



147 Schoen Lane POB 53
Eastsound WA 98245-0053
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orcasairport@rockisland.com

**2022 BID SUBMISSION
JANITORIAL CONTRACT**

Name of bidder: _____

Address: _____

Telephone # _____

Submission Deadline: Bids may be submitted by mail or in person, no later than April 25th, 2022, by 12PM. Contract awarded April 28th at 1PM

Term: May 1, 2022 – May 1, 2023, with option to renew annually for three additional years at CPI-U STB rate increase (Seattle Tacoma Bellevue)

Contract: The following is to be performed routinely to maintain sanitary and well-kept facilities. All cleaning supplies and tools are provided by Port.

1. Terminal bathrooms: Clean two toilets and sinks, empty trash daily, or as needed
2. Waiting room trash and recycling: empty twice a week, as needed, more in summer
3. Exterior trash and recycling: empty twice a week, more in summer
4. Manager’s office: vacuum once-a-week or as needed, empty trash and recycling
5. Waiting room floor: sweep twice daily, mop once a week or as needed after rain
6. Conference room carpet: vacuum once-a-week or as-needed
7. Windowsills and exterior/interior doors: wipe clean as needed
8. Hangar baths (daily when campers are present; 3x’s/wk., or as-needed remainder of year): clean two showers, sinks, and toilets; remove trash, sweep, and mop floors
9. Windows: wash interior and exterior 4 or 5 times a year, or as needed
10. Submit monthly invoice for janitorial services performed.
11. If awarded, W9 and proof of Business License, Bond, and Insurance required, with the Port named as additional insured.

Bid:
 Monthly Rate \$ _____ **Contractor's signature** _____
 Date: _____ **EIN/TIN or UBI#** _____

By Mail:
 Attn: Jeannie Sharpe
 Port of Orcas
 P.O. Box 53
 Eastsound, WA 98245

In person:
 Port of Orcas
 147 Schoen Lane
 Eastsound, WA 98245

Direct all inquiries and tour requests to Jeannie Sharpe: jeannie@portoforcas.com