



SENT VIA EMAIL

**CITY OF PORTLAND
AMENDMENT No. 3 to
CONTRACT No. 3 0 0 0 7 3 6 3
FOR
CAMPSITE IMPACT REDUCTION SERVICES**

This Amendment No. 3 amends Contract No. **30007363** dated the 1st day of July 1, 2020 by and between Central City Concern ("Contractor") a municipal corporation of the State of Oregon, and the City of Portland, a municipal corporation of the State of Oregon ("City") by and through their duly authorized representatives. This Amendment may refer to Contractor and City individually as a "Party" or collectively as the "Parties."

This Amendment is authorized by City Ordinance No. _____

The Effective Date of this Amendment is June 30, 2022. The purpose of this Amendment is to add funds and increase the Scope of Work.

The Contract was previously amended as follows:

Amendment No. 1, dated January 1, 2021, which increased the original not-to-exceed amount of the Contract from \$878,264 by \$371,736 to a new total not-to-exceed amount of \$1,250,000, extended the Term from June 30, 2021 to June 30, 2022, revised Exhibit B, Statement of Work, and deleted and replaced Exhibit A, Contractor's Price with Exhibit A, Contractor's Price (Revised 01/01/2021).

Amendment No. 2, dated July 1, 2021, which Amended the following:

1. The Contract not-to-exceed amount of \$1,250,000 was increased by \$1,308,757 for a new contract amount of \$2,558,757. This allowed for additional Campsite Impact Reduction Services. Additional services include adding an additional six (6) trucks/crews for a total of fourteen (14) crews.
2. The following language was added/deleted to the Contract: New language is in **BOLD** and deleted language is in ~~strike through~~: 2.6.1 **Payment** (09/17) **Payment** shall be issued by the City ~~not thirty (30)~~ **fifteen (15)** Calendar Days from receipt of a complete and acceptable invoice from Contractor. Pricing Exhibit A, Contractor's Price (Revised 01/01/2021) was replaced and updated per new Exhibit A, Contractor's Price (Revised 06/01/2021), attached to and incorporated by reference.
3. Exhibit B, Exhibit B, Scope of Work was updated per new Exhibit B, Scope of Work (Revised 06/01/2021) attached to and incorporated by reference.

The Parties agree to Amend the Contract as follows:

1. The Contract not-to-exceed amount of \$2,558,757 is increased by \$2,646,474 for a new total not-to-exceed amount of **\$5,205,231** to allow for the following:
 - a. Additional Campsite Impact Reduction Services;
 - b. Thirteen (13) additional FTE cleaners who will be part of the ASFCME union;
 - c. Two (2) FTE positions to be distributed among a Supervisor, Program Manager, and Director;
 - d. Operating expenses, administrative fees, contingency, and program expenses to allow for the additional positions.

**Exhibit A, Contractor's Price
(Revised 06/01/22)**

PERSONNEL EXPENSES

23.0 FTE regular employee, 7.0 FTE Temporary Trainee and 3.4 FTE supervisor/manager/director is proposed to provide the necessary services. The regular cleaners will be part of the ASFCME union. These employees will have likely gone through the Central City Concern Clean Start (CCCCS) training program where trainees are placed in six-month training positions. Trainees have a history of homelessness and/or chemical addiction issues and are trying to better their lives and become productive members of society.

Personnel	Cost per year	Cost per month
23.0 Regular FTE	\$1,259,201	\$104,933
7.0 Trainee FTE	\$256,256	\$21,355
3.0 Supervisor	\$210,294	\$17,525
.2 FTE Program Manager	\$17,749	\$1,479
.2 FTE Director	\$25,241	\$2,103
Total Personnel Cost	\$1,768,741	\$147,395

OPERATING EXPENSES

Operating expenses are related to cleaning services to fulfill the requirements of this proposal.

Operating Expenses	Cost per year	Cost per month
Janitorial Supplies	\$155,000	\$12,917
Vehicle gas, insurance and Maintenance	\$150,000	\$12,500
Uniforms	\$30,000	\$2,500
Rent/Parking/Storage/Utilities	\$40,000	\$3,333
Cell phone and service plan	\$20,000	\$1,667
Miscellaneous/Contingency	\$50,000	\$4,167
Total Operating Expenses	\$ 455,000	\$37,917

ADDITIONAL EXPENSES

1. Administrative Fee: 19.01% federally approved indirect rate based on actual administrative overhead.

Additional Expenses	Cost per year	Cost per month
Administrative Fee	\$422,733	\$35,228
Total Additional Expenses	\$422,733	\$35,228

TOTAL COST

Description	Cost per year	Cost per month
Personnel Cost	\$1,768,741	\$147,395
Operating Expenses	\$ 455,000	\$37,917
Additional Expense	\$422,733	\$35,228
Total Cost	\$2,646,474	\$220,540

PROPOSED OR PREFERRED SCHEDULE OF BILLING DAYS AND PAYMENT TERMS:

1. The City of Portland will compensate CCC monthly for services provided under this Agreement in the amount not to exceed \$2,646,474 (12 months@ \$220,540) over the performance period from July 1, 2022 through June 30, 2023.
2. The City of Portland will reimburse CCC for actual expenses in accordance with the budget.
3. CCC will submit an invoice to the City of Portland by the 20th of each month for the prior month's services provided.
4. The amount invoiced will be due and payable within fifteen (15) calendar days of receipt of invoice. Payment received after that date will be subject to a late charge of three percent (3%).