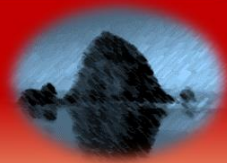




# Cannon Beach

## Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110  
(503) 436-2949 · EMERGENCY: 9-1-1 · [WWW.CBFIRE.COM](http://WWW.CBFIRE.COM) · [INFO@CBFIRE.COM](mailto:INFO@CBFIRE.COM)



### NOTICE

## Janitorial Services

### REQUEST FOR PROPOSAL (RFP #2021-02)

<b>DATE:</b>	March 31, 2021
<b>PROJECT:</b>	Janitorial Services for CB Fire Stations
<b>DEADLINE:</b>	April 30, 2021

Key Dates	
3/31/21:	RFP Publicized to <a href="http://www.cbfire.com">www.cbfire.com</a>
4/20/21:	Last date to submit questions to CBFire
4/30/21:	Last date to submit response (proposal form attached) to RFP

### Overview

Cannon Beach Rural Protection Fire District is funded to protect ~2200 locals and ~50,000 visitors during tourist season. The main Fire Station is located in Cannon Beach on Sunset Blvd. A secondary Fire Station is located in Arch Cape. We are requesting proposals from qualified Janitorial services for two fire station locations:

- 188 Sunset Blvd, Cannon Beach, OR 97110 (Weekly)
- 79729 N Hwy 101, Arch Cape, OR 97110 (1<sup>st</sup> and 3<sup>rd</sup> week of Month)

### Required:

- Licensed, Bonded and Insured in State of Oregon. Insurance Policies minimum:
  - General Liability = \$1,000,000
- Contractor shall comply with all certifications and permits required to perform the services in contract.
- 3 References for projects completed during last five years.
- A contract will need to be signed by all parties prior to commencing work.
- Janitorial work to be done during normal business hours between 8 am – 5 pm.

## Cannon Beach Fire Station (Weekly)

**1st Floor Rooms:** East & West Entry; Elevator; Hallway; (2) Bathrooms; Reception Office; (3) Officer offices; (1) Conference Room; Hallway; Exercise Room.

**2nd Floor Rooms:** Open Kitchen, Living, and Dining room; (2) Locker/restrooms; (2) stairwells.

## Arch Cape Fire Station (1<sup>st</sup> & 3<sup>rd</sup> Week of Month)

**1st Floor Rooms:** Bathroom; Open Room: Kitchen, conference room.

**Statement of Work:** The contractor shall provide all labor. CBFire will provide vacuum, mops, brooms, and cleaning products. CBFire will also stock supplies for soap dispensers, towel dispensers and Toilet Paper. CBFire must be notified if any of these supplies are low as to restock.

### ALL ROOMS (WEEKLY):

- Sweep/Vacuum:** Sweep or Vacuum all hard-surface flooring.
- Vacuum:** Vacuum carpeted areas, including entry rugs.
- Mop:** Mop all hard-surface flooring, including stairwells, halls and kitchen.
- Dust:** Dust all surfaces, including windowsills.
- Garbage:** Empty and reline wastebaskets and recycling material to outside bins.
- Disinfect/Clean:** All countertops; Sinks; Showers; Faucet fixtures; Door Handles; Push Plates and Toilets.
- Wipe Down:** Windowsills; Tabletops; Benches; and Mirrors.
- Refill Supplies:** Refill soap, Toilet Paper & towel dispensers in Kitchen, Bathrooms and Locker rooms.
- Repairs/condition issues:** Pass on any repairs or condition issues to [info@cbfire.com](mailto:info@cbfire.com).

### MONTHLY EXERCISE ROOM:

- Exercise Room:** Wipe down / dust equipment, sweep and mop floor; wipe down benches; dust/vacuum sauna.

### YEARLY SPRING CLEANING:

- Separate work-order:** Will be requested if more extensive cleaning is needed, e.g. carpet cleaning, blinds vacuumed, etc.

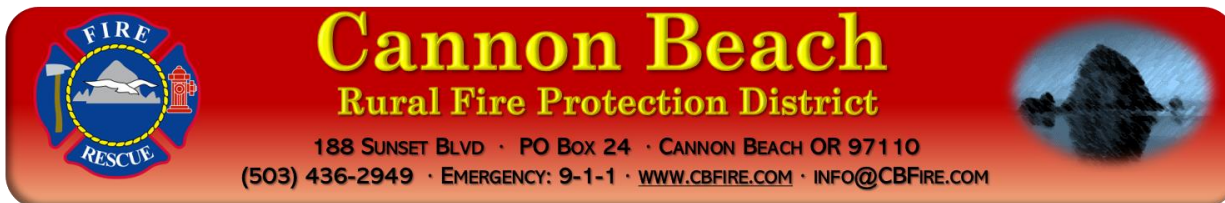
## Submitting Proposal

Interested individuals or parties must complete the attached 1-page "Proposal" form and submit by the deadline listed in "Key Dates".

1. Email completed Proposal form to [info@CBFire.com](mailto:info@CBFire.com).
2. Mail to:

CBFire  
Attn: Admin  
PO Box 24  
Cannon Beach, OR 97110

3. Any questions, do not hesitate to contact CBFire @ 503-436-2949.



**In Response to RFP for Janitorial Services**

# - PROPOSAL -

Complete and return to [info@CBFire.com](mailto:info@CBFire.com) or Mail to CBFire, PO Box 24, Cannon Beach, OR 97110. Call with Questions.

<b>Contact Name:</b>		<b>Date:</b>	
<b>Company Name:</b>		<b>Mobile Phone:</b>	
<b>Address:</b>		<b>Main Phone:</b>	
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Email:</b>			

<b>Years in Business:</b>		<b># of Customers:</b>		<b># of Employees:</b>	
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Refer to RFP for detailed definitions.

<b>WEEKLY : Cannon Beach Fire Station</b>		<b>1<sup>st</sup> Week &amp; 3<sup>rd</sup> Week of Month: Arch Cape Station</b>	
	<b>CHARGE</b>		<b>CHARGE</b>
<input type="checkbox"/> Sweep/Vacuum	\$ /month	<input type="checkbox"/> Sweep/Vacuum	\$ /month
<input type="checkbox"/> Mop		<input type="checkbox"/> Mop	
<input type="checkbox"/> Dust		<input type="checkbox"/> Dust	
<input type="checkbox"/> Garbage		<input type="checkbox"/> Garbage	
<input type="checkbox"/> Disinfect/Clean		<input type="checkbox"/> Disinfect/Clean	
<input type="checkbox"/> Wipe down		<input type="checkbox"/> Wipe Down	
<input type="checkbox"/> Refill Supplies		<input type="checkbox"/> Refill Supplies	

**MONTHLY: Exercise Room**

Clean and disinfect showers and faucet fixtures, sweep/vacuum/mop, take out garbage. (Include as part of monthly charge)

**LICENSE, INSURED, BONDED**

*Check all that that apply.*

	<b>Yes or No?</b>	<b>Proof required with Submission</b>
Active / Current Fidelity Bonded	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Insurance: Amount \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**3 REFERENCES (Unrelated)**

<b>Name</b>	<b>Phone #</b>	<b>Relationship</b>

**SIGNATURE**

I am submitting this proposal in response to the above-referenced RFP representing my interest in Landscaping & Lawn Maintenance for CBFire.

<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
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