

June 1, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Contract Renewal with Dirgesh LLC, dba Econo Lodge Southeast for On-Call Hotel Rooms for Temporary Housing and Shelter to our most vulnerable residents. Contract renewal value is \$1,030,500 for one year. Funding is through Supportive Housing Services Measure funds. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	Briefed at Issues May 16, 2023		
<b>Performance Clackamas</b>	1. Ensure safe, health, and secure communities		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	Yes
<b>Contact Person</b>	Vahid Brown	<b>Contact Phone</b>	971-334-9870

**EXECUTIVE SUMMARY:** Clackamas County Housing and Community Development Division seeks approval of a Contract with Dirgesh LLC dba Econo Lodge Southeast to provide up to 27 on-call hotel rooms for temporary housing. These rooms provide safe and temporary housing to some of the most vulnerable individuals experiencing homelessness in the County while partner agencies assist them with obtaining permanent housing. These rooms can also provide emergency shelter during severe weather events or other emergencies.

Program participants sheltering in these rooms will receive supportive services through The Father’s Heart Street Ministries. Services include, but are not limited to, case management, individualized resource referral and connection, facilitating conflict resolution between hotel owners/management and program participants, and housing navigation assistance. Program participants will also be connected to additional services and an ongoing rental subsidy to facilitate their placement into permanent supportive housing.

This contract will be funded with Supportive Housing Services Measure funds. No county General Funds are involved.

For Filing Use Only

*Healthy Families. Strong Communities.*

**RECOMMENDATION:** Staff respectfully recommends that the Board of County Commissioners approve the execution of the renewal contract with Dirges LLC, dba Econo Lodge Southeast, to provide on-call hotel rooms for temporary housing participants. Staff also recommends the Board authorize Commissioner Tootie Smith, Chair, to sign the contract on behalf of the County.

Respectfully submitted,

*Rodney A. Cook*

Rodney A. Cook  
Health, Housing & Human Services



**MOTEL/HOTEL SERVICES CONTRACT  
H3S Contract #11086**

This Motel/Hotel Services Contract (this "Contract") is entered into between **Dirges LLC dba Econo Lodge, Southeast** ("Contractor"), and Clackamas County, a political subdivisions of the State of Oregon ("County") on behalf of its Department of Health, Housing and Human Services (H3S), Housing and Community Development Division, for the purposes of providing hotel rooms for shelter for homeless families and individuals at the property described as **Econo Lodge Southeast** located at 17330 SEMcloughlin Blvd. Milwaukie, Oregon 97267 ("Premises"). The purpose of the motel shelter program is to provide safety and temporary housing to this vulnerable population while partner agencies assist them with obtaining permanent housing.

This Contract will also be used to secure motel/hotel rooms for other populations as the need arises. For example, in the event of a natural disaster or extreme weather event where housed and houseless county residents need temporary shelter.

**I. TERM**

This Contract shall become effective July 1, 2023 and shall remain in effect until **June 30, 2024**. This Contract and any amendments to this Contract will not be effective until approved in writing by an authorized representative of the Board of County Commissioners of Clackamas County. This Contract supersedes and cancels any prior contracts between the parties hereto for similar services.

**II. SCOPE OF WORK**

Contractor shall provide up to 27 hotel rooms on an on-call or as-needed basis, as further detailed in the Scope of Work attached and hereby incorporated by reference as Exhibit "A."

**III. COMPENSATION/CONTRACT DOCUMENTS AND CONTACTS**

1. **PAYMENT.** County may purchase rooms on an on-call or as-needed basis, and at the nightly rates set forth in Exhibit A, during the term of the Contract. Consideration is on a per-room basis. The maximum amount County may pay Contractor, from available and authorized funds, shall not exceed Nine Hundred Eighty-Five Thousand Five Hundred dollars (\$985,500.00) for the term of this Contract. Because this Contract is on an on-call or as-needed basis, and the exact number of rooms required by County, if any, is unknown, nothing herein shall be construed as a promise to pay Contractor the entire \$985,500.00 authorized under this Contract.

Per Article IV, Section 10, damages to the Premises are limited to a total of forty-five thousand dollars (\$45,000.00) per year of the Contract.

The total compensation authorized under this Contract, including all possible damages under Article IV, Section 10, shall not exceed **One Million One Thirty Thousand and Five Hundred Dollars (\$1,030,500)**.

2. **TRAVEL EXPENSE REIMBURSEMENT.** Authorized:  Yes  No

If travel expense reimbursement is authorized in this Contract, such expenses shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference, in effect at the time of the expense is incurred.

3. **INVOICES.** Invoices submitted for payment in connection with this Contract shall be properly documented and shall indicate pertinent County contract and/or purchase order numbers. All charges shall be billed monthly (unless a different payment period is outlined in Exhibit A) and will be paid net thirty (30) days from receipt of invoice and shall be subject to Oregon Revised Statute ("ORS") 293.462. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefore. Invoices shall be submitted to Housing Services via email to [Housingservices@clackamas.us](mailto:Housingservices@clackamas.us) or mail at Housing and Community Development Division, 2051 Kaen Road, Oregon City Oregon, 97045.

4. **CONTRACTOR AND COUNTY CONTACTS.**

Contractor Contract Administrator: Dirgesh Patel Phone: 360-607-9646 Email: <a href="mailto:Dirgesh@gmail.com">Dirgesh@gmail.com</a>	County Contract Administrator: Vahid Brown Phone: 971-334-9870 Email: <a href="mailto:vbrown@clackamas.us">vbrown@clackamas.us</a>
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5. **CONTRACT DOCUMENTS.** This Contract consists of the following documents which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A, and Declaration of Persons-in-Charge of Property.

IV. **CONTRACT PROVISIONS**

1. **ACCESS TO RECORDS.** Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their 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. Such books and records shall be maintained by Contractor for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

2. **AVAILABILITY OF FUNDS.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.

3. **CAPTIONS.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.

4. **COMPLIANCE WITH APPLICABLE LAW.** Contractor shall comply with all applicable federal, state, and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time. Contractor shall further comply with any and all terms, conditions, and other obligations as may be required by the applicable State or Federal agencies providing funding for performance under this Contract, whether or not specifically referenced herein.

5. **EXECUTION AND COUNTERPARTS.** This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

6. **GOVERNING LAW.** This Contract shall be governed and construed in accordance with the

laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

**7. INDEMNITY, RESPONSIBILITY FOR DAMAGES.**

- a. **Indemnification and defense of County.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work, or from any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.
  
- b. **Indemnification and Defense of Metro.** The Contractor agrees to indemnify, defend, save, and hold harmless Metro Regional Government ("Metro"), and its officers, elected officials, agents and employees from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Agreement. However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of Metro, nor purport to act as legal representative of Metro, without first receiving from the Metro attorney's office authority to act as legal counsel for Metro, nor shall Contractor settle any claim on behalf of Metro without the approval of the Metro attorney's office. Metro may, at its election and expense, assume its own defense and settlement.

**8. INDEPENDENT CONTRACTOR STATUS.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.

**9. INSURANCE.** Contractor shall secure at its own expense and keep in effect during the term

of the performance under this Contract the insurance required, and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material. Any change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or [procurement@clackamas.us](mailto:procurement@clackamas.us).

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input type="checkbox"/> Required - Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission, or negligent acts.
<input type="checkbox"/> Required - Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agrees to a waiver of subrogation is hereby stricken.

**10. LIMITATION OF LIABILITIES.**

- a. Neither party shall be liable for (i) any indirect, incidental, consequential, or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated, therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent.
- b. Damage to Premises: Damage to the Premises arising from the acts of individuals staying in the rooms ("Guest" or "Guests") shall not exceed \$45,000 per year of the Contract. The County shall not be liable to Contractor for any damages caused by Guests in excess of the \$45,000 per year amount provided herein. The reimbursement provided herein is Contractor's sole remedy against County for the acts or omissions of Guests.
- c. No Agency. The parties expressly acknowledge and agree that the Guests are not agents, employees, contractors, or subcontractors of County, and that County has no control over the actions of Guests occupying the Premises.
- d. Prior Inspection. Prior to permitting Guests to occupy the Premises, a representative of both Contractor and County will perform a walk-through of the Premises, including each room that may be occupied by a Guest, for purposes of documenting any preexisting real or personal property damage.

**11. NOTICES.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article II, Section 4. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045, or [procurement@clackamas.us](mailto:procurement@clackamas.us). Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or

within 2 hours after the email is sent during County's normal business hours (Monday - Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.

Except as otherwise expressly provided in this Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to Contractor or County at the address or number set forth on the signature page of this Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any such communication or notice delivered by facsimile shall be deemed to be given when receipt of transmission is generated by the transmitting machine. To be effective against County, such facsimile transmission must be confirmed by telephone notice to County's supervising representative. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

**12. REPRESENTATIONS AND WARRANTIES.** Contractor represents and warrants to County that (1) Contractor has the power and authority to enter into and perform this Contract; (2) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (3) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the customary standards in the industry or business most closely involved in providing similar goods or services; and (4) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

**13. SURVIVAL.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in the following Sections of Article IV: I, 6, 7, 10, 12, 13, 14, 16, 19, 20, 21, 25, 28, and 29, and all other terms and conditions which by their context are intended to survive termination of this Contract.

**14. SEVERABILITY.** 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. SUBCONTRACTS AND ASSIGNMENTS.** Contractor shall not enter into any subcontracts for any of the work required by this Contract or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this section and Sections 1, 7, 8, 12, 15, and 20 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

**16. 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 authorized successors and assigns.

**17. TAX COMPLIANCE CERTIFICATION.** The Contractor shall comply with all federal, state, and local laws, regulation, executive orders, and ordinances applicable to this

Contract. Contractor represents and warrants that it has complied and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.

- 18. TERMINATION.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.

Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress, and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects, or other tangible things needed to complete the Work.

- 19. REMEDIES.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the rooms rented as of the date written notice of termination is received by Contractor, at the rates set forth in the Contract, less any amounts previously paid and any right of setoff the County may have.

- 20. NO ATTORNEY FEES.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.

- 21. NO THIRD-PARTY BENEFICIARIES.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

- 22. TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence under this Contract.

- 23. FOREIGN CONTRACTOR.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

- 24. FORCE MAJEURE.** Neither County nor Contractor shall be held responsible for delay or default caused by fire, terrorism, riot, acts of God, or war where such cause was beyond,



respectively, County's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

- 25. WAIVER.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.
- 26. COMPLIANCE.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("**ORS**") Chapter 279B.220 through 279B.235, Contractor shall:
- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
  - b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
  - c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
  - d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
  - e. As applicable, the Contractor shall pay employees for work in accordance with ORS 2798.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
  - f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

**27. INSPECTIONS/GOOD NEIGHBOR EFFORTS.**

- a. Inspections of Goods and Services. Goods and services furnished under this Contract will be subject to inspection and test by the County at times and places determined by the County. If the County finds goods and services furnished to be incomplete or not in compliance with the Contract, the County, at its sole discretion, may either reject the goods and services, require Contractor to correct any defects without charge, or negotiate with Contractor to provide the goods and services to the County at a reduced price, whichever the County deems equitable under the circumstances. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by the County, the County may reject the goods and services and cancel the Contract in whole or in part.
- b. Good Neighbor Efforts. Contractor agrees to operate the Premises in a manner that will be a good neighbor both in appearance and activities to neighboring property owners. This includes, but is not limited to, ensuring that the Premises remains at all times clean and free of debris, trash, graffiti, abandoned vehicles, or other unsightliness. Contractor shall perform necessary commercially reasonable asset preservation and capital improvements to ensure that the interior and exterior of the property are maintained consistent with industry standards.

**28. FURTHER ASSURANCES.** Contractor agrees to take all necessary steps and execute and deliver any and all necessary written instruments, to perform under this Contract including, but not limited to, executing all additional documentation necessary for County to comply with applicable State funding requirements.

**29. MERGER.** THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

**Dirgesh, LLC dba Econo Lodge Southeast**

Dirgesh Patel  
Authorized Signature                  5/24/2023  
Date

Dirgesh Patel / Owner

Name / Title (Printed)

116128-95

Oregon Business Registry #

LLC / Oregon

Entity Type / State of Formation

**CLACKAMAS COUNTY**

Chair, Tootie Smith  
Commissioner, Paul Savas  
Commissioner, Martha Schrader  
Commissioner, Mark Shull  
Commissioner, Ben West

Tootie Smith, Chair                  Date

Approved as to Form:

  
County Counsel                  05/25/2023  
Date

**EXHIBIT A**  
**SCOPE OF WORK**

Hotel Name and Address: **Econo Lodge Southeast** located at **17330 SE McLoughlin Blvd. Milwaukie, Oregon 97267.**

Rental Basis: Contractor shall provide up to twenty-seven (27) rooms on an as-needed basis.

Rental Rates: \$100 per day, per room.

Service Provider: The County may use a third-party service provider ("Service Provider") to arrange for coordination of Guests. The Service Provider will serve as the guest coordinator and will have the specific responsibilities outlined below. The current Service Provider for this Contract is: The Father's Heart Street Ministry.

Responsibilities for Service Provider:

1. Service Provider will conduct a walk-through of each hotel room before and after guest stays.
1. Service Provider will provide case management, including securing food, transportation, and other basic services.
2. Service Provider will provide at least weekly check-ins with homeless households residing in the hotel-based shelter.
3. Service Provider will provide interface with hotel owners during occupancy to resolve any misunderstandings or disagreements between Contractor and Guests.
4. Service Provider will accept referrals for hotel-based shelters from the Coordinated Housing Access system, and Clackamas County Emergency Operations Center (if applicable).
5. Service Provider will document and certify eligibility of each adult household member for hotel-based shelter services.
6. Service Provider will collect all invoicing documentation for reimbursement purposes on each household served with hotel-based shelter services.

All services must be conducted in a safe, manner. Telephone, text, email, video conference as well as in-person outdoor contacts are acceptable. Service Provider will use alternatives to in-person meetings whenever possible.

Responsibilities of Contractor:

Contractor shall provide the following additional services:

- Regular communications with the selected Service Provider
- Regularly provide fresh linens as needed.
- Daily retrieval of garbage
- Laundry services on site for guests to wash clothes.
- Room maintenance - regular and as needed.
- At least one staff member on site 24/7
- All commercially reasonable services related to the provision of hotel rooms.
- Must have two rooms available at all times for immediate occupancy for County's use.

Additional terms and conditions:

**Check in / Check out** procedures: Service Provider will confirm check-ins and check-outs with the hotel management on a daily basis. Guests shall be required to execute a participant agreement on a form approved by the County prior to being checked in to the Premises. Executed participant agreement forms are, required to be on file for stays to be eligible for reimbursement.

**No Tenancy:** Clackamas County is renting these rooms as a homeless shelter. Guests may not establish residency in a homeless shelter and Guests have no property interest in the Premises. The County's program for use of the Premises is not transitional, rental, nor permanent housing, and no tenancy or other exclusive property interest in the Premises, or to any particular room, is established, intended, or expected. Contractor shall complete the attached Declaration of Persons-In-Charge of Property.

**Guest issues:** Contractor will communicate with Services Provider regarding any Guest issues. Contractor and Service Providers will work in good faith to resolve any issues and concerns.

**Following general hotel rules:** Guests will be required to follow hotel rules. Contractor will review and discuss these rules with the Service Provider.

**Meals/Cooking in the room:** There will be no cooking in rooms other than in microwave ovens if those are provided in the rooms.

**Guests/overnight visitors:** Guests may not have any overnight guests.

**Personal belongings in room:** Contractor shall permit Guests to have two large bags of personal items in the homeless shelter hotel room. Guests may have **one** pet.

**Phones:** Guests may not place any long-distance calls from the hotel room phone. Guests may have personal phones.

**Cleaning:** Contractor will clean and maintain rooms no less than weekly. Any extraordinary cleaning or damages identified will be reviewed with the Service Provider and is subject to the limitations of liability provisions set forth in Article IV, Section 10 of the Contract.

**COVID-19:** The County does not intend to place Guests with COVID-19 on the Premises. The Service Provider will coordinate needed healthcare services to Guests. Any Guest that tests positive for COVID may be moved by County to an appropriate facility for self-isolation for a duration in compliance with CDC recommendations. However, neither County nor its Service Provider will be providing COVID-19 testing services to the Guests prior to or during the term of this Contract. Contractor shall comply with County's and any other prevailing infectious disease protocols, whether involving the wearing of masks or gloves, maintaining physical distancing, or otherwise.

**Transient Lodging Taxes:** The parties do not anticipate transient lodging taxes will be assessed under applicable state or local law. In the event transient lodging taxes are assessed, County will be responsible for payment of the applicable state or local transient lodging tax assessed on rooms rented pursuant to this Contract.

DECLARATION OF PERSONS-IN-CHARGE OF  
PROPERTY  
Relating to ORS 164.205 to 164.270 (Criminal Trespass)

DECLARATION: For purposes of ordering the removal or exclusion of persons from the real property commonly identified as the **Econo Lodge Southeast located at 17330 SE McLoughlin Blvd. Milwaukie, Oregon 97267** ("Property"), and for purposes of enforcing criminal trespass and other laws on file Property, the undersigned, as duly authorized representative of the owner of fee title to the Property ("Owner"), does hereby declare that the following are PERSONS IN CHARGE as that term is defined in ORS 164.205(5) for a period of three months from the date of signature below:

1. Any peace officer and any reserve officer as defined by Oregon law.
2. Any director, officer, and manager of Owner; and any employee of Owner on-site at the Property.
3. Any Commissioner, Chair, and Director of Clackamas County ("County"); and any employee of County on-site at the Property.
4. Any director, officer, and manager of a County services contractor operating the Property on behalf of County ("Contractor"); and any employee of Contractor on-site at the Property.
5. Any person providing security services to, for, or in connection with the Property pursuant to a contract with anyone listed in Paragraphs 1--4 above.

IT IS SO DECLARED:

**Owner:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_