REQUEST FOR QUOTES

for

Custodial Services

Issued by:

Clatsop County
Public Works
November 2016

RESPONSE DATE: 4:00 p.m. November 29, 2016

Clatsop County
Request for Quotes
Custodial Services

Addenda will be published on the County's website at co.clatsop.or.us. Bidder is responsible for checking website for addenda.

Custodial Services

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Floor plans for buildings available as a separate PDF document. Note due to security the Jail and Corrections plans will not be available on line and will be handed out at the Pre-Quote Meeting.

PART I

GENERAL INFORMATION FOR CONTRACTORS

1. Purpose:
This Request for Quotes (RFQ) provides interested parties with sufficient information to enable them to prepare and submit a quote for Custodial Services for consideration by Clatsop County, hereinafter known as "County" located in Astoria, Oregon.

2. Issuing Office:
This RFQ is issued by Clatsop County Public Works, Astoria, Oregon. The issuing office is the sole point of contact for this RFQ. Questions or requests for clarification regarding this RFQ must be submitted to: David Dieffenbach, Capital Improvement Projects Manager, Public Works, 800 Exchange St., Suite 222, Astoria, OR 97103. Phone (503) 338-3695. Fax (503) 325-8606, ddieffenbach@co.clatsop.or.us.

The RFQ and Addenda will be posted on the County web site at https://www.co.clatsop.or.us/rfps

3. Scope:
This RFQ contains instructions governing the response to be submitted and the material to be included, a description of the services to be provided, selection criteria, and other requirements that must be met by the Contractor to be eligible for consideration.

4. Minimum Requirements:
Successful contractor shall have a minimum of five (5) years experience in commercial cleaning and be able to provide a minimum of three (3) professional references.

5. Security Clearance:
This job requires security clearance for access to all areas, and all owners and employees of contractor working under this contract, upon award of the contract, will need to complete Exhibit "A" and pass a background check. Contractor will also be required to certify that Contractor has a drug-testing program in place that complies with OAR 471-030-0125. All persons will be required to pass a drug test prior to working on county property.

6. Statement of the Problem:
It is the intention of the County to acquire the services of a contractor or contractors to provide a full range of custodial services for the County-owned buildings.

Location A	Public Services Buildings located at 800 Exchange Street and 820 Exchange Street, Astoria
Location B	Clatsop County Jail located at 636 Duane Street, Astoria Clatsop County Corrections at 355 7th Street, Astoria
Location C	County Animal Shelter located at 1315 SE 19th Street, Warrenton

The County retains the right to contract each County-owned building separately.

7. Type of Contract:
It is proposed that if a contract is entered into as a result of successful negotiations, the contractor will be required to sign a County Personal/Professional Services Agreement. This agreement will contain the provisions shown in the documents attached as Exhibit "B". Negotiations may be undertaken with contractors whose quotes show them to be qualified, responsible, and capable of performing the work. The contract period will be December 19, 2016 to June 30, 2018; with the option to renew annually on the fiscal year.

If a contract is awarded, the successful contractor must provide a certificate of insurance (example attached as Exhibit "C") at the time of contract execution, coverage with limits not less than those required in Section 8 of the County Personal/Professional Services Agreement (Exhibit "B").

8. Rejection of Quote:
The County reserves the right to reject any and all quotes received as a result of this request, or to negotiate separately with competing contractors. Quotes will be rejected immediately if they are not prepared in accordance with the RFQ, or if the Price Quote section (Exhibit "D") is not submitted in a separate, sealed envelope.

9. Incurring Costs:
The County is not liable for any costs incurred by contractors prior to the issuance of a contract.

10. Pre-Quote Conference/Site Visit:
A pre-quote walk-thru will be held on November 21, 2016 at 10:00 a.m. The purpose of this walk-thru is to answer or clarify any points in the RFQ, which may not have been clearly understood, and to familiarize contractors with the sites prior to the submission of quote. Questions must be forwarded to the issuing office by November 18, 2016 to ensure sufficient time to prepare responses. The pre-quote walk-thru is for information only. **Attendance at this walk-thru is NOT mandatory.** A contractor's failure to familiarize its firm with the sites during the pre-quote walk-thru will result in the contractor's quote is disallowed. Walk-thru location is 800 Exchange, Astoria, basement staff room.

11. Amendment to the RFQ:
If it becomes necessary to revise any part of this RFQ, an amendment will be posted to the County Web Site. The contractor must acknowledge all addenda in their quote response. Contractors who fail to submit current copies of the solicitation may be deemed non-responsive. (See attached Exhibit "E".)

12. Response Date:
To be considered, quote must arrive at the issuing office no later than 4:00 p.m. November 29, 2016. Contractors mailing quotes should allow sufficient mail delivery time to ensure timely receipt of their quote. **Late submissions will not be accepted**. Mailing address is Clatsop County Public Works, 800 Exchange St., Suite 222, Astoria, OR 97103. Quote should be clearly marked **REQUEST FOR QUOTE – CUSTODIAL SERVICES**.

13. Quotes:
To be considered, Contractors must submit a complete and thorough response to this RFQ. Three (3) copies of the technical quote and three (3) copies of the price quote must be submitted to the issuing office. An official authorized to bind the contractor to all elements of their quote must sign the quote. For this RFQ, the quote must remain valid for at least 60 days. Moreover, the contents of the quote of the selected contractor will become contractual obligations if a contract is entered into. All quotes must be packaged, sealed and show the following information on the outside of the package:

- Contractor's name and address
- Request for Quote title
- Request for Quote due date

Electronic Offer submissions are acceptable. Email Offers are to be PDF format, return Exhibit D, E and F along with any other requirements contained herein. Email quotes to ddieffenbach@co.clatsop.or.us . Electronic Offers are to be delivered to the listed email address prior to the Response date and time. It is the responsibility to of the proposer to verify that the email has been received and is responsible for the content of the documents attached to the email.

14. Economy of Preparation:
Quotes should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFQ.

15. Prime Contractor Responsibilities:
The selected contractor will be required to assume responsibility for all services offered in its quote. Further, the County will consider the selected contractor to be the sole point of contact with regard to contractual matters.

16. Disclosure of Quote Contents:
Quotes will be held in confidence and will not be revealed or discussed with competitors until the contract has been awarded, at which time all quotes become public information. All other materials submitted with the quote become the property of the County and may be returned only at the County's option. Quotes submitted to the County may be reviewed and evaluated by any person other than competing contractors at the discretion of the County. The County has the right to use any or all ideas in any quote. Selection or rejection of the quote does not affect this right.

17. Contract Award Notification:
Contractors whose quotes are not selected will be notified of the name of the selected contractor by either fax or email or posted on the County web site.

18. Cost Data:
Use the form provided in Exhibit "D" for presenting your price quote. **Failure to meet this requirement will result in automatic disqualification of the quote.**

19. Anticipated RFQ Calendar:

EVENT	DATE
RFQ released by	November 16, 2016
Non-Mandatory Walk-thru	November 21, 2016, 10:00 a.m.
Proposal received (last day)	November 29, 2016, 4:00 p.m.
Proposal evaluation begins	November 30, 2016
Interviews (if necessary)	Week of November 29, 2016
Notice of intent to award contract	December 2, 2016
Contract awarded	December 14, 2016

PART II

DESCRIPTION OF THE ORGANIZATION and BACKGROUND

1. Clatsop County:
Clatsop County, located in the Northwest corner of Oregon, has a population of approximately 34,000. The County was established in 1844 and provides a full range of County services to its residents. The primary services include Sheriff, Search and Rescue, Health, Planning, Public Works, Clerk & Elections, Assessment & Taxation, District Attorney, Juvenile, Department of Children & Families and Public Works support.

Clatsop County uses the home rule charter form of government, which is overseen by a five member County Commission. All are part-time elected officials who exercise the legislative powers of the County, and decide matters of policy.

The County Commissioners appoint a County Manager who is the chief administrative officer of the County. The Manager appoints the department directors, and is responsible for carrying out the policies set by the Commission.

The County employs approximately 200 permanent full-time employees, and has other positions that are filled on a part-time, temporary, or voluntary basis.

PART III

WORK STATEMENT

1. Objective:
Clatsop County is requesting quotes to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform custodial services at:

- Location "A"
  Public Services Buildings located at 800 Exchange Street and 820 Exchange Street, Astoria, Oregon;
- Locations "B"
  Clatsop County Jail located at 636 Duane Street, Astoria, Oregon;
  Clatsop County Corrections Department located at 355 7th Street, Astoria, Oregon;
- Location "C"
  Clatsop County Animal Shelter located at 1315 SE 19th Street, Warrenton, Oregon.

2. Nature and Scope of the Project:
The following information is provided to assist the Contractor in understanding the scope of services needed by the County for its facilities. The County takes pride in providing an exceptionally clean and safe environment at all times for its visitors and employees, and expects the custodial services firm to demonstrate this same pride in their work performance.

3. Cleaning Standards:
The following cleaning standards shall be used on a daily basis, and during the custodial inspection process, to assess the quality of cleaning performance. Successful contractor will need to use the inspection form provided by the County.

A. ENTRANCES

1. **Mats and Carpet** - Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

2. **Glass and Metal Surfaces** - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges, and heat registers. Includes interior and exterior of doors and adjacent glass.

3. **Corners/Thresholds** - Shall be free of dust, soil, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue.

4. **Floors and Covebases** - Shall be free of dust, soil, gum, spots, stains, scuffmarks and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied in a manner that result in a consistent high shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

5. **Walls and Fixtures** - Shall be free of dust, and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

6. **Exterior** – Shall be free of cobwebs around lighting fixtures. Graffiti on exterior will be immediately reported to facility manager. Clean mats. Clean door hardware for hand smudges.

B. ELEVATORS

1. **Tracks -** Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures.

2. **Walls and Doors** - Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. This shall include the elimination of polish residue and/or film.

3. **Carpets** - Shall be free of dust, soil, gum, spots, stains and other debris.

C. CORRIDORS

1. **Floors and Covebases** - Shall be free of dust, gum, spots, stains, scuffmarks and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

2. **Walls and Fixtures** - Shall be free of dust, and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

3. **Water Fountains** - Shall be free of dust, soil, scale and water spots without causing damage. They shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film and cleaner residue.

D. STAIRWELLS

1. **Rails and Walls** - Shall be free of dust, and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of streaks, lint, standing water, cleaner residue or film.

2. **Steps and Landings -** Shall be free of dust, soil, gum, stains and debris. This shall include risers and covebases. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

E. RESTROOMS
Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection, is considered of the highest priority by the County. Sanitation levels shall be closely monitored by inspection.

1. **Dispensers** - Shall be free of dust and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.

2. **Sinks** - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, and film and water spots. (Taking care to use separate rags for sinks and toilets/urinals.)

3. **Mirrors** - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

4. **Toilets and Urinals** - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots. Leave cleaner in toilet to indicate toilet is clean. (Taking care to use separate rags for sinks and toilets/urinals.)

5. **Partitions** - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

6. **Waste Receptacles** - Contents shall be removed from waste receptacles and can liners replaced. Receptacles shall appear visibly and uniformly clean.

7. **Walls and Doors** - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean/disinfected. This shall include the elimination of film, streaks, smudges and cleaner residue. Ceramic walls and wainscots; and metal kick plates, handles and push plates on doors shall also be polished-dry.

8. **Floors and Baseboards** - Shall be free of dust, soil, gum, stains, scuffmarks and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent shine. Floors and covebases shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

F. PUBLIC HEALTH DEPARTMENT - EXAM ROOMS, LAB, NURSES STATION
Special Note: Maintaining a sanitary medical environment that minimizes the possibility of cross-infection, is considered of the highest priority by the County. Sanitation levels shall be closely monitored by inspection.

1. **Dispensers** - Shall be free of dust and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.

2. **Sinks** - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots.

3. **Mirrors** - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

4. **Exam Tables, Counters, Stools, and all other Surfaces -** Shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

5. **Partitions** - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

6. **Waste Receptacles** - Contents shall be removed from waste receptacles and can liners replaced. Receptacles shall appear visibly and uniformly clean.

7. **Walls and Doors** - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean/disinfected. This shall include the elimination of film, streaks, smudges and cleaner residue. Ceramic walls and wainscots; and metal kick plates, handles and push plates on doors shall also be polished-dry.

8. **Floors and Baseboards** - Shall be free of dust, soil, gum, stains, scuffmarks and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent shine. Floors and covebases shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

9 **Cleaning Procedures** -

a) Select EPA-registered disinfectants, if available, and use them in accordance with the manufacturer's instructions

b) Do not use high-level disinfectants/liquid chemical sterilants for disinfection of either noncritical instruments and devices or any environmental surfaces; such use is counter to label instructions for these toxic chemicals.
c) Follow manufacturers' instructions for cleaning and maintaining noncritical medical equipment.
d) In the absence of a manufacturer's cleaning instructions, follow procedures.
e) Clean noncritical medical equipment surfaces with a detergent/disinfectant. This may be followed by an application of an EPA-registered hospital disinfectant with or without a tuberculocidal claim (depending on the nature of the surface and the degree of contamination), in accordance with germicide label instructions.
f) Do not use alcohol to disinfect large environmental surface.
g) Use a one-step process and an EPA-registered hospital detergent/disinfectant designed for general housekeeping purposes in patient-care areas where 1) uncertainty exists as to the nature of the soil on the surfaces (e.g., blood or body fluid contamination versus routine dust or dirt); or 2) uncertainty exists regarding the presence of multidrug resistant organisums on such surfaces.
h) Detergent and water are adequate for cleaning surfaces in nonpatient-care areas (e.g., administrative offices).
i) Clean and disinfect high-touch surfaces (e.g., doorknobs, bed rails, light switches, and surfaces in and around toilets in patients' rooms) on a more frequent schedule than minimal- touch housekeeping surfaces.
j) Clean walls, blinds, and window curtains in patient-care areas when they are visibly dusty or soiled.
k) Follow proper procedures for effective uses of mops, cloths, and solutions.
l) Prepare cleaning solutions daily or as needed, and replace with fresh solution frequently according to facility policies and procedures
m) Clean mops and cloths after use and allow to dry before reuse; or use single-use, disposable mop heads and cloths.
n) Wet-dust horizontal surfaces daily by moistening a cloth with a small amount of an EPA-registered hospital detergent/disinfectant.

G. OFFICES/CONFERENCE ROOMS/BREAK ROOMS

1. **Furniture** - Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

2. **Walls and Doors** - Shall be free of dust and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, smudges and cleaner residue.

3. **Waste Receptacles** - Contents shall be removed from waste receptacles and can liners replaced, as required. Liners to be replaced weekly at a minimum. Receptacles shall appear visibly and uniformly clean. This shall include the elimination of streaks, foodstuff and the presence of offensive odors emitting from the receptacle. Adjacent wall area shall be clean.

4. **Partitions** - Shall be free of dust, and soil without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

5. **Floors, Carpet and Baseboards** - Shall be free of dust, soil, gum, spots, stains, scuffmarks and debris. Hard/resilient floors shall have a slip-resistant seal and finish applied that result in a consistent high shine. Floors, carpet and covebases shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

I. MISCELLANEOUS – All Buildings – All Areas

1. **Air Vents -** Shall be free of dust and soil. This also applies to exhaust vents. They shall appear visibly and uniformly clean.

2. **Light Fixtures -** Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

3. **Light Switches and Doors –** Shall be free of dust and soil.

4. Definitions:

Daily: Services performed once each calendar day, Monday through Friday, excluding designated holidays*.

Weekly: Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.

Monthly: Services performed 12 times during each 12-month period of the contract at intervals of 25 to 35 calendar days. Performance must occur within the monthly billing period.

Quarterly: Services performed 4 times during each 12-month period of the contract at intervals of 80 to 100 calendar days.

Semi-Annually: Services performed 2 times during each 12-month period of the contract at intervals of 170 to 190 calendar days.

Annually: Services performed once during each 12-month period of the contract at intervals of 345 to 385 calendar days.

*Designated Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (Thursday) and Friday, 1/2 day Christmas Eve, and Christmas Day.

5. Staffing Qualifications:
The Contractor shall provide adequate personnel, trained in proper cleaning and custodial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

6. Training/ Experience of Workforce:
The Contractor must submit detailed information on the type of custodial training provided for their staff. The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the County shall be notified prior to the change when possible or as quickly as possible thereafter. Specify the number of staff members that shall be at the job site and assigned to the County. Identify specific daily job responsibilities.

A. All employees must be trained as required by Oregon - OSHA
B. All employees must receive Bloodborne Pathogen training approved by Oregon – OSHA
C. All employees must be trained in the application and use of cleaning products

<u>Provide written verification of training, within 60 days of start of contract and annually thereafter.</u>

7. Uniform and Appearance Standards:
The selected Contractor's employees shall be neat and clean in appearance and shall wear County-issued identification that clearly identifies them as an employee of the Contractor.

8. Contractor Responsibilities:
The successful contractor shall be responsible for all coordination and supervision of personnel associated with the custodial service at the County. These activities include, but may not be limited to, the following:

A. Recruit, screen, train and evaluate personnel.

B. Provide a Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. The Manager shall establish a routine for communications with the County to provide a prompt and timely response to any concerns or problems that may arise. The Manager shall contact the County Building & Grounds Supervisor to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.

9. County Responsibilities:
The County will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

A. Furnish electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work. Hot and cold water will also be made available as necessary for that purpose.

B. Provide storage for the Contractor to store any necessary supplies, materials and equipment.

C. Schedule inspections with the Contractor's Project Manager. Quality service and strict adherence to the contract will be expected from the Contractor.

10. Security:
The contractor will be responsible to secure the building during and after each work period.

A. Keys and Electronic access cards to various areas of the facilities will be issued to the Contractor. The Contractor shall be responsible for use of all keys / cards.
B. Under no circumstances shall the Contractor's employees admit anyone to areas controlled by a key / card in their possession.
C. Contractor shall not duplicate any keys for the premises under any circumstances.
D. To avoid the possibility of tracing lost keys to the premises, the Contractor shall not put identification on any keys. All costs accrued by the County in reinstating facility security occasioned by the loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor.
E. Upon completion of activities each day, the Contractor shall be responsible for securing all entries to offices and exterior doors to buildings prior to departure.
F. The Contractor shall ensure that only their properly identified employees listed with the County are permitted on the premises during the performance of daily duties.
G. Employees of the Contractor shall not disturb or read papers or personal effects on desks, open drawers or cabinets, use telephones, radios or television sets, or tamper with other personal or County property.
H. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees. Contractor is responsible for maintaining the security clearance of all employees working under this contract, and for providing a drug-testing policy that complies with OAR 471-030-0125 and that requires drug testing of any person commencing work on County property, to further insure the security of the premises.

11. Requirements and Specifications:

A. TIMES AVAILABLE FOR PERFORMANCE
Evenings, weekends and holidays. However, services are not required on County recognized holidays. Building in Locations B and Location C, may be cleaned during the day with prior arrangement with County Staff.

B. EQUIPMENT AND SUPPLIES
A. All supplies required to carry out the cleaning operations within the scope of this contract shall be provided by the Contractor, and shall meet the standards of the Federal and State Occupational Safety and Health Act and with industry accepted safety practices.
B. The successful contractor shall submit a written list of all supplies with attached Material Safety Data Sheets (MSDS) intended for use in the buildings for approval by the County. Any supply not on the approved list shall be removed from the premises.
C. Adequate quantities of properly labeled supplies (minimum of two weeks inventory) must be on-hand to perform cleaning operations at all times.

D. Supplies and materials include, but are not limited to, brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, liquid detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, and any other compounds necessary to properly maintain the premises. The County will supply all consumable supplies for restrooms, including hand soaps, paper towels, toilet tissue, deodorizer, sanitary napkins bag.
E. The Contractor shall not use any material or supplies, which the County determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
F. The Contractor shall provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the County, which shall not be unreasonably withheld.
G. Equipment deemed by the County to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.
H. The County has installed dispensers that use of the Hillyard brand cleaner which is recommended, other brands are may be approved by the County upon request

C. OTHER TASKS

Work not considered to be routine and not done on a regular schedule shall be considered extra work. This type of work may only be done at the request of the County. Extra work and project cleaning shall be performed at the average hourly rate as negotiated. The County in consultation with the Contractor will determine the number of hours and the schedule required to accomplish the requested task. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

D. **WORK SCHEDULE**

Contractor shall submit a schedule for all monthly, quarterly, semi-annual, and annual work requirements, within 30 day of to provide service.

E. TECHNICAL REQUIREMENTS/SCHEDULE OF CLEANING

The contractor must define cleaning procedures/methods for each cleaning operation. Include type of equipment and quantity of supplies used in each procedure/method. If frequency dictates any procedural changes, please specify. Part IV represents the minimum frequency of cleaning required for all buildings/areas. However, your quote may indicate an increase in the frequency of a specific cleaning procedure and/or change in cleaning method to ensure a "High Standard of Cleanliness". If so, specify in detail.

F. UPON REQUEST OF THE COUNTY

Other custodial duties, as specified.

G. TRASH / RECYCLE REMOVAL

Contractor shall facilitate the County's current waste recycling program that requires each department to separate recyclable from non-recyclable waste. All work areas shall be provided with separate waste receptacles for this purpose. The contractor shall empty recyclable and non-recyclable waste into designated receptacles. Waste removal shall be to receptacles designated by the County and shall be deposited in such a manner that it will not cause untidiness. Recyclable materials shall be placed in containers and moved to the curb outside of the building for pickup by Recology / Western Oregon Waste.

H. PERFORMANCE INSPECTIONS

Quality Assurance Inspections will be performed on a regular schedule and shall be based upon the performance results reported on the Custodial Inspection Form. The County shall conduct the inspections. Each attribute listed on the Custodial Inspection Form shall be evaluated and classified as acceptable, above acceptable or unacceptable. Extra or project work authorized by the County will also be inspected on a regular basis and performed to the standards of the County. The Contractor's supervisor shall be available, upon request, for inspections with the County's representative. The Contractor may be placed on notice that the contact my be terminated when overall cleaning performance during two (2) consecutive months or three (3) months of any six (6) month period of the contract does not met the requirements of the contract. The County will be the sole judge in determining the acceptance of the services of the contract.

PART IV

SITE PROFILE / SCHEDULE

1. Public Services Building, 800 Exchange Street, Astoria, Oregon.

Basement – 608 square feet
First Floor – 3,972 square feet
Second Floor – 3,972 square feet
Third Floor – 3,228 square feet
Fourth Floor – 3,972 square feet

Daily:

Restrooms (Main in Hallways, total of 4, 1 per floor)

- Per Work Statement Part III

Three Times Per Week:

All Other Areas

- Empty waste receptacles; replace receptacle liners
- Damp wipe tables.

Twice Weekly:

- Entrances per Work Statement Part III
- Spot clean walls, doors and glass hallway windows
- Spot clean carpet.

Weekly:

Stairways

- Per Work Statement Part III

Elevators

- Per Work Statement Part III

1. **Public Services Building,** 800 Exchange Street, Astoria, Oregon, page 2

Weekly: Cont.

All Other Areas

- Perform services, Per Work Statement Part III

Monthly:

All Areas

- Corrective vacuuming.
- Damp wipe walls.
- Damp wipe air distribution units and return air grilles.
- Dust/damp wipe office/conference chair legs.
- Clean both sides of all interior windows.

Quarterly:

Restrooms

- Descale toilet bowls with non-abrasive cleaners.
- Strip and seal hard floors.

Staff Kitchens/Coffee Areas

- Clean refrigerator/freezers – interior/exterior.
- Clean microwaves/toaster ovens – interior/exterior.
- Clean all walls.

Semi-Annually:

Windows

- Clean interior side of all exterior windows.
- Dust and/or clean all window blinds.

Annually:

Windows

- Clean and dry all window blinds per manufacturer's directions.

2. **Public Services Building,** 820 Exchange Street, Astoria, Oregon. Page 1.

First Floor – 6,944 square feet

Daily:

- Per Part III F, provide Public Health cleaning services
- Spot clean carpets as needed.
- Clean and disinfect all drinking fountains.

Daily:

Restrooms

- Per Work Statement Part III

Three Times Per Week:

- Empty all trash receptacles and replace liners.
- Dust/Damp mop all hard floors; remove scuffmarks in high traffic areas.

Twice Weekly:

- Empty all recycle bins.
- Elevator, Per Work Statement Part III
- Entrances, per Work Statement Part III

.

Weekly:

- Vacuum all carpets, runners and mats.
- Dust building surfaces not to disturb paperwork or files.
- Clean and disinfect kitchen area including microwave inside and out and disinfect the break room sink.
- Stairways Entrances, per Work Statement Part III

Monthly:

All Areas

- Clean both sides of all interior windows.
- Corrective vacuuming.
- Dust all blinds.
- Vacuum all air ducts.
- Remove all cobwebs/insects from ceiling and light fixtures.
- Dust/damp wipe office/conference chair legs.

2. **Public Services Building,** 820 Exchange Street, Astoria, Oregon Page 2.

First Floor – 6,944 square feet

Quarterly:

Restrooms

- Descale toilet bowls with non-abrasive cleaners.
- Strip and seal hard floors.

Staff Kitchens/Coffee Areas

- Clean refrigerator/freezers – exterior.
- Clean microwaves/toaster ovens – exterior.
- Clean all walls.

Semi-Annually:

Windows

- Clean interior side of all exterior windows.
- Dust and/or clean all window blinds.

Annually:

Windows

- Clean and dry all window blinds per manufacturers' directions.

3. **Public Services Building,** 820 Exchange Street, Astoria, Oregon, Page 1.

Second Floor – 7,253 square feet

Daily:

Restrooms

- Per Work Statement Part III

Break Room

- Empty waste receptacles; replace receptacle liners
- Clean Counters and Tables

Three Times Per Week:

All Other Areas

- Empty waste receptacles; replace receptacle liners
- Clean and polish drinking fountains.
- Dust and damp wipe desk upon request or when desk is cleared.
- Damp wipe tables.

Twice Weekly:

- Entrances, per Work Statement Part III
- Spot clean walls, doors and glass hallway windows
- Spot clean carpet.
- Dust/Damp mop all hard floors; remove scuffmarks in high traffic areas.

Weekly:

Stairways

- Per Work Statement Part III
- Spot clean doors/walls.

Elevators

- Per Work Statement Part III

3. **Public Services Building,** 820 Exchange Street, Astoria, Oregon, Page 2

Weekly: cont.

All Other Areas

- Perform services, Per Work Statement Part III

Monthly:

All Areas

- Corrective vacuuming.
- Damp wipe walls.
- Damp wipe air distribution units and return air grilles.
- Dust/damp wipe office/conference chair legs.
- Clean both sides of all interior windows.

Quarterly:

Restrooms

- Descale toilet bowls with non-abrasive cleaners.
- Strip and seal hard floors.

Staff Kitchens/Coffee Areas

- Clean refrigerator/freezers – exterior.
- Clean microwaves/toaster ovens – exterior.
- Clean all walls.

Semi-Annually:

Windows

- Clean interior side of all exterior windows.
- Dust and/or clean all window blinds.

Annually:

Windows

- Clean and dry all window blinds per manufacturers' directions.

4. Clatsop County Jail, 636 Duane Street, Astoria, Oregon. Page 1

Total square footage is 1,473 Clean;
Control Room, Booking, Deputy Briefing Room, Office, and Visiting. No Contract with inmates or cleaning in Inmate areas required.

Three Times Per Week:

Restrooms

- Per Work Statement Part III

All Other Areas

- Empty waste receptacles; replace receptacle liners
- Clean and polish drinking fountains.
- Dust and damp wipe desk upon request or when desk is cleared.
- Damp wipe/disinfect tables.

Twice Weekly:

- Dust/Damp mop all hard floors.
- Entrances, per Work Statement Part III
- Spot clean carpet.

Weekly:

All Other Areas

- Perform services, Per Work Statement Part III

4. Clatsop County Jail, 636 Duane Street, Astoria, Oregon. Page 2

Monthly:

All Areas

- Corrective vacuuming.
- Spray buff hard floors.
- Damp wipe walls.
- Damp wipe air distribution units and return air grilles.
- Dust/damp wipe office/conference chair legs.
- Clean both sides of all interior windows.

Quarterly:

Restrooms

- Descale toilet bowls with non-abrasive cleaners.
- Strip and seal hard floors.

Staff Kitchens/Coffee Areas

- Clean all walls and countertops.

Semi-Annually:

Windows

- Clean interior door glass and Plexiglas.
- Clean interior side of all exterior windows.
- Dust and/or clean metal surfaces near windows in visiting area.

5. Corrections Administration, 355 7th Street, Astoria, Oregon, Page 1.

Total square footage is 4,397

Three Times Per Week:

Restrooms

- Per Work Statement Part III

All Other Areas

- Dust/Damp mop all hard floors; remove scuffmarks in high traffic areas.
- Empty waste receptacles; replace receptacle liners
- Clean and polish drinking fountains.
- Dust and damp wipe desk upon request or when desk is cleared.
- Damp wipe tables.

Twice Weekly:

- Entrances per Part III
- Spot clean walls, doors and glass hallway windows
- Spot clean carpet.

Weekly:

All Other Areas

- Perform services, Per Work Statement Part III

5. Corrections Administration, 355 7th Street, Astoria, Oregon, Page 2

Twice Monthly:

- Clean private offices, County will arrange for access to these offices. These offices are shown on the plan with a line through the room. Cleaning will be day shift during the workweek.
- Damp wipe furniture
- Dust vents.
- Dust/Damp mop all hard floors; remove scuffmarks in high traffic areas.

Monthly:

All Areas

- Corrective vacuuming.
- Spray buff hard floors.
- Damp wipe walls.
- Damp wipe air distribution units and return air grilles.
- Dust/damp wipe office/conference chair legs.
- Clean both sides of all interior windows.

Quarterly:

Restrooms

- Descale toilet bowls with non-abrasive cleaners.
- Strip and seal hard floors.

Staff Kitchens/Coffee Areas

- Clean refrigerator/freezers – exterior.
- Clean microwaves/toaster ovens – exterior / interior.
- Clean all walls.

Semi-Annually:

Windows

- Clean interior side of all exterior windows.
- Clean interior door glass and Plexiglas.

7. **Animal Shelter,** 1315 SE 19th Street, Warrenton, Oregon. (2,300 square feet)

Twice Weekly:

Restrooms

- Per Work Statement Part III

All Other Areas

- Clean, including corners of rooms, ceiling vents, high ledges, windowsills, tops of bookcases, workstation panels, cabinets, furniture, tables and light fixtures.
- Sweep floors and dust mop or wet mop as needed, taking care to include corners, edges, under desks, under furniture, behind/under equipment, trash receptacles, outside walkways and inside hallways.
- Vacuum all corners, edges, and other areas to remove dust and animal hair.

Quarterly

- Descale toilet bowls with non-abrasive cleaners.
- Strip and reapply wax on floors.

PART V

INFORMATION REQUIRED OF CONTRACTORS

Quotes must be submitted in the format outlined below. To be considered, the quote must respond, at a minimum, to all requirements in this part of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the quote.

1. Organization and Staff:
Describe the organizational makeup of your company. Define the personnel resources that will contribute to meeting the County's needs and in what capacity they would serve as per **Part III, Item 5 – Staffing Qualifications**. Clearly state their technical qualifications and experience. Relate this to the requirements of this RFQ.

2. References:
Describe in detail your company's experience in providing clients with the type of services requested herein. Provide a list of at least three (3) other significant work efforts in which your company has performed services of similar or more complex scope. Include the client name, address, telephone number and the name of a person who would serve as a reference about the work your company has done. References must demonstrate that the contractor has a satisfactory performance record and has the necessary organization, experience, accounting, operational controls and technical skills, and is otherwise qualified and eligible to receive an award under the conditions of this RFQ.

3. Work Plan:
Complete the Exhibit F (attached); describe in narrative form any additional Work you will provide to your ensure a "High Standard" of Cleanliness.

The contractor that is awarded the contract will be required to provide a supervision/staffing plan, a scheduling plan, a plan for what parts of the effort will be done with "in-house" staff and which will be sub-contracted. Use the information provided in **Part III – Work Statement** (refer to Part D, Work Schedule) as your reference point.

4. Price Quote:
This portion of the quote must be sealed separately from the remainder of the quote. The Price Quote should be provided in the format defined by Exhibit "D" to this RFQ. It is essential that the price information be provided separately from the technical and organizational information. The price established by the contract shall remain fixed for the initial contract period of December 17, 201 to June 30, 2017. An estimated cost increase for 2017-2018 shall also be provided. Any proposed price adjustment for subsequent contract periods, shall be submitted to the County no later than January 31st (for budgeting purposes) of the previous fiscal year.

PART VI

CRITERIA FOR SELECTION

1. Selection Process:
All quotes will be reviewed and evaluated by a committee of qualified personnel selected by the County. The committee will recommend for selection the quote that most closely meets the requirements of the RFQ and satisfies the County's needs. Negotiations will ensue with the highest rated company for the purpose of establishing fair and reasonable fees/billable rates. Negotiations will be opened with firms of lower preference (one at a time, in order of preference) only if a fair and reasonable set of fees/billable rates cannot be established with the firm of higher preference.

2. Selection Criteria:
The following areas of consideration will be used in making the selection**:**

A. **Understanding the Problem:** This refers to the contractor's understanding of the County's needs that generated the RFQ, of the County's objectives in asking for the services, and of the nature and scope of the work involved.

B. **Contractor Qualifications:** This refers to the ability of the contractor to meet all of the terms of the RFQ, especially the time constraints and the quality of services required by the County. Personnel qualifications and quality of references are all significant factors in this category.

C. **Contractor Experience:** This refers to the contractor's proven experience in providing services similar to those requested herein.

D. **Cost:** While this area will be weighted heavily, it will not normally be the deciding factor in the selection process.

EXHIBIT A

CONTRACTUAL AGREEMENT AND AUTHORIZATION TO RELEASE INFORMATION

(Fill in name of contractor)

Sample

I understand and agree to the following terms:

I hereby authorize Clatsop County to conduct an investigation of my background, including but not limited to, character, criminal and arrest/conviction history, past employment (including job performance and on-the-job behavior), education.

I understand that this document, signed by me, authorizes Clatsop County to gather information through interviews, questionnaires, employment records, education records, criminal records and any other records necessary to determine eligibility to perform **Custodial Services** for Clatsop County**.**

The recipient of a photocopy of this signed document is hereby authorized to divulge information concerning my character, criminal history, education, employment records, job performance; job behavior, or medical records which may include information specific to drug and/or alcohol and/or psychiatric treatment and to allow Clatsop County delegated representatives to examine such records.

In consideration of the release of information to Clatsop County by any third party in receipt of this authorization, I do hereby release said third party, its office, employees, agents and assignees from any and all claims for damages of any nature which I might have as a result of the release of information by the third party to Clatsop County. To the extent that I have previously directed said third party not to release certain information, I do now hereby withdraw that directive and consent without restriction to any release of information requested by Clatsop County.

I hereby release you, your organization, and others from any liability or damage, which may arise from furnishing information requested. I understand and agree that any information released to Clatsop County is done so in strictest confidence.

Signature:_____

Date:_____

Subscribed and sworn to before me this

_____ day of _____, _____.

_____
Notary Public for the State of Oregon

My Commission Expires:_____

(Please complete following page –Application for Background Check)

CLATSOP COUNTY APPLICATION FOR BACKGROUND CHECK

1. First Name: _____ Middle Name: _____ Last Name: _____
2. Check One: Male _____ Female _____
3. What is your date of birth?_____
4. Place of Birth:_____
5. Are you a U.S. citizen? Yes_____ No_____
6. Your Social Security Number (optional):_____
7. Have you graduated from high school? Yes_____ No_____
8. Do you have a current driver's license? Yes_____ No_____
9. Driver License Number and State:_____
10. Any other names used (A.K.A.'s):_____
11. Please list all traffic violations* and misdemeanors within the last seven (7) years. List ALL felony convictions. (Use a separate sheet of paper if necessary.)

Date	Charge	Location

* Traffic violations only need to be provided if driving is a requirement for position.

I certify that the above information is true and complete:

Date:_____ Signature:_____

Print name:_____

FOR OFFICE USE ONLY:

☐ NO RECORD FOUND
☐ RECORD FOUND – Description: _____

_____ _____
Signature Date

Sample

CLATSOP COUNTY, OREGON
1100 Olney Ave.
Astoria, Oregon 97103
An Equal Opportunity Employer

Contract No._____

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is by and between Clatsop County ("County") and _____ ("Contractor"). Whereas County has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed $_____ to be paid to Contractor by County, Contractor agrees to perform between date of execution and _____, inclusive, the following specific personal and/or professional services:

(*Attach additional information as Attachment A if appropriate or necessary*).

Payment Terms: *(lump sum, monthly installments, progress payments, etc. - Attach additional information as Exhibit B if appropriate):*

1. **COMPLETE AGREEMENT**. This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
2. **WRITTEN NOTICE**. Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
3. **GOVERNING LAW/VENUE**. This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
4. **COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:

a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;
b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of the contract;
c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;
d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;.
e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

5. **JUDICIAL RULINGS**. If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. **INDEPENDENT CONTRACTOR**. Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

7. **INDEMNIFICATION**. Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. **INSURANCE**. Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of $600,000 for property damage and minimum of $700,000 per person for bodily injury and no less than $1,400,000 for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County. Some, or all, of the required insurance may be waived or modified if approved by County's counsel as follows:

_____

_____(approved by County Counsel)_____(Contractor's Initials)_____

9. **WORKER'S COMPENSATION**. Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of $100,000.

10. **NONDISCRIMINATION**. No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.

11. **TERMINATION OF AGREEMENT**. This Agreement may be terminated under the following conditions:

a. By written mutual agreement of both parties. Termination under this provision may be immediate.
b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
c. Immediately on breach of the contract.

12. **SUBCONTRACTING/NONASSIGNMENT**. No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of County.

13. **SURVIVAL**. The terms, conditions, representations and all warranties contained in this Agreement shall survive the termination or expiration of this Agreement.

14. **FUNDING**. In the event the Board of Commissioners of County reduces, changes, eliminates, or otherwise modifies the funding for any of the services identified, Contractor agrees to abide by any such decision including termination of service.

15. **STANDARD OF SERVICES AND WARRANTY**. Contractor agrees to perform its services with that standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by County and that Contractor shall be entitled to rely on such information. However, Contractor is given notice that County will be relying on the accuracy, competence and completeness of Contractor's services in utilizing the results of such services. Contractor warrants that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement.

16. **COUNTY PRIORITIES**. Contractor shall comply promptly with any requests by County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to said work.

17. **OWNERSHIP AND USE OF DOCUMENTS**. All documents, or other material submitted to County by Contractor shall become the sole and exclusive property of County. All material prepared by Contractor under this Agreement may be subject to Oregon's Public Records Laws.

18. **TAX COMPLIANCE CERTIFICATION**. Contractor hereby certifies, under penalty of perjury, as provided in ORS 305.385(6), that to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws of this state or political subdivision of this state, including but not limited to ORS 305.380(4), 305.620 and ORS chapters 316, 317 and 318. Contractor represents that Contract will continue to comply with the tax laws of this state and any applicable political subdivision of this state during the term of the public contract. If Contractor's fails to comply with the tax laws of this state or a political subdivision of this during the term of this agreement, the Contractor shall be in default and County may terminate this agreement and pursue its remedies under the agreement and under applicable law.

This Agreement will not be effective until approved by the authorized signatory for County.

FOR COUNTY:	**FOR CONTRACTOR:**
_____	_____
Signature Date	Signature Date

_____ _____

Title Title

_____

Address

_____

City State

Zip

Sample

APPENDIX C - SAMPLE "ACORD" CERTIFICATE OF INSURANCE

EXHIBIT D - PRICE QUOTE

EXHIBIT C

ACORD. CERTIFICATE OF INSURANCE

DATE (MM/DD/YY) 3/20/96

PRODUCER

Fullerton & Company, Inc.
P. O. Box 29018
Portland, OR 97229-0018

INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

COMPANIES AFFORDING COVERAGE

COMPANY A: Transcontinental Ins

COMPANY B: Transportation Ins Co

COMPANY C:

COMPANY D:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR [ ] OWNER'S & CONT PROT	CO1029679062	3/15/96	3/15/97	GENERAL AGGREGATE	$ 200000
					PRODUCTS-COMP/OP AGG	$ 200000
					PERSONAL & ADV INJURY	$ 100000
					EACH OCCURRENCE	$ 100000
					FIRE DAMAGE (Any one fire)	$ 5000
					MED EXP (Any one person)	$ 500
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS	BUA1029679790	3/15/96	3/15/97	COMBINED SINGLE LIMIT	$ 100000
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE	$
	GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	$
					OTHER THAN AUTO ONLY: EACH ACCIDENT	$
					AGGREGATE	$
	EXCESS LIABILITY [ ] UMBRELLA FORM [ ] OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	$
					AGGREGATE	$
						$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: [ ] INCL [ ] EXCL				[ ] STATUTORY LIMITS	
					EACH ACCIDENT	$
					DISEASE - POLICY LIMIT	$
					DISEASE - EACH EMPLOYEE	$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

OPERATIONS OF THE NAMED INSURED

CERTIFICATE HOLDER

CLATSOP COUNTY
P O BOX 179
ASTORIA OR 97103

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

5- 16

EXHIBIT D – PRICE QUOTE

Clatsop County Request for Quotes: Custodial Services

Price Quote for period: December 19, 2016 to June 30, 2018

NAME OF CONTRACTOR: _____

Public Services Building 800 Exchange Street Astoria, Oregon	$_____ (monthly)	X 12 months =	$_____ (annual)
Public Services Building 820 Exchange Street Astoria, Oregon	$_____ (monthly)	X 12 months =	$_____ (annual)
Location A Totals	**$_____ (monthly)**		**$_____ (annual)**

Clatsop Co. Jail 636 Duane Street Astoria, Oregon	$_____ (monthly)	X 12 months =	$_____ (annual)
Sheriff's Department 355 7th Street Astoria, Oregon	$_____ (monthly)	X 12 months =	$_____ (annual)
Location B Totals	**$_____ (monthly)**		**$_____ (annual)**
Animal Shelter 1315 SE 19th Street Warrenton, Oregon			
Location C Totals	**$_____ (monthly)**	**X 12 months =**	**$_____ (annual)**

<u>Other Task: an Allowance for extra work will be added to the contract for a not to exceed amount of $9,000 per Fiscal year. Per Part III, 11, C, as requested and mutually agreed upon.</u>

Hourly rate for extra work or project cleaning as discussed on Part III, 11, item C. _____

Carpet Cleaning: Cost per square foot for cleaning on a Quarterly basis. _____

Estimated percentage of increase for fiscal year 2017-2018 Fiscal Year: _____**%**

<u>Fiscal Year July 1 to June 30.</u>

EXHIBIT E

Addendum Receipt Acknowledgement

The receipt of the following addenda (if any) is hereby acknowledged:

ADDENDUM NO. _____ DATE:_____

ADDENDUM NO._____ DATE:_____

ADDENDUM NO._____ DATE:_____

ADDENDUM NO._____ DATE:_____

ADDENDUM NO._____ DATE:_____

DATED:_____

BIDDER:_____

Name:_____

Title:_____

Address:_____

Phone:_____

Federal Tax I.D. No.:_____

Oregon Contractors Board Registration:_____

EXHIBIT F

Contractor Understands of the Problem

It is understood that the Contractor, before submitting a quote, has made a careful examination of the RFQ Documents; has become fully informed as to the quality and quantity of work required to meet the cleaning standards and the character of the Work required; and has made a careful examination of the location and conditions of the Work. The Owner will in no case be responsible for any loss or for any unanticipated costs that may be suffered by the Contractor as a result of the Contractor's failure to acquire full information in advance in regard to all conditions pertaining to the Work. No oral agreement or conversation with any officer, agent, or personnel of the Owner, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

As per Part IV (Site Profile) of this RFQ, please initial and sign this form stating your understanding of the County's needs and the entire RFQ Document.

Name of Contractor: _____

Building	Cleaning Requirements	Frequency	Contractor Initials
Public Services Building 800 Exchange, Astoria	Per Part III & IV	As listed	_____ (initial here)
Public Services Building 820 Exchange 1st Floor, Astoria	Per Part III & IV	As listed	_____ (initial here)
Public Services Building 820 Exchange 2nd Floor, Astoria	Per Part III & IV	As listed	_____ (initial here)
Jail - 636 Duane St. Astoria	Per Part III & IV	As listed	_____ (initial here)
Corrections Dept. 355 7th St., Astoria	Per Part III & IV	As listed	_____ (initial here)
Animal Shelter, 1315 SE 19th St., Warrenton	Per Part III & IV	As listed	_____ (initial here)

If bidder's company is a partnership or corporation, all partners or officers are required to sign.

SIGNATURE: _____ DATE: _____

_____ DATE: _____