



Clatsop County

Building & Grounds

800 Exchange St., Suite 222
Astoria, OR 97103
(503) 338-3695 phone
www.clatsopcounty.gov

April 25, 2024

On Call Vendors,

To enroll in the 2024-25 Fiscal Year On-Call Contractor List, we have placed application forms on our website (<http://www.clatsopcounty.gov/rfps>). We have also attached a W-9. Applications may also be dropped off in person. A printable form is available upon request. Upon completion, a signed contract will be returned back to you.

Please return the following documents:

1. Completed Agreement
2. Certificate of Liability Insurance, including Workman's Comp. if applicable.
3. W-9. Even if we may have one on file for you, we need an updated one.
4. Contractor background check form. (This can be submitted after agreement is complete).

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Clatsop County Building & Grounds Department is requesting applications for annual On-call services for July 1, 2024 to June 30, 2025. Services include, but are not limited to, electrical, mechanical, plumbing, carpet/floor care, locksmith, painting, welding, fire equipment maintenance, jail security/electronics, HVAC, alarms (fire & intrusion), pest control, laundry equipment, abatement services, window services, grounds maintenance, commercial roofing, masonry and access control. On-call services application form is available on the County's website at <http://www.clatsop-county.gov/rfps> , or the Building & Grounds office at 800 Exchange St, Suite 222, Astoria, OR 97103, (503) 338-3695. Applications are due by 3:00 p.m. on May 15, 2024. The County may reject for good cause any or all quotes upon a finding of the County that it is in the public interest to do so. Applications must be returned by the deadline to be included on this year's list.

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