

AGREEMENT FOR PROFESSIONAL, TECHNICAL, OR EXPERT SERVICES
CONTRACT NO. _____

EPA SmartWay Technology Outreach Center

This contract is between the City of Portland, acting by and through its Elected Officials, hereafter called "City," and Cascade Sierra Solutions, hereafter called Contractor. The City's Project Manager for this contract is Jennifer Porter.

Effective Date and Duration

This contract shall become effective on September 3, 2008. This contract shall expire, unless otherwise terminated or extended on December 31, 2009.

Statement of Work

- (a) The statement of work is contained in EXHIBIT A attached hereto and by this reference made a part hereof.
- (b) The delivery schedule for the work is identified in EXHIBIT A.

Consideration

- (a) City agrees to pay Contractor a sum not to exceed \$199,000.00 for accomplishment of the work.
- (b) Interim payments shall be made to Contractor according to the contract terms and conditions.

Terms and conditions listed on pages 2 - 4.

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Name (please print): Cascade Sierra Solutions c/o Tiffanie Soper, CFO
Address: PO Box 8517, Coburg, OR 97408
Social Security #: _____
Federal Tax ID #: 20-4463950 State Tax ID #: 1299923-1 Business License # Exempt
Citizenship: Nonresident alien Yes No
Business Designation (check one): Individual Sole Proprietorship Partnership Corporation
 Limited Liability Co (LLC) Estate/Trust Public Service Corp. Government/Nonprofit

Payment information will be reported to the IRS under the name and taxpayer I.D. number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject you to 20 percent backup withholding.

I, the undersigned, agree to perform work outlined in this contract in accordance to the terms and conditions (listed on pages 2-4 and made part of this contract by reference) and the statement of work made part of this contract by reference; hereby certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; hereby certify that my business is certified as an Equal Employment Opportunity Affirmative Action Employer and is in compliance with the Equal Benefits Program as prescribed by Chapter 3.100 of Code of the City of Portland; and hereby certify I am an independent contractor as defined in ORS 670.600.

Approved by the Contractor: Tiffanie Soper, CFO 8/23/08
Signature/Title Date

CITY OF PORTLAND SIGNATURES

Approved by Mayor or Commissioner:

Elected Official or Delegate Date

Approved by City Auditor:

City Auditor Date

Approved as to Form
by City Attorney:

J. J. Hall 8-26-08
Office of City Attorney Date

**CITY OF PORTLAND
STANDARD CONTRACT PROVISIONS FOR
PROFESSIONAL, TECHNICAL & EXPERT SERVICES (MANDATORY PROVISIONS)**

1. Access to Records

The Contractor shall maintain, and the City of Portland ("City") and its duly authorized representatives shall have access to the books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by the City.

2. Audits

(a) The City, either directly or through a designated representative, may conduct financial and performance audits of the billings and services specified in this agreement at any time in the course of the agreement and during the three (3) year period established by section 1, **Access to Records**. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States General Accounting Office.

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

(c) 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 provided under section 5, **Early Termination of Agreement** and section 7, **Remedies**.

3. Effective Date and Duration

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice, or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

4. Order of Precedence

This contract consists of the terms and conditions of this contract, the Request for Proposals (RFP) issued by the City, if any, and the Contractor's proposal in response to the RFP. In the event of any apparent or alleged conflict between these various documents, the following order of precedence shall apply to resolve the conflict: a) this contract's terms and conditions, b) the City's RFP, and c) the Contractor's proposal in response to the RFP.

5. Early Termination of Agreement

(a) The City and the Contractor, by mutual written agreement, may terminate this Agreement at any time.

(b) The City, on thirty (30) days written notice to the Contractor, may terminate this Agreement for any reason deemed appropriate in its sole discretion.

(c) Either the City or the Contractor may terminate this Agreement in the event of a breach of the Agreement 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 of the party's intent to terminate. If the party has not entirely cured the breach within fifteen (15) days of the notice, then the party giving the notice may terminate the Agreement at any time thereafter by giving a written notice of termination.

6. Payment on Early Termination

(a) In the event of termination under subsection 5(a) or 5(b), **Early Termination of Agreement** hereof, the City shall pay the Contractor for work performed in accordance with the Agreement prior to the termination date.

(b) In the event of termination under subsection 5(c), **Early Termination of Agreement** hereof, by the Contractor due to a breach by the City, then the City shall pay the Contractor as provided in subsection (a) of this section.

(c) In the event of termination under subsection 5(c), **Early Termination of Agreement** hereof, by the City due to a breach by the Contractor, then the City shall pay the Contractor as provided in subsection (a) of this section, subject to set off of excess costs, as provided for in section 7(a), **Remedies**.

(d) In the event of early termination all of the Contractor's work product will become and remain property of the City.

7. Remedies

(a) In the event of termination under subsection 5(c), **Early Termination of Agreement**, hereof, by the City due to a breach by the Contractor, then the City may complete the work either itself, by agreement with another contractor or by a combination thereof. In the event the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this contract, then the Contractor shall pay to the City the amount of the reasonable excess.

(b) The remedies provided to the City under section 5, **Early Termination of Agreement** and section 7, **Remedies** for a breach by the Contractor shall not be exclusive. The City also shall be entitled to any other equitable and legal remedies that are available.

(c) In the event of breach of this Agreement by the City, then the Contractor's remedy shall be limited to termination of the Agreement and receipt of payment as provided in section 5(c), **Early Termination of Agreement** and section 6(b), **Payment on Early Termination** hereof.

8. Subcontracts and Assignment

Contractor shall not subcontract, assign or transfer any of the work scheduled under this agreement, without the prior written consent of the City. Notwithstanding City approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Contractor hereunder. The Contractor agrees that if subcontractors are employed in the performance of this Agreement, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

9. Compliance with Applicable Law

In connection with its activities under this Agreement, Contractor shall comply with all applicable federal, state and local laws and regulations 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 administrative rules. Contractor shall complete Exhibit B, Independent Contractor/Workers' Compensation Insurance Questionnaire, which is attached hereto and by this reference made a part hereof.

9a. Indemnity - Claims for Other than Professional Liability

Contractor shall defend, save, and hold harmless the City of Portland, its officers, agents, and employees, from all claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this agreement. Nothing in this section requires the Contractor or its insurer to indemnify the City for any claims or losses arising out of death, or bodily injury to persons, or property damage caused by the negligence of the City.

9b. Indemnity - Claims for Professional Liability

Contractor shall defend, save, and hold harmless the City of Portland, its officers, agents, and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and sub-consultants, agents or employees in performance of professional services under this agreement. Nothing in this section requires the Contractor or its insurer to indemnify the City for any claims or losses caused by the negligence of the City.

9c. Indemnity - Standard of Care

If Contractor's services involve engineering or consulting, the standard of care applicable to Contractor's service will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time such services are performed. Contractor will re-perform any services not meeting this standard without additional compensation.

10. Insurance

Exhibit C is hereby referenced and made a part of this contract.

11. Ownership of Work Product

All work products produced by the Contractor under this contract is the exclusive property of the City. "Work product" shall include but not be limited to research, reports, computer programs, manuals, drawings, recordings, photographs, artwork and any data or information in any form; the Contractor and the City intend that such work product shall be deemed "work made for hire" of which the City shall be deemed the author. If for any reason a work product is deemed not to be a "work made for hire," the Contractor hereby irrevocably assigns and transfers to the City all right, title and interest in such work product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrines. Contractor shall obtain such interests and execute all documents necessary to fully vest such rights in the City. Contractor waives all rights relating to work product, including any rights arising under 17 USC 106A, or any other rights of authorship, identification or approval, restriction or limitation on use or subsequent modifications. If the Contractor is an architect, the work product is the property of the Contractor-Architect, and by execution of this contract, the Contractor-Architect grants the City an exclusive and irrevocable license to use that work product.

12. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans With Disabilities Act of 1990 (Pub L. No. 101-336) including Title II of that Act, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

13. 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.

14. Severability

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

15. Waiver

The failure of the City to enforce any provision of this contract shall not constitute a waiver by the City of that or any other provision.

16. Errors

The Contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

17. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this contract must be brought in the appropriate court in Multnomah County Oregon.

18. Amendments

All changes to this contract, including changes to the scope of work and contract amount, must be made by written amendment and approved by the Purchasing Agent to be valid. Any amendment that increases the original contract amount by more than 25% must be approved by the City Council to be valid.

19. Business License

The Contractor shall obtain a City of Portland business license as required by PCC 7.02 prior to beginning work under this Agreement. The Contractor shall provide a business license number in the space provided on page one of this Agreement. Additionally, the Contractor shall pay all fees or taxes due under the Business License Law and the Multnomah County Business Income Tax (MCC Chapter 12) during the full term of this contract. Failure to be in compliance may result in payments due under this contract to be withheld to satisfy amount due under the Business License Law and the Multnomah County Business Income Tax Law.

20. Prohibited Interest

(a) No City officer or employee during his or her tenure or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

(b) No City officer or employee who participated in the award of this Agreement shall be employed by the Contractor during the period of the Agreement.

21. Payment to Vendors and Subcontractors

The Contractor shall timely pay all suppliers, lessors and contractors providing it services, materials or equipment for carrying out its obligations under this Agreement. The Contractor shall not take or fail to take any action in a manner that causes the City or any materials that the Contractor provides hereunder to be subject to any claim or lien of any person without the City's prior written consent.

Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. 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 PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE OR SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

OPTIONAL PROVISIONS (selected by City Project Manager)

22. Arbitration: / / Not Applicable / / Applicable (consult with City Attorney's Office before finalizing as applicable)

(a) Any dispute arising out of or in connection with this Agreement, which is not settled by mutual agreement of the Contractor and the City within sixty (60) days of notification in writing by either party, shall be submitted to an arbitrator mutually agreed upon by the parties. In the event the parties cannot agree on the arbitrator, then the arbitrator shall be appointed by the Presiding Judge (Civil) of the Circuit Court of the State of Oregon for the County of Multnomah. The arbitrator shall be selected within thirty (30) days from the expiration of the sixty (60) day period following notification of the dispute. The arbitration, and any litigation arising out of or in connection with this Agreement, shall be conducted in Portland, Oregon, shall be governed by the laws of the State of Oregon, and shall be as speedy as reasonably possible. The applicable arbitration rules for the Multnomah County courts shall apply unless the parties agree in writing to other rules. The arbitrator shall render a decision within forty-five (45) days of the first meeting with the Contractor and the City. Insofar as the Contractor and the City legally may do so, they agree to be bound by the decision of the arbitrator.

(b) Notwithstanding any dispute under this Agreement, whether before or during arbitration, the Contractor shall continue to perform its work pending resolution of a dispute, and the City shall make payments as required by the Agreement for undisputed portions of work.

23. Progress Reports: / / Applicable / / Not Applicable

The Contractor shall provide monthly progress reports to the Project Manager. If applicable, Exhibit A should list what information the Contractor must include in monthly progress reports.

24. Contractor's Personnel: / / Applicable / / Not Applicable

The Contractor shall assign the following personnel to do the work in the capacities designated: If applicable, list selected personnel in Exhibit A. The Contractor shall not change personnel assignments without the prior written consent of the City.

25. Subcontractors: / / Applicable / / Not Applicable

The Contractor shall assign the following subcontractors to perform work in the capacities designated: If applicable, list selected subcontractors in Exhibit A. The Contractor shall not change subcontractor assignments without the prior written consent of the City.

AGREEMENT FOR PROFESSIONAL, TECHNICAL, OR EXPERT SERVICES

EXHIBIT A

Statement of the Work (SOW)

EPA SmartWay Technology Outreach Center (Project)

City of Portland Project Manager

Jennifer Porter

Office of Sustainable Development

721 NW 9th Ave, Suite 350

Portland OR 97209

503-823-6110

jporter@ci.portland.or.us

Contractor Project Manager

Tiffanie Soper, CFO

Cascade Sierra Solutions

PO Box 8517

Coburg, OR 97408-1313

(541)302-0900

tiffanie@cascadesierrasolutions.org

PROJECT DESCRIPTION AND BACKGROUND

The Contractor shall provide facilities, products and staff to operate the Portland Outreach Center (POC) for a period of twelve (12) months at a truck stop where operators and owners of heavy diesel tractor trailer trucks can have access to diesel fuel saving technologies being promoted by the US EPA SmartWay Partnership program.

From the POC, truck owners identify equipment to upgrade trucks to meet fuel efficiency and exhaust emission standards mandated in Oregon, Washington and California. The POC is one of seven being established along the I-5 corridor. It will be strategically located adjacent to the Jubitz Truck Stop which services over 1,000 trucks daily with fuel and "stop over" services as they travel along the two Interstate highways (I-5 and I-84) that intersect in Portland. The POC is located at 10360 B North Vancouver Way, Portland, Oregon, 97217.

Funding resources supplied by Oregon Department of Transportation (ODOT), Oregon Department of Energy, California Air Resources Board and the Environmental Protection Agency (EPA) are available to truck owners and operators for equipment purchases that are coordinated at the POC. In one year of operation, the outreach center is expected to serve over 1,000 truck owners with various services ranging from financial assistance, equipment selection and installation, to regulatory compliance.

The Project budget includes \$199,000 of federal transportation funds administered by the Oregon Department of Transportation (ODOT) from the Federal Highway Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ) Program. ODOT's Local Agency Program provides program oversight and administration and the City will award, establish, and manage the contract.

CITY ROLES AND RESPONSIBILITIES

- Contract administration and project oversight
- Project coordination and attendance at meetings
- Issue Notice to Proceed
- Review and approval of Contractor submittals
- Review and approval of monthly invoices and progress reports
- Payments to the Contractor

The Contractor shall remain solely responsible for performance of its obligations under this Statement of Work. Contractor shall bare all personnel costs for the performance of this contract. Contractor may offset their additional costs with earnings from the Outreach Center operations.

TASKS, DELIVERABLES AND SCHEDULE

Contractor shall complete all tasks and provide all deliverables (collectively, the "Services") according to the performance and delivery schedules as indicated listed below.

In addition to the electronic media or hard copy deliverables required in specific tasks, all draft and final documents listed as deliverables in this SOW shall be provided electronically in Microsoft Word, Microsoft Excel and Adobe Acrobat format upon request.

Task 1 Project Management and Administration

The Contractor shall manage and oversee all aspects of the twelve-month Project and shall monitor the project scope, schedule and budget.

Contractor shall prepare a Project Work Plan which includes a detailed project description with objectives and goals; a project schedule with dates for completing the goals; a project budget showing anticipated monthly and total project expenses; a list of team roles and responsibilities; and a list of POC staff and operating hours.

Contractor shall prepare monthly progress reports in the City-approved format.

Invoices must be prepared in conformance with the billing rates and classification approved in the contract. Monthly invoices shall reflect the project schedule and show the budgeted cost for each task, tasks completed/percent complete, actual cost/cost to date, billable hours per person per task, and materials expenses. Contractor shall invoice using current actual Direct Salary Rates (DSR) and current approved firm rates. The monthly billing invoices must include a copy of the Project progress/status report as approved by the City.

Contractor shall maintain project files to include sales, contacts, correspondence, memos, transmittals, invoices, expenditures, etc. Compiling the project files will be an ongoing task, commencing upon receipt of the notice to proceed (NTP), incorporating documents as they are generated and continuing through the end of the contract. Project files will be available for review by City at Contractor's office.

Deliverables:

- Project Work Plan
- Monthly billing invoices in a format pre-approved by City. Contractor shall submit monthly invoices to City Project Manager via US mail.
- Project files and documentation including transmittal letter listing files and documentation.

Schedule:

- Project Work Plan in electronic (.pdf) format within twenty (20) calendar days from NTP.
- Monthly billing invoices and monthly status reports no later than the 20th of each month.

- Project files and documentation will be available for review by City at Contractor's office. Project files will be submitted to City within 30 calendar days of request, or when the work performed by Contractor is completed.

Task 2 EPA SmartWay Portland Outreach Center (POC) Operations

Contractor shall provide 3,400 sq. ft. of leased commercial space at 10360 B North Vancouver Way, Portland, Oregon, 97217, to display over 40 brands of related technical equipment, products and services to be offered. The Contractor shall furnish and provide the facility, the products and the POC staff support. The equipment and products are provided by approximately 24 manufacturers and dealers in a tradeshow format that includes brochures and technical data.

Contractor's staff shall explain to interested customers, equipment and product options and technical details as to financing and installation. Customer vehicles are inspected and reviewed in consultation with the owner and the OEM or dealer representative. Contractor shall calculate and evaluate proposed fuel economy and cost savings to recommend and propose a specific package of equipment for installation. Contractor shall then arrange and offer installation of accepted equipment or products.

Contractor shall maintain a monthly log of the consultations to include review of the vehicle and customer information, recommendations, and resolution of those recommendations. Contractor shall submit the log with the monthly invoice and progress report to the City.

Deliverables:

- Functionally furnished POC as referenced above and service, product and equipment displays as approved by City.
- POC staffing and operating hours as approved by City.
- Monthly Consultation logs.

Schedule:

- Ongoing throughout the Project

Task 3 Draft and Final Summary Report

Contractor shall prepare and submit to the City a draft summary report documenting the Project with emphasis on the number of customers visiting the center, the number, type and cost of projects completed, and the estimated fuel savings, air quality benefits, and carbon emissions reductions.

City shall review the draft report and provide comments to the Contractor. Contractor shall incorporate comments and prepare and submit the final summary report to the City.

Deliverables and Schedule:

- Draft summary report to City within 30 days of Project completion (12 months).
- Final summary report within 14 days from City comments.

Statement of the Work: Attachment A

PROJECT BUDGET Tasks	Personnel Rate / Hr	Operations Officer	Branch Manager	Outreach / Tech Staff I	Outreach / Tech Staff II	Outreach / Tech Staff III	Finance Officer	Finance Assistant	Executive Officer	Vice President	Totals	
		\$ 65.63	\$ 55.53	\$ 37.80	\$ 31.50	\$ 29.40	\$ 65.63	\$ 29.40	\$ 90.87	\$ 80.77	Hours	Amount
1. Project Management & Administration		100					75		25	25	225	\$ 15,775.24
2. EPA SmartWay Technical Outreach Operations			1200	1200	800	1200		280			4680	\$ 180,706.62
3. Final Report		20					20				40	\$ 2,625.00

Total: \$ 199,106.86

Statement of the Work: Attachment B

BREAKDOWN OF Cascade Sierra Solutions BILLING RATES

Project Name: EPA SmartWay Technology Outreach Center

DIRECT LABOR COSTS

Personnel (Names)	Classification (Examples)	Salary Rate (SR) Actual	Overhead (OH) 110.00%	CSS Billing Rate Maximum
Bill Harris	Operations Officer	\$ 31.25	\$34.38	\$ 65.63
Doug Pericost	Branch Manager	\$ 26.44	\$29.09	\$ 55.53
Josh Capps	Outreach / Tech Staff I	\$ 18.00	\$19.80	\$ 37.80
Doug Denton / Jack Godfrey	Outreach / Tech Staff II	\$ 15.00	\$16.50	\$ 31.50
Jan Peterson	Outreach / Tech Staff III	\$ 14.00	\$15.40	\$ 29.40
Tiffante Soper	Finance Officer	\$ 31.25	\$34.38	\$ 65.63
Shawna Hinz	Finance Assistant	\$ 14.00	\$15.40	\$ 29.40
Sharon Banks	Executive Officer	\$ 43.27	\$47.60	\$ 90.87
Jon Gustafson	Vice President	\$ 38.46	\$42.31	\$ 80.77

MONTHLY SUBCONSULTANT PAYMENT AND UTILIZATION REPORT

1. Solicitation No. _____ 2. Contract No. _____ 3. Prime Consultant _____
4. Contract Amount _____ 5. Report Dates: Beginning ___/___/___ Ending Dates ___/___/___ 6. Project Name _____
7. Progress Report No. _____

8 ALL SUBCONSULTANT NAMES APPEARING ON ORIGINAL FIRST-TIER SUBCONSULTANT DISCLOSURE FORM	9 ORIGINAL SUBCONSULTANT AMOUNT (\$)	10 AMENDED SUBCONSULTANT AMOUNT (\$)	11 PAYMENT AMOUNTS AND DATES MADE, FOR MONTH (\$)	12 TOTAL PAYMENTS TO DATE (\$)

SUBCONSULTANTS ADDED AFTER PROJECT AWARD (Must be BEO Certified with the City of Portland)*

13 SUBCONSULTANT NAME (LIST ANY SUBCONSULTANTS NOT LISTED ABOVE)	14 NATURE OF WORK	15 STATUS MBE, WBE OR ESB	16 SUBCONSULTANT AMOUNT	17 PAYMENT AMOUNTS AND DATES MADE, FOR MONTH (\$)	18 TOTAL PAYMENTS TO DATE (\$)

*CHANGES TO CONTRACT: Before replacing, substituting, or adding any subcontractor, please contact the PTE Compliance Specialist

Please note: Explanations and additional instructions for completing this report are on the reverse side.
IT IS HEREBY CERTIFIED THAT THE ABOVE LISTED FIRMS HAVE BEEN UTILIZED BY OUR FIRM IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.

Authorized Signature of Consultant Representative _____ Date: _____

Submit with invoice by the 15th of the month to the City's Project Manager AND City of Portland, Bureau of Purchases, Contract Compliance Specialist, 1120 SW 5th Avenue, Room 750, Portland, OR 97204

EXHIBIT B
INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

SECTION A

CONTRACTOR CERTIFICATION I, undersigned, am authorized to act on behalf of entity designated below, hereby certify that entity has current Workers' Compensation Insurance.

Contractor Signature *[Signature]* Date 8/25/09 Entity CSS

If entity does not have Workers' Compensation Insurance, City Project Manager and Contractor complete the remainder of this form.

SECTION B

ORS 670.600 Independent contractor standards. As used in various provisions of ORS Chapters 316, 656, 657, and 701, an individual or business entity that performs labor or services for remuneration shall be considered to perform the labor or services as an "independent contractor" if the standards of this section are met. The contracted work meets the following standards:

1. The individual or business entity providing the labor or services is free from direction and control over the means and manner of providing the labor or services, subject only to the right of the person for whom the labor or services are provided to specify the desired results;
2. The individual or business entity providing labor or services is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local government ordinances for the individual or business entity to conduct the business;
3. The individual or business entity providing labor or services furnishes the tools or equipment necessary for performance of the contracted labor or services;
4. The individual or business entity providing labor or services has the authority to hire and fire employees to perform the labor or services;
5. Payment for the labor or services is made upon completion of the performance of specific portions of the project or is made on the basis of an annual or periodic retainer.

City Project Manager Signature Date

SECTION C

Independent contractor certifies he/she meets the following standards:

1. The individual or business entity providing labor or services is registered under ORS Chapter 701, if the individual or business entity provides labor or services for which such registration is required;
2. Federal and state income tax returns in the name of the business or a business Schedule C or form Schedule F as part of the personal income tax return were filed for the previous year if the individual or business entity performed labor or services as an independent contractor in the previous year; and
3. The individual or business entity represents to the public that the labor or services are to be provided by an independently established business. Except when an individual or business entity files a Schedule F as part of the personal income tax returns and the individual or business entity performs farm labor or services that are reportable on Schedule C, an individual or business entity is considered to be engaged in an independently established business when four or more of the following circumstances exist. Contractor check four or more of the following:

- A. The labor or services are primarily carried out at a location that is separate from the residence of an individual who performs the labor or services, or are primarily carried out in a specific portion of the residence, which portion is set aside as the location of the business;
- B. Commercial advertising or business cards as is customary in operating similar businesses are purchased for the business, or the individual or business entity has a trade association membership;
- C. Telephone listing and service are used for the business that is separate from the personal residence listing and service used by an individual who performs the labor or services;
- D. Labor or services are performed only pursuant to written contracts;
- E. Labor or services are performed for two or more different persons within a period of one year; or
- F. The individual or business entity assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

Contractor Signature Date

EXHIBIT C

INSURANCE (The Project Manager must answer and initial 2, 3, and 4 below)

During the term of this contract Contractor shall maintain in force at its own expense, each insurance noted below:

1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (contractors with one or more employees, unless exempt under ORS 656.027).

-
2. Required and attached or Waived by City Attorney : _____

JHP General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that City of Portland, and its agents, officers, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract.

3. Required and attached or Waived by City Attorney : _____

JHP Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or nonowned vehicles, as applicable:

Substituted individual auto personal policies of employees.

4. _____ Required and attached or Waived by City Attorney :

JHP Professional Liability insurance with a combined single limit of not less than \$1,000,000 per claim, incident, or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract. If insurance coverage is provided on a "claims made" basis, the successful Proposer shall acquire a "tail" coverage or continue the same coverage for three years after completion of the contract, provided coverage is available and economically feasible. If such coverage is not available or economically feasible, contractor shall notify City immediately.

5. On all types of insurance. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30-days written notice from the Contractor or its insurer(s) to the City.
6. Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to the City at the time contractor returns signed contracts. The certificate will specify all of the parties who are Additional Insured and will include the 30-day cancellation clause that provides that the insurance shall not terminate or be cancelled without 30 days written notice first being given to the City Auditor. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

PTE CONTRACT WORKSHEET

REV 07/07

Award Date: _____ Contract No. _____
 Purchases Internal Use Only

Project Manager: Jennifer Porter Phone No.: 503-823-6110

Office of Sustainable Development

Project Name: Cascade Sierra Solutions EPA SmartWay Technology Outreach Center Original Cost Estimate: \$200,000
 Scope of work for contract services: The purpose of the project is to open an outreach center for operators and owners of heavy diesel tractor trailer trucks where they have access to diesel fuel saving technologies being promoted by the US EPA SmartWay Partnership program.
 Total No. of Solicitation's distributed to prospective consultants: MBEs: 0 WBEs: 0 ESBs: 0 Non-certified: 1

CONTRACT INFORMATION - Attach multiple pages as needed to include information on ALL proposals received.

	Firm Selected	Firm No. 2	Firm No. 3	Firm No. 4
Firm Name	Cascade Sierra Solutions	N/A	N/A	N/A
Address	PO Box 8517 Coburg, OR 97408			
Phone Number	541-302-0900			
Contact Person	Tiffanie Soper, CFO			
Proposal Amount	\$199,000			
Proof of Insurance (type/exp)	General, Automobile, Workers' Comp.	N/A	N/A	N/A
Tax ID No.	20-4463950; 1299923-1 (OR)	N/A	N/A	N/A
EEO Expiration Date	6/30/2010	N/A	N/A	N/A
Equal Benefits Compliance	Yes No (Attach copy of Declaration)	N/A	N/A	N/A
Business License No.	Exempt (501c3 organization)	N/A	N/A	N/A
State of Oregon Certification? (circle)	Yes No MBE WBE ESB	Yes No MBE WBE ESB	Yes No MBE WBE ESB	Yes No MBE WBE ESB
Contract Amount & Duration	\$199,999 over 1 year	N/A	N/A	N/A
Payment Terms	Time & materials	N/A	N/A	N/A

If you did not contact any MBE, WBE or ESB firms, briefly state why: This sole source contract is with a non-M/W/ESB contractor due to the unique pass-through nature of this contract with ODOT.

How was this project advertised? This project was not advertised due to the unique circumstances described above. Dates Advertised: N/A

How award was determined: Based on ODOT's CMAQ funding allocation.

If you have awarded other contracts to the same firm within the last 12 months, please list: NA Date: _____ Grant Funding []
 Sole Source [] Emergency [] Non-Profit []

List names and affiliation of evaluation committee used to choose your consultant (Attach copies of signed Evaluators' Non-Conflict of Interest Statements):
 Jennifer Porter, OSD

AUTHORIZING SIGNATURE OF COMMISSIONER/BUREAU DIRECTOR/DESIGNEE _____

EVALUATOR'S STATEMENT OF INDEPENDENCE
AND NON-CONFLICT OF INTEREST

I, Jennifer Poite, an evaluation committee member for solicitation # sole source for EPA SmartWay Truck Center, do hereby certify that, to the best of my knowledge, I do not have a conflict of interest¹, as a result of any financial or other interest on my part or that of any member of my immediate family, nor of my partner(s). Further, I certify that I am not employed by nor do I have any arrangement for future employment with any organization under consideration, nor will I solicit or accept gratuities, favors, or anything of monetary value from any company or organization associated with this solicitation. I will independently score each proposal and have no conversation or contact with any proposers regarding their proposals, except as allowable as part of the solicitation process.

In addition, I agree to evaluate the proposals independently and am not unfairly prejudiced in regard to any of the proposals.

Jennifer Poite
(Evaluator's Name)

Jennifer Poite
(Signature)

6/16/08
(Date)

¹A conflict of interest is identified as a situation, in which an Evaluation Committee Member has, or appears to have, a financial relationship with a responding proposer, or has a family relationship with any responding proposer.

A family relationship with a responding proposer means that the evaluator is related to that proposer by marriage, or domestic partnership, and includes relationships such as children, stepchildren, parents, grandparents, grandchildren, brothers, sisters, fathers-in-law, mothers-in-law, sisters-in-law, and brothers-in-law.

Financial relationships include involvement of the evaluator and the proposer in a current partnership, joint venture, company, or corporation, and any other relationship that could make it appear that the evaluator would obtain a monetary benefit if a favorable evaluation was given.