



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

## City of Clyde Hill Request for Bids

The City of Clyde Hill seeks bids from individuals or firms to provide on-call stormwater catchbasin cleaning services for the next three to five years.

### **Overview and Goal:**

The City is seeking bids from individuals or firms to provide on-call stormwater catchbasin cleaning services over the next three years with the possibility of extending the contract another two years. It is envisioned that this work will be performed via the use of a vactor truck with the assistance of telescopic cameras to find blockages. The chosen individual or firm will be provided temporary access to the City's GPS-enabled database, accurate within 3ft, that will provide a map of catchbasins needing to be cleaned. Support will also be provided by the City to assist with this database, should any be needed.

### **Time Frame to Perform the Required Work:**

The City's goal is to have an on-call service contract in place by November 15, 2017 and that the contract will be valid through and including November 15, 2020. If extended another two years, the contract would be valid through and including November 15, 2022.

### **Submittal Instructions & Deadline: (3-page maximum - 1 copy)**

Bids should be prepared simply and economically, providing straightforward, concise responses to the below requirements. Special bindings and promotional materials are not desired. Emphasis should be on completeness and clarity of content. Submittals should only include a letter of interest speaking to: 1) the individual's or firm's ability to perform the work; 2) a brief list of previous/current contracts for similar services from the past five years; 3) a list of three professional references; 4) the cleaning cost per catchbasin; and 5) any information describing why you/your firm is the most qualified to provide the City with the services desired.

Bids must either be sent via email to [arnie@clydehill.org](mailto:arnie@clydehill.org) with the subject title "On-Call Stormwater Catchbasin Cleaning Bid" or be sent via mail in a sealed envelope, marked in the upper left hand corner "On-Call Stormwater Catchbasin Cleaning Bid," and addressed to:

City of Clyde Hill  
9605 NE 24<sup>th</sup> Street  
Clyde Hill, WA 98004  
Attn: Arnie Clark, Public Works Director

**The City must receive bids no later than 5:00 PM on November 6<sup>th</sup>.** No faxed or telephone proposals will be accepted.

The City will not pay for costs incurred by an applicant resulting from their preparation or submittal of a bid in response to this Request. The City reserves the right to modify or cancel in part, or in its entirety, this Request. The selection of a successful applicant will be made without regard to race, color, sex, sexual orientation, veteran status, gender, gender identification, religion, national origin, or political affiliation. The City is an Equal Opportunity Employer.

**Criteria for Selection:**

City staff will review the bids using the following evaluation criteria:

- Cleaning cost per catchbasin;
- Qualifications, relevant experience, and capability of individual or firm to perform work;
- Special qualifications, or characteristics that may provide a unique match with the City's needs and objectives.

Clyde Hill's City Council must ratify a contract with the selected individual or firm as appropriate and plans to consider a contract at its November 14<sup>th</sup> meeting.

**City Contact:**

Arnie Clark, Public Works Director  
City of Clyde Hill  
9605 NE 24th Street  
Clyde Hill, WA 98004  
T: (425) 453-7800  
E: [arnie@clydehill.org](mailto:arnie@clydehill.org)