



SENT VIA EMAIL

**CITY OF PORTLAND  
AMENDMENT No. 2 to  
CONTRACT No. 3 0 0 0 7 3 6 3  
FOR  
CAMPSITE IMPACT REDUCTION SERVICES**

This Amendment No. 2 amends Contract No.30007363 dated the 1st day of July 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 July 1, 2021. 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).

The Parties agree to Amend the Contract as follows:

1. The Contract not-to-exceed amount of \$1,250,000 is increased by \$1,308,757 to a new total not-to-exceed amount of \$2,558,757.
2. The following language is added/deleted to the Contract. New language is in BOLD and deleted language is in ~~strikethrough~~:
  - 2.6.1 Payment (09/17) Payment shall be issued by the City net ~~thirty (30)~~ **fifteen (15)** Calendar Days from receipt of a complete and acceptable invoice from Contractor.
3. Pricing Exhibit A, Contractor's Price (Revised 01/01/2021) is replaced and updated per new Exhibit A, Contractor's Price (Revised 06/01/2021), attached to and incorporated by reference.
4. Exhibit B, Scope of Work is updated per new Exhibit B, Scope of Work (Revised 06/01/2021) attached to and incorporated by reference.

All other terms and conditions of the Contract remain unchanged by this Amendment and in full force and effect.





**Exhibit A, Contractor's Price  
(Revised 06/01/2021)**

**PERSONNEL EXPENSES**

Ten (10) regular employees, seven (7) trainees and 1.6 supervisors are proposed to provide the necessary services. The ten (10) regular cleaners will be part of the ASFCME union. The seven (7) trainee positions are similar to the Clean and Safe training programs where trainees are placed in six-month training positions. When one (1) trainee has found permanent employment or has worked for six months, then a new trainee will replace the initial trainee. Trainees usually have a history of homelessness and/or chemical addiction issues and are trying to better their lives and become productive members of society. 1.6 FTE supervisor will be distributed amongst the current Director of Social Enterprises, Business Manager and Supervisors.

<b>Personnel</b>	<b>Cost per year</b>	<b>Cost per month</b>
10.0 Regular FTE	\$503,815	\$41,985
7.0 Trainee FTE	\$245,640	\$20,470
1.6 Supervisor FTE	\$96,995	\$8,083
<b>Total Personnel Cost</b>	<b>\$846,450</b>	<b>\$70,129</b>

**OPERATING EXPENSES**

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

<b>Operating Expenses</b>	<b>Cost per year</b>	<b>Cost per month</b>
Cleaning supplies	\$83,000	\$6,917
Vehicle Lease, Gas, Maintenance & Insurance	\$101,676	\$8,473
Uniforms	\$11,480	\$957
Trailer	\$3,000	\$250
Cleaning Carts	\$4,000	\$333
Cell phone and service plan	\$9,900	\$825
Miscellaneous	\$22,000	\$1,833
<b>Total Operating Expenses</b>	<b>\$ 235,056</b>	<b>\$19,588</b>

**ADDITIONAL EXPENSES**

1. Administrative Fee: 15.25% federally approved indirect rate based on actual administrative overhead.
2. Contingency/Program Expenses: 5% built in for unforeseen expenses and to support CCC's Community Volunteer Corps (CVC) and to provide employment services for our formerly homeless clients.
- 3.

<b>Additional Expenses</b>	<b>Cost per year</b>	<b>Cost per month</b>
Administrative Fee	\$173,176	\$14,431
Contingency/Program Expenses	\$54,075	\$4,506
<b>Total Additional Expenses</b>	<b>\$227,251</b>	<b>\$18,937</b>

**TOTAL COST**

<b>Description</b>	<b>Cost per year</b>	<b>Cost per month</b>
Personnel Cost	\$846,450	\$70,129
Operating Expenses	\$ 235,056	\$19,588
Additional Expense	\$227,251	\$18,937
<b>Total Cost</b>	<b>\$1,308,757</b>	<b>\$109,063</b>

**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 \$1,308,757 (12 months@ \$109,063) over the performance period from July 1, 2021 through June 30, 2022.
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 20<sup>th</sup> of each month for the prior month's services provided.
4. The amount invoiced will be due and payable within fourteen (14) calendar days of receipt of invoice. Payment received after that date will be subject to a late charge of three percent (3%).

## **Exhibit B, Scope of Work (Revised 06/01/2021)**

### **CLEAN START SERVICES**

Central City Concern proposes the continuation and expansion of the mobile trash pickup services (CCC Clean Start). Seven teams called CCC Clean Start (CS) will coordinate with an established team of Portland Police Bureau Neighborhood Response Team (NRT) officers and City of Portland employees to develop standard trash pick-up patrol and outreach routes and to identify high-priority Camps for additional trash pick-up and outreach services.

Each team will consist of two people:

- Special Projects Crew
- Trainee

The teams will operate 7 days a week between the hours of 6:30AM to 5:00pm, with each team working varying shifts and days. CS will be equipped with a truck, trailer, cell phone and supplies needed to perform cleaning duties.

### **CLEANING SERVICES**

CCC Clean Start receives “track-it’s” electronically via the city of Portland’s Homeless/Urban Camping Impact Reduction Program (HUCIRP) app. These track-it’s are automatically sorted and assigned to the appropriate Clean Start team.

CCC CS teams will conduct routine patrols to pick up and dispose of trash at camps throughout the City of Portland that have been identified by the Clean Start teams and contract partners. In addition, CCC CS teams will coordinate, through the supervisor; for service calls to specific camps not part of routine patrols or if additional services are needed in specific camps. On those cleaning routes and/or dispatch cleaning calls, the CCC Clean Start teams will safely remove all garbage, debris and abandoned materials from abandoned homeless camps. While cleaning those routes, if the CCC Clean Start team encounters an active homeless camp they will make contact with occupants and provide them with blue trash bags. The CCC Clean Start team will tell occupants to place their trash in the blue trash bags and the CCC Clean Start team will return to pick up the filled trash bags at a later date. CCC Clean Start team will take before and after pictures of the clean-ups that they do. CCC Clean Start will fill out campsite information and an assessment provided by the city at occupied camp sites, via the City of Portland’s app.

While cleaning an area, if the CCC Clean Start team is harassed or threatened, the CCC Clean Start team will immediately leave the area. The CCC Clean Start team will return to the area once they feel it is safe or with police presence. When the CCC Clean Start team’s truck or trailer is full or at the end of the shift, the team will unload the truck/trailer at the Metro Transfer Station.

### **TRACK-IT APPROVAL**

Every electronic track-it will be reviewed by a supervisor for quality control. The supervisor will

look at the pictures and information given and approve each completed job. Once the manager/supervisor approves the completed job, the information is marked complete in the system and the City can review.

### **MONTHLY REPORTING**

CS will collect statistics such as, amount of trash removed; number of needles removed and police precinct specific stats. These statistics will be input daily and at the end of the month a monthly report will be created. The monthly report will be distributed to a predetermined list of City of Portland employees.

### **DISPATCH PROCEDURE**

CCC CS crews will be equipped with a phone and will be able to receive calls for service from NERT officers or other City of Portland employees

### **DAY STORAGE SERVICES**

The day storage container is located on the Northwest Waterfront under the Steel Bridge. It is a fifty-three (53) foot Conex container that has been retrofitted to become a storage facility. The container is open seven days a week from 7 AM to 6 PM. Customers can store their belongings in the container during the day and come back at any time and pick their belongings up. Customers will sign a site rules and waiver before being able to utilize the container. Abandoned property will be held for thirty-one (31) days before being disposed of.

The day storage team will consist of two (2) regular employees.