



South Whidbey Fire/EMS

5579 Bayview Road • Langley, WA 982460
(360)321-1533 • Fax 360/321-9385 • www.swfe.org

Commissioners:
Larry Metz
Mike Noblet
Frank Mestemacher

Vendor,

South Whidbey Fire/EMS (SWFE) is seeking competitive bids for annual overhead door services, preventative maintenance service and inspections, and emergency service for SEVEN of our properties (see below for detailed services). Services will be provided at all of our facilities listed below starting October 1, 2020 and run through September 30, 2021. All bids must include 8.7% Island County sales tax and any applicable prevailing wages. All bids and required documentation must be received no later than 4:00 PM on Wednesday, September 9, 2020. Final contract award will be made at the September 10th Board of Fire Commissioners meeting. See attached bidding document for specifics.

BID information for this request:

Service Locations:

Station 31
5535 Cameron Road
Freeland, WA 98249
(2 - 20' overhead doors)

Station 32
6435 Central Avenue
Clinton, WA 98236
(2 - 12' overhead doors)

Station 33
3405 French Road
Clinton, WA 98236
(2 - 12' overhead doors,
New 2014)

Station 34
820 Camano Avenue
Langley, WA 98260
(8 - 12' overhead doors, New 2007)

Station 35
3982 Saratoga Road
Langley, WA 98260
(3 - 12' overhead doors)

Station 36
5579 Bayview Road
Langley, WA 98260
(4 - 12' overhead doors, New 2019)

Maintenance Facility
2874 Verlaine Street
Langley, WA 98260
(3 - 12' overhead doors, New 2013
2 - 15' sliding doors)

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Door Service Bid Continued from Page 1

Scope of requested services for each and all overhead door(s) listed above for all facilities unless noted otherwise:

- Perform once annual preventative maintenance inspection of each overhead door, sliding door, opener, motor assembly, chain, linkage, contact buttons, pressure strips, reversing sensors, exposed sensors (and associated wiring) and photo eyes.
- Perform annual preventative maintenance services at time of inspection on all wearable components of overhead doors. I.e. top off gearbox fluids, repair leaks, rails, rollers, belts, chains, springs, tensioners, sensor operation, opener and assembly. **Any safety items must be reported to the Resource Chief at the inspection time for immediate action to correct the problem before leaving the location.** Excess oils, solvents and lubricants must be cleaned up immediately to not drip on apparatus, floors or doors.
- Test and adjust all open and close stop points as necessary to make sure doors fully open and fully close (complete contact the floor – no air gap, and fully open – above header opening) at time of preventative maintenance.
- Check and adjust as necessary all weather stripping and replace as necessary. All parts are to be billed separately based on time and materials upon approval. Simple repairs are expected to be completed during the PM service to avoid a special return trip.
- Vender will ensure no oils, lubricants, greases or solvents are spilled, dripped or overspray gets onto the areas around or below areas being serviced at all times. All moving components lubricated shall be wiped down to prevent such dripping. Successful bidder shall bear responsibility and any costs for cleanup associated with over lubrication and non-adherence to this section or contract specifications for PM services.
- Vendor is prohibited from putting any contact/call for service and/or other marketing stickers, cards or information on District property or doors.
- Vendor will provide inspection and service documentation per door upon time of invoice **AND PROVIDE A SAMPLE WITH BID.**
- All initial preventative maintenance inspections and services shall be completed with all documentation and reports by June 1.
- Vendor will state applicable labor rate for scheduled repairs, to include travel costs (labor, mileage and ferry costs) to the station farthest from their location and state hours of such scheduled repairs.

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Door Service Bid Continued from Page 2

- Vendor will state applicable labor rate for unscheduled repairs, to include all travel costs (labor, mileage and ferry costs) to the station farthest from their location and state hours of such unscheduled repairs.
- Vendor will state applicable labor rate for after hour's emergency repairs, to include all travel costs (labor, mileage and ferry costs) to the station farthest from their location and state hours of such emergency repairs.
- Vendor shall be responsible for ensuring all necessary Federal, State or Local permits for work being performed are obtained prior to commencement of work. Example; L&I Low or High Voltage Electrical Permit.
- Provide reports on any special conditions found, suggestions for future care or change in scope.
- Successful vendor will be responsible to provide all necessary equipment, supplies, tools, ladders, parts, sprays, lubricants and rags at all locations.
- Vendor will be required to fill out a building access form for employees who will be entering any facility.
- Successful bidder must comply with any and all applicable Washington State, Island County prevailing wages and provide proof of such intent to pay within required State time frames and provide such documentation to SWFE on an annual basis.
- Successful bidder shall provide proof of bonding documentation with bid. Successful bidder will be required to provide proof of insurance naming South Whidbey Fire/EMS as an additional insured at time of contract award.
- Successful bidder will be required to provide invoices for work performed by the 4th of each month following the service. Electronic invoicing is encouraged to accouting@swfe.org email for expedited payment processing.
- Vendor shall be required to obtain and provide a copy of their City of Langley Business License at time of contract award.

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TERMS:

South Whidbey Fire/EMS requires Net 30 for payment terms and will not consider payment on invoice until services are received and/or completed. Applicable credit forms (if required) must be submitted with your bid.

Each bid should address these requirements and qualifications. South Whidbey Fire/EMS identifies that: price-costs, ability, capacity, experience, quality of previous performance, compliance with statutes and rules relating to prevailing wage, reputation, and responsiveness to customer's obligations are significant factors and should be addressed in each bid. The combination of these significant factors will form the criteria by which bids are evaluated by SWFE.

Bid must be received by: - email to bids@swfe.org, - or mail at South Whidbey Fire/EMS, 5579 Bayview Road, Langley, WA 98260, - or in person at the office of South Whidbey Fire/EMS, 5579 Bayview Road, Langley, WA no later than 4:00 P.M. Wednesday, September 9, 2020. Questions about bids should be directed to Deputy Chief Jon Beck at 360-321-2147 or resource@swfe.org.

It is the intent of the District to award the services September 10th for a start date of October 1, 2020 and run through September 30, 2021. All documents are subject to applicable public disclosure laws and may be shared with other vendors and the public. South Whidbey Fire/EMS reserves the right to accept or reject any or all bids and waive any formalities.