

NOTICE OF CALL FOR BIDS

NOTICE IS HEREBY GIVEN by SKAGIT COUNTY that sealed bids will be received and publicly opened in the Commissioners Hearing Room, 1800 Continental Place, Mount Vernon, WA 98273 on **Monday, October 30, 2023 at 2:30 p.m.**, or as soon thereafter as possible. Attendance will be in person or remote by computer, tablet, or smart phone: <https://bit.ly/SkagitBoCCMtg> or by telephone: (253) 215-8782; Meeting ID: 871 8000 1980. This bid opening is for the following service:

Custodial Cleaning and Paper Supplies

Skagit County Facilities Management is requesting bid proposals to supply all Custodial Supplies, for a contracted length of 2 years with the option to extend 1 year. Vendor shall use the County's provided Bid Proposal Form and Custodial Supplies List (spreadsheet). **All Custodial Supplies and Materials would be delivered or shipped to the County Administration Building at 700 South 2nd Street, Room 124, Mount Vernon, WA.**

Bids must be received at the County Commissioners Office prior to the bid opening time. Bid Proposals will be recorded as to time and date received and secured until the time set for the opening. Bid Proposal Form and printed Custodial Supplies List with before tax prices included must be received by **Monday, October 30, 2023 at 2:30 p.m.**, and mailed or delivered to 1800 Continental Place, Mount Vernon, WA 98273. No late proposals will be accepted. Bids must be plainly marked on the outside:

Skagit County Custodial Cleaning and Paper Supplies

OPENING OF THE BID PROPOSALS:

At 2:30 p.m. or as soon as possible thereafter on October 30, 2023, bid Proposals will be opened and publicly read aloud in the Commissioners Hearing Room, 1800 Continental Place, Mount Vernon, WA 98273. This event will be televised for remote viewing on Skagit 21 or online at <https://www.skagitcounty.net/Departments/TV21/main.htm>.

ITEM FOR BID:

The requested service consists of delivering cleaning and paper supplies to the Custodial Shop at 700 South 2nd Street, Mount Vernon, WA 98273. Contract length will be two years with the option to extend 1 year, and the County estimates up to \$100,000 in purchases.

BID DOCUMENTS:

The Bid Proposal Form and Custodial Supplies List may be obtained by contacting the Director of Facilities Management, Ken Hansen at khansen@co.skagit.wa.us or 360-416-1179. The bid documents will be distributed via email, which will also be used to share any follow-on bid addendums.

RIGHT TO ACCEPT OR REJECT:

The Owner shall reserve the right to reject any or all proposals and the right to waive any irregularities or informalities in any proposal, subject to the Laws of the State of Washington and congruent with requirements and policies of Skagit County, and as may be deemed in the best interest of the Owner. In particular, the Owner reserves the right to reject an irregular proposals which may exclude any item(s) as may be required by the Bid Documents. NO PROPOSALS WILL BE ACCEPTED AFTER THE TIME SET FOR RECEIPT OF BID PROPOSALS.

Skagit County is an Equal Opportunity and Affirmative Action Employer.

Small, Minority and Women-Owned firms are encouraged to submit bids.

WITHDRAWAL OF BID:

No proposal may be withdrawn after the time set for the opening thereof, unless the Award of the Contract is delayed for a period of forty-five (45) calendar days.

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