

**INVITATION TO BID**  
**CITY OF WOODLAND**  
**RUG SERVICE AND SUPPLY CONTRACT**

Notice is hereby given that bids will be received by the City of Woodland for Rug / Mat Services and Supplies. Proposals must be received by the Clerk-Treasurer of the City of Woodland, P.O. Box 9, and 230 Davidson Avenue, Woodland Washington, 98674 up until 12:00 p.m., on Monday, November 26, 2012. Bids will be opened shortly thereafter.

**PROJECT DESCRIPTION:**

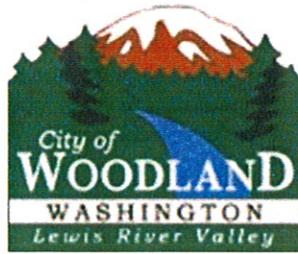
The scope of service includes providing month-to-month rug / mat service and supplies to the City of Woodland at 3 locations. The details of the quantity and locations are on the Mat Summary. Inquiries regarding the bids should be directed to: Mari Ripp, Clerk Treasurer at (360) 225-8281. A detailed Bid packet may be obtained from the City of Woodland website at [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) or by contacting the office of the Clerk-Treasurer at the above address.

**Proposals received later than 12:00 p.m., on Monday, November 26, 2012 may not be considered.**

The City of Woodland reserves the right or to accept that bid which appears to serve the best interests of the City.

Mari Ripp, Clerk-Treasurer

PUBLISH DATE: City of Woodland Website 11/19/2012



**The City of Woodland** is now accepting quotes for the rugs & mats that are in City facilities. We will be looking at the service date to begin on or about December 3, 2012. This will be a month to month contract. Attached are some examples of what we currently have at each facility and the delivery cycle (these documents are available as it is subject to public disclosure). We will be reducing the mat service at the 300 E. Scott location (Public Works Office) to monthly. Also if you submit a bid for a different size, please indicate that it is a substituted size and what the original / current size is (the current size and the proposed size). We are also interested in obtaining a new product quote for a logo mat 4x6.

The facility locations are as follows:

City Hall Annex, 230 Davidson Avenue  
City Hall (Police/Fire), 100 Davidson Avenue\*  
\*Future: Police Station, 300 E. Scott Avenue  
Public Works Office, 300 E. Scott Avenue  
Community Center, 782 Park Street

\*Please note that the City is in negotiations to contract with another agency for the City Hall (Police/Fire) and there may be some future changes to the mat service. We are building a new facility that the Police Dept. will be moving to in the spring (tentative date). At that time the Fire Dept will take over the majority of the use of the City Hall building at 100 Davidson. We will keep the vendor we select posted on this status.

Please submit your quote/bid to me on or before Monday, November 26<sup>th</sup> so I can forward it to the Finance Committee for final recommendation to the City Council. Also include any contract documents (in word or pdf format) that would be required with the "fine print" for a month to month contract and there will be no automatic renewals. Also make sure to include any fuel surcharge, service charges or any other charges that may apply. Our City Attorney will need to review the contract documents for approval as well. We are also looking at the State of Washington contract pricing as one alternative. **We would like to begin new service and pricing effective Monday, December 3, 2012, if possible. Please submit your bids/quotes no later than 12:00 p.m. (noon) on Monday, November 26, 2012 to:**

City of Woodland  
Attn: Clerk-Treasurer  
Email: [rippm@ci.woodland.wa.us](mailto:rippm@ci.woodland.wa.us)

Hard copy to: PO Box 9, Woodland WA 98674

*The City of Woodland reserves the right to reject any and all Bids, waive informalities, or to accept that Bid which appears to serve the best interests of the City of Woodland.*

Mari E. Ripp  
Clerk-Treasurer, CMC, PFO, CPFIM  
PO Box 9, Woodland WA 98674  
(360) 225-8281 x14; (360)225-7336 fax  
[rippm@ci.woodland.wa.us](mailto:rippm@ci.woodland.wa.us)  
[www.ci.woodland.wa.us](http://www.ci.woodland.wa.us)

## City of Woodland Mat Summary

November 19, 2012

*This list is for illustrative purposes only and should not be considered the final quantities that the City will be using. This shows a snapshot of a 1-2 month period for each location.*

*The City will meet with the vendor to determine the final actual quantities needed for each location.*

### Locations:

City Hall Annex, 230 Davidson Avenue, Woodland WA 98674 360-225-8281

City Hall (Fire/Council Chambers), 100 Davidson Avenue

Community Center, 782 Park Street

Public Works Office, 300 E. Scott Avenue

New location in 2013 >> Woodland Police Department & Community Room, 300 E. Scott Avenue

### Annex: 230 Davidson Avenue

			Price each	Extended price
9/27/2012	1	Scraper mat 35	\$2.64	\$2.64
9/27/2012	1	Urinal Mat navy	\$2.64	\$2.64
9/27/2012	2	Super Mat blue 34	\$2.64	\$5.28
9/27/2012	4	Super mat blue 310	\$4.62	\$18.48
9/27/2012	1	navy 58	\$6.54	\$6.54
9/27/2012	1	Fuel Surcharge	\$2.50	\$2.50
9/27/2012	1	Service charge	\$7.50	\$7.50
9/27/2012	1	Super mat blue 34	\$2.64	\$2.64
10/4/2012	1	Scraper mat 35	\$2.64	\$2.64
10/4/2012	1	Urinal Mat navy	\$2.64	\$2.64
10/4/2012	2	Super Mat blue 34	\$2.64	\$5.28
10/4/2012	4	Super mat blue 310	\$4.62	\$18.48
10/4/2012	1	navy 58	\$6.54	\$6.54
10/4/2012	1	Fuel Surcharge	\$2.50	\$2.50
10/4/2012	1	Service charge	\$7.50	\$7.50
10/4/2012	1	Super mat blue 34	\$2.64	\$2.64
10/11/2012	1	Scraper mat 35	\$2.64	\$2.64
10/11/2012	1	Urinal Mat navy	\$2.64	\$2.64
10/11/2012	2	Super Mat blue 34	\$2.64	\$5.28
10/11/2012	4	Super mat blue 310	\$4.62	\$18.48
10/11/2012	1	navy 58	\$6.54	\$6.54
10/11/2012	1	Fuel Surcharge	\$2.50	\$2.50
10/11/2012	1	Service charge	\$7.50	\$7.50
10/11/2012	1	Super mat blue 34	\$2.64	\$2.64
10/11/2012	1	Urinal combo screen	\$25.99	\$25.99
10/18/2012	1	Scraper mat 35	\$2.64	\$2.64
10/18/2012	1	Urinal Mat navy	\$2.64	\$2.64
10/18/2012	2	Super Mat blue 34	\$2.64	\$5.28
10/18/2012	4	Super mat blue 310	\$4.62	\$18.48
10/18/2012	1	navy 58	\$6.54	\$6.54
10/18/2012	1	Fuel Surcharge	\$2.50	\$2.50
10/18/2012	1	Service charge	\$7.50	\$7.50
10/18/2012	1	Super mat blue 34	\$2.64	\$2.64
10/18/2012	2	Protech 34	\$4.62	\$9.24
10/18/2012	1	Micomist Fresh	\$9.48	\$9.48
10/18/2012	1	Mist dispenser	\$0.00	\$0.00

## City of Woodland Mat Summary

November 19, 2012

*This list is for illustrative purposes only and should not be considered the final quantities that the City will be using. This shows a snapshot of a 1-2 month period for each location.*

*The City will meet with the vendor to determine the final actual quantities needed for each location.*

### Locations:

City Hall Annex, 230 Davidson Avenue, Woodland WA 98674 360-225-8281

City Hall (Fire/Council Chambers), 100 Davidson Avenue

Community Center, 782 Park Street

Public Works Office, 300 E. Scott Avenue

New location in 2013 >> Woodland Police Department & Community Room, 300 E. Scott Avenue

10/25/2012	1	Scrapper mat 35	\$2.64	\$2.64
10/25/2012	1	Urinal Mat navy	\$2.64	\$2.64
10/25/2012	2	Super Mat blue 34	\$2.64	\$5.28
10/25/2012	4	Super mat blue 310	\$4.62	\$18.48
10/25/2012	1	navy 58	\$6.54	\$6.54
10/25/2012	1	Fuel Surcharge	\$2.50	\$2.50
10/25/2012	1	Service charge	\$7.50	\$7.50
10/25/2012	1	Super mat blue 34	\$2.64	\$2.64



