

Clatsop County Request for On-Call Services

This is to provide hourly rates related to on-call services for building and grounds maintenance as required by the County for July 1, 2024 to June 30, 2025. On-call services will include, but are not limited to, electrical, mechanical, plumbing, carpet/floor care, painting, welding, jail security/electronics, HVAC, alarms (fire & intrusion), pest control, laundry equipment, abatement services, window services, and grounds maintenance.

Contractor will be called for various small jobs. The County may choose one or more companies to establish a pool of contractors to call to perform these jobs. Contractor is not excluded from submitting quotes or bids on other larger projects.

FIRM QUOTE. Bidders' prices shall remain firm for the contract period as stated on the authorized County application.

INFORMED BIDDERS. Before submitting a Quote, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Background checks will be required at time of contract. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

INSURANCE REQUIREMENTS. Contractors must be able to meet attached insurance requirements to be accepted for on-call work.

DOCUMENTS. All information, prices, notations, and corrections must be clearly legible. Signatures must be in ink. This document is available on County's webpage at <http://www.clatsopcounty.gov>.

PAYMENT TERMS. Net 30 days from approval of project and receipt of invoice.

QUESTIONS. Questions about the quote documents may be directed to Matt Gerber by calling 503- 338-3695 or Chris Martin at 503-741-0491.

FACILITY MANAGER. Matt Gerber, Facility Manager. 503-338-3695.

SUBMITTING QUOTES. Quotes due prior to May 15, 2024 3:00 p.m.

- Return signed Clatsop County On-Call Services Application/Agreement, Qualifications for Clatsop County On-Call Services, Certificate of Liability Insurance, updated W-9 and the Background Check Form signed and Notarized to the Clatsop County Buildings and Grounds Department at 800 Exchange Street, Suite 222, Astoria, OR 97103.
- The County reserves the right to extend the Due Date and/or time when it is in the best interest of the County.
- Quotes may be submitted by hand, email or mail. It is *not* necessary that quotes be submitted in a sealed envelope. The County requires a signed original Application/Agreement. Email quotes to mgerber@clatsopcounty.gov or lferguson@clatsopcounty.gov
- County's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the County. Quotes offering terms other than those shown herein will be declared non-responsive and will not be considered.