered. CML does not guarantee a minimum quantity of work.



Appendix B

CML ITB #26-003 Carpet Cleaning Services

Small and Emerging Business Enterprise Form

The CML “Small and Emerging Business Enterprise Form” is on our website, Doing Business With Us: <https://www.columbuslibrary.org/doing-business/>.



Appendix C

CML ITB #26-003 Carpet Cleaning Services

Acknowledgment of Addenda

Project Description: Carpet Cleaning Services at all Locations ITB

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Bid Due Date and Time.

Part I: Check Box if Applicable:

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ___/___/___ Addendum # 2, dated: ___/___/___

Addendum # 3, dated: ___/___/___ Addendum # 4, dated: ___/___/___

Addendum # 5, dated: ___/___/___ Addendum # 6, dated: ___/___/___

Part II: Check Box if Applicable: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE BIDDER MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Authorized Representative:

Name: _____

Signature: _____

Title: _____

Date: _____

Appendix D

CML ITB #26-003 Carpet Cleaning Services

Floor Area by Location

Location Name	HTA Square Footage	Full Facility Square Footage
Barnett	9,200	15,100
Canal Winchester	14,900	21,800
Driving Park	4,300	8,300
Dublin	13,800	25,400
Franklinton	3,400	4,800
Gahanna	11,900	21,700
Hilliard	16,100	34,800
Hilltop	11,500	23,800
Karl Road	17,300	32,700
Linden	6,700	16,200
Main Library	71,800	150,600
Marion Franklin	5,400	7,700
Martin Luther King	7,900	12,500
New Albany	10,600	16,900
Northern Lights	12,800	17,700
Northside	15,600	26,200
Parsons	12,200	14,700
Reynoldsburg	11,000	15,900
Shepard	4,300	7,300
South High	5,900	9,900
Southeast	8,900	17,600
Whetstone	11,600	18,100
Whitehall	8,400	14,500
Operations Center	5,000	11,300



Appendix E

CML ITB #26-003 Carpet Cleaning Services

Floor Layouts And Area

The CML Appendix E – Floor Layouts and area can be found as a separate link located to this ITB on the CML website page “Doing Business with Us”.

<https://www.columbuslibrary.org/doing-business/>



Appendix F

CML ITB #26-003 Carpet Cleaning Services

CML Location Address and Hours

Location Name	Address	Monday-Thursday		Friday-Saturday		Sunday	
		Open	Close	Open	Close	Open	Close
Barnett	3434 E. Livingston Ave., Columbus, OH 43227	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Canal Winchester	123 Groveport Rd., Canal Winchester, OH 43110	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Driving Park	1422 E. Livingston Ave., Columbus, OH 43205	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Dublin	75 N. High St., Dublin, OH 43017	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Franklinton	1061 W. Town St., Columbus, OH 43222	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Gahanna	310 Granville St., Gahanna, OH 43230	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Hilliard	4500 Hickory Chase Way, Hilliard, OH 43026	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Hilltop	511 S. Hague Ave., Columbus, OH, 43204	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Karl Road	5590 Karl Rd., Columbus, OH 43229	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Linden	2223 Cleveland Ave., Columbus, OH 43211	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Main Library	96 S. Grant Ave., Columbus, OH 43215	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Marion Franklin	2800 Lockbourne Rd., Columbus, OH 43207	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Martin Luther King	1467 E. Long St., Columbus, OH 43203	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
New Albany	200 Market St., New Albany, OH 43054	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Northern Lights	4093 Cleveland Ave., Columbus, OH 43224	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Northside	1423 N. High St., Columbus, OH 43201	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Parsons	1113 Parsons Ave., Columbus, OH 43206	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Reynoldsburg	1402 Brice Rd., Reynoldsburg, OH 43068	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM



Shepard	850 N. Nelson Rd., Columbus, OH 43219	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
South High	3540 S. High St., Columbus, OH 43207	9:00 AM	8:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Southeast	3980 S. Hamilton Rd., Groveport, OH 43125	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Whetstone	3909 N. High St., Columbus, OH 43214	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Whitehall	4445 E. Broad St., Columbus, OH 43213	9:00 AM	9:00 PM	9:00 AM	6:00 PM	1:00 PM	5:00 PM
Operations Center	400 W. Johnstown Rd., Gahanna, OH 43230	9:00 AM	6:00 PM	9:00 AM	6:00 PM	Closed	