



# Tillamook County Transportation District

*"Connecting the community through sustainable transit services"*

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## **Request for Informal Bids** **For Janitorial Services** **March 4, 2022**

### **Project:**

Provide professional janitorial services for the Tillamook County Transportation District (TCTD) administrative and operations facility located at 3600 3rd St., in Tillamook, Oregon. This informal bid process is for the purpose of collecting price quotes from qualified janitorial vendors to provide janitorial services to the District's office spaces, meeting rooms, kitchens and bathrooms. Janitorial services will be coordinated by the TCTD Operations Superintendent and/or Operations Coordinator.

### **Accepting informal bids/price quotes on the following work:**

#### **EVERY WEDNESDAY AND FRIDAY EVENING:**

Kitchens: Clean and sanitize sinks, counter tops, splash walls, microwaves, tables and floors.

Bathrooms: Clean and sanitize sinks, counter tops, mirrors, splash walls, paper dispensers, soap dispensers, bathroom stalls doors and handles, toilets (inside and outside), urinals (inside and outside) entry way doors and handles, and floors.

#### **ONCE WEEKLY:**

Bus Maintenance Facility Bathroom: clean and sanitize sinks, counter tops, mirrors, splash walls, paper dispensers, soap dispensers, bathroom stall doors and handles, toilets (inside and outside), urinals (inside and outside) entry way doors and handles, and floors.

#### **ONCE MONTHLY:**

Wellness Center: clean and sanitize all contact points of machinery and equipment, floors, stairwell, and handrails and railings

#### **EVERY SIX MONTHS:**

Detail Kitchen(s): Clean refrigerators, walls, doors

Detail Bathrooms (including Bus Maintenance Facility): Walls, stalls and hinges

Windows: All district facility windows washed (inside and out)

### **Requisites to submitting price quote:**

All contractors and sub-contractors must abide by all Oregon Bureau of Labor & Industries standards for wages and reporting.

**Timeline:**

All price quotes must be received by March 25, 2022 by 5:00pm. The TCTD Board of Directors will award the contract on April 21, 2022. After notification is given to all bidders the work will be awarded April 22, 2022. The company authorized to perform the work may begin work after July 1, 2022.

Please direct all questions and walk-through requests to Shannon Wakeman, Administrative Assistant by email at [swakeman@tillamookbus.com](mailto:swakeman@tillamookbus.com) or by telephone at 503-354-8079.