



**Procurement Division**  
Public Services Building  
2051 Kaen Road, 4<sup>th</sup> floor  
Oregon City, OR 97045  
(503) 742-5444 (Office)

---

**REQUEST FOR QUOTES (RFQ) #2018-02**

Issue Date: **JANUARY 25, 2018**

Project Name:	<b>Milwaukie Center Janitorial and Floor Care Services</b>		
Quote Due Date/Time:	<b>February 22<sup>ND</sup>, 2018, 2:00 PM</b>		
<b>Mandatory Walkthrough:</b>	<b>February 6<sup>TH</sup>, 2018 at 2:00 PM</b>		
Procurement Analyst:	Kim Randall	Phone:	503-742-5443
		Email:	<a href="mailto:krandall@clackamas.us">krandall@clackamas.us</a>

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“RFQ #2018-02 MILWAUKIE CENTER JANITORIAL AND FLOOR CARE SERVICES” IN THE  
SUBJECT LINE**

---

**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at [www.clackamas.us/bids/terms.html](http://www.clackamas.us/bids/terms.html).

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

**2. SCOPE OF WORK**

The purpose of this RFQ is to purchase Janitorial and Floor Care Services for the Milwaukie Center, located at 5440 SE Kellogg Creek Drive, Milwaukie, OR 97222, which is part of the North Clackamas Parks and Recreation District. The Milwaukie Center is an 18,000 sq. ft. facility, with approximately 7,000 sq. ft. of carpeting. The Milwaukie Center Cleaning/Task Schedule Table, included below, outlines the routine work to be done. Cleaning will be done on **Saturday and Sunday** of each week, with “On-Call” and “Exception” Services that may be provided occasionally during the work-week (Monday through Friday). On-Call services will generally be scheduled two (2) weeks out, with possibly five (5) to ten (10) unscheduled On-Call Service requests to come up on an annual basis.

## **GENERAL INFORMATION**

Contractor shall furnish all equipment, materials, and services necessary to perform the janitorial duties specified in a satisfactory manner and at the frequencies set forth in the Table of Cleaning/Task Schedule. The premises shall be maintained in a neat, clean, orderly, and condition according to Cleaning Performance Standards and Janitorial Cleaning Requirements and Schedule contained in Section II below. The services shall be performed on a schedule approved by the Milwaukie Center Building Management.

County anticipates this will be an approximate three (3) year contract. Once a winning Quoter is selected, we expect the contract to begin within a couple of weeks.

The Milwaukie Center general operations are five (5) days a week between the hours of 8:00 am and 5:00 pm Monday through Friday. The facility also frequently caters to rentals and events after hours that may run until midnight as well as weekends. The services for this facility is monitored on a regular basis by building staff and routinely inspected by Milwaukie Center Building Management for adherence to specifications. Janitorial staff working at this facility shall have office related janitorial experience, as well as specialized training in the handling of infectious waste and communicable diseases.

## **I. NATURE AND EXTENT OF SERVICES**

The Milwaukie Center serves the public in varying degrees depending on the function scheduled. Janitorial services for this facility is required on a regularly scheduled basis coinciding with the days of operation and shall be completed during the times specified by the Milwaukie Center Building Management. Days and hours of operation shall be provided to Contractor prior to service implementation. **Janitorial services are required on Saturday and Sunday which are typically eight (8) hour shifts.** Based on a 52 week year, two 8-hour shifts a week, the County anticipates 832 billable hours a year for the routine services as outlined on the Table of Cleaning and Task Schedule. Specific schedules shall be approved by the Milwaukie Center Building Management prior to starting contract.

A high standard of cleanliness shall be maintained. It is the intent of these specifications that the facility present a consistently clean condition. The services outlined in this solicitation are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness in the building.

Clackamas County's Cleaning Performance Standards are included in Section II. Contractors shall include at a minimum the cleaning standards set forth in this document and ALL additional requirements as detailed.

### **1. SERVICES SCHEDULE**

Upon award of the Contract, the Contractor shall provide Milwaukie Center Building Management with specific dates and times for duties as designated in the Table of Cleaning/Task Schedule. Such dates and times are subject to the approval of the Milwaukie Center Building Management.

**All services scheduled to be performed quarterly, semiannually, and annually shall be scheduled at the appropriate intervals during the term of the contract.**

### **2. ON-CALL SERVICE REQUESTS**

The Contractor shall provide seven day a week support coverage to the facility included in this specification. The Contractor shall have a janitor within these facilities during all approved, scheduled times. On-Call services with 36 hour prior notification will be noted as **On-Call Service Requests. On-Call Service Requests** shall be submitted on a separate invoice designating the number of hours and details requiring such service. On-Call Service requests are not a part of the fixed monthly compensation. During normal custodial hours, emergency janitorial corrections shall be addressed at no additional charge.

**Non-emergency corrections** shall be registered in the daily logbook for Janitorial complaints and communicated by phone, text, or email. Non-emergency corrections shall be completed within twenty-four (24) hours. These corrections may be any items not completed or not performed to satisfactory.

### **3. EXCEPTION CLEANING SERVICE REQUESTS**

Contractor may occasionally be required to perform cleaning services on an exception basis for items or areas not covered by the Janitorial Cleaning Requirements and Schedule. Such services shall be requested by the Milwaukie Center Building Management on an individual basis and shall be submitted on a separate invoice designating the number of hours and details requiring such service. Exception cleaning is not a part of the fixed monthly compensation.

### **4. SUPERVISION**

The Contractor shall be responsible for the direct on-site inspection of their employee's through its supervisor(s); and the supervisor(s) shall be available at reasonable times to report to and confer with the Milwaukie Center Building Management with respect to services. The telephone number of the responsible supervisor(s) shall be provided to the County for daily and emergency and/or non-routine service.

The Contractor shall provide one or more on-site supervisors whose primary task is to see to it that all Contractor's employees understand and carry out what is required to satisfy the specifications of the Contract. The Contractor's supervisor(s) shall be fully and adequately trained and have experience in cleaning supervision, sufficient in scope to meet the approval of the Milwaukie Center Building Management. The Contractor's supervisor(s) will be required to perform daily inspection of the building serviced under the Contract. The Contractor or their supervisor(s) shall be available at all times when the Contract work is in progress. The on-site supervisor(s) shall also schedule and coordinate the maintaining and/or restoration of all resilient/hard surface floor finishes, carpet cleaning, and interior window cleaning. All floor restoration projects and window cleaning shall be scheduled seven (7) days in advance with the Milwaukie Center Building Management.

### **5. QUALITY CONTROL INSPECTIONS**

A regularly scheduled monthly quality control inspection will be performed by the Milwaukie Center Building Management.

### **6. CONTRACTORS SUPPLIED ITEMS**

All labor, janitorial tools, equipment, machines, and supplies necessary for the performance of daily janitorial services shall be furnished by Contractor at no expense or further cost to the Milwaukie Center Building Management.

The Contractor shall provide a list of cleaning supplies that will be used in the facility. The Milwaukie Center Building Management will review the list and provide written acceptance or rejection of each proposed cleaning item on the list. No cleaning supplies will be added to the approved list of cleaning supplies without written approval from the Milwaukie Center Building Management.

Clackamas County requires current safety data sheets ("SDS") for all chemicals being used on-site in all County facilities. Contractor shall provide SDS and product labels to the Milwaukie Center Building Management prior to the use of any chemicals.

## **7. MILWAUKIE CENTER SUPPLIED ITEMS**

The Milwaukie Center Building Management will furnish soap, seat covers, toilet tissues, garbage bags/can liners, and paper towels for use in restrooms and other areas within the facility. These supplies will be available and stored onsite. Sanitary napkin/tampon dispensers are serviced by County Staff.

## **8. JANITORIAL LOG**

The Milwaukie Center Building Management shall furnish a janitorial log for the work site which will be updated during each shift by janitorial personnel and the supervisor. Janitorial personnel shall acknowledge in writing any entry made by County Staff for corrections or notifications. This log shall remain in the designated area of the facility.

## **9. GENERAL NOTATION**

- Janitorial staff shall not operate or adjust the setting of any heating, ventilation, or air conditioning systems in the facility without written approval of Milwaukie Center Building Management.
- Janitorial staff shall not permit visitors or children inside buildings at any time.
- Janitorial staff shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work.
- Janitorial staff shall learn and carefully operate building security systems according to instructions.
- Janitorial staff shall report any damaged or broken plumbing, glass, light fixtures, furniture, floor paint, lavatory fixtures, etc., to the Milwaukie Center Building Management.
- Janitorial staff shall advise Milwaukie Center Building Management of needed items that may be low in stock or absent.
- Janitorial staff shall use designated closets and areas for storage of equipment and supplies.
- Closet areas shall be kept clean and orderly.
- Janitorial staff shall check the logbook daily/nightly for instructions and cleaning problems.
- Janitorial staff shall repair/replace, at Contractor cost, any furnishings or fixtures damaged by janitorial staff.
- Turn in lost-and-found articles to Milwaukie Center Building Management within twenty-four (24) hours.

## **10. IDENTIFICATION OF CONTRACTOR EMPLOYEES**

The Contractor shall provide uniforms and identification of its employees. All employees shall wear uniforms at all times so that each employee is readily identifiable. All personnel shall be clean and neat at all times.

All Janitorial employees must be supplied with a picture ID badge. These picture ID badges shall be worn and displayed at all times janitorial employees are working at the facility.

## **11. SECURITY CLEARANCES**

Contractor shall provide names and other requested information to Milwaukie Center Building Management for **ALL** employees involved in the execution of this Contract for the purpose of obtaining a Security Clearance.

## **12. PRODUCT LABELS AND SAFETY DATA SHEETS (“SDS”)**

The Contractor shall comply with all state and federal Occupational Safety and Health Administration (OSHA) regulations regarding the storage of hazardous materials, and shall post SDS’s in the storage

locations. In addition, the Contractor shall supply SDS's to Milwaukie Center Building Management for all products it supplies for use in performance of this Contract. All SDS's shall be kept up to date. All products shall be properly labeled. **No product shall be used in County facilities until its SDS has been reviewed and approved by the Milwaukie Center Building Management.**

### **13. REQUIRED TRAINING**

Contractor shall provide copies of all required programs as listed below. The programs shall be complete and include the names of all employees to be used in the performance of this Work. **Note: All Contractor employees shall be trained or scheduled for training prior to beginning work in the facility.**

1. Certified training and vaccination program per OR-OSHA regulations OAR 437, Division 2, General Occupational Safety and Health Rules (29 CFR 1910.1030) regarding exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV), and other bloodborne pathogens, including the hepatitis C virus (HCV). The publication can be found at:  
<http://osha.oregon.gov/OSHAPubs/2261.pdf>
2. Custodial/housekeeping training program on proper techniques and cleaning methods complete with all related safety warnings.

**In the interest of safety, janitorial employees must be able to communicate in English both orally and in writing, or be accompanied at all times by an employee who is able to do so.**

### **14. SECURITY**

Any disclosure or removal of any matter and/or property from the Milwaukie Center Facility on the part of the janitorial staff shall be cause for immediate cancellation of the Contract. Any liability, including but not limited to attorney's fees, resulting from any such action or suit brought against Clackamas County as a result of Contractor's employees' willful or negligent release of information, document, or property contained in the building shall be borne by the Contractor. **All information, documents, and property contained within these facilities shall be considered privileged and confidential and should be treated as such.**

## **II. CLEANING AND PERFORMANCE STANDARDS**

### **1. FLOOR MAINTENANCE**

- Thoroughly vacuum all carpeted areas, using professionally appropriate vacuuming equipment. This shall include all areas of the facility, and under desks, chairs, and tables.
- Edge all carpeted areas.
- Spot clean all carpeted areas.
- Vinyl tile in the building shall be dusted with treated dust mops. Spills and spots shall be removed.
- Damp mop all resilient flooring with appropriate cleaning agents.
- Sweep, wet mop, and disinfect all kitchen/dining room, restroom/locker room, and shower room floors.
- Vacuum entrance mats and all other separate mats as may be required throughout the building. Clean under entrance mats.

### **2. WASTE MATERIALS**

- Empty all trash containers into central collection containers. Clean trash containers as necessary to maintain clean, odor-free containers. Replace can liners as necessary. All liners in restrooms, and kitchen/dining areas shall be replaced daily.
- Empty and clean all outside ashtrays and trash receptacles.

### **3. DUSTING**

- Dust all desks, tops of partitions, tops of doorways, tops of vending machines, chair legs, filing cabinets, bookcases, other furniture, countertops, window sills, window ledges, from floor to a height of seventy-two (72) inches. Note: Papers spread out on desks or other surfaces are not to be disturbed or moved.
- Dust high (over 72") moldings, shelves, bookcases, door casings, window casings, hanging light fixtures, partition tops, ledges, etc. There shall be no cobwebs visible in any areas.

### **4. RESTROOMS**

- Clean and disinfect all urinals and toilets using appropriate cleanser for the removal of stains.
- Wash and disinfect partitions, sheetrock, tile walls, floors, and showers. Remove all graffiti.
- Clean and disinfect all sinks and countertops.
- Clean exterior of all dispensers and service all soap, towel, toilet tissue, and seat cover dispensers.
- Clean mirrors and empty trash. Service as required to maintain high standards of cleanliness.

### **5. DOORS, DOOR KNOBS, DOOR JAMBS, WALLS, FINISH MOLDING, AND CEILINGS**

- Remove all fingerprints and other smudges from all doors, door knobs, door jambs, walls (especially around switch and electrical outlet cover plates), finish moldings, and ceilings.
- Clean and polish chrome and bright metal, entrance doors, and kick and push plates.
- Remove vacuum cord marks from door jambs and outside corners of walls and partitions.
- Grout in restrooms should be cleaned annually.

### **6. FURNITURE**

- Vacuum all upholster and carpet partitions.
- Polish wood and smooth upholstery surfaces.
- Clean leather, plastic, and vinyl furniture and furniture covers. Polish office furniture which has been cleared of all paper, books, etc.
- All upholstered furniture a fabric partitions should be steam cleaned annually.

### **7. GLASS**

- Clean mirrors, reception counter glass, glass doors, and door relites. Lobby area windows must be cleaned of finger and hand prints.
- The interior and exterior sides of all first-floor windows shall be cleaned twice per year. Window screens shall also be removed, cleaned, and replaced.

## **III. INCIDENTALS**

- Check and acknowledge entries in Janitorial logs.
- Advise the Milwaukie Center Building Management of any irregularities noted during servicing. (e.g. defective plumbing fixtures, burned-out lights, graffiti which cannot be removed, etc.)
- Spot check employee work stations and perform any incidental cleaning supplementary to regular waste removal, dusting, and vacuuming necessary to insure clean, neat appearing work areas.
- In kitchen areas, clean and wash mats and flooring,
- Wipe and thoroughly clean lunch and conference room tables with appropriate cleaning agents.
- Per schedule, vacuum or wash all ceiling and wall air grills.
- Per schedule, clean lens covers on all light fixtures.
- Clean all exterior entry areas and clean as necessary both sides of all entry-related glass doors and associated interior glass panels and frames.

- Spot check and clean high traffic and heavily soiled areas. Spot shampoo carpeted areas.
- Clean and disinfect all telephone handsets.
- Clean and disinfect all drinking fountains.
- Turn off all lights except those required to be left on.
- Close and lock all entrance doors and windows.

Attendance at a **MANDATORY PRE-QUOTE WALKTHROUGH** is required to be eligible to quote on this opportunity. The Mandatory Pre-Quote Walkthrough will be conducted at the Milwaukie Center, 5440 SE Kellogg Creek Drive, Milwaukie, OR 97222 on **February 6<sup>TH</sup>, 2018 at 2:00 PM**. Attendance will be documented through a sign-in sheet.

### **TABLE OF CLEANING/TASK SCHEDULE:**

	PER SHIFT	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
<b>Public Rooms: Pool, Rhododendron, Arrowwood, Trillium, Violet, Stage, Camas/Dogwood, Grape, and Salal</b>						
Clean and sanitize all drinking fountains	x					
Clean door glass and relight glass, reception / counter glass, interior glass of lobbies	x					
Dust mop all hard floor surfaces	x					
Wet Spot mop all hard floor surfaces	x					
Spot Vacuum all carpeted areas	x					
Empty garbage and recycling, replace liners and spot clean all waste receptacles	x					
Spot clean with extractor or spotting agent all carpet spots and spills; inspect daily	x					
Reset tables and chairs / furniture in public areas to daily reset diagrams	x					
Detail vacuum / edge all carpeted areas		x				
Sanitize phone receivers		x				
Spot clean all vertical surfaces; inspect daily		x				
Complete mop all hard floor surfaces		x				
Vacuum all carpeted areas		x				
Wipe down countertops, tables in meeting rooms and common areas, general use and conference room areas with a disinfectant cleaner		x				
Wipe down and spot clean all public tables		x				
Extractor carpet cleaning of large carpeted areas as needed		x				
Clean glass in interior windows, doors and re-lights; inspect daily; clean as required		x				
Clean visible marks / prints from interior of windows		x				
Clean and sanitize all , handles and faucets and light switches		x				
Vacuum all ceiling and wall air grills			x			

Vacuum and dust all upholstered furniture			X			
Clean all cove base trim			X			
Deep cleaning kitchen stainless				X		
Thoroughly dust all areas of the Center, including furniture			X			
Spot clean all upholstered furniture and fabric partitions				X		
Vacuum and wipe down all ceiling and wall air grills and light fixtures					X	
Steam clean all upholstered furniture and fabric partitions						X
<b>RESTROOMS</b>						
Empty trash, replace liners and clean outside of containers	X					
Clean, disinfect all rest room, locker room fixtures (i.e. toilet, urinals, sinks, etc.)	X					
Clean and fill all dispensers	X					
Spot clean walls	X					
Clean and sanitize all floors	X					
Clean all glass and mirror	X					
Sweep all floors	X					
Clean, disinfect all rest room partitions, walls and doors		X				
Polish all metal bright work		X				
Clean grout						X
<b>Kitchen and Kitchenette Areas</b>						
Clean and sanitize kitchenette counters and sinks	X					
Empty trash, replace liners and clean outside of containers	X					
Clean and fill all dispensers	X					
Clean and sanitize all floors		X				
Remove, spray down and clean floor mats		X				
Polish all kitchenette metal bright work		X				
Wipe down refrigerator and microwave exteriors		X				
<b>Office and Cubical Areas</b>						
Empty trash, replace liners and clean outside of containers	X					
Clean window sill and ledges	X					
Completely vacuum all carpeted areas		X				
Spot clean with extractor or spotting agent all carpet spots and spills; inspect daily		X				
Vacuum all ceiling and wall air grills		X				
Sanitize phone receivers			X			
Dust all blinds			X			
Low dust all surfaces including baseboard and ledges			X			
Dust all high reach areas (above 72")			X			
Dust all furniture, equipment and accessories			X			
Clean glass in interior windows, doors and relights; inspect daily; clean as required				X		



Misc. and exterior of building						
Empty trash, replace liners and clean outside of containers	X					
Spot clean all carpet areas; inspect daily	X					
Spot clean windows		X				
Clean all windows			X			
Exterior spider web removal			X			

#### IV. QUOTER INFORMATION

##### 1. SAMPLE CONTRACT

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

**Goods & Services Contract.** Travel expenses are not authorized under this contract.

The following insurance requirements will be applicable.

- ☐ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

##### 2. QUOTE RESPONSE

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Experience and training of staff that will work on this project;
- C. According to Section I. Nature and Extent of Services, please provide a **fixed monthly** amount for the routine services as identified on the Table of Cleaning/Tasks Schedule.
- D. Price for Exception Cleaning Services as an **hourly** basis (inclusive of any travel and unusual work times);
- E. Price for On-Call Services as an **hourly** basis (inclusive of any travel and unusual work times);
- F. Vendor References;
- G. Completed Clackamas County Certifications form (attached), and
- H. Any additional information that Clackamas County should take into consideration for the project or qualifications.

##### 3. EVALUATION

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, staff experience, price for the services to be performed, and references.

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2018-02**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, *QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.*
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.