

EXHIBIT A

CITY OF PORTLAND PRICE AGREEMENT NO. 31001063

for

PARKS CUSTODIAL SERVICES

This Price Agreement ("Contract") is between the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called "City" and **Relay Resources** an Oregon corporation, hereinafter called "Contractor". This Contract may refer to the City and Contractor individually as a "Party" or jointly as the "Parties."

RECITALS:

- Under OAR 125-055 and City Code 5.33.100B, the City must use the services of a Qualified Rehabilitation Facility "QRF" in certain instances.
- Contractor is determined by the Oregon Department of Administrative Services to be a qualified QRF to perform janitorial services.
- The City of Portland, Portland Parks & Recreation "Parks", desires to obtain custodial services for the City's recreation facilities as listed in section 1, Scope of Work (the "Services");
- Contractor shall provide all Services specifically described herein and in the Scope of Work in accordance with the terms, covenants, and conditions of the Contract and its Exhibits related to Services provided.

THE PARTIES AGREE:

1. SCOPE OF WORK

Contractor shall provide day-to-day management, cleaning, and supervision and inspection services. Contractor shall work directly with Parks personnel, to perform a comprehensive, high performance custodial services program that will meet the City's Green Cleaning Policy for these buildings. Service sites are as follow:

Name	Address	Sq Ft
Carnegie Annex	2909 SW 2 nd Ave., Portland, OR 97201	2,625
Charles Jordan Community Center	9009 N. Foss Ave., Portland, OR 97203	49,198
Community Music Center	3350 SW Francis St., Portland OR 97236	3,309
Delta Park Sports Offices	10737 N. Union Ct., Portland, OR 97217	2,500
Dishman Community & Aquatic Center	77 NE Knott St., Portland, OR 97212	40,465
East Portland Community Center	740 SE 106 th Ave. Portland, OR 97216	60,394
Forestry Street Trees	10910 N. Denver St., Portland, OR 97217	710
Fulton Park Community Center	68 SW Miles St., Portland, OR 97219	9,999
Hillside Community Center	653 SW Culpepper Ter., Portland, OR 97210	8,684
Hoyt Arboretum	4000 Fairview Blvd., Portland, OR 97221	2,400
Interstate Fire Community Center	5430 N. Interstate Ave., Portland, OR 97217	2,000
Laurelhurst Dance Studio	3756 SE Oak St. Portland, OR 97214	2,584
Montavilla Community Center	8219 NE Glisan St., Portland, OR 97220	28,700
Mt. Scott Community Center	5530 SE 72 nd Ave., Portland, OR 97206	48,070
Mt. Tabor Yard	6437 SE Division St., Portland, OR 97216	26,568
Multnomah Arts Center	7688 SW Capitol Hwy., Portland, OR 97219	45,263
Park Ranger Headquarters Office	124 SW Madison, Portland, OR 97204	2,467
Peninsula Park Community Center	700 N. Rosa Parks Way, Portland, OR 97217	26,709
Portland Tennis Center	324 NE 12 th Ave., Portland, OR 97232	29,058

Sellwood Community Center	1436 SE Spokane St., Portland, OR 97202	6,615
Southwest Community Center	6820 SW 45 th Ave., Portland, OR 97219	48,259
St. John's Community Center	8427 N. Central St., Portland, OR 97203	18,305

All Services shall be delivered in accordance with Attachment 1A - Technical Specifications and Attachment 1B - Cleaning Requirements.

This Contract authorizes Contractor to provide and the City to procure those Services, and establishes the terms and conditions for the City to obtain said Services from Contractor. Contractor shall provide those Services described herein, in accordance with the prices listed, as requested by the City and the City will accept and pay for the Services based upon the terms and conditions stated herein.

2. CONTRACT TERM

This Contract shall become effective on July 1, 2017 and shall expire on **June 30, 2022** unless terminated sooner as provided herein ("Contract Term").

3. COMPENSATION

The City agrees to pay Contractor a sum not to exceed **\$5,495,216.22** for provision of and completion of the work in accordance with pricing listed herein. This is the sum of the regular services plus a \$261,676.96 allowance for approved additional services. Prices shall be exclusive of any sales, purchaser, or consumer tax. Tax exemption certificates will be furnished to Contractor upon request.

Compensation shall be according to Attachment 2 - Pricing and Attachment 3 - DAS Price Approval and Workbook.

4. GENERAL DEFINITIONS

These definitions apply to the entire Contract and subsequent Amendments:

Amendment means a written document required to be signed by both Parties when in any way altering the terms and conditions, Contract period, or cost provisions of the Contract or changing, adding to, or substantially altering a Scope of Work.

City Confidential Information means any information, in any form or media, including verbal discussions, whether or not marked or identified by the City, which is reasonably described by one or more of the following categories of information: (1) financial, statistical, personnel, human resources data or Personally Identifiable Information as described in the Oregon Consumer Identity Theft Protection Act of 2007; (2) business plans, negotiations, or strategies; (3) unannounced pending or future products, services, designs, projects or internal public relations information; (4) trade secrets, as such term is defined by ORS 192.501(2) and the Uniform Trade Secrets Act ORS 646.461 to 646.475; (5) Exempt per ORS 192.501 and/or ORS 192.502 (6) attorney/client privileged communications, (7) exempt per federal laws (including but not limited to Copyright, HIPPA) and (8) information relating to or embodied by designs, plans, configurations, specifications, programs, or systems developed for the benefit of the City including without limitation, data and information systems, any software code and related materials licensed or provided to the City by third parties; processes; applications; codes, modifications and enhancements thereto; and any work Products produced for the City.

Contract Terms and Conditions means this portion of the Contract, the body of text from the preamble through the signature page.

Day means a calendar day of twenty-four (24) hours unless otherwise stated in the Contract.

Documentation means user manuals and other written materials in any form that describe the features or functions of the Products and System, including but not limited to published specifications, marketing materials, technical manuals, and operating instructions provided by Contractor to the City, or readily available to the public, or as required to be produced by Contractor subject to the terms of this Contract.

Knowledge Transfer means information and know-how regarding technological or general business issues, including, without limitation, Products, identified or foreseeable problems, personnel, resources, or costs, as may relate to the Project or any component thereof which Contractor may be required under this Contract or any subsequent Amendment to pass on to the City.

Material Breach means any breach of this Contract that (a) causes or may cause substantial harm to the non-breaching party; or (b) substantially deprives the non-breaching party of the benefit it reasonably expected under this Contract.

Price Agreement means the Contract and all documents referenced within.

Product(s) means goods, materials, Equipment, Documentation, and Services including installation, warranty Services, and Maintenance and Services, which may include installation, modification and training.

Project means the overall collection of activities required for delivery, installation and support of the system including, without limitation, design, development, integration, testing, support and Maintenance, any of which Contractor may be providing in whole or in part.

Update means a change, modification, or enhancement to the Equipment and related Documentation, which improves its performance or efficiency, but does not alter its core functionality.

Use means the City's right to install, integrate, configure, implement, test, access, maintain and operate the Equipment, any Contractor-provided tools to customize the Equipment; Documentation listed in the Contract; training materials City may acquire to provide internal training on the Equipment to City Users; any enhancements produced by or in collaboration with Contractor to develop the Equipment to City's unique business processes and/or programming environment for purposes of installing, operating, configuring or using the Equipment.

User means any person employed or working on behalf of the City, its bureaus, divisions, offices, directors, and any person or entity under contract or authorized by the City to provide it with Services and to use the City's resources in whole or in part, in the course of assisting the City.

5. ORDER OF PRECEDENCE

In the event there is a conflict between the terms and conditions of one portion of this Contract with another portion of this Contract, the conflict will be resolved by designating which portion of the Contract documents takes precedence over the other for purposes of interpretation, except where a clear statement of precedence other than that set forth in this section is included in the document. In this Contract the order of precedence shall be:

- Amendments
- Contract Terms and Conditions
- Attachment 1A – Technical Specifications and Attachment 1B – Cleaning Requirements
- Attachment 2 – Pricing
- Attachment 3 – DAS Price Approval and Workbook
- Appendix A, Applicable State Laws
- Appendix B, Federal Grant Requirements

6. AMENDMENTS

All changes to this Contract, including changes to the scope of work and compensation, must be made by written Amendment and approved by the Chief Procurement Officer to be valid. The City's Chief Procurement Officer is authorized to execute amendments to this Contract without the City's further approval, provided such amendments are in writing, signed by both Parties, and approved by the City Attorney's Office. Contractor understands that City employees have no actual or apparent authority to enter into amendments, except as may be specifically granted by the City Council to the Chief Procurement Officer, or to waive the approval of the City Attorney's office.

7. INVOICING AND PAYMENT

Payment shall be approved by Parks, net thirty (30) days unless otherwise specified, upon submission of an electronic invoice at the end of each month, separated out for each building, all on one invoice, to Portland Parks & Recreation, danielle.solomon@portlanoregon.gov. Certified Payroll verification shall be required on a monthly basis. There shall be one (1) invoice each month for **routine services**. Each invoice shall include the following:

1. Number of custodial service hours and cost;
2. Details (description and cost) of all specially requested and approved services provided;

Those additional services not defined by Contractor shall be billed on a separate invoice within thirty (30) days of service and shall include the following:

1. Description of service provided
2. Number of hours and Hourly Rate to complete service (or reference to quote provided)
3. Square Footage (as applicable)
4. Rate per Square Footage (as applicable)
5. Type of equipment used (as applicable)
Products description used (name, manufacturer name, sustainability criteria if applicable, and associated cost if applicable)

Payment(s) shall be in accordance with the payment schedule set forth in COMPENSATION. Payment shall be issued by the City net thirty (30) Days from receipt of a complete and acceptable invoice from Contractor. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

Contractor is at all times solely responsible for billing accuracy and timeliness. Invoices will not be processed for payment until receipt of a properly completed invoice and until all invoice items are received and satisfactory performance of Contractor has been attained. Invoice payment terms including any offered prompt payment discounts shall start on the date of a correct invoice.

Revised invoices or billing adjustments shall apply only to Services that can be verified by the City. Requests for such adjustments shall be submitted in writing to the City within six (6) months of acceptance of the Services, shall reference the original invoice in which the

error was made, and shall contain the level of detail defined above. The City shall pay undisputed portions of disputed or incorrect invoices where the City can easily identify the undisputed portion. Failure by the City to pay any portion of or the entire invoiced amount based on Contractor billing errors, Services that fail to comply with this Contract, or disputed charges shall not constitute default under this Contract.

It is the City's policy to pay its vendor invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, vendors shall execute the City's standard ACH Vendor Payment Authorization Agreement which is available on the City's website at: <http://www.portlandoregon.gov/bfrs/article/409834>.

Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for Services provided directly into vendor accounts with financial institutions. All payments shall be in United States currency.

8. WORK PERFORMED BY THE CITY

Parks staff shall make available sufficient hours of staff personnel as is required to meet with the Contractor and provide such information as required. Parks has assigned a project manager who will oversee the work and provide support as needed. As it relates to this amendment, the City will:

- A.** Designate a City Facility Supervisor and or designee personnel to serve as the on-site City contact for this agreement. The City Facility Supervisor will:
 - 1) Attend meetings, inspections, and reviews, and perform communications and on-site administrative tasks related to this agreement.
 - 2) Develop and distribute an approved product list for the site.
 - 3) Review and approve the Contractor's cleaning equipment used at the site.
 - 4) Order supplies in a timely manner to ensure adequate product inventories are maintained.
 - 5) Receive janitorial supply orders from the City's janitorial supplies provider.
 - 6) Facilitate dispenser repairs or other City-owned equipment as it relates to this agreement.
 - 7) Inform the Contractor of any cleanliness or other site related Contractor performance concerns that arise and work with the Contractor through a resolution process. The City Facility Supervisor and/or assistant personnel shall utilize the Contractor's Janitorial Management System (JMS) program as appropriate to submit cleanliness and related performance concerns.
- B.** Ensure that the City's Price Agreement for janitorial supplies includes requirements that support the tasks referenced herein as being performed by the City's janitorial supplies provider.
- C.** Be responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls for the City. These controls will include information technology, proprietary information, and trade secret safeguards if appropriate to City work."

9. CITY FURNISHED PROPERTY

No materials, labor or facilities will be furnished by the City unless otherwise provided for within this Contract.

10. INSURANCE

Work under this Contract shall not commence until all insurance requirements have been met and certificates thereof have been filed with the Chief Procurement Officer or the Auditor. Contractor shall obtain, at Contractor's expense, the required insurance coverage identified below. Insurance must be maintained in full force, throughout the duration of the Contract and any warranty or extension periods. The City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of the Contract.

- A.** Workers' compensation insurance as required by ORS Chapter 656 and as it may be amended. Unless exempt under ORS Chapter 656, the Contractor and all subcontractors shall maintain coverage for all subject workers.
- B.** Commercial General Liability (CGL) insurance covering bodily injury, personal and advertising injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, Products and completed operations, in per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.
- C.** Automobile liability insurance with coverage of not less than \$1,000,000 each accident, and an umbrella or excess liability coverage of \$2,000,000. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.

Subcontractor(s). Contractor shall provide evidence that subcontractor(s), if any, performing work or providing Services under the Contract has the same types and amounts of coverages as required herein or that the subcontractor is included under Contractor's policy.

Additional Insured. The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland, its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the Contractor's activities to be performed, or Services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional

insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

Continuous Coverage; Notice of Cancellation or Change. Contractor agrees to maintain continuous, uninterrupted coverage for the duration of the Contract. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) Days written notice from Contractor or its insurer(s) to the City. If the insurance is canceled or terminated prior to completion of the Contract, Contractor shall immediately notify the City and provide a new policy with the same terms. Any failure to comply with the reporting provisions of this clause shall constitute a Material Breach of Contract and shall be grounds for immediate termination of this Contract.

Certificate(s) of Insurance. As evidence of the insurance coverages required by this Contract, Contractor shall provide proof of insurance through acceptable certificate(s) of insurance and additional insured endorsement form(s) to the City prior to the award of the Contract if required by the procurement document, but in all events prior to Contractor's commencement of work under this Contract. The Certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Contract shall be obtained from insurance companies acceptable to the City. Contractor shall pay for all deductibles and premiums. The City reserves the right to require, at any time, complete, certified copies of required insurance policies, including endorsements evidencing the coverage the required.

11. TIME IS OF THE ESSENCE

Contractor shall make every reasonable effort to meet established delivery dates and other deadlines. Circumstances that may delay the delivery of Services from established delivery dates and other deadlines, including excusable delays and force majeure events, shall be reported to the City immediately upon discovery. The City and Contractor shall mutually agree upon any schedule or pricing change due to excusable delays or force majeure events in writing. In the event Contractor does not meet the established delivery dates or other deadlines and Contractor has failed to cure such breach within thirty (30) Days of written notice by the City, the City may obtain the non-performed Services from another source, and no recurring charges, one-time charges, or termination charges or other penalties.

12. ACCESS TO CITY FACILITIES

Contractor agrees that Contractor's physical or remote access to City facilities shall be subject to the security interests and controls necessary to protect public property. The City shall not be liable for any delays necessary in granting Contractor access to any portion of the facilities or Systems.

13. COMPLIANCE WITH APPLICABLE LAW

Contractor warrants it is duly authorized to operate and do business in all places where it shall be required to do business under the Contract; that it has obtained or shall obtain all necessary licenses and permits required in connection with the Contract, and that it shall fully comply with all laws, ordinances, orders, decrees, labor standards and regulations of its domicile and wherever performance occurs during the term of this Contract. Contractor warrants it is lawfully organized and constituted under all federal, state and local laws, ordinances and other authorities of its domicile and is otherwise in full compliance with all legal requirements of its domicile. The following additional conditions apply to this Contract: Appendix A as attached hereto.

Contractor must be in compliance with the laws regarding conducting business in the City before an award may be made and shall be responsible for the following:

- A. Certification as an EEO Affirmative Action Employer. Contractor is certified as an Equal Employment Opportunity Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.
- B. Non-Discrimination in Employee Benefits (Equal Benefits). Contractor has complied by completing the Equal Benefits Compliance Worksheet/Declaration Form indicating full compliance.
- C. Business License Tax Account. Contractor's Tax Account #649588 is in compliance with the City of Portland Business License Tax requirements as prescribed by Chapter 7.02 of the Code of the City of Portland and will be maintained throughout the duration of this Contract.
- D. Notification to State of Nonresident Contractor. If the Contract Price exceeds \$10,000 and Contractor is a Nonresident Contractor, the Contractor shall promptly report to the Oregon Department of Revenue on forms provided by the Department of Revenue, the Contract Price, terms of payment, Contract duration and such other information as the Department of Revenue may require before final payment can be made on the Contract. A copy of the report shall be forwarded to the City. The City shall satisfy itself that the above requirements have been complied with before it issues final payment on the Contract (PCC 5.33.695) https://www.oregon.gov/DOR/forms/FormsPubs/nonresident-bidder_800-020.pdf.
- E. Nondiscrimination. Contractor shall comply with all applicable federal, state and local laws and regulations. Contractor agrees it is currently in compliance with all tax laws. Contractor shall comply with Title VI of the Civil Rights Act of 1964 and its corresponding regulations as further described at: <http://www.portlandoregon.gov/brfs/?c=27353&a=446806>.

- A. Wage and Benefits Policy. In accordance with Portland City Code 3.99, Fair Wage Policies, this Contract for janitorial Services requires that impacted workers be compensated at the minimum hourly rate as determined by City Council. The FY 16-17 minimum wage rate for all personnel used in the performance of this Contract/Agreement shall be a rate of \$15.38 per hour. Additionally, the Contractor shall submit monthly certified payroll reports to the City's Project Manager. City shall monitor compliance with the minimum wage requirements by review of the monthly certified payroll reports. The Contractor shall provide for mandatory employee notification of the minimum wage rates via on-site postings, compliance monitoring and complaint resolution.

Retaliation against employees of the Contractor who assert claims based on the requirements of PCC 3.99 regarding payment of wages, is prohibited.

The City shall provide a yearly Update to the minimum hourly wage rate for the noted Services. These changes are anticipated to be adjusted annually by the change in the Portland-Salem OR WA CPI-W and shall become effective for all contracts on July 1 of each year.

- B. Grant Terms and Conditions. In connection with its activities under this Contract, Contractor shall comply with all applicable Grant Terms and Conditions. This includes all terms and conditions contained in this Contract, Appendix B, and, for a contract involving a grant, the Grant Terms and Conditions as further described at: <http://www.portlandoregon.gov/bfrs/?c=45663&a=455735>

14. GOVERNING LAW / VENUE

The provisions of this Contract shall be interpreted, construed and enforced in accordance with, and governed by, the laws of the State of Oregon without reference to its conflict of laws provisions that might otherwise require the application of the law of any other jurisdiction. Any action or suits involving any question arising under this Contract must be brought in the appropriate court in Multnomah County Oregon.

15. INDEPENDENT CONTRACTOR STATUS

Contractor is engaged as an independent contractor and shall be responsible for any federal, state, and local taxes and fees applicable to payments hereunder. The Contractor, its subcontractors, and their employees are not employees of the City and are not eligible for any benefits through the City including, without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits.

16. NO THIRD PARTY BENEFICIARIES

Contractor and City are the only Parties to this Contract and are the only Parties entitled to enforce its terms. Nothing in this Contract gives, assigns or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

17. OWNERSHIP OF PROPERTY

Contractor agrees the City will, upon completion of the Initial Term of this Contract, have full ownership of the System. Should the Contract be terminated prior to the completion of the Initial Term of the Contract, the City shall negotiate in good faith with Contractor to resolve the disposition of the System. Contractor warrants that, with the exception of property that is leased or subject to a properly perfected security interest, it shall at all times own Equipment and Software proposed for this Contract, with the exception of Third Party Software, telecommunications services and buildings, and shall keep such property free and clear of any and all security interests, liens, charges, levies, assessments or encumbrances. Any work Products produced or created by Contractor for the City shall be understood to be, to the fullest extent of the law, works made for hire unless the Parties have expressly agreed otherwise in writing.

18. SUCCESSORS IN INTEREST

The provisions of this Contract shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and approved assigns.

19. SURVIVAL

The terms, conditions, representations, and all warranties contained in this Contract shall survive the termination or expiration of this Contract.

20. INDEMNIFICATION

Contractor shall hold harmless, defend, and indemnify the City of Portland, its officers, employees, and agents, from all claims, demands, suits, actions, losses, damages, liabilities, costs and expenses of whatsoever nature, including all attorney's fees and costs, resulting from or arising out of the activities of Contractor or its officers, employees, subcontractors, or agents including intentional acts, of its subcontractors, agents or employees under this Contract. Contractor is not responsible for any damages caused solely by the actions of the City, its officers, employees and agents.

21. ASSIGNMENT OF ANTI-TRUST RIGHTS

By entering into a Contract, Contractor, for consideration paid to Contractor under the Contract, does irrevocably assign to the City of Portland any claim for relief or cause of action which the Contractor now has or which may accrue to Contractor in the future, including, at the City's option, the right to control any such litigation on such claim for relief or cause of action, by reason of violation of 15 USC SS

1-15 or ORS 646.725 or ORS 646.730, in connection with any Services provided to Contractor by any person, which Services are used, in whole or in part, for the purpose of carrying out Contractor's obligation under this Contract.

In the event Contractor hires subcontractors to perform any of Contractor's duties under Contract, Contractor shall require the subcontractor to irrevocably assign to the City of Portland, as a third party beneficiary any right, title or interest that has accrued or may accrue to the subcontractor by reasons of any violation of 15 USC SS 1-15, ORS 646.725 or ORS 646.730, including, at the City's option, the rights to control of any litigation arising thereunder, in connection with any Services provided to the subcontractor by any person, in whole or in part, for the purpose of carrying out the subcontractor's obligations as agreed to by Contractor in pursuance of the completion of the Contract.

In connection with this assignment, it is an express obligation of Contractor that it will take no action which will in any way diminish the value of the rights conveyed or assigned hereunder to the City of Portland. It is an express obligation of Contractor to advise the City Auditor or the Office of the City Attorney of Portland, Oregon:

- A. In advance, of its intention to commence any action on its own behalf regarding such claims for relief or causes of action;
- B. Immediately, upon becoming aware of the fact that an action has been commenced on its own behalf by some other person or persons, of the pendency of such action; and
- C. The date on which it notified the obligor(s) of any such claims for relief or causes of action of the fact of its assignment to the City of Portland.

Furthermore, it is understood or agreed that in the event that any payment under such claim is made to Contractor, it shall promptly pay over to the City of Portland its proportionate share thereof, if any, assigned to the state hereunder.

22. SEVERABILITY

In the event that a court, government agency, or regulatory agency with proper jurisdiction determines that this Contract, or any provision of this Contract, is unlawful, this Contract, or that provision of the Contract to the extent it is unlawful, shall terminate. If a provision of this Contract is terminated but the Parties can legally, commercially, and practicably continue without the terminated provision, the remainder of this Contract shall continue in effect.

23. FUNDING

In the event the City, during the adoption of the City's annual budget, reduces, changes, eliminates, or otherwise modifies the funding for any of the Projects identified herein, Contractor agrees to abide by any such decision including revision or termination of Contract.

24. ASSIGNMENT AND SUBCONTRACTING

This Contract or any interest therein shall not be assigned or subcontracted to any other person or entity without the prior written consent of the City. In the event of transfer without prior written consent, the purported transfer is void and Contractor remains liable for performance of the Contract. Notwithstanding City approval of a subcontractor, Contractor shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Contractor hereunder. Contractor agrees that if subcontractors are employed in the performance of this Contract, Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

Contractor shall not subcontract any work, assign any rights (including, without limitation, in connection with the sale of all or substantially all of Contractor's assets, stock, or the line(s) of business applicable to any Amendment, or delegate any obligations under this Contract, cancel or change any previously approved subcontract without the City's prior written consent. Contractor shall be fully responsible for the acts and omissions of its subcontractors at all levels, and of their agents and employees. Contractor shall ensure that all applicable provisions of this Contract (including those relating to Insurance, Indemnification, and Confidentiality) are included in all of its subcontracts. The City reserves the right to review any agreements between Contractor and its subcontractors for Services authorized under this Contract.

All subcontractors/suppliers identified in Contractor's proposals as certified by the Certification Office for business Inclusion & Diversity ("COBID") shall be used in their proposed capacity during Contract performance. If Contractor desires to replace any COBID certified subcontractors/suppliers under this Contract all substitution requests must have approval from the City's Chief Procurement Officer before such substitutions can be made. In the event that Contractor shall subcontract any work, assign any rights, or delegate any obligations under this Contract without the City's prior consent.

25. CONTRACTOR PAYMENT TO VENDORS AND SUBCONTRACTORS

The Contractor shall timely pay all subcontractors and suppliers providing services or goods for this Contract. The Contractor shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to Contractor.

26. LIENS

Contractor shall not permit any claim to be filed or prosecuted against the City or any lien against the property purchased in connection with this Contract and agrees to assume responsibility should such lien or claim be filed.

27. SUSTAINABLE PROCUREMENT

Pursuant to the City's Sustainable City Principles, (<http://efiles.portlandoregon.gov/record/7477188/file/document>) which direct City bureaus to pursue long-term social equity, environmental quality, and economic vitality through innovative and traditional mechanisms,

Contractor is encouraged to incorporate these principles into their scope of work with the City wherever possible. Therefore, in accordance with the principles and the City's Sustainable Procurement Policy (<http://www.portlandoregon.gov/shared/cfm/image.cfm?id=204110>), it is the policy of the City to encourage the use of goods that help to minimize the negative human health and environmental impacts of City operations. "Environmentally preferable" means goods that have a lesser or reduced negative effect on human health and the environment when compared with competing goods that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, Maintenance, or disposal of the goods.

Packaging should be minimized to the maximum extent possible without compromising Product quality. The City encourages packaging that is reusable, recyclable in local recycling programs, is made from recycled materials, and/or is collected by the Contractor for reuse/recycling.

28. FORCE MAJEURE

Neither City nor Contractor shall be held responsible for performance if its performance is prevented by unforeseeable acts or events beyond the Party's reasonable control, including, but not limited to, acts of God, fire, flood, earthquakes or other catastrophes; strikes or other labor unrest; power failures, electrical power surges or current fluctuations; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive, or administrative authorities; or any other circumstances that are not within its reasonable control.

If delay in delivery due to a Force Majeure Event does not exceed thirty (30) Days, such delays in delivery shall automatically extend the delivery date for a period equal to the duration of such events; any Warranty Period affected by a Force Majeure Event shall likewise be extended for a period equal to the duration of such event so long as it does not exceed thirty (30) Days.

If delay in delivery due to Force Majeure Event is longer than thirty (30) Days, the City shall have the right to terminate this Contract, a Task/Change Order, Maintenance agreement or any license hereunder upon written notice to Contractor, in accordance with this Section.

Either party may terminate this Contract due to a Force Majeure event as set forth herein.

29. NON-WAIVER

No waiver, consent, modification, or change of terms of this Contract shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purposes given. The failure of the City to enforce any provision of this Contract shall not constitute a waiver of that or any other provision.

30. COORDINATION WITH OTHER CONTRACTORS AND OTHER SERVICES

Contractor shall cooperate fully with other contractors and City employees providing systems or support to the City during installation, operation, or Maintenance of the Services. This includes planning for and integration of the Services provided under this Contract with those provided by others. Further, Contractor shall make every reasonable effort to cooperate with City to minimize and/or prevent any degradation of the other computer and telecommunications systems, Equipment, or services of the City by the installation, operation, or Maintenance of the Services. Contractor's failure to cooperate with the City and other contractors may be grounds for termination as provided herein.

31. ACCESS TO RECORDS

Contractor shall maintain professional accounting standards and on a current basis, and the City and its duly authorized representatives shall have access to, the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three (3) years after final payment. Copies of these records shall be made available upon request. Payment for the reasonable cost of requested copies shall be made by the City.

32. AUDITS

The City, either directly or through a designated representative, may conduct financial and performance audits of the billings and Services specified in this Contract at any time in the course of the Contract and during the three (3) year period established by ACCESS TO RECORDS. Audits shall be conducted in accordance with generally accepted auditing standards.

If an audit discloses that payments to Contractor were in excess of the amount to which Contractor was entitled, then Contractor shall repay the amount of the excess to the City.

Under no circumstances will the payment of previous invoices constitute an acceptance of the charges associated with those invoices. If any audit shows performance of Services is not efficient in accordance with Government Auditing Standards, or that the program is not effective in accordance with Government Auditing Standards, the City may pursue remedies as provided under EARLY TERMINATION OF CONTRACT AND REMEDIES. In addition, Contractor agrees to abide by the standards of the Office of the Comptroller set forth in May, 2002 Office of Justice Programs (OJP) Financial Guide, including without limitation in accordance with Office of Management and Budget (OMB) Circulars A87, A-102, A-122, A-128, A-133. All financial records, supporting documents, statistical records and all other records pertinent to this Contract shall be retained by Contractor for a minimum of five (5) years for purposes of State of Oregon or the OJP Financial Guide from the Office of the Controller and apprise itself of all rules and regulations set forth.

33. EMPLOYEES NOT TO BENEFIT

No City employee or elected official of the City shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom; but, this provision shall not be construed to extend to this Contract if made with a corporation for its general benefit.

34. CONFLICT OF INTEREST

Contractor hereby certifies that, if applicable, its Contract proposal was made in good faith without fraud, collusion or connection of any kind with any other proposer of the same request for proposals or other City procurement solicitation(s), that Contractor as a proposer has competed solely on its own behalf without connection or obligation to, any undisclosed person or firm. Contractor certifies that it is not a City official/employee or a business with which a City official/employee is associated, and that to the best of its knowledge, Contractor, its employee(s), its officer(s) or its director(s) is not a City official/employee or a relative of any City official/employee who: i) has responsibility in making decisions or ability to influence decision-making on the Contract or Project to which this Contract pertains; ii) has or will participate in evaluation or management of the Contract; or iii) has or will have financial benefits in the Contract. Contractor understands that should it elect to employ any former City official/employee during the term of the Contract then that the former City official/Contractor employee must comply with applicable government ethics and conflicts of interest provisions in ORS Chapter 244, including but not limited to ORS 244.040(5) and ORS 244.047, and the City's Charter, Codes and administrative rules, including lobbying prohibitions under Portland City Code Section 2.12.080.

35. PRICES AND PRICE CHANGES

Initial Contract prices shall be as established herein. Unit prices shall remain firm through the first year of the Contract. At the end of the one-year period following the date of acceptance, price changes may be allowed herein. Following the end of the one-year period referenced above, City and Contractor acknowledge that prices for Services provided by Contractor under this Contract may need to be adjusted during the term of the Contract due to changes in Contractor's prices or Service offerings.

Contractor shall submit any proposed pricing revisions in writing to the Project Manager for consideration at least thirty (30) Days before the proposed effective date. All proposed price adjustments shall be calculated consistent with the methodology used to calculate the prices set forth in the Contractor's original proposal, and the Contractor shall certify this in its request for price adjustments.

Following receipt by the Project Manager of the requested price adjustment, price changes shall only become effective in accordance with the AMENDMENTS section of this Contract. Price adjustments shall become effective thirty (30) Days from the date of last signature on the Contract Amendment document or as otherwise stated therein.

36. ADDITIONAL PURCHASES

The City reserves the right to procure additional Services beyond those stated in the Invitation to Bid documents at the same prices submitted by Contractor. Price increases will be allowed, but shall be in keeping with Pricing in this Contract. Such additional Services are not guaranteed and will be made at the City's sole discretion based upon the requirements of City bureaus.

37. RIGHT TO CHANGE

The City reserves the right to order changes to the goods, materials, Equipment and Services outlined herein. The City and Contractor shall determine a fair and equitable cost and if required, additional time for such changes. All such changes shall be ordered in writing and agreed to by the Parties.

38. EARLY TERMINATION OF CONTRACT

The City and Contractor, by mutual written agreement, may terminate the Contract at any time. The City, on thirty (30) Days written notice to Contractor, may terminate this Contract for any reason deemed appropriate in its sole discretion. Either the City or Contractor may terminate this Contract in the event of a Material Breach of the Contract by the other. Prior to such termination, however, the Party seeking the termination shall give to the other Party written notice of the breach and the Party's intent to terminate. If the Party has not entirely cured the breach within thirty (30) Days of the notice, then the Party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

39. SUSPENSION OF THE WORK

The City may at any time give notice in writing, by electronic mail, or by facsimile to Contractor to suspend this Contract. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. In no event shall Contractor be entitled to any lost or prospective profits or any incidental or consequential damages because of suspension.

40. PAYMENT ON EARLY TERMINATION

In the event of termination under EARLY TERMINATION OF CONTRACT hereof, the City shall pay Contractor for Services in accordance with the Contract prior to the termination date and delivered to City provided that such Services conform to Contract specifications and are of use to the City. In the event of termination under EARLY TERMINATION OF CONTRACT hereof, by the City due to a breach by Contractor, then the City shall pay Contractor for Services performed in accordance with the Contract prior to the termination date subject to set off of excess costs, as provided for in REMEDIES. In the event of early termination all of Contractor's work Product shall become and remain property of the City. Under no circumstances shall the City be subject to early termination penalties for recurring charges Services that the City cancels during the term of this Contract.

41. REMEDIES

The remedies provided in this Contract are cumulative, and may be exercised concurrently or separately. The exercise of any one remedy shall not constitute an election of one remedy to the exclusion of any other. In the event of termination under EARLY

TERMINATION OF CONTRACT by the City due to a breach by Contractor, then the City may procure Services outstanding from another contractor and Contractor shall be liable for additional re-procurement costs incurred by the City. The City also shall be entitled to any other equitable and legal remedies that are available. Except as expressly contained in this Contract, the remedies for a breach of this Contract shall not be exclusive, or construed as a limitation on any other equitable and legal remedies that are available or may become available.

42. DISPUTE RESOLUTION

Contractor shall cooperate with the City to assure that all claims and controversies which arise during Contractor's performance of Services under this Contract or a task/change order subject to this Contract and which might affect the quality of such Services will be resolved as expeditiously as possible in accordance with the following resolution procedure:

- A. Any dispute between the City and Contractor arising prior to completion of Contractor's Services or the earlier termination of the Contract shall be resolved, if possible between authorized representatives of the City and the Contractor.
- B. Should any dispute arise between the Parties concerning this Contract that is not resolved by mutual agreement above, it is agreed that such dispute will be submitted to mandatory mediated negotiation prior to any Party's commencing arbitration or litigation. In such an event, the Parties to this Contract agree to participate in good faith in a non-binding mediation process. The mediator shall be selected by mutual agreement of the Parties, but in the absence of such agreement each Party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. All costs of mediation shall be borne equally by the Parties.
- C. Should an equitable solution not result from the foregoing, the City and Contractor shall be free to pursue other remedies allowed under this Contract.
- D. Unless ordered by the City to suspend all or any portion of Contractor's Services, Contractor shall proceed with the performance of such Services or delivery of Products without any interruption or delay during the pendency of any of the foregoing dispute resolution procedures and shall comply with any mutually agreed upon Amendments that the City may issue regarding the acceleration of all or any portion of the Products or Services. During the pendency of any of the foregoing dispute resolution procedures, the City shall continue to make all payments that are not in dispute, in accordance with the provisions of the Contract or Amendment.

43. PERMITS AND LICENSES

Contractor shall be required to have or obtain, at their expense, any and all permits and licenses required by the City and/or County, state and Federal (except FCC radio licenses), pertaining to the materials and Services to be provided.

44. INTELLECTUAL PROPERTY

Except Customizations, all trademarks, service marks, patents, copyrights, trade secrets, and other proprietary rights in or related to the Product or Service are and will remain the exclusive property of Contractor or its designees. City shall not decompile, disassemble, or otherwise reverse engineer the Software. The City requires the following regarding copyrighting and patent pending on work Products pertaining to this Contract:

- A. Copyright. All work Products of Contractor which result from this Contract are the exclusive property of the City. If this Contract results in a copyright, the City reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for governmental purposes, the work or the copyright to any work developed under this Contract and any rights of copyright to which the Contractor or its sub-vendor, purchases ownership with grant support.
- B. Patent. If this Contract results in the production of patentable items, patent rights, processes, or inventions, the Contractor or any of its sub-vendors shall immediately notify the City. The City will provide the Contractor with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

45. WARRANTY

The Contractor represents and warrants that (i) Contractor shall perform all Services set forth herein in a good and workmanlike manner, in conformance with the Specifications and requirements of the Contract, and in accordance with the highest applicable professional and/or industry standards; (ii) Contractor warrants that each of Contractor's employees assigned to perform Services has the proper skill, training, and background to be able to perform Services in a competent, timely, and professional manner and that all Services shall be so performed; and (iii) Contractor shall, at all times during the term of the Contract, maintain and keep current all licenses and certifications required to perform the work set forth in the Contract.

46. PROPRIETARY AND CONFIDENTIAL INFORMATION

The Oregon Public Records Law, ORS 192.410 et seq. strictly governs the City's treatment of requests for public records pertinent to this Contract.

- A. Maintenance of Confidentiality. Contractor shall treat as confidential any City Confidential Information that has been made known or available to Contractor or that Contractor has received, learned, heard or observed; or to which Contractor has had access. Contractor shall use City Confidential Information exclusively for the City's benefit and in furtherance of the Products and/or Services provided by Contractor. Except as may be expressly authorized in writing by the City, in no event shall Contractor publish, use, discuss or cause or permit to be disclosed to any other person such City Confidential Information. Contractor shall (1) limit disclosure of the City Confidential Information to those directors, officers, employees and agents of Contractor who need to know the City Confidential Information in connection with the City Project, (2) exercise reasonable care with respect to the City Confidential Information, at least to the same degree of care as Contractor employs with respect to protecting its own proprietary and confidential information, and (3) return immediately to the City, upon its request, all materials containing City Confidential Information, in whatever form, that are in Contractor's possession or custody or under its control. Contractor is expressly restricted from and shall not use Confidential intellectual property of the City without the City's prior written consent.
- B. Scope. This Contract shall apply to all City Confidential Information previously received, learned, observed, known by or made available to Contractor. This Contract shall not apply to City Confidential Information which (1) is or later becomes part of the public domain without breach of this Contract and through no wrongful act of Contractor; (2) Contractor lawfully receives from a third party; (3) was developed independently by and was reduced to writing by Contractor prior to the earlier of the date of this Contract or the date of any access or exposure to any City Confidential Information, or (4) is required to be disclosed under operation of law. Contractor's confidentiality obligations under this Contract shall survive termination.
- C. Equitable Remedies. Contractor acknowledges that unauthorized disclosure of City Confidential Information or misuse of a City computer system or network will result in irreparable harm to the City. In the event of a breach or threatened breach of this Contract, the City may obtain equitable relief prohibiting the breach, in addition to any other appropriate legal or equitable relief.
- D. Contractor's Confidential Information. During the term of the Contract, Contractor may disclose to the City, certain Contractor Confidential Information pertaining to Contractor's business. Contractor shall be required to mark CONFIDENTIAL with a restrictive legend or similar marking. If CONFIDENTIAL is not clearly marked or the Contractor's Confidential Information cannot be marked with a restrictive legend or similar marking or is disclosed either orally or by visual presentation, Contractor shall identify the Confidential Information at the time of disclosure or within a reasonable time thereafter. The City shall not be deemed to have breached this Section if (1) Contractor's Confidential Information later becomes part of the public domain through no act or omission of the City; (2) is required to be disclosed under operation of law; (3) the City lawfully receives Confidential Information from a third party with no breach of any duty of confidentiality; or (4) was developed independently by and was reduced to writing by the City prior to the earlier of the date of this Contract or the date of any access or exposure to any Contractor Confidential Information.
- E. Public Records Request. Contractor acknowledges that the City is subject to the Oregon Public Records Act and Federal law. Third persons may claim that the Confidential Information Contractor submitted to the City hereunder may be, by virtue of its possession by the City, a public record and subject to disclosure pursuant to the Oregon Public Records Act. Subject to the following conditions, the City agrees not to disclose any information Contractor submits to the City that includes a written request for confidentiality and as described above, specifically identifies the information to be treated as Confidential. The City's commitments to maintain certain information confidential under this Contract are all subject to the constraints of Oregon and federal laws. Within the limits and discretion allowed by those laws, the City will maintain the confidentiality of information.
- F. Release of Public Information. All information submitted by Contractor shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions for which Contractor requests exemption from disclosure consistent with federal or Oregon law. Any portion that the Contractor claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, 192.502, 646.461 or other state or federal law. Documents with Copyright must be clearly marked.
- G. Discovery of Documents. In the event a party to litigation seeks discovery of information submitted by Contractor in confidence, the City will notify Contractor of the request. The City shall allow Contractor to participate in the response at its own expense. The City will comply with any effective order issued by the court having jurisdiction over the matter.

47. INFRINGEMENT INDEMNITY

Contractor shall, at its own expense, hold harmless, indemnify, and defend the City, its directors, officers, employees, agents and affiliates from and against any and all claims, demands, damages, liabilities, losses, and expenses (including reasonable attorney fees, whether or not at trial and/or on appeal), arising out of or in connection with any actual or alleged violation or infringement by the Software of any proprietary right of any person whatsoever, including any copyright, patent, trade name, trademark, or misappropriation of the trade secrets of any third party. The City agrees to notify Contractor of the claim and gives Contractor sole control of the defense of the claim and negotiations for its settlement or compromise. No settlement that prevents the City's continuing Use of the Software/Products shall be made without the City's prior written consent. If any third party claim causes the City's Use of the Software to be endangered, restricted or disrupted, Contractor shall (i) cause the Software to be replaced, at no additional charge, with a compatible functionally equivalent and non-infringing product; (ii) cause the Software to be modified to avoid the infringement; (iii) obtain a license for the City

to continue using the Software and pay any additional fee required for such license; or (iv) if, after Contractor uses all due diligence or standard of care none of the foregoing alternatives is possible, Contractor will terminate the license and refund to the City license fees actually paid by the City and any direct damages documented by City for the affected Software and Documentation.

48. SECURITY

Contractor shall provide immediate notification to the City's Information Security Manager and the City's Project Manager of any online security breach that affects City systems. Contractor shall provide notification to the City's Project Manager of any incident relating to System integrity such as a computer virus.

A. Contractor shall comply with City of Portland, Bureau of Technology Services Security Standards. Specifically, Contractors must comply with Technology Services, Information Security Administrative Rules 2.01, 2.02, 2.08, 2.12 and 2.15. These rules are located at: <http://www.portlandonline.com/auditor/index.cfm?c=26821>.

B. Contractors providing or having access to data containing City confidential or personally identifiable information (as defined in the Oregon Consumer Identity Theft Protection Act, ORS 646A.600 to 646A.628) must maintain and demonstrate compliance with the following:

Oregon Consumer Identity Theft Protection Act, ORS 646A.600 to 646A.628. Specifically, Contractors must develop, implement and maintain reasonable safeguards to protect the security, confidentiality and integrity of the personal information, including disposal of the data. Contractors must also provide immediate notification to the City of a data security breach (as defined) and in cooperation with the City, provide notice to affected consumers. Any costs or fees incurred by the City due to Contractor's data breach, including but not limited to notification, consumer credit reports or fines by the Department of Consumer and Business Services, shall be reimbursed to the City by Contractor.

C. Additionally, any Contractor who provides or has access to Software which processes and /or interacts with credit/debit card information must also be compliant with the following:

Payment Card Industry - Data Security Standard (PCI-DSS). The most current version is 1.2. These standards are maintained at www.pcisecuritystandards.org.

49. NEWS RELEASES AND PUBLIC ANNOUNCEMENTS

The Contractor shall not use in its external advertising, marketing programs, or other promotional efforts, the City seal or other representations of the City, any data, pictures or other representations of the City, except with prior specific written authorization from the City.

Contractor shall not issue any news release or public announcement pertaining to this Contract or the Project without prior written approval of the City, which may be withheld in the City's sole discretion. A minimum notice of three (3) City business days is required for a response to a request for such approval. If approval is not issued within that period, the request shall be deemed denied.

50. NON-EXCLUSIVE AGREEMENT

The City may, but is not required, to purchase any Services under this Contract. Services will be requested on an as needed basis, therefore there is no guarantee of Services to be purchased under this Contract. Payment shall be made only for Services actually ordered, performed, and accepted, whether greater or less than the original estimated quantities. This Contract does not establish an exclusive arrangement between the City and Contractor, and the City retains the right to purchase the same or similar Services from other providers.

51. NOTICE

Except as otherwise stated in this Contract, any notice or demand to be given under this Contract shall be delivered in person, by email, or deposited in United States Certified Mail, Return Receipt Requested. Any notices or other communications shall be addressed as follows:

CONTRACTOR:

Relay Resources
Attn: Kari Godinez
Email: kgodinez@relayresources.org
5312 NE 148th Avenue
Portland, OR 97230
(503) 408-3048

CITY:

City of Portland, Procurement Services
Attn: Cate Antisdell
Email: cate.antisdell@portlandoregon.gov
1120 SW 5th Avenue, Room 750
Portland, OR 97204
(503) 823-6850

If either Party changes its address or if a Party's representative changes, the other Party shall be advised of such a change in writing, in accordance with this section.

52. ENTIRE CONTRACT

This Contract and its Attachments represent the entire Contract between the Parties. This Contract is a final, complete exclusive statement of the terms thereof, and supersedes and terminates any prior Contract, understanding, or representation between the Parties with respect thereto, whether written or oral.

This Contract may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same agreement. It is understood and agreed by the Parties hereto that:

- A. Any reference in this Contract to the scope of work or specifications is intended as a convenience to the Parties in administration of the Contract. Therefore, in the absence of an express statement to the contrary herein, any restatement or partial restatement in this Contract of any provision of the scope of work or specifications is not intended, nor shall be construed to change, alter, modify, amend, or delete the requirements of the scope of work or specifications.
- B. All statutory, charter and ordinance provisions applicable to public contracts in the City of Portland and State of Oregon shall be followed with respect to this Contract.
- C. Contractor hereby certifies that, if applicable, its Contract proposal is made in good faith without fraud, collusion or connection of any kind with any other proposer of the same request for proposals or other City procurement solicitation(s) that Contractor as a proposer has competed solely on its own behalf without connection or obligation to, any undisclosed person or firm. Contractor certifies that it is not a City official/employee or a business with which a City official/employee is associated, and that to the best of its knowledge, Contractor, its employee(s), its officer(s) or its director(s) is not a City official/employee or a relative of any City official/employee who: i) has responsibility in making decisions or ability to influence decision-making on the Contract or Project to which this Contract pertains; ii) has or will participate in evaluation or management of the Contract; or iii) has or will have financial benefits in the Contract. Contractor understands that should it elect to employ any former City official/employee during the term of the Contract then that the former City official/Contractor employee must comply with applicable government ethics and conflicts of interest provisions in ORS Chapter 244, including but not limited to ORS 244.040(5) and ORS 244.047, and the City's Charter, Codes and administrative rules, including lobbying prohibitions under Portland City Code Section 2.12.080.
- D. The Parties agree the City and Contractor may conduct this transaction, including any Contract amendments, by electronic means, including the use of electronic signatures.

IN WITNESS WHEREOF, Contractor and City have caused this Contract to be executed by their duly authorized representative(s), on the date stipulated in EFFECTIVE DATE AND DURATION.

RELAY RESOURCES

By: _____ Date: _____
signature

Name: _____ Title: _____

INITIALS: CM:ca

DATE: July 26, 2017

PRICE AGREEMENT NUMBER: 31001063

PRICE AGREEMENT TITLE: PARKS CUSTODIAL SERVICES

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Bureau Director

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved:
By: _____ Date: _____
Office of City Auditor

Approved as to Form:
By: _____ Date: _____
Office of City Attorney

ATTACHMENT 1A

TECHNICAL SPECIFICATIONS

I. DAILY/PERIODIC SERVICES SCHEDULE

A. SCHEDULE

Contractor shall provide Parks with specific dates and times for designated services, as monthly, quarterly, semiannual, and annual services. Such dates and times are subject to the approval of the Parks Supervisor for each location. The unique requirements of these operations shall require all areas to be serviced according to the operational needs of that area.

All services scheduled to be performed quarterly, semiannually, and annually shall be performed within the first thirty (30) days after contract execution and then scheduled at the appropriate intervals during the term of the contract.

Contractor shall adhere to the cleaning schedule. Contractor shall inform and coordinate start times with each Parks facility supervisor.

B. INCREASE OR DECREASE IN SERVICE

During the term of this Contract, the City shall have the option to increase or decrease the amount of space to be serviced or the amount of service to be performed under this Contract. A cost per square foot of cleaning breakdown shall be required for each building. This cost shall be used at the City's discretion when the need should arise for an increase or decrease of cleaning service (due to changes in facility usage) in existing facilities or due to the addition or deletion of facilities. The Contract rate for increase or decrease shall be adjusted upon mutual agreement of the parties.

In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon thirty (30) days written notice may terminate the contract.

C. TEMPORARY SERVICE SCHEDULE MODIFICATIONS

Temporary changes to the service schedule that do not result in a price increase/decrease may be made if such changes are mutually agreed upon by site Director and Contractor's staff. Requests for modifications must be made via email to the Contractor's site supervisor and the Parks Contract Administrator.

II. SUPERVISION, INSPECTION, COMMUNICATION, AND PERFORMANCE

A. SUPERVISION

Contractor shall be responsible for the supervision of the custodians through by assignment of a supervisor to each facility. That supervisor shall be available at reasonable times to report to and confer with agents of City of Portland with respect to services. The cell phone number of the responsible supervisor and their superior shall be provided to the Parks facility supervisor and project manager for daily and emergency and/or non-routine service. Cleaning times and schedules for each location shall be prepared and sent in to Parks upon execution of this Contract. Supervisor shall also report any complaints to Parks in Section C. Janitorial Service Complaint and Corrective Action Procedure, shown below.

A 24-hour-a-day, 7-day-a-week phone number is to be supplied to Parks. This number shall be used if there is no response from the provided supervisor pager/cell phone, or a "no-show" in staff.

Contractor and Contractor's staff are solely responsible for maintaining the cell phones and pagers in first class operating condition.

B. INSPECTION AND PERFORMANCE

The Contractor's supervisor shall make inspections of all work at regular intervals. The supervisor of the Contractor who is thoroughly familiar with all the services specified shall make such inspection. A representative of the City shall do routine inspections to assure quality performance. Any variations from the terms or the specifications shall be corrected.

Should any variations from the Contract terms and/or cleaning specifications not be met or be routinely missed, notification shall be given to the Contractor for correction. An emergency correction shall be started within two (2) hours after notification. Emergency corrections shall be called in by Parks facility supervisor, or designee, and shall be stated as an emergency. A non-emergency correction shall be completed within twenty-four (24) hours after notification.

C. JANITORIAL SERVICE COMPLAINT AND CORRECTIVE ACTION PROCEDURE

All complaints or feedback regarding custodial services will be routed through Parks. Service complaints will be made by the facility supervisor and/or project manager by email, through the Contractor's web-based reporting system, or by phone. This procedure has been developed to assist in properly handling janitorial complaints and is to be used as a tool to provide feedback regarding the

cleanliness of the building. It is important that this procedure be followed in order to assist Parks in properly documenting contract variations. Action shall be taken against the Contractor should problems persist and not be corrected as required by the Contract.

1. Parks will notify Contractor of complaints through email or via the Contractor's web-based reporting system unless a computer is unavailable, in which case complaints shall be received via telephone. The supervisor assigned to each site shall check email and phone messages first thing every morning and every two hours thereafter as the shift allows. Complaints shall include type of complaint with name, date, and area of problem. Supervisor responses shall include an explanation of corrective action.
2. If the problem is not corrected the next working day Parks shall be notified and will be addressed immediately with Contractor.
3. Failure to make these corrections within the time specified shall be cause for Contract termination. Should the same variation from the terms or specifications occur on three (3) separate occasions, within the same contract year, the City may terminate this Contract.

D. CONFIDENTIALITY STATEMENT

Contractor and Contractor's employees used in the performance of the awarded contract are required to complete and sign a City confidentiality agreement prior to beginning work in City facilities.

E. EMPLOYEE WAGE POSTING

Mandatory employee notification of minimum wage rates via on-site postings is required. A specified City contact will be listed for Wage posting questions, complaint resolution and other measures deemed appropriate by the City. This Contract will enforce protection and ensure a non-retaliatory environment for workers who make claims for improper minimum wage and/or minimum compensation under Portland City Code, Chapter 3.99. In addition, Contractor shall post information regarding employees who have possible right to the Federal Earned Income Credit (EIC).

Contractor shall make available these forms required to secure advance EIC payments from employer pursuant to Section No. 5 of the Federal Earned Income Credit (EIC).

F. EMPLOYMENT STANDARDS

Contractor agrees that upon request by City, it shall remove from the City's premises any Contractor's employee, who, in the reasonable opinion of City, is guilty of improper conduct, i.e., bringing any unauthorized personnel (including their own children) into facility, is involved with the unauthorized use of City equipment or is not qualified to perform the work assigned.

G. EMPLOYEE RETENTION

Exiting Contractors shall provide the City with a list of employees' names, classifications, work location and phone numbers, for all current employees who will be laid off as part of this Contract termination/expiration. The incoming Contractor shall interview and consider for employment, interested employees prior to recruiting from the general public to fill any vacancies related to meeting the service requirements of this Contract.

H. UNIFORMS & APPEARANCE

All employees shall wear distinctive uniform clothing for ready identification, and assure that every employee is in uniform no later than ten (10) working days from the date an employee first enters on duty. Employees shall wear uniforms consisting of shirts and trousers, coveralls or smocks, as appropriate, for women. The uniform shall have the Contractor's name, easily identifiable, affixed thereon in a permanent or semi-permanent manner such as a badge or monogram. Employees shall be required to dress neatly and commensurate with the tasks being performed.

Unacceptable clothing would include: Shorts, spandex, shear blouses, sandals or open toe shoes, faded or patched jeans, sweatshirts, t-shirts, or long skirts. The standard uniform of the contracted service provider is considered acceptable dress wear for this position.

III. HIGH PERFORMANCE CLEANING PERFORMANCE REQUIREMENTS

Contractor shall furnish all equipment, materials and services necessary to perform the janitorial duties according to known best practices in high performance cleaning that will contribute to the City's sustainability principles, and green building goals for existing buildings. All work shall be completed in a satisfactory manner and at not less than the frequencies set forth in the contract specifications. The premises shall be maintained in a neat, clean, orderly, and first-class condition according to the requirements herein. All facilities contained in this Contract shall be maintained in a clean and sanitary condition.

A. LEED® BUILDING CERTIFICATIONS

The City's Green Building Policy requires the City to pursue LEED for new construction and existing buildings and use the LEED Operations and Maintenance (LEED O+M) standard to guide operations and maintenance best practices. Green cleaning techniques, equipment, and products play a critical role in maintaining policy compliance. It is the expectation of the City that the Contractor will work with Parks to provide the necessary tracking, recording, and documentation to demonstrate policy compliance.

B. STEWARDSHIP IN HIGH PERFORMANCE CLEANING

Contractor shall approach and perform the work requirements specified herein utilizing the following stewardship principles:

1. Take a comprehensive process approach to cleaning. This includes:
 - a. Identifying the task and performance requirements,
 - b. Defining or outlining steps of the cleaning procedure,
 - c. Selecting the correct products and equipment,
 - d. Training cleaning personnel to use correct procedures and to understand the potential health, safety, and environmental impacts of the cleaning products and processes,
 - e. Ongoing inspection and monitoring programs,
 - f. Communicating clearly with building occupants, and
 - g. Practicing appropriate storage and disposal methods
2. Clean and maintain the building as a whole, not just as separate components. Focusing on only a single area can create unanticipated adverse impacts in other areas.
3. Foster participation of cleaning personnel in the planning, implementation, and continual improvement of the cleaning program.
4. Clean to protect health and safety by controlling microorganisms, spills, gases, dust particles, and so forth. Do not clean for appearance only.
5. Ensure cleaning personnel and building occupant safety at all times. Safety precautions should also apply to outside contractors, such as pest management or roofing contractors to protect building occupants from the impacts of those products and processes.
6. Be aware of the impacts to the outdoor environment. Impacts to the outdoor environment can include energy requirements, water usage, disposal of products in terms of solid waste, down-the-drain to the appropriate water treatment works, and emissions to the air during storage or use of products.

C. TRAINING

All Contractor's cleaning staff and managers shall have completed the following training prior to beginning work in City facilities.

1. Environmental safety and health training addressing, at minimum, hazards associated with the use, disposal, and recycling of cleaning products, packaging, chemicals, and dispensing equipment.
2. Janitorial/Housekeeping training program on proper techniques and cleaning methods complete with all related safety warnings. Training programs shall specifically address best practices in high performance cleaning and the use of third-party certified green cleaning products.
3. Certified HIV/Hepatitis training and vaccination program per OR-OSHA regulations OAR 437, Division 2, General Occupational Safety and Health Rules (29 CFR 1910.1030) bloodborne pathogens.
4. Hazardous Communications Program. (SDS)
5. Tuberculosis (TB) training and optional testing program. (OSHA)
6. Specific Site Safety/Awareness Training by Custodial Management staff.

D. MATERIALS, EQUIPMENT, INVENTORY, PRODUCT TRAINING, AND PRODUCT TROUBLESHOOTING

1. MATERIALS AND EQUIPMENT DEFINITIONS:
 - a. **CONSUMABLE MATERIALS:** Janitorial products that are typically one-use and disposable, such as, but not limited to toilet paper, facial tissue, paper towels, toilet seat covers, feminine hygiene products, can liners, hand soaps, and hand sanitizers. Exception: equipment-specific consumables such as vacuum bags and buffing pads, and personal protection equipment used by custodial staff (such as gloves) (refer to "Equipment" definition below).
 - b. **DISPENSERS:** Fixed units that house and dispense janitorial chemicals and consumable materials including, but not limited to, soap, hand sanitizer, paper towels, and toilet tissue.
 - c. **EQUIPMENT:** Equipment used to administer cleaning chemicals (e.g. dust mops, floor maintenance equipment, buckets, sprayers, cloths) or perform a cleaning function without chemicals (e.g. vacuum, broom, duster). "Equipment" shall also include those equipment-specific supplies such as, but not limited to, vacuum bags, mop heads, dust mop heads, buffing pads, etc.
 - d. **JANITORIAL CHEMICALS:** All chemical products used to clean and maintain building surfaces (such as floors/flooring products), fixtures (such as toilets, sinks, etc.), and miscellaneous items (such as gym mats).
2. CITY SUPPLIED JANITORIAL CHEMICALS, CONSUMABLE MATERIALS AND DISPENSERS:

All Janitorial Chemicals, Consumable Materials, and Dispensers used by the Contractor to perform custodial services will be provided by the City. Each site will have a list of products approved for order and use at the site ("Approved Product List"). The Approved Product List will be distributed to the Contractor by the City Facility Supervisor or designee. At no point shall the Contractor bring on site Janitorial Chemicals or Consumable Materials not ordered through the City's janitorial supplies provider and approved by the City's Facility Supervisor or designee unless a written, temporary exception is provided by the City's Facility

Supervisor or designee. An example of when a temporary exception may be granted is: during product testing prior to a product being included on the Approved Product List.

3. CONTRACTOR SUPPLIED EQUIPMENT

The Contractor shall supply the following Equipment as part of the work requirements. The Contractor shall be experienced and trained in the appropriate application and operation of all Equipment. The City may, during the term of the Agreement, specify additional Equipment to be supplied by the Contractor upon mutual agreement with the Contractor. All Equipment shall be of good commercial quality and maintained to ensure safe and proper operation. The Contractor shall work with the City and the City's janitorial supplies provider to ensure the supplied Equipment is applicable to the building conditions, cleaning surface types, and the Janitorial Chemicals and Consumable Materials approved for the site. At no point shall the Contractor use Equipment that is not suitable for the Janitorial Chemicals approved for the site. Equipment suitability will be determined according to the chemical manufacturer's instructions, the applicable fixture, flooring, or product manufacturer's instructions (i.e. the surface being cleaned), and known best practices for High Performance Green Cleaning. All electrical Equipment provided by the Contractor shall be UL approved and meet OSHA Standards of Safety or be removed from service. Service and maintenance of said Equipment shall be the sole responsibility of the Contractor. Equipment must meet the minimum requirements listed herein.

- a. Microfiber cloths
- b. Microfiber floor pads/"mops"
- c. Brooms – interior & exterior
- d. String mops & buckets (only for spill response and cleaning, exterior/garage concrete surfaces)
- e. Sponges, rags, and other product application equipment
- f. Pump sprayers (e.g. for disinfecting shower walls/curtains)
- g. Carpet extraction equipment
- h. Vacuum cleaners
- i. Powered floor equipment – buffers & burnishers
- j. Floor fans
- k. Wet Vac vacuum
- l. Service carts
- m. Wet floor signs, closed for cleaning signs, and other applicable temporary signage

4. PRODUCT INVENTORY & STOCKING:

- a. Inventory and ordering for Janitorial Chemicals and Consumable Materials shall be handled by others. The City will establish an order schedule (e.g. monthly, every 2 months, etc.), which will be communicated to the Contractor by the City's Facility Supervisor or designee. The City will aim to ensure that inventories do not fall below a one-week supply.

If Contractor notices Janitorial Chemicals and Consumable Materials inventories getting below a one-week supply, the Contractor shall promptly notify the City's Facility Supervisor or designee, identifying the specific low-inventory items, using the communication method established for that site. The Contractor shall not wait until supplies are near or completely exhausted before notifying the City's Facility Supervisor or designee, nor move supplies between facilities.

- b. The City's Facility Supervisor or designee shall be responsible for signing for deliveries. Contractor shall unpack Janitorial Chemicals and Consumable Materials and distribute them to appropriate site-specific storage locations.
- c. Contractor shall inform the City's Facility Supervisor or designee of any inventory problems, such as damage to products, products received not matching the site's Approved Product List, excessive inventory, or supplies getting below a one-week supply as stated in part (a) above.

5. MATERIALS TRAINING & REPORTING

The Contractor is responsible for ensuring that Contractor's staff are fully trained on how to appropriately use and handle all Janitorial Chemicals and Consumable Materials approved for the site. At no time shall a Contractor's staff member be in a position where they are using a product for which they have not received appropriate training.

The City's staff and the City's janitorial supplies provider shall coordinate with the Contractor's supervisory staff to provide training support for products that are new to the Contractor's training program. The City's janitorial supplies provider shall provide any product specific training materials, "train the trainer" type product instruction, and/or on-site product instruction at the following times:

- When new products are introduced
- When a Contractor employee is new to an applicable site
- When re-training is necessary to troubleshoot an incident

Product training shall be conducted during janitorial work hours.

Upon request, the Contractor, in coordination with the City's janitorial supplies provider as applicable, shall submit documentation to the City's Facility Supervisor or designee that the Contractor's cleaning staff for the site have received the necessary training to safely and effectively use the Janitorial Chemicals and Consumable Materials approved for the site. At a minimum, the documentation should include the names of the Contractor's cleaning staff, the training date, and the list of products and associated equipment on which they were trained.

6. **PRODUCT TROUBLESHOOTING:**

The Contractor shall work with the City and the City's janitorial supplies provider to cooperatively address any occupant, City, or Contractor concerns related to product performance. When occupant concerns or complaints arise, the City will first contact the Contractor per the "JANITORIAL SERVICE COMPLAINT AND CORRECTIVE ACTION PROCEDURE". The Contractor shall then follow the "JANITORIAL SERVICE COMPLAINT AND CORRECTIVE ACTION PROCEDURE", with the addition of coordinating with the City's janitorial supplies provider as needed to address any product performance concerns.

E. EQUIPMENT SPECIFICATIONS

All Equipment used by the Contractor to meet the work requirements of this Agreement must meet the specifications below.

Equipment Type	Specification/Technical Requirement
All Powered Equipment	Must be ergonomically designed to minimize vibration, noise, and user fatigue as reported in the user manual in accordance with ISO 539-1 for arm vibrations, ISO 2631-1 for vibration to the whole body, and ISO 11201 for sound pressure at the operator's ear; and Must be designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces. As applicable, environmentally preferable batteries (e.g. gel, absorbent glass mat, lithium-ion) except in application requiring deep discharge and heavy loads where performance or battery life is reduced by the use of the sealed batteries.
Vacuum Cleaners	Carpet & Rug Institute "Green Label" certified; and Operate with a sound level of 70dBA or less in accordance with ISO 11201.
Carpet Extraction Equipment	Certified by the Carpet & Rug Institute's "Seal of Approval Deep Cleaning Extractors" and "Seal of Approval Deep Cleaning Systems program."
Propane-Powered Floor Equipment	Must be high-efficiency, low-emission engine with catalytic converters and mufflers that meet California Air Resource Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size; and operate with a sound level of 90dBA or less in accordance with ISO 11201.
Automated Scrubbing Machines	Must be equipped with variable-speed feed pumps and either (1) onboard chemical metering to optimize the use of cleaning fluids or (2) dilution control systems for chemical refilling. Alternatively, the scrubbing machine uses only tap water with no added cleaning products.

F. SDS

The City requires current safety data sheets (SDS) for all chemicals being used on-site in all City facilities. For City provided chemicals, the City will provide SDS for those chemicals. For unique circumstances where the Contractor is providing a chemical as part of their "additional services", the Contractor shall supply all SDS information to Parks prior to the use of any chemicals. This information shall be located on the first floor of the building in the janitorial area, in a binder with alphabetical listing and to be kept updated by the Contractor. All spray and bulk containers are to be clearly labeled as to contents and use. **No product shall be used in a City facility until the SDS has been reviewed and approved by the City.**

G. EQUIPMENT & DISPENSER MAINTENANCE

1. All cleaning equipment used in the performance of this contract shall be of good commercial quality and maintained to ensure safe and proper operation. Service and maintenance of said equipment shall be the sole responsibility of the Contractor.

- Contractor shall conduct routine inspections of powered equipment to ensure equipment is functioning properly according to manufacturer specifications. The schedule identified below should be followed for all powered equipment is as applicable.

Cord	Check monthly for cracks or dust. Clean if needed, repair or replace as needed.
Wheels	Check every 6 month. Oil/grease if needed replace or repair as needed.
Brushes	Check annually. Replace when half their original size
Bag	Check bag weekly. Empty bag and change it if needed.
Belt	Check fray and tension quarterly. Repair or replace as needed.
Filter	Check monthly. Clean with water. Repair or replace as needed
Drain hose	Inspect prior to use for clogs or leaks. Repair or replace as needed.
Tank	Make sure tank is clean.
Miscellaneous	on a regular check the entire machine to ensure it is functioning properly

- An onsite equipment maintenance log shall be kept for all powered cleaning equipment (both existing and new acquisitions) to document date of purchase, cost, routine inspections, and repairs. Contractor shall be responsible for maintaining the log, the preventive maintenance, and repair of all equipment. The City can provide an equipment maintenance log or the QRF can provide one. The contractor's maintenance log must be approved by Parks prior to start of contract.
- The site supervisor shall be responsible for the maintaining log, the preventative maintenance, and repair of the equipment.
- City owned equipment damaged by the contractor shall be repaired or replaced at no cost to the City.
- When cleaning equipment replacement is necessary, acquisition dates, cost, specifications, and supporting documentation shall be retained to demonstrate that all newly acquired equipment complies with the specifications in the previous section. Copies of this documentation shall be provided to Parks to demonstrate that all newly acquired equipment complies with the specifications.
- While Dispensers will be provided by the City and the City's janitorial supplies provider, the Contractor shall be responsible for:
 - Ensuring Dispensers are properly filled.
 - Promptly communicating in writing or in person with the City's Facility Supervisor when dispensers are broken or malfunctioning or when indicator lights are on (such as battery replacement lights). The Contractor's staff shall report such information to the City's Facility Supervisor or designee by the end of their shift on the day they first notice the broken or malfunctioning equipment or indicator lights.

H. CONTRACTOR COMMUNICATION EXPECTATIONS

It is the expectation of the City that the Contractor will consistently report all concerns and complaints, respond to requests of information and generally communicate to Parks in a timely manner. Listed below are the expectations for initial response times for certain types of communications:

- Emergency Services (i.e.: Spills, hazardous incidents): within 60 minutes
- Same Day Service Requests: 4 hours
- General Service Requests: 24 hours
- information gathering (i.e.: inventory or supply inquiries, cost requests, product information): 48 hours
- Contract quotes, changes or alterations: 48 hours

Once contact has been made by the time indicated above and information and questions have been asked to clearly understand what is being requested, Contractor shall indicate the amount of time in hours or days needed to complete task. If, for a valid reason, this deadline will be missed the Contractor shall notify the appropriate Parks individual prior to deadline lapsing.

I. SECURITY

- All Portland Parks building access procedures and policies will be followed by contractor's principals, employees, and sub-contractors.
- Contractor's principals, employees, and sub-contractors performing work within this Building and on the grounds shall have Police Bureau security clearance. There shall be no exceptions and no substitutions of personnel without prior security clearance checks.

3. For the safety of City Staff and Contractor's employees, ALL contract custodial personnel shall be able to communicate in English both orally and in writing.
4. Contractor and Contractor's employees SHALL follow all established security procedures while working in these facilities. Failure to properly follow security procedures in these buildings shall result in termination.
5. Contractor's personnel shall adhere to all of the provisions of The City of Portland Smoking Policy.
6. **MULTI-STAKEHOLDER COMMUNICATIONS & COLLABORATION:** Open communication among all stakeholders is crucial to having clean, safe, and healthy facilities and work environments. To this end, the Contractor shall: Regularly communicate and collaborate with City staff and the City's janitorial supplies provider to ensure:
 - City facilities are being cleaned according to specified cleaning standards.
 - Cleaning products are being used correctly and effectively, following procedures agreed upon by the City, the Contractor, and the City's janitorial supplies provider.
 - Janitorial chemicals and consumable material inventories are maintained at adequate, but not excessive, levels.
 - Dispensers are maintained and kept in functioning order.
 - Ensure occupants' needs and concerns are readily addressed and resolved.
 - a. Have a respectful and collaborative working relationship with the City and the City's janitorial supplies provider. By communicating with the City's janitorial supplies provider on a regular basis regarding needs, product information, and any other concerns regarding supplies will enable the City, Contractor, and the City's janitorial supplies provider to all be successful.
 - b. As requested, meet with City Facility Supervisor or designee and the City's janitorial supplies provider to conduct building inspections, discuss occupant concerns and resolutions, and other administrative tasks. The Contractor shall endeavor to maintain consistency in the staff who participate in these meetings so as to build partnerships among attendees and knowledge of building trends over time."

J. LEED® Compliant REPORTING REQUIREMENTS

1. Upon request, the Contractor shall provide, at no additional cost to The City, the following electronic report submitted to the Parks Manager and/or the Sustainable Building Coordinator. The electronic format should take the form of an Excel spreadsheet or similar program. Alternatively, this information can be provided on a monthly invoice as long the invoice is received electronically.
 - All purchases related to this contract. The report must include product name, quantity, and cost
 - Copy of the Equipment Log as specified in Section III. E. Equipment Maintenance.
 - Cleaning Activities -Any activity not considered to be part of a high performance cleaning regime and not considered to be environmentally preferable must be documented with frequency of activity and of each cleaning process (i.e.: use of electric or gas powered equipment to remove leaves as opposed to sweeping leaves).
 - Recycling Activities -List and identify amount (by weight) of any materials hauled by the Contractor to a recycling or disposal facility.
2. Upon request, at no additional cost to the City, the successful QRF shall submit the following data in an Excel spreadsheet to the Parks Manager and/or Sustainability Building Coordinator within thirty (30) days of the request.
 - a. LEED® Compliant Reporting -Equipment
 - Date of Purchase
 - Customer Name
 - Type of Equipment (per LEED EQ Green Cleaning credit requirements)
 - Item Description (Brand, Make, Model)
 - Cost per Item (\$)
 - Quantity Shipped Total Value as Purchased (\$) (Cost x Quantity)
 - Sustainability Criteria Met (per LEED EQ Green Cleaning credit requirements`)
 - In addition, Contractor shall ensure that documentation of LEED-qualifying environmental product attributes is available for all Cleaning Equipment items purchased; such product documentation shall be submitted along with the LEED report.

IV. OPERATING NOTATIONS

1. Contractor shall not operate or adjust the setting of any of the heating, ventilating, or air conditioning systems in this facility without written approval of the Parks.

2. Contractor shall turn off lights when leaving unoccupied spaces such as an unused conference room or janitorial closet.
3. Contractor shall learn and carefully operate building security systems, WHERE REQUIRED, according to instructions.
4. Contractor shall report any damaged or broken plumbing, glass, light fixtures, furniture, paint, floor, lavatory fixtures, etc., to Parks.
5. Contractor shall use designated closets and areas for storage of equipment and supplies. Closet areas shall be kept clean and orderly.
6. Contractor shall not permit visitors and children inside buildings during maintenance times.
7. Contractor employees shall gather and store wastepaper and other recyclable materials in areas designated for this purpose.
8. Contractor shall check the on-site logbook, if applicable, daily/nightly for instructions and cleaning problems.
9. Contractor shall arrange for repair, at QRF's cost, of any furnishings or fixtures damaged by Contractor's employees. Repair must be made to Parks's specified standards of construction and building
10. Turn in lost and found articles to Parks.
11. "WET FLOOR" signs shall always be posted surrounding areas where wet floor work is occurring, including carpets cleaning.
12. Contractor shall correctly dispose of all waste created by by-products of janitorial supplies. I.e.: recycling cardboard from product cases, toilet paper tissue cardboard rolls, paper from paper towel covers.

[End of Attachment 1A]

ATTACHMENT 1B

CLEANING REQUIREMENTS

THE FOLLOWING STANDARDS SHALL APPLY TO ALL FACILITIES INCLUDED IN THIS CONTRACT.

NOTE: This Attachment represents a high level of cleanliness standard, which defines the minimum level of service. If portions of this Attachment appear to reduce the service level required by another portion, Contractors shall use the higher standard in development of their Price Quotation.

I. INSPECTION - (STANDARD OF PERFORMANCE)

Inspection by City representative:

1. All services required to be performed under this Agreement shall be subject to inspection at any time by a representative of the City. If any such services are found to be unsatisfactory and not in accordance with the Task Frequency Schedule and/or Cleaning Quality Definitions, the City shall notify the Contractor and the Contractor shall take immediate steps for corrective action at no additional cost to the City.
2. The City may, at its discretion, request a review involving the direct observation of the Contractor's cleaning staff performing their regular job duties. These reviews may involve observation of the Contractor's staff by a City representative, a representative from the City's janitorial supplies provider, and the Contractor's staff supervisor for the site. It is anticipated that such reviews would be requested when:
 - a. A review may help troubleshoot an ongoing concern or complaint related to the cleanliness of a site.
 - b. A review may help inform City staff or the City's janitorial supplies provider on the most appropriate product to use for a particular application.
 - c. A review may help explain irregular product use as evidenced by product order patterns. Should a review reveal the need for additional Contractor staff training or a revision to the training materials or methods, the Contractor will make necessary changes and conduct any additional training. Solutions will be complete within five business days of the review taking place. Review documentation will be distributed by the review organizer to all applicable stakeholders.
3. Written notices of unsatisfactory conditions or need for corrections shall be transmitted to the Contractor as described in "JANITORIAL SERVICE COMPLAINT AND CORRECTIVE ACTION PROCEDURE". Notices for corrections sent by Parks shall be considered the official notices."

II. DISINFECTION

1. Clean, Sanitize, and Disinfect Definitions:
 - a. "Clean": The process of physically removing debris from a surface by scrubbing, washing, and rinsing. Sanitizers and disinfectants cannot work on dirty or greasy surfaces. Therefore, cleaning or pre-cleaning the surface is a necessary first step.
 - b. "Sanitize": To reduce, but not necessarily eliminate, bacteria from the inanimate environment to levels considered safe as determined by public health codes or regulations.
 - c. "Disinfect": To destroy or irreversibly inactivate infectious fungi and bacteria be not necessarily their spores, in the inanimate environment.
2. Disinfectant Product Use:

The use of disinfectants shall be limited to the following surface areas and or scenarios. Following industry standards, all surfaces shall be cleaned first using a general purpose cleaner prior to using a disinfectant product, followed by a water rinse as applicable per product manufacturer directions.

 - a. Routine Disinfection: The following surfaces shall be disinfected as part of routine cleaning of these surfaces as applicable to a site's cleaning scope of work:
 1. Toilets, urinals, and toilet-training chairs/seats
 2. Sinks where hand-washing occurs, including adjacent areas and on/off handles
 3. Diaper changing surfaces and adjacent areas
 4. Shower stall walls and floors
 5. Locker room floors where end-users are likely to walk barefoot (e.g. swim center locker rooms)
 6. Within pre-school/childcare areas: nonporous material napping equipment (e.g. mats) and restroom-area door-knobs/handles
 - b. Outbreak Disinfection: In addition to the above surfaces, the following surfaces shall be disinfected during each cleaning shift at a site when notified by the City's Facility Supervisor of a communicable disease outbreak (e.g. flu, whooping cough, etc.) at that site. These additional disinfecting tasks shall take place for three consecutive cleaning shifts unless otherwise

specified by the City's Facility Supervisor for the applicable site:

1. High-touch points. Touch points include objects that people touch on a very frequent, regular basis such as, but not limited to: door handles, door push plates, elevator buttons, dispenser handles/buttons (soap, hand-towel), restroom stall locks, toilet/urinal flush handles, faucet on/off handles.
2. Nonporous material shared surfaces such as, but not limited to: classroom tables and chairs, lobby furniture, countertops, and gym mats. Applicable shared surfaces will vary by site and specific, targeted surfaces shall be discussed with the site's Facility Supervisor prior to commencing Outbreak Disinfection service.
3. Resilient floors in areas where infants/toddlers typically crawl and play.
4. Outbreak Disinfection is billable as Additional Services. Contractor shall provide a quote to the City's Facility Supervisor or designee and may perform the work upon approval.

II. CLEANING QUALITY DEFINITIONS

- A. **Air Vents:** Air vents shall be dusted and damped wiped without removing vent. Air Vents include ceiling, wall, floor; supply exhaust and return.
- B. **Carpet Cleaning:** Complete carpet cleaning (Other than spot cleaning) shall consist of hot water extraction method and or bonnet cleaning methods where applicable. Chair mats boxes, wastebaskets and small furniture should be moved and replaced as part of this process. Contractor shall provide air blowers and dehumidifiers as needed to aid in drying process. Contractor shall coordinate with Parks to ensure HVAC system is operating during and after the carpet cleaning process to ensure proper ventilation.
- C. **Carpet Spot Cleaning:** Excessive build up or crusted material shall have been removed along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting.
- D. **Chalkboards:** Chalkboards shall be free of chalk marks, dust and streaks. Chalk holders shall be free of dust.
- E. **Clean:** The process of physically removing debris from a surface by scrubbing, washing, and rinsing. Sanitizers and disinfectants cannot work on dirty or greasy surfaces. Therefore, cleaning or pre-cleaning the surface is a necessary first step.
- F. **Cleaning Drinking Fountains:** The porcelain, metal, stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation.
- G. **Clean (Outside Entrances, Sidewalks, Etc.):** Areas shall be clean of all dirt, gum, trash, and spillage and present a neat appearance.
- H. **Clean (Public Telephone Booths):** All vertical and horizontal surfaces, including both sides of glass, shall be clean and free of dirt, dust, streaks, and spots.
- I. **Cleaning Thresholds:** Thresholds shall be clean and free of oil, grease, dirt, and grime.
- J. **Cleaning Wastebaskets:** Wastebaskets (Including any ash receptacles) and recycling bins shall be free of dust, dirt, debris, odors, tar, ashes, and residue, inside and out. Plastic liners shall be inspected and replaced when waste is emptied, unless the wastebasket contained dry waste and the liner is in like-new condition.
- K. **Cobwebs:** There shall be no cobwebs visible in public and staff areas.
- L. **Damp Wiping (includes Mirrors and Glass surfaces):** All dirt, dust, water stains, spots, streaks and smudges shall be removed from surfaces.
- M. **Disinfect:** To destroy or irreversibly inactivate infectious fungi and bacteria be not necessarily their spores, in the inanimate environment.
- N. **Display Cases:** Glass covered table and wall type display cases shall be free of dirt, dust, streaks, and spots, inside and out.
- O. **Dusting:** Railings, ledges, grilles, fire apparatus, doors, and radiators shall be dusted with microfiber cloth and kept dust-free. All accessible horizontal surfaces, under eight feet, shall be free of dust.
- P. **Finishing:** Doors, walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.

- Q. **Floor Stripping:** All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns, or scuff marks. There shall be no buildup in corners and crevices. There shall be no skipped areas unless previous arrangements have been made with the building director. **Water solutions shall not be used on wood flooring.**
- R. **Glass Cleaning:** All glass shall be clean and free of dirt, grime, handprints, dust, streaks, water marks, and spots and shall not be cloudy.
- S. **High Cleaning:** Surfaces up to eight feet high shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.
- T. **Metal Polishing:** Metal surfaces shall be free of smears, stains, and finger marks. They shall be clean and bright and polished to a uniform luster. Bright metal surfaces, kick plates, push plates, and push bars shall have a polished and lustrous appearance.
- U. **Plastic and Wood Furniture:** Furniture shall be cleaned and polished to maintain sanitary appearance.
- V. **Policing for Litter:** All areas shall be free of all paper, trash, empty bottles, and other discarded material.
- W. **Porcelain Ware Cleaning:** Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture. Fixtures which are not maintainable shall be documented by the Contractor and submitted to Parks Management).
- X. **Sanitize:** To reduce, but not necessarily eliminate, bacteria from the inanimate environment to levels considered safe as determined by public health codes or regulations.
- Y. **Servicing:** All supply dispensers shall be filled. Waste receptacles shall be emptied and feminine hygiene receptacles emptied, cleaned, disinfected, and new bags inserted.
- Z. **Shampooing (Entrance and Elevator Rugs):** Rugs shall be clean and free of dirt, grime, stains, and excessive buildup and crusted material.
- AA. **Solid Waste Collection:** All solid waste generated in the building shall be collected and removed to storage areas designated for trash, recycling, or composting.
- BB. **Spot Cleaning:** Smudges, marks, or spots shall have been removed without causing unsightly discolorations.
- CC. **Sweeping, Dust Mopping, Wet Mopping, Or Scrubbing:** Floors, steps, risers, and landings shall be clean and free of dirt, water streaks, mop marks (strands, skipped areas, or other), string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces (walls, baseboards, and other surfaces) shall be free of splashing and markings from equipment, dry, and the corners clean. The finished area should have a uniform luster.
- DD. **Sweeping or Vacuuming Stairways:** Landing and treads shall be free of loose dirt, dust, streaks, gum or other foreign substances.
- EE. **Sweeping (Outside Areas):** Areas shall be clean of all dirt, trash, and foreign matter. No dirt shall be left where sweepings were picked up.
- FF. **Thorough Dusting:** There shall be no dust streaks on surfaces up to eight feet high. Corners, crevices, moldings, and ledges shall be free of all dust and/or cobwebs. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.
- GG. **Thorough Sweeping or Dust Mopping:** All areas shall be clean and free of trash, debris, and foreign matter. No dirt shall be left in corners, crevices, behind radiators, under furniture, behind doors or where sweepings were picked up.
- HH. **Thorough Vacuuming:** Carpets, including edges and corners, shall be clean and free from dust balls, dirt, and other debris. All vacuum cleaners must be at least 90% dust-free type.
- II. **Upholstery Cleaning:** All fabric furniture, partitions and benches shall be thoroughly vacuumed and spot cleaned to remove all loose dirt, gum and stains.
- JJ. **Vacuuming:** Carpet surfaces shall be free of obvious dirt, dust, and other debris.
- KK. **Wall, Door and Door Frame Washing:** Wall washing shall remove all soils, grease, and film. It can be done by hand or with a wall washing machine.
- LL. **Wall Washing/Wood Paneling:** Wall/Paneling shall be free of dirt, dust, streaks, and spots. Wall/Paneling washing shall

remove all soils, grease, and film. It can be done by hand or with a wall washing machine (depending on surface). Restroom walls shall be washed with a disinfectant cleaner.

MM. **Waxing and Buffing:** Walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.

NN. **Window Washing and Window Coverings:** All windows shall be clean inside and out so that they are free of dirt, streaks, and spots. Window shades and blinds shall be clean and free of dust and water spots. Cords and tapes shall be clean.

III. BUILDING CLEANING/TASK SCHEDULE

SITES AND FREQUENCY INFO

Site	Frequency
Carnegie Annex	One day/ week
Charles Jordan (formerly University Park) Community Center (Sundays removed eff 7/15/2012)	6 days/ week
Community Music Center	3 days/ week
Delta Park Sport Office	3 days/ week
East Portland Community Center	
<i>Note - EPCC work does not include pool area and locker room</i>	7 days/ week
Forestry Barn - Conference Room and Offices	One day/ week
Forestry Offices and Trailer	2 days/ week
Fulton Park Community Center (Eff 7/1/2013, from 5x to 3x days) (EFF 10/15/2013 FROM 3X TO 5X WK) (Eff 2/1/2015 from 5x wk to 6 wk)	6 days/ week
Hillside Community Center	5 days/ week
Hoyt Arboretum Offices	One day/ week
Interstate Fire Community Center (IFCC)	1 day/ week
Laurelhurst Dance Studio	2 days/ week
Matt Dishman Community Center	7 days/ week
Montavilla Community Center	6 days/ week
Mt. Scott Community Center	7 days/ week
Mt. Tabor Yard (includes Trade Buildings Restrooms added 7/1/2016)	5 days/ week
Multnomah Arts Center (MAC Pottery Studio Out-building S- M-Sa)	5 days/ week
Park Ranger Office	1 day/ week
Peninsula Park Community Center	6 days/ week
Portland Tennis Center	6 days/ week
Sellwood Community Center (Eff 7/1/2013, from 6x to 5x days)(Eff 10/11/2015 from 5x to 6x days)	6 days/ week
Southwest Community Center	7 days/ week
St. Johns Community Center	6 days/ week

Area & Cleaning Requirements	Community Music Center
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Clean entrance door windows and handrails	F
Clean chalkboards where present	F
Empty trash and spot clean can	M,W,F
Floor mats cleaned	Q
Clean light switches	Q
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Dust and wash handrails, including staircase handrails	F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO PLUS 3 ADDITIONAL CLASSROOMS	
Clean entrance door windows and handrails	M,F
Empty trash and spot clean can	M,W,F
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	M,W,F
Clean chalk/dry erase boards where present	M
OFFICES - INCLUDES DIRECTORS OFFICE	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows and handrails	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Wash Mirrors	F
RESTROOMS (INCLUDES DIRECTORS RESTROOM) AND LOCKER ROOMS	
Replenish paper and soap supplies	M,W,F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Empty trash and spot clean can	M,W,F
Clean Mirrors	M,W,F
Clean and disinfect toilets and sinks, including counters around the sink	M,W,F
Spot wash cabinets, lockers and stalls	M,W,F
Sweep, Wet mop and disinfect floors	M,W,F
KITCHENS	
Empty trash and spot clean can	M,W,F
Clean and disinfect sinks, including counters around sinks	F
Wash tops of appliances	F
Replenish paper and soap supplies	M,W,F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M,W,F
Spot wash cabinets	F
OTHER CLEANING ACTIVITIES	
All floors waxed	YR
Clean carpets and any non-folding gymnastics mats	YR
High dusting	Q
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
Sweep front porch	F
Clean and disinfect all drinking fountains	F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Carnegie Annex
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	SU
Clean entrance door windows and handrails	SU
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU
Empty trash and spot clean can	SU
Sweep, Wet mop and disinfect floors	SU
Empty and spot-wash recycling bin	SU
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU
Empty trash and spot clean can	SU
Check and clean floor drain	SU
Clean Mirrors	SU
Clean and disinfect toilets and sinks, including counters around the sink	SU
Spot wash cabinets, lockers and stalls	SU
Sweep, Wet mop and disinfect floors	SU
KITCHENS	
Empty trash and spot clean can	SU
Clean and disinfect sinks, including counters around sinks	SU
Wash tops of appliances	SU
Replenish paper and soap supplies	SU
Spot wash cabinets	MTH
Sweep, Wet mop and disinfect floors	SU
OTHER CLEANING ACTIVITIES	
All floors waxed	S
Clean carpets and any non-folding gymnastics mats	S
High dusting	Y
Clean light fixtures	Y
Wash walls	S
Windows washed - Exterior (in/out)	YR
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Dishman
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Floor mats cleaned	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Dust and clean handrails	SU
Sweep, Wet-mop and disinfect floors	M-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean and disinfect sinks	F
Clean mirrors	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	SU-F
Sweep, Wet mop and disinfect floors	M-F
Clean chalkboards where present	F
Vacuum Carpets	M-F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M,TH,SA
Empty trash and spot clean can	SU-SA
Sweep, Wet mop and disinfect floors	SU
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	SU-SA
Wet mop and disinfect boxing ring mat	SU-TH
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Wash Mirrors	M,W,F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Check and clean floor drain	SU-SA
Clean Mirrors	SU-SA
Clean and disinfect toilets and sinks, including counters around the sink	SU-SA
Wipe down and disinfect benches	SU-SA
Spot wash cabinets, lockers and stalls	MTH
Sweep, Wet mop and disinfect floors	SU-SA
SHOWERS	
Scrub and disinfect entire shower area, inside and out	SU-SA
KITCHENS	
Empty trash and spot clean can	SU-SA
Clean and disinfect sinks, including counters around sinks	TH
Wash tops of appliances	TH
Replenish paper and soap supplies	SU,W,F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Spot wash cabinets	Q
Sweep, Wet mop and disinfect floors	SU,TH
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
High dusting	Q
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
Sweep, Wet mop stairwells and steps.	F
Clean and disinfect all drinking fountains	SU-SA
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	EPCC
LIBRARY, LOUNGE, LOBBY	
Vacuum Front Entrance	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Floor mats cleaned	SU-SA
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Dust and clean handrails	SA
Sweep, Wet-mop and disinfect floors	SU-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean chalk/dry erase boards where present	F
Clean and disinfect sinks	M
Clean floor mats	SA
Sweep, Wet mop and disinfect floors	SU-SA
OFFICES	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean and disinfect sinks	SU-SA
Empty trash and spot clean can	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
Empty and spot-wash recycling bin	SU-SA
NURSING/PRESCHOOL ROOMS (Includes the toilet and sink adjacent to the Preschool Room)	
Empty trash and spot clean can	SU-SA
Clean sink	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
Vacuum Carpets	SU-SA
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-SA
Empty trash and spot clean can	SU-SA
Sweep, Wet mop and disinfect floors	SA
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	SU
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-SA
Empty trash and spot clean can	SU-SA
Check and clean floor drain	SU-SA
Clean Mirrors	SU-SA
Clean and disinfect toilets and sinks, including counters around the sink	SU-SA
Spot wash cabinets, lockers and stalls	SU-SA
Scrub safety floor	MTH
Sweep, Wet mop and disinfect floors	SU-SA
KITCHENS	
Empty trash and spot clean can	M-F
Replenish paper and soap supplies	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and all non-folding gymnastics mats (PHC to arrange with Facility Director)	Q
High dusting	MTH
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	SU-SA
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Forestry Office & Trailer
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	TU, F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	F
Empty trash and spot clean can	F
Dust or clean (disinfect) furniture (including tables and chairs)	F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
Sweep, Wet mop and disinfect floors	F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	TU, F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	TU, F
Empty trash and spot clean can	TU, F
Clean and disinfect toilets and sinks, including counters around the sink	TU, F
Sweep, Wet mop and disinfect floors	TU, F
Exchange 2xW Main Bldg RR cleaning for 2xW RR cleaning in the Barn	TU, F
Spot Wash heaters, window sills, counters, stall tops	TU, F
KITCHENS	
Empty trash and spot clean can	TU, F
Clean and disinfect sinks, including counters around sinks	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	TU, F
Spot wash cabinets	F
Sweep, Wet mop and disinfect floors	TU, F
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
High dusting	Q
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Forestry Barn - Conference Room and Offices
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Empty trash and spot clean can	F
Dust or clean (disinfect) furniture (including tables and chairs)	F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
Sweep, Wet mop and disinfect floors	F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Fulton Park
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Clean entrance door windows and handrails	M-F
Clean chalkboards where present	M-F
Floor mats cleaned	M-F
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Dust and clean handrails	M-F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	M-F
Empty trash and spot clean can	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Clean chalk/dry erase boards where present	M-F
Clean and disinfect sinks	M-F
Sweep, Wet mop and disinfect floors	M-F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Empty trash and spot clean can	F
Empty and spot-wash recycling bin	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	M-F
Sweep, Wet mop and disinfect floors	M-F
Clean chalkboards where present	M-F
Vacuum Carpets	M-F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Dust gym mats	S-F
Sweep, Wet mop and disinfect floors	S-F
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	S-F
Wash Mirrors	S-F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	S-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	S-F
Empty trash and spot clean can	S-F
Check and clean floor drain	S-F
Clean and disinfect toilets and sinks, including counters around the sink	S-F
Spot wash cabinets, lockers and stalls	S-F
Sweep, Wet mop and disinfect floors	S-F
SHOWERS	
Scrub and disinfect entire shower area, inside and out	M
KITCHENS	
Empty trash and spot clean can	S-F
Clean and disinfect sinks, including counters around sinks	S-F
Wash tops of appliances	M
Spot wash cabinets	M
Sweep, Wet mop and disinfect floors	S-F
OTHER CLEANING ACTIVITIES	
All floors waxed	As Requested
Clean carpets and any non-folding gymnastics mats	As Requested
High dusting	S
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	As Requested
Clean and disinfect all drinking fountains	S-F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Hillside
HALLWAYS	
Dust and clean handrails	MTH
Sweep, Wet-mop and disinfect floors	M-F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	M,W,F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	M,W,F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
Sweep, Wet mop and disinfect floors	F
Empty and spot-wash recycling bin	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	F
Sweep, Wet mop and disinfect floors	M-F
Clean chalkboards where present	F
Vacuum Carpets	M-F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Dust gym mats	MTH
Sweep, Wet mop and disinfect floors	M
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Empty trash and spot clean can	M-F
Check and clean floor drain	M-F
Clean and disinfect toilets and sinks, including counters around the sink	M-F
Spot wash cabinets, lockers and stalls	F
Sweep, Wet mop and disinfect floors	M-F
KITCHENS	
Empty trash and spot clean can	M-F
Clean and disinfect sinks, including counters around sinks	M-F
Wash tops of appliances	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Spot wash cabinets	F
Sweep, Wet mop and disinfect floors	M,W,F
OTHER CLEANING ACTIVITIES	
All floors waxed	S
Clean carpets and any non-folding gymnastics mats	S
High dusting	MTH
Clean light fixtures	MTH
Wash walls	MTH
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	M-F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

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Area & Cleaning Requirements	Hoyt Arboretum Office
HOYT ARBORETUM	
Empty 6 outside waste baskets, pick-up loose trash, replace trash liners as needed	SU
Clean 2 outside restrooms: toilets, toilet seats, urinals, sinks, counters, mirrors, door handles, handrails, polish chrome, clean partitions and clean floors with appropriate cleaner.	SU
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Laurelhurst Studio
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	SU
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU
Empty trash and spot clean can	SU
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	SU, W
Spot wash mirrors	SU, W
Wash Mirrors	MTH
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU, W
Empty trash and spot clean can	SU, W
Check and clean floor drain	SU, W
Clean Mirrors	SU, W
Clean and disinfect toilets and sinks, including counters around the sink	SU, W
Sweep, Wet mop and disinfect floors	SU, W
OTHER CLEANING ACTIVITIES	
High dusting	Q
Clean light fixtures	Q
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Multnomah Arts Center
MAC POTTERY STUDIO (OUT BUILDING S)	
Super-Mop*	M-SA*
*No sweeping! Heavy wet-mop and wet-vac dry floors (M-SA) & kick-wheels 91xW), as trained by clay coordinator	
Replenish paper and soap supplies	M,F
Empty trash and spot clean can	M,F
Floor mats cleaned	M
MAC - METAL ARTS STUDIO (out Bldg - N)	
Empty trash and spot clean can	M,F
Floor mats cleaned	M
MAC - WEAVING STUDIO	
Vacuum Aisles	SU
Clean Sink	SU
SENIOR CENTER - RESTROOMS AND KITCHEN (Reminder: They will clean their office)	
Replenish paper and soap supplies	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean depending on surface	M-F
Empty trash and spot clean can	M-F
Clean and disinfect toilets and sinks	M-F
Sweep, Wet mop and disinfect floors	M-F
Clean mirrors	F
Wash tops of appliances	F
MAC - COTTAGES ONE AND TWO (including restrooms)	
Empty trash and spot clean can	TU, F
Dust or clean (disinfect) furniture (including tables and chairs)	TU, F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	TU, F
Clean chalk/dry erase boards where present	TU, F
Clean and disinfect toilets and sinks, including counters around the sink	TU, F
Clean floor mats	TU, F
Clean mirrors	TU, F
Replenish paper and soap supplies	TU, F
Sweep, Wet mop and disinfect floors	TU, F
Check and clean floor drain	TU, F
MAC - COTTAGE THREE THROUGH SIX (NOT including restrooms in 3)	
Empty trash and spot clean can	TU, F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	TU, F
Clean floor mats	TU, F
Replenish paper and soap supplies	TU, F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Multnomah Arts Center
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Clean entrance door windows and handrails	SU
Empty trash and spot clean can	M,
Floor mats cleaned	SU
Sweep, Wet mop and disinfect floors	SU
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Empty trash and spot clean can	M,W,F
Recycling Bins Emptied (x3)	SU
Sweep, Wet-mop and disinfect floors	SU
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	SU
Empty trash and spot clean can	M,W,F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	M,W,F
Clean and disinfect sinks	SU
Clean floor mats	SU
Clean mirrors	SU
Replenish paper and soap supplies	SU
Sweep, Wet mop and disinfect floors	SU
OFFICES	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU
Clean and disinfect sinks	SU
Empty trash and spot clean can	M,W,F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M,W,F
Sweep, Wet mop and disinfect floors	F
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic))	
Sweep, Wet mop and disinfect floors	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Empty trash and spot clean can	M,W,F
Wash Mirrors	M
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU,M,W,F,SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU,M,W,F,SA
Empty trash and spot clean can	SU,M,W,F,SA
Check and clean floor drain	SU
Clean Mirrors	SU
Clean and disinfect toilets and sinks, including counters around the sink	SU,M,W,F,SA
Sweep, Wet mop and disinfect floors	SU,M,W,F,SA
KITCHENS	
Empty trash and spot clean can	M,W,F
Clean and disinfect sinks, including counters around sinks	SU
Wash tops of appliances	SU
Replenish paper and soap supplies	SU
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU
Sweep, Wet mop and disinfect floors	M,W,F
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
High dusting	Q
Clean light fixtures	YR
Wash walls	YR
Windows washed - Exterior & Interior for the Arts clay/metal clay studio	YR
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	SU

Area & Cleaning Requirements	Montavilla
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Clean entrance door windows and handrails	M-F
Empty trash and spot clean can	M-F
Floor mats cleaned	M-F
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Dust and clean handrails	MTH
Sweep, Wet-mop and disinfect floors	F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	M-F
Empty trash and spot clean can	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	MTH
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	M-F
Clean and disinfect sinks	M-F
Clean floor mats	M-F
Sweep, Wet mop and disinfect floors	SU
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	M-F
Clean entrance door windows and handrails	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
Empty trash and spot clean can	M-F
Sweep, Wet mop and disinfect floors	M-F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	F
Sweep, Wet mop and disinfect floors	M-F
Vacuum Carpets	M-F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Sweep, Wet mop and disinfect floors	SU
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	Q
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	M-F
Empty trash and spot clean can	M-F
Check and clean floor drain	MTH
Clean Mirrors	M-F
Clean and disinfect toilets and sinks, including counters around the sink	M-F
Spot wash cabinets, lockers and stalls	MTH
Sweep, Wet mop and disinfect floors	M-F
KITCHENS	
Empty trash and spot clean can	M-F
Clean and disinfect sinks, including counters around sinks	TU,TH
Wash tops of appliances	F
Replenish paper and soap supplies	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Spot wash cabinets	MTH
Sweep, Wet mop and disinfect floors	F
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
High dusting	Q
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	M-F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Mt. Scott
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Floor mats cleaned	SU-SA
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Dust and clean handrails	F
Sweep, Wet-mop and disinfect floors	SU-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	SU-SA
Empty trash and spot clean can	SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)	SU-SA
Clean chalk/dry erase boards where present	SU-SA
Clean and disinfect sinks	SU-SA
Clean floor mats	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows and handrails	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Empty trash and spot clean can	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)	SU-SA
Sweep, Wet mop and disinfect floors	SU-F
Clean chalkboards where present	SU-SA
Vacuum Carpets	SU-SA
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-SA
Dust gym mats	SU-SA
Sweep, Wet mop and disinfect floors	SU,TU,F
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Wash Mirrors	SU-SA
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Check and clean floor drain	SU-SA
Clean Mirrors	SU-SA
Clean and disinfect toilets and sinks, including counters around the sink	SU-SA
Wipe down and disinfect benches	SU-SA
Spot wash cabinets, lockers and stalls	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
SHOWERS	
Scrub and disinfect entire shower area, inside and out	SU-SA
KITCHENS	
Empty trash and spot clean can	SU-SA
Clean and disinfect sinks, including counters around sinks	SU-SA
Wash tops of appliances	F
Replenish paper and soap supplies	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-SA
Spot wash cabinets	F
Sweep, Wet mop and disinfect floors	SU-SA
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
High dusting	Q
Clean light fixtures	Q
Wash walls	Q
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	SU-SA
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Park Ranger Office
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	W
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	W
Clean and disinfect sinks	W
Clean floor mats	W
Empty trash and spot clean can	W
Sweep, Wet mop and disinfect floors	W
Empty and spot-wash recycling bin	W
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	W
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	W
Empty trash and spot clean can	W
Clean Mirrors	W
Clean and disinfect toilets and sinks, including counters around the sink	W
Sweep, Wet mop and disinfect floors	W
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Peninsula Park
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Clean entrance door windows and handrails	SU-F
Empty trash and spot clean can	SU-F
Floor mats cleaned	SU-F
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Sweep, Wet-mop and disinfect floors	SU-F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	SU-F
Empty trash and spot clean can	SU-F
Dust or clean (disinfect) furniture (including tables and chairs)	SU-F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	SU-F
Clean chalk/dry erase boards where present	SU-F
Clean and disinfect sinks	SU-F
Clean floor mats	SU-F
Sweep, Wet mop and disinfect floors	SU-F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows and handrails	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
Sweep, Wet mop and disinfect floors	F
Empty and spot-wash recycling bin	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	SU-F
Dust or clean (disinfect) furniture (including tables and chairs)	SU-F
Clean sink where present	SU-F
Sweep, Wet mop and disinfect floors	SU-F
Vacuum Carpets	SU-F
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-F
Dust gym mats	SU-F
Clean gym mats	M-F
Sweep, wet mop & disinfect floor - EAST Gym	SU
Sweep, Wet mop and disinfect floors	M,W,TH
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Wash Mirrors	SU-F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Empty trash and spot clean can	SU-F
Check and clean floor drain	SU-F
Clean Mirrors	SU-F
Clean and disinfect toilets and sinks, including counters around the sink	SU-F
Spot wash cabinets, lockers and stalls	SU-F
Sweep, Wet mop and disinfect floors	SU-F
SHOWERS	
Scrub and disinfect entire shower area, inside and out	SU-F
KITCHENS	
Empty trash and spot clean can	SU-F
Clean and disinfect sinks, including counters around sinks	SU-F
Wash tops of appliances	MTH
Replenish paper and soap supplies	SU-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-F
Spot wash cabinets	SU-F
Sweep, Wet mop and disinfect floors	F
OTHER CLEANING ACTIVITIES	
All floors waxed	S
Clean carpets and any non-folding gymnastics mats	S
High dusting	Q
Clean light fixtures	Q
Wash walls	SU
Windows washed - Exterior (in/out)	YR
Sweep front porch	SU-F
Clean and disinfect all drinking fountains	SU-F
Fireplace Glass	SU
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	

Area & Cleaning Requirements	Portland Tennis Center
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-SA
Dust and handrails	TU
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Empty trash and spot clean can	M-SA
Dust or clean (disinfect) furniture (including tables and chairs)	M-SA
Sweep, Wet mop and disinfect floors	B
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	M-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M-SA
Empty trash and spot clean can	M-SA
Check and clean floor drain	B
Clean and disinfect toilets and sinks, including counters around the sink	M-SA
Spot wash cabinets, lockers and stalls	MTH
Sweep, Wet mop and disinfect floors	M-SA
SHOWERS	
Scrub and disinfect entire shower area, inside and out	M-SA
OTHER CLEANING ACTIVITIES	
All floors waxed	MTH
Clean carpets and any non-folding gymnastics mats	MTH
High dusting	Q
Clean light fixtures	Q
Wash walls	S
Clean and disinfect all drinking fountains	M-SA
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	Sellwood
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	Sun-Fri
Clean entrance door windows and handrails	Sun-Fri
Empty trash and spot clean can	Sun-Fri
Floor mats cleaned	Sun-Fri
HALLWAYS	
Dust and clean handrails	Sun-Fri
Sweep, Wet-mop and disinfect floors	Sun-Fri
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	Sun-Fri
Empty trash and spot clean can	Sun-Fri
Dust or clean (disinfect) furniture (including tables and chairs)	Sun-Fri
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	Sun-Fri
Clean floor mats	Sun-Fri
Sweep, Wet mop and disinfect floors	Sun-Fri
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows and handrails	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Clean floor mats	F
Empty trash and spot clean can	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	Sun-Fri
Dust or clean (disinfect) furniture (including tables and chairs)	Sun-Fri
Sweep, Wet mop and disinfect floors	Sun-Fri
Clean chalkboards where present	Sun-Fri
Vacuum Carpets	Sun-Fri
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	Sun-Fri
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	Sun-Fri
Spot wash mirrors	Sun-Fri
Wash Mirrors	Sun-Fri
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	Sun-Fri
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	Sun-Fri
Empty trash and spot clean can	Sun-Fri
Check and clean floor drain	Sun-Fri
Clean and disinfect toilets and sinks, including counters around the sink	Sun-Fri
Sweep, Wet mop and disinfect floors	Sun-Fri
SHOWERS	
Scrub and disinfect entire shower area, inside and out	M,TH
KITCHENS	
Empty trash and spot clean can	Sun-Fri
Clean and disinfect sinks, including counters around sinks	Sun-Fri
Wash tops of appliances	Sun-Fri
Replenish paper and soap supplies	Sun-Fri
Spot wash cabinets	Sun-Fri
Sweep, Wet mop and disinfect floors	Sun-Fri
OTHER CLEANING ACTIVITIES	
All floors waxed	Q
Clean carpets and any non-folding gymnastics mats	Q
Clean light fixtures	S
Wash walls	Sun-Fri
Sweep front porch	Sun-Fri
Clean and disinfect all drinking fountains	Sun-Fri
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	


Area & Cleaning Requirements	St. Johns
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Clean entrance door windows and handrails	M,W,F
Empty trash and spot clean can	SU-F
Floor mats cleaned	SU-F
HALLWAYS	
Dust and clean handrails	F
Sweep, Wet-mop and disinfect floors	SU-F
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Clean entrance door windows and handrails	M,W,F
Empty trash and spot clean can	SU-F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	SU-F
Clean and disinfect sinks	W
Clean floor mats	F
Sweep, Wet mop and disinfect floors	SU-F
OFFICES	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU
Empty trash and spot clean can	TU, TH
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	SU-F
Sweep, Wet mop and disinfect floors	W
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-SA
Sweep, Wet mop and disinfect floors	SU
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	M,W
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	M,W,F
Wash Mirrors	MTH
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-F
Empty trash and spot clean can	SU-F
Check and clean floor drain	SU-F
Clean Mirrors	SU-F
Clean and disinfect toilets and sinks, including counters around the sink	SU-F
Spot wash cabinets, lockers and stalls	M
Sweep, Wet mop and disinfect floors	SU-F
SHOWERS	
Scrub and disinfect entire shower area, inside and out	SU
KITCHENS	
Empty trash and spot clean can	SU-F
Replenish paper and soap supplies	SU-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-F
Sweep, Wet mop and disinfect floors	SU-F
OTHER CLEANING ACTIVITIES	
All floors waxed	T
High dusting	MTH (TH - 4TH WEEK)
Clean light fixtures	A
Wash walls	A
Windows washed - Exterior (in/out)	YR
Sweep front porch	M-F
Clean and disinfect all drinking fountains	SU-F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements	SWCC
LIBRARY, LOUNGE, LOBBY	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean entrance door windows and handrails	SU-SA
Floor mats cleaned	SU-SA
HALLWAYS	
Sweep, Wet-mop and disinfect floors	SU-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO	
Empty trash and spot clean can	SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.	SU-SA
Clean and disinfect sinks	SU-SA
Clean floor mats	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean entrance door windows and handrails	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Empty trash and spot clean can	F
Empty and spot-wash recycling bin	F
NURSING/PRESCHOOL ROOMS	
Empty trash and spot clean can	SU-SA
Dust or clean (disinfect) furniture (including tables and chairs)	F
Sweep, Wet mop and disinfect floors	SU-SA
Vacuum Carpets	SU-SA
GYMNASIUMS, SKATE RINKS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	SU-SA
Dust gym mats	F
Sweep, Wet mop and disinfect floors	F
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)	
Sweep, Wet mop and disinfect floors	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Spot wash mirrors	SU-SA
Wash Mirrors	F
RESTROOMS AND LOCKER ROOMS	
Replenish paper and soap supplies	SU-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	SU-SA
Empty trash and spot clean can	SU-SA
Check and clean floor drain	SU-SA
Clean Mirrors	SU-SA
Clean and disinfect toilets and sinks, including counters around the sink	SU-SA
Spot wash cabinets, lockers and stalls	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
SHOWERS	
Scrub and disinfect entire shower area, inside and out	SU-SA
KITCHENS	
Empty trash and spot clean can	SU-SA
Clean and disinfect sinks, including counters around sinks	SU-SA
Wash tops of appliances	SU-SA
Replenish paper and soap supplies	SU-SA
Spot wash cabinets	SU-SA
Sweep, Wet mop and disinfect floors	SU-SA
OTHER CLEANING ACTIVITIES	
All floors waxed	MTH
Clean carpets and any non-folding gymnastics mats	MTH
High dusting	MTH
Clean light fixtures	MTH
Wash walls	F
Windows washed - Exterior (in/out)	YR
Clean and disinfect all drinking fountains	SU-SA
Fireplace Glass	F
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	
City of Portland Price Agreement #31001063, Project #121825	

Area & Cleaning Requirements	Tabor Yard (Machine Office, Ballfield Office, Irrigation Trailer, Heavy Equipment Office, Turf Office, Community Gardens Office, Carpentry Bldg., Electricians, & Administrative Offices)
HALLWAYS	
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Dust and clean handrails	F
OFFICES	
Dust or clean (disinfect) furniture (including tables and chairs)	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Empty trash and spot clean can	F
Sweep, Wet mop and disinfect floors	F
RESTROOMS AND LOCKER ROOMS (includes Trade Buildings added 7/1/2016)	
Replenish paper and soap supplies	F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.	F
Empty trash and spot clean can	F
Check and clean floor drain	F
Clean and disinfect toilets and sinks, including counters around the sink	F
Empty trash and spot clean can	F
Spot wash cabinets	WLK
Sweep, Wet mop and disinfect floors	F
HEAVY EQUIPMENT ROOM	
Clean floors (sweep, dust mop, vacuum, & spot clean), depending on surface	TU, W, F
Empty trash and spot clean can	TU, W, F
Dust and clean handrails	TU, W, F
Dust or clean (disinfect) furniture (including tables and chairs)	TU, W, F
Sweep, Wet Mop and disinfect floors	TU, W, F
Replenish paper and soap supplies	TU, W, F
Check and clean floor drain	TU, W, F
Clean and disinfect toilets & sinks, including counters around the sink	TU, W, F
Spot wash cabinets	TU, W, F
Recycle	TU, W, F
ADMINISTRATIVE OFFICES 5X WEEK	
Clean floors (sweep, dust mop, vacuum, & spot clean), depending on surface	M-F
Empty trash and spot clean can	M-F
Dust and clean handrails	M-F
Dust or clean (disinfect) furniture (including tables and chairs)	M-F
Wash tops of appliances	M-F
Replenish paper and soap supplies	M-F
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface	M-F
Sweep, Wet Mop and disinfect floors	M-F
Replenish paper and soap supplies	M-F
Check and clean floor drain	M-F
Clean and disinfect toilets & sinks, including counters around the sink	M-F
Spot wash cabinets	M-F
Recycle	TU, F
OTHER CLEANING ACTIVITIES	
All floors waxed	MTH
Clean carpets and any non-folding gymnastics mats	MTH
High dusting	S
Clean light fixtures	S
Wash walls	S
Community Garden Bldg., High dusting, vent cleaning & Interior and exterior windows	YR
Windows washing Exterior	YR
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

Area & Cleaning Requirements (Removed Sundays eff 10/2012)		Charles Jordan (formerly University Park) CC
LIBRARY, LOUNGE, LOBBY		
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.		M-SA
Clean entrance door windows and handrails		F
Empty trash and spot clean can		M-SA
Floor mats cleaned		M-SA
Sweep, Wet mop and disinfect floors		M-SA
HALLWAYS		
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.		M-SA
Sweep, Wet-mop and disinfect floors		M-SA
DAYROOMS, SOCIAL ROOMS, CONFERENCE ROOMS, STAGES, DRESSING ROOMS, AUDITORIUMS, CRAFT/ART ROOMS, POTTERY STUDIO, GAME ROOMS AND WEAVING STUDIO		
Empty trash and spot clean can		M-SA
Clean floors (sweep, dust-mop, vacuum, and spot clean), depending on surface.		M-SA
Clean and disinfect sinks		F
Sweep, Wet mop and disinfect floors		M,W,F
OFFICES		
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.		F
Empty trash and spot clean can		F
NURSING/PRESCHOOL ROOMS		
Empty trash and spot clean can		M-F
Sweep, Wet mop and disinfect floors		M-F
Vacuum Carpets		M-F
GYMNASIUMS, SKATE RINKS		
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface		M-SA
Dust gym mats		Q
Sweep, Wet mop and disinfect floors		M, TH
OTHER SPORTS ACTIVITY ROOMS (Weight rooms, boxing rooms, dance and tumbling rooms, exercise (aerobic) studios)		
Sweep, Wet mop and disinfect floors		F
Wash Mirrors		F
RESTROOMS AND LOCKER ROOMS		
Replenish paper and soap supplies		M-SA
Clean floors (sweep, dust mop, vacuum, and spot clean), depending on surface.		M-SA
Empty trash and spot clean can		M-SA
Check and clean floor drain		B
Clean Mirrors		F
Clean and disinfect toilets and sinks, including counters around the sink		M-SA
Wipe down and disinfect benches		F
Sweep, Wet mop and disinfect floors		M-SA
SHOWERS		
Scrub and disinfect entire shower area, inside and out		M,W,F
KITCHENS		
Empty trash and spot clean can		M-F
Clean and disinfect sinks, including counters around sinks		M-F
Wash tops of appliances		M-F
Spot wash cabinets		M,TH
OTHER CLEANING ACTIVITIES		
All floors waxed		Q
Clean carpets and any non-folding gymnastics mats		S
High dusting		S
Clean light fixtures		S
Wash walls		S
Windows washed - Exterior (in/out)		YR
Clean and disinfect all drinking fountains		M-F
KEY		
SU-Sunday		
M-Monday		
TU-Tuesday		
W-Wednesday		
TH-Thursday		
F-Friday		
SA-Saturday		
WLK-Weekly		
B-Bi-Monthly		
MTH-Monthly		
Q-Quarterly		
S-Semi-Annually		
T-Tri-Annually		
YR-Yearly		

Area & Cleaning Requirements	Delta Park Sport Office
MAIN OFFICE	
Trash	M,W,F
Sweep/mop floors	M,W,F
Dust	F
SHOP AREA OFFICE SPACE	
Trash	M,W,F
Sweep/mop floors	M,W,F
STORAGE ROOM	
Sweep/mop floors	MTH
UMPIRE ROOM	
Sweep/mop floors	MTH
KEY	
SU-Sunday	
M-Monday	
TU-Tuesday	
W-Wednesday	
TH-Thursday	
F-Friday	
SA-Saturday	
WLK-Weekly	
B-Bi-Monthly	
MTH-Monthly	
Q-Quarterly	
S-Semi-Annually	
T-Tri-Annually	
YR-Yearly	

 <p>BEYOND LIMITATIONS™ PORTLAND HABILITATION CENTER, INC. 5312 NE 148th Avenue Portland, Oregon 97230 (503) 261-1266</p>						Service For:							
						City of Portland Parks & Rec Interstate Fire Community Center							
						1x a week service							
Statement of Work for Period of Performance: July 1, 2017 through June 30, 2018													
Description of Service		Frequency of Service					Description of Service		Frequency of Service				
		Weekly	Monthly	Annually	As Needed	As Requested*			Weekly	Monthly	Annually	As Needed	As Requested*
A. Regular Service						C. Lunchrooms							
1. Gather waste paper and place in your containers for disposal.		X					1. Gather waste and place in your containers for disposal.		X				
2. Dust all exposed filing cabinets, bookcases and shelves.		X					2. Dust (low) all horizontal surfaces to hand height including sills, ledges, shelves, picture frames, ducts, radiators, etc.		X				
3. Clean and sanitize drinking fountains.		X					3. Wash counter tops and sinks.		X				
4. Dust low all horizontal surfaces to hand height including sills, ledges, shelves, picture frames, ducts, radiators, etc.		X					4. Dust or sweep.		X				
5. Dust high above hand height all horizontal surfaces, including shelves, ledges, pipes, ducts, heating outlets, etc.		X					5. Damp mop.		X				
6. Wash counter tops, desk tops and tables.		X					6. Sanitize.		X				
7. Spot clean reception lobby glass, including front door.		X					7. Vacuum open areas.		X				
8. Spot clean interior glass in partitions and doors.		X					D. Windows						
9. Clean entire interior glass in partitions and doors (inside offices)		X					1. Clean exterior inside.		X				
10. Remove fingerprints from doors, frames, light switches, kick- and push-plates, handles, railings, etc.		X					E. Stairs						
11. Dust Venetian blinds.		X					1. Sweep or dust mop.		X				
12. Clean entrance way, lobby and entrance mats (including front and side entrance brick areas).		X					2. Vacuum		X				
13. Dust metal partitions.		X					F. Floors						
B. Washrooms						1. Dust or sweep.		X					
1. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals and hand basins.		X					2. Damp mop.		X				
2. Clean and polish all chrome fittings.		X					3. Sanitize.		X				
3. Clean and sanitize toilet seats.		X					4. Scrub to remove scuff and heel marks.		X				
4. Clean and polish all glass and mirrors.		X					G. Carpet						
5. Empty all containers and disposals; insert liners as required.		X					1. Vacuum open areas.		X				
6. Wash and sanitize exterior of all containers.		X					2. Thorough vacuum.		X				
7. Dust metal partitions.		X					H. Elevators						
8. Fill all dispensers		X					1. Polish stainless/thresholds and entrance buttons		X				
							2. Vacuum carpets		X				

[End of Attachment 1B]

ATTACHMENT 2 - PRICING

Name	Address	Approximate Sq Ft	Cost per Month
Carnegie Annex	2909 SW 2 nd Ave., Portland, OR 97201	2,625	\$216.30
Charles Jordan Community Center	9009 N. Foss Ave., Portland, OR 97203	49,198	\$7,979.93
Community Music Center	3350 SW Francis St., Portland OR 97236	3,309	\$764.89
Delta Park Sports Offices	10737 N. Union Ct., Portland, OR 97217	2,500	\$555.32
Dishman Community & Aquatic Center	77 NE Knott St., Portland, OR 79212	40,465	\$9,265.97
East Portland Community Center	740 SE 106 th Ave. Portland, OR 97216	60,394	\$7,210.07
Forestry Street Trees	10910 N. Denver St., Portland, OR 97217	710	\$525.45
Fulton Park Community Center	68 SW Miles St., Portland, OR 97219	9,999	\$1,812.63
Hillside Community Center	653 SW Culpepper Ter., Portland, OR 97210	8,684	\$2,221.91
Hoyt Arboretum	4000 Fairview Blvd., Portland, OR 97221	2,400	\$195.68
Interstate Fire Community Center	5430 N. Interstate Ave., Portland, OR 97217	2,000	\$275.97
Laurelhurst Dance Studio	3756 SE Oak St. Portland, OR 97214	2,584	\$218.43
Montavilla Community Center	8219 NE Glisan St., Portland, OR 97220	28,700	\$3,158.09
Mt. Scott Community Center	5530 SE 72 nd Ave., Portland, OR 97206	48,070	\$11,906.15
Mt. Tabor Yard	6437 SE Division St., Portland, OR 97216	26,568	\$3,253.40
Multnomah Arts Center	7688 SW Capitol Hwy., Portland, OR 97219	45,263	\$8,505.28
Park Ranger Headquarters Office	124 SW Madison, Portland, OR 97204	2,467	\$128.36
Peninsula Park Community Center	700 N. Rosa Parks Way, Portland, OR 97217	26,709	\$4,900.60
Portland Tennis Center	324 NE 12 th Ave., Portland, OR 97232	29,058	\$3,082.31
Sellwood Community Center	1436 SE Spokane St., Portland, OR 97202	6,615	\$2,241.56
Southwest Community Center	6820 SW 45 th Ave., Portland, OR 97219	48,259	\$7,511.01
St. John's Community Center	8427 N. Central St., Portland, OR 97203	18,305	\$2,998.93
Allowance for Exception Cleaning		\$4,000	
MONTHLY TOTAL		\$82,928.24	
Exception Cleaning	\$30.20 per hour regular time \$35.70 per hour for more than 8 hours worked on this site per day, Saturdays, Sundays or City designated holidays		

Pricing includes the entire cost of the work set forth in these specifications and in the price quotation. It is understood and agreed that there is included in the total cost of this price quotation the entire cost of equipment. Contractor's labor to the City for completion of the work specified shall be the responsibility of the successful Contractor.

[End of Attachment 2]

ATTACHMENT 3 - DAS PRICE APPROVAL AND WORKBOOK



DEPARTMENT OF ADMINISTRATIVE SERVICES Request for Price Approval

For Janitorial Services, Contract # _____
(Product or Service)

Total Price: \$947,138.71, per 7/1/2017-6/30/2018 (month, year,
each, doz.)

Requesting Agency: City of Portland Parks & Recreation - Various Sites

Requesting QRF: Relay Resources

**Agency and QRF agree the proposed price and supporting
documentation meets the requirements of OAR 125-055-0030.**

_____, date: _____
Authorized Agency Signature

_____, phone # _____
Email Address

Relay Resources
Kari E. Godinez, CFO, date: July 5, 2017
Authorized QRF Signature

c/o Kari E. Godinez: Kgodinez@relayresources.org, phone #503-408-3048
Email Address

**DAS has reviewed the submitted documentation supporting the price
offered by the QRF and approves the price for procurement of the
above stated product or service in accordance with OAR 125-055-0030.**

_____, date: _____
DAS QRF Coordinator

Revised
3/19/2013

The following DAS Costing Workbooks are incorporated by reference:

PPR-Carnegie Annex
PPR-Charles Jordan
PPR-Community Music
PPR-Delta Park
PPR-East Portland CC
PPR-Forestry Street Trees
PPR-Fulton Park
PPR-Hillside
PPR-Hoyt Arboretum
PPR-Interstate Firehouse
PPR-Laurelhurst Studio
PPR-Matt Dishman
PPR-Montavilla
PPR-Mt. Scott
PPR-Mt. Tabor Yard
PPR-Multnomah Arts Center
PPR-Park Ranger Headquarters
PPR-Peninsula Park
PPR-Portland Tennis center
PPR-Sellwood
PPR-Southwest
PPR-St. Johns

[End of Attachment 3]

APPENDIX A

APPLICABLE OREGON STATE LAWS

Contractor shall observe all applicable state and local laws pertaining to public contracts including the City's Equal Benefits Ordinance and its administrative rules, all of which are incorporated by this reference. Failure to comply with the Ordinance permits the City to impose sanctions or require remedial actions as stated in Section 13.1 of the rules. ORS Chapters 279A, 279B and 279C require every public contract to contain certain provisions. Pursuant to those chapters, the following provisions shall be a part of this contract, as applicable.

- Pursuant to ORS 279B.220, on every public contract, the contractor shall make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract; shall pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract; not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished, and; pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
- Pursuant to ORS 279C.505, on public improvement contracts, the contractor shall make payments promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in such contract. The contractor shall pay all contributions or amounts due the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of the contract. The contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. The contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. Contractor shall demonstrate that an employee drug-testing program is in place.
- Pursuant to ORS 279C.510 (1), in every public contract for demolition the contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective. Pursuant to ORS 279B.225 and 279C.510 (3) in every public contract and every public improvement contract for lawn and landscape maintenance, the contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.
- Pursuant to ORS 279B.230(1), in every public contract, the contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.
- Pursuant to ORS 279B.230(2), in every public contract, all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
- Pursuant to ORS 279B.235(1), persons may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it. In such cases, the employee shall be paid a) at least time and half pay for all overtime in excess of 8 hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or b) for all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and c) for all work performed on Saturday and on any legal holiday specified in ORS 279B.020.
- Pursuant to ORS 279C.515(1), on public improvement contracts, if the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public contract as such claim becomes due, the proper officer or officers representing the state, county, school district, municipality, municipal corporation or subdivision thereof, as the case may be, may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of such contract. The payment of a claim in the manner authorized by ORS 279C.515 shall not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims.
- Pursuant to ORS 279C.515(2), on public improvement contracts, if the contractor or a first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract within 30 days after receipt of payment from the contract agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10-day period that payment is due under ORS 279C.580(4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest charged to the contractor or first-tier subcontractor on the amount due shall equal three times the discount rate on 90-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is 30 days after the date when payment was received from the contracting agency or from the contractor, but the rate of interest may not exceed 30 percent. The amount of interest may not be waived.
- Pursuant to ORS 279C.515 (3), in every public improvement contract and every contract related to the public improvement contractor, if the contractor or subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.
- Pursuant to ORS 279C.520, no person shall be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279C.100, the employee shall be paid at least time and a half pay for all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or for all overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and for all work performed on Saturday and on any legal holiday specified in ORS 279C.540. The contractor shall give notice to employees who work on a public contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. In the case of contracts for personal services as defined in ORS 279C.100, an employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under these contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. sections 201 to 209 from receiving overtime. Persons employed under contracts for services shall receive at least time and a half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279C.540 (1) (b)(B) to (G) and for all time worked in excess of 10 hours a day or in excess of 40 hours in a week, whichever is greater. The contractor shall give notice to employees who work on a contract for services in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

- Pursuant to ORS 279C.530(1), in every public improvement contract, the contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such contractor, of all sums which the contractor agrees to pay for such services and all monies and sums which the contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. In every public contract, subject to ORS 279C, all employers working under the contract are subject employers that shall comply with ORS 656.017.
- Pursuant to ORS 279C.580(3)(a), the contractor shall include in each public improvement subcontract for property or services entered into by the contractor and a subcontractor, including a material supplier, for the purpose of performing a construction contract, a payment clause that obligates the contractor to pay the subcontractor for satisfactory performance under its subcontract within 10 days out of such amounts as are paid to the contractor by the public contracting agency under such contract, and an interest penalty clause that obligates the contractor to pay to the subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause included in the subcontract pursuant to ORS 279C.580 (3), for the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made, and computed at the rate specified in ORS 279C.515 (2).
- Pursuant to ORS 279C.580(4), the contractor shall include in each of its subcontracts for a public improvement, for the purpose of performance of such contract condition, a provision requiring the subcontractor to include a payment clause and an interest penalty clause conforming to the standards of ORS 279C.580 (B) (4) in each of its subcontracts and to require each of its subcontractors to include such clauses in their subcontracts with each lower-tier subcontractor or supplier.
- Pursuant to ORS 279C.830(1)(a) workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and 279C.840.

July 25, 2008

APPENDIX B

FEDERAL GRANT REQUIREMENTS

Federal Grant Requirements: This Contract may be funded, in whole or in part, by Federal funds. In addition to other provisions required by the Federal agency or City, the following provisions shall be covenants of the contract, as applicable. These provisions shall be in addition to all other provisions in this Contract, and shall prevail over any conflicting terms.

(A) **Administrative, contractual, or legal remedies.** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall include the following provision: In the event of a breach of Contract terms by Contractor, the City may seek any remedies in this Contract, in law, or at equity. Additionally, the City may complete the project or the purchase itself, by agreement with another contractor, or by a combination thereof. In the event the cost of completing the Project or purchase exceeds the amount the City would have paid Contractor to complete the Project under this Contract, then Contractor shall pay to the City the amount of the reasonable excess.

(B) **Termination for Cause and Convenience.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. The City, on thirty (30) Calendar Days' written notice to Contractor, may terminate this Contract for any reason deemed appropriate in its sole discretion. In the event of such termination, the City shall pay to Contractor the portion of the not-to-exceed price attributable to all deliverables accepted by the City, or Services performed by Contractor and accepted by the City, through the effective date of the termination. Additionally, the City may terminate this Contract in the event of a breach of this Contract by Contractor. Prior to such termination, however, the City shall give Contractor written notice to cure the breach and of the City's intent to terminate. If Contractor has not entirely cured the breach within thirty (30) Calendar Days of the notice, then the City shall have the option to: (a) terminate this Contract by giving a written notice of termination, (b) seek any remedies in this Contract, in law, or at equity, to the extent not otherwise limited by the terms of this Contract, or (c) any combination thereof.

(C) **Equal Employment Opportunity.** If this Contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, it shall incorporate the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** In addition to State or Oregon Bureau of Labor and Industries (BOLI) prevailing wage law requirements, if this Contract is a prime construction contract in excess of \$2,000, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must pay wages not less than once a week. A copy of the current prevailing wage determination issued by the Department of Labor has been included in the solicitation and is also separately available to Contractor upon request to the City. Award of the City contract or subcontract to Contractor is conditioned upon Contractor's acceptance of the wage determination. Contractor shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). Contractor and subcontractor are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which the person is otherwise entitled. Contractor (or subcontractor) is on notice that all suspected or reported violations of these laws shall be reported to the Federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** In addition to other general provisions in the Contract, if this Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, Contractor must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5) . Under 40 U.S.C. 3702 of the Act, and shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement.** As applicable, if this Contract is funded by a Federal "funding agreement," as defined under 37 CFR §401.2(a), then a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement" must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency, and if such contracting is allowed by the City.

(G) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.** In addition to any applicable State and local environmental laws and regulations and/or provisions elsewhere in the Contract, if this Contract is in excess of \$150,000, then Contractor must comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Contractor (or subcontractor) is on notice that the violations of these laws shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) **Debarment and Suspension (Executive Orders 12549 and 12689).** A party shall not be eligible for a contract award (see 2 CFR 180.220) if that party is listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMS guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189 and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. In entering into this Contract with the City, Contractor certifies that Contractor and its subcontractor(s) are not on the SAM Exclusions list; Further Contractor and any subcontractor(s) are on notice that inclusion on the SAM Exclusions list during the term of the Contract shall be a basis for material breach of the Contract.

(I) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** In addition to requirements City Code Chapter 2.12 *Regulation of Lobbying Entities*, Contractors that apply or bid for an award exceeding \$100,000 must file the required certification under the "Byrd Anti-Lobbying Amendment." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) **Compliance with 2 CFR §200.322 Procurement of recovered materials.** In addition to rules, regulations and policies providing for environmentally sound and sustainable procurement, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.