



Clatsop County Public Works
1100 Olney Avenue
Astoria, Oregon 97103
503-325-8631

- **Instructions for Application for On Call Excavating/Construction Services List:**
 - Complete Application for On Call Excavating/Construction Services List. Make sure to give complete information regarding make and model of excavators, vactor equipment, laborers, etc. Attach sheets with additional machines if necessary. You may also attach your own rate sheets. Please write “see attached” when using your own sheets.
 - Return completed Applications to Clatsop County Public Works, 1100 Olney Avenue, Astoria, Oregon, 97103 by 2:00 p.m. on July 20, 2023. Applications can also be emailed to Roads@co.clatsop.or.us or faxed to 503 325 9312.
 - Submit Certificate of Insurance with Application. Coverage must include: **Commercial General Liability Insurance**. The policy shall include coverage for Explosion & Collapse and Underground Hazard.
- **Time of Completion:**
 - The list that is compiled from this solicitation will be used for a period of one year beginning August 1, 2023. **You must reapply each year to stay on the list.**
- **Call Out Procedure:**
 - When Clatsop County needs excavator work or other construction services, the County will use the current excavator/construction services hire agreement list to call contractors. The order of calling Contractor’s will usually be based first on price and then on availability. Proficiency of the operator will also be a consideration.
 - Contractors who perform substandard work or do not show up after they have agreed to accept a County job may not be called for the remainder of the contract period.
 - Contractor will provide County with itemized invoices for work performed.
 - Contractors who are on the list can add additional equipment, laborers, etc. to their Application during the year by submitting additional information to the Public Works Department.