



Elizabeth Comfort  
Finance Director

**Department of Finance**

Public Services Building  
2051 Kaen Road, Suite 490 | Oregon City, OR 97045

Board of Commissioners  
Clackamas County

Members of the Board:

**Approval of Contract 7020 with TVW INC, for Janitorial Services at County Buildings. Total contract value is \$9,441,470.16. Funded by general funds through Facilities Management allocations.**

<b>Purpose/Outcome</b>	Provides Janitorial Services at various County locations
<b>Dollar Amount and Fiscal Impact</b>	Maximum contract value is <b>\$9,441,470.16 through</b> June 30, 2027. Funded by general funds through Facilities Management budget through allocations.
<b>Funding Source</b>	Facilities Management CLCK 744-15-1505-150503-43220
<b>Duration</b>	This contract shall be in effect through June 30, 2027
<b>Previous Board Action/Review</b>	None
<b>Strategic Plan Alignment</b>	Ensuring safe, healthy and well-maintained facilities
<b>Counsel Review</b>	A. Naylor 9/22/22
<b>Procurement Review</b>	Was this item reviewed by Procurement? Yes
<b>Contact Person</b>	Rick Cole, Maintenance Supervisor – Facilities Management – 503- 557-6417
<b>Contract No.</b>	4786 (Contract # 7020)

**BACKGROUND:**

The Facilities Management Division of the Department of Finance requests the approval of a 5-year contract with TVW, Inc. for Janitorial Services throughout various County Facilities. The previous 5-year contract with TVW, Inc. expired June 30, 2022

**PROCUREMENT PROCESS:**

Notice was published on August 18, 2022, and we received no comments. TVW, Inc. is a Qualified Rehabilitation Facility (QRF) as defined in ORS 279.835. This purchase is being made directly from TVW, Inc. as required by ORS 279.850.

**RECOMMENDATION:** Staff recommends approval of this Contract.

Respectfully submitted,

*Elizabeth Comfort*

Elizabeth Comfort,  
Finance Director



**CLACKAMAS COUNTY  
GOODS AND SERVICES CONTRACT  
Contract #7020**

This Goods and Services Contract (this “Contract”) is entered into between **TVW, Inc.** (“Contractor”), and Clackamas County, a political subdivisions of the State of Oregon (“County”) on behalf of its Department of Finance, Building Facilities Division, for the purposes of providing **Janitorial Services at various sites identified in this contract.**

**I. TERM**

This Contract shall become effective upon signature of both parties and shall remain in effect until **June 30, 2027**. 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 the goods and services described in the Scope of Work attached and hereby incorporated by reference as Exhibit “A.” This Contract consists of the following documents which are listed in descending order of precedence and are attached and incorporated by reference as Exhibit “A”, and the Contractor’s Quote attached and hereby incorporated by reference as Exhibit “B.” Work shall be performed in accordance with a schedule approved by the County. The Contractor shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. The County’s Representative for this contract is: Rick Cole.

**III. COMPENSATION**

**1. PAYMENT.** The County agrees to compensate the Contractor on a monthly fixed fee basis per facility, as detailed in “Exhibit C” The maximum annual compensation authorized under this Contract shall not exceed the amounts listed below:

Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5
2022-23	2023-24	2024-25	2025-26	2026-27
\$1,712,945.37	\$1,810,241.59	\$1,902,045.48	\$1,973,059.55	\$2,043,178.17

County will only pay Contractor for janitorial services actually provided to a County facility, and only if such janitorial services are provided at the frequency and in accordance with the standards set forth in Exhibit A. In the event Contractor fails to provide the janitorial services in the frequency, quality, and at the locations described in Exhibit A for two consecutive months, County may (1) require Contractor to enter into a remediation plan to correct the deficiencies or (2) treat the Contract as in default and pursue any rights and remedies provided herein.

The total Contract compensation shall not exceed **\$9,441,470.16**.

**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 therefor. Invoices shall be submitted to the County Representative at: [DanielRob@clackamas.us](mailto:DanielRob@clackamas.us)

**4. CONTRACTOR AND COUNTY CONTACTS.**

Contractor	County
Administrator: Allen Bethel Phone: 503-720-5864 Email: <a href="mailto:abethel@twinc.org">abethel@twinc.org</a>	Administrator: Dan Robertson Phone: 530-557-6419 Email: <a href="mailto:DanielRob@clackamas.us">DanielRob@clackamas.us</a>

**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.** County certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract within its current annual appropriation or expenditure limitation, provided, however, that continuation of this Contract, or any extension, after the end of the fiscal period in which it is written, is contingent on a new appropriation or limitation for each succeeding fiscal period sufficient in amount, in the exercise of the County’s reasonable administrative discretion, to continue to make payments under this Contract.
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 federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor shall also comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this Contract; pay all contributions or amounts due the Industrial Accident Funds from such Contractor responsibilities incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material

furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, the appropriate County official may pay such claim. Any payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to unpaid claims. Contractor shall promptly pay any person or entity that furnishes medical care to Contractor's employees those sums which Contractor agreed to pay for such services and all money Contractor collected or deducted from employee's wages to provide such services.

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. **HAZARD COMMUNICATION.** Contractor shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 437, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County's request, Contractor shall immediately provide Safety Data Sheets for the products subject to this provision.
8. **RESPONSIBILITY FOR DAMAGES; INDEMNITY.** 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, hold harmless and defend the County, and their officers, elected officials, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the Contractor or the Contractor's employees, subcontractors, or agents.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of District or Clackamas County ("County"), purport to act as legal representative of District or County, or settle any claim on behalf of District or County, without the approval of the Clackamas County Counsel's Office. District or County may assume their own defense and settlement at their election and expense.

9. **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; (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to the 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; and (C) If the Contractor has the assistance of other persons in the performance of this Contract, and the Contractor is a subject employer, the Contractor shall qualify and remain qualified for the term of this Contract as an insured employer under ORS Chapter 656.

- 10. INSURANCE.** Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. Contractor shall provide insurance as indicated below:

**A. COMMERCIAL GENERAL LIABILITY**

The Contractor agrees to furnish the County evidence of commercial general liability insurance with a combined single limit of not less than \$1,000,000 for each claim, incident, or occurrence, with an aggregate limit of \$2,000,000 for bodily injury and property damage for the protection of the County, its officers, elected officials, agents, and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to this Contract. The general aggregate shall apply separately to this project / location. The County, at its option, may require a complete copy of the above policy.

**B. AUTOMOBILE LIABILITY**

The Contractor agrees to furnish the County evidence of business automobile liability insurance with a combined single limit of not less than \$1,000,000 for bodily injury and property damage for the protection of the County, its officers, elected officials, agents, and employees against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this Contract. The County, at its option, may require a complete copy of the above policy.

**C.** Contractor shall provide County a certificate of insurance naming the Clackamas County and its officers, elected officials, agents, and employees as an additional insured. If Contractor's insurance policy does not include a blanket endorsement for additional insured status when/where required by written contract (as required in this Contract), the insurance, shall include Clackamas County and its officers, elected officials, agents, and employees as expressly scheduled additional insured. Use CG 20 10 or its equivalent. Such insurance shall provide sixty (60) days written notice to the County in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the County under this insurance. This policy(s) shall be primary insurance with respect to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it.

**D.** If the Contractor has the assistance of other persons in the performance of this Contract, and the Contractor is a subject employer, the Contractor agrees to qualify and remain qualified for the term of this Contract as an insured employer under ORS 656. The Contractor shall maintain employer's liability insurance with limits of \$100,000 for each accident, \$100,000 per disease for each employee, and \$500,000 each minimum policy limit.

**E.** If any other required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of thirty-six (36) months or the maximum time period the Contractor's insurer will provide "tail" coverage as subscribed, whichever is greater, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided it's retroactive date is on or before the effective date of this Contract.

**F.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice by the Contractor to the County. This policy(s) shall be primary insurance with respect to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it.

**G.** Contractor shall require that all of its subcontractors of any tier provide insurance coverage (including additional insured provisions) and limits identical to the insurance required of the Contractor under this Contract, unless this requirement is expressly modified or waived by the County.

**11. LIMITATION OF LIABILITIES.** Except for liability arising under or related to Section 14 or 21(B), 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.

**12. 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.

**13. OWNERSHIP OF WORK PRODUCT.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

**14. 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; and (3) 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.

- A. Performance Warranty.** Contractor warrants that the goods provided to the County shall consistently perform according to the performance characteristics described in the Scope of Work.
- B. Service Warranty.** Contractor warrants that the goods and services provided herein to the District, if any, will be delivered in a workmanlike manner and in accordance with the highest professional standards. The County agrees to provide Contractor reasonable access to the goods for purposes of repair or replacement under this Service Warranty. Failure of Contractor to promptly correct problems pursuant to this Service Warranty shall be deemed a material breach of this Contract.
- 15. SURVIVAL.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article IV, Sections 1, 6, 8, 11, 13, 14, 15, 16, 18, 21, 22, 23, 27, 31 and all other terms and conditions which by their context are intended to survive termination of this Contract.
- 16. 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.
- 17. 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, 8, 13, 15, and 26 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.
- 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 authorized successors and assigns.
- 19. TAX COMPLIANCE CERTIFICATION.** Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. Any violation of this section shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty in this Contract that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation 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, at law, or in equity, including but not limited to: (A) Termination of this Contract, in whole or in part; (B) Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to County's setoff right, without penalty; and (C) Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. County shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing replacement performance. These remedies are cumulative to the extent the remedies are not inconsistent, and County may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

The Contractor represents and warrants that, for a period of no fewer than six calendar years preceding the effective date of this Contract, has faithfully complied with: (A) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (B) Any tax

provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (C) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (D) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

**20. TERMINATIONS.** 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.

**21. 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 goods and services delivered and accepted by the County, less any setoff to which the County is entitled.

**22. 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.

**23. 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.

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

**25. 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.

**26. 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.

**27. 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.



- 28. COMPLIANCE.** Pursuant to the requirements of ORS 279B.020 and 279B.220 through 279B.235 and Article XI, Section 10, of the Oregon Constitution, the following terms and conditions are made a part of this Contract: (A) Contractor shall: (i) Make payments promptly, as due, to all persons supplying to the Contractor labor or materials for the prosecution of the work provided for in this Contract; (ii) Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of this Contract; (iii) Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished. (B) 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 this Contract as such claim becomes due, the proper officer representing the County 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 this Contract. (C) The Contractor shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference. 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. 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 material breach that entitles County to exercise any rights and remedies available under this Contract including, but not limited to, termination for default. (D) The Contractor shall promptly, as due, make payment to any person or copartnership, association or corporation furnishing medical, surgical and hospital care or other needed care and attention incident to sickness and injury to the employees of the Contractor, of all sums which the Contractor agrees to pay for such services and all moneys and sums which the Contractor collected or deducted from the wages of the Contractor's employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.
- 29. DELIVERY.** All deliveries shall be F.O.B. destination with all transportation and handing charges paid by the Contractor, unless specified otherwise in this Contract. Responsibility and liability for loss or damage shall remain with the Contractor until final inspection and acceptance, when responsibility shall pass to the County except as to latent defects, fraud and Contractor's warranty obligations.
- 30. INSPECTIONS.** 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 sell 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. Nothing in this paragraph shall in any way affect or limit the County's rights as a Buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.
- 31. 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, 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.

**TVW, Inc**  
5605 NE Elam Young, Parkway  
Hillsboro, OR 97124  
**Allen Bethel**  
Digitally signed by Allen Bethel  
Date: 2022.09.22 12:28:09 -07'00'

Clackamas County

\_\_\_\_\_  
Authorized Signature Date

Allen L Bethel

\_\_\_\_\_  
Name / Title (Printed)

082027-15

\_\_\_\_\_  
Oregon Business Registry #

DNP/OR

\_\_\_\_\_  
Entity Type / State of Formation

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Recording Secretary

APPROVED AS TO FORM

**Andrew Naylor**  
Digitally signed by Andrew Naylor  
Date: 2022.09.22 13:55:21 -07'00'

\_\_\_\_\_  
County Counsel

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

## ATTACHMENT A SCOPE OF WORK

### SCOPE OF WORK

Contractor shall furnish all equipment, materials, and services necessary to perform the janitorial duties specified in a satisfactory manner and at not less than the frequencies set forth in the following specifications. The premises, including janitorial storage areas, shall be maintained at a Level 2 condition according to **APPA** Cleaning Performance Standards and Janitorial Cleaning Requirements maintaining the Schedule contained in this Agreement. Janitorial services shall be performed on a schedule approved by Facilities Management.

Providers must be able to provide a level of janitorial services as identified in the **APPA Level 2** Cleaning Performance Standards, Janitorial Cleaning Requirements and Schedule. Clackamas County Facilities Management shall administer the contract for all areas. These facilities operate from 4 to 7 days per week, 8 to 10 hours a day, with the exception of emergency operations facilities and law enforcement related buildings that are operational 24 hours per day. Janitorial service for all facilities shall adhere to the schedule as called for in these specifications.

Facilities shall be cleaned according to the **APPA Level 2** Cleaning Performance Standards and Janitorial Cleaning Requirements and Schedule. The service for these facilities is monitored on a daily basis by maintenance staff and routinely inspected by Facilities Management for adherence to specifications. Custodial staff working in these Facilities shall have office related janitorial experience, as well as specialized training in the handling of infectious waste, contaminated sharps containers, communicable diseases, and TB training and testing.

Contractor shall comply with all state and local regulatory requirements and mandates.

For purposes of this contract, the terms "Janitorial" and "Custodial" are used interchangeably.

### NATURE AND EXTENT OF SERVICES

Clackamas County's facilities serve the public in varying degrees depending on the function of each facility. Janitorial services in these facilities are required on a regularly scheduled basis coinciding with the days of operation and shall be completed during the times specified by the Contract Administrator. Days and hours of operation shall be provided by Contractors prior to service implementation. **Generally, janitorial services are required Sunday through Saturday.** Specific schedules shall be approved by Facilities Management prior to starting contract.

The highest standards of cleanliness shall be maintained. It is the intent of these specifications that all facilities present a consistently clean condition. The services outlined in these specifications are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness in the buildings.

Clackamas County's Cleaning Performance Standards are included in Section 2. Contractors shall include at a minimum the cleaning standards set forth in this document and ALL additional requirements as detailed.

**Mandatory special qualifications and training required for contractors working in these facilities include:**

- 1. Blood borne pathogens/HIV training and written program.**
- 2. Hazard communications program**
- 3. Tuberculosis (TB) training and optional testing**

## **DAILY/PERIODIC SERVICES SCHEDULE**

The Contractor shall provide Clackamas County Facilities Management with specific dates and times for items designated below. Specific dates should include all regular, quarterly, semi-annual, and annual services based on the fiscal year from July 1 to June 30. Such dates and times are subject to the approval of Facilities Management. The unique operations conducted in some County facilities require that all areas be serviced according to the needs of the facility.

**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 and provide a report upon completion.**

## **EMERGENCY RESPONSE**

The Custodial Contractor shall provide seven day a week emergency coverage to the County facilities included in this specification. The Contractor shall have a custodian within these facilities during all approved, scheduled times. Emergency corrections called in before or after the regularly scheduled custodial hours shall be considered emergency **after-hours calls**. After-hours calls shall be submitted on a separate invoice designating the number of hours and the facility requiring such service. During normal custodial hours, emergency custodial corrections shall be addressed at no additional charge. **NOTE: Exception cleaning** such as major floods or contamination by body fluids shall be billed separately. Justifiable emergency calls are defined as follows:

1. Floods related to plumbing, roof leaks, or other sources, when flooded area cannot be isolated (closed) or continuing damage is occurring due to flood remaining overnight.
2. Blood spills, vomit, urine, or other human body fluids that cannot be isolated or blocked off.

**Emergency after-hours calls** shall be made directly to the contractor. Emergency request shall require contractors to call within thirty (30) minutes after receiving the first call and begin work within two (2) hours.

**Emergency correction needed during normal custodial working hours** shall be available by calling emergency numbers.

**Non-emergency corrections** shall be registered in the daily logbook (See Section on Logbook) for Custodial complaints or communicated by the Contract Administrator by phone, fax, or email. Non-emergency corrections shall be completed within twenty-four (24) hours. Examples of non-emergency corrections include, but are not limited to, such items as:

1. Trash or recycling can full
2. Liquid spill presenting no safety hazard.
3. Toilet paper or other dispensers empty (when other rest rooms are stocked and available)

## **SUPERVISION**

The Contractor shall be responsible for the direct on-site inspection of the custodians through its supervisor(s), and the supervisor(s) shall be available at reasonable times to report to and confer with the Facilities Management Contract Administrator with respect to services. The telephone number of the responsible supervisor(s) shall be provided to the County for daily and emergency and/or non-routine service.

The Contractor shall provide one or more supervisors dedicated to on-site coverage for Clackamas County sites during contracted work whose primary task is to see to it that all Contractor's employees, in each building, understand and carry out what is required to satisfy the specifications of the Contract. The supervisor(s) assigned must be able to respond to any site where a team is working during the work schedule. The Contractor shall provide one or more Leads on-site with each cleaning team who are qualified to monitor and ensure that the proper methods and level of cleanliness is met and communicate with the supervisor(s) any challenges or trouble areas. The Lead's primary role is to ensure the quality of work while assisting where needed and inspect each site upon completion. The Contractor's supervisor(s) shall be fully and adequately trained and have experience in cleaning supervision, sufficient in scope to meet the approval of the Facilities Management Contract Administrator. The Contractor's supervisor(s) will be required to perform routine inspections of all buildings serviced under the Contract. The Contractor or their supervisor(s) shall be available at all times when the Contract work is in progress. The on-site Lead must check the Logbook at each location and sign, including date and time, acknowledging all concerns have been addressed. The on-site supervisor(s) shall also schedule and coordinate the maintaining and/or restoration of all resilient/hard surface floor finishes, carpet cleaning, and interior and first-floor exterior window cleaning. All floor restoration projects, and window cleaning shall be scheduled seven (7) days in advance with the Contract Administrator.

The service for these facilities is monitored on a daily basis by Maintenance staff and routinely inspected by Facilities Management for adherence to specifications. Custodial staff working in these facilities shall have office related experience, as well as specialized training in the handling of infectious waste, contaminated sharps containers, and communicable diseases.

#### **QUALITY CONTROL INSPECTIONS**

A regularly scheduled monthly quality control inspection will be performed by Facilities Management. The Contractor or designated supervisor(s) will perform a Quarterly walk-through inspection with Facilities Management.

#### **EXCEPTION CLEANING SERVICE**

Contractor may occasionally be required to perform cleaning services on an exception basis for items or areas not covered by the Janitorial Cleaning Requirements and Schedule. Such services shall be requested by the Contract Administrator on an individual basis and shall be billed separately on a monthly basis as applicable. Contractor shall specify a dollar cost per worker-hour for exception cleaning services. Exception cleaning is not a part of the monthly compensation per building. The contractor shall provide a fee schedule regarding charges associated with exception cleaning services.

#### **CONTRACTORS SUPPLIED ITEMS**

All labor, janitorial tools, equipment, machines, and supplies necessary for the performance of daily janitorial services shall be furnished by Contractor at no expense or further cost to Facilities Management.

The Contractor shall provide a list of cleaning supplies that will be used in Clackamas County facilities. The County will review the list and provide written acceptance or rejection of each proposed cleaning item on the list. No cleaning supplies will be added to the County's approved list without written approval from Facilities Management.

Facilities Management requires current safety data sheets (SDS) for all chemicals being used on-site in all County facilities. Contractor shall provide SDS and product labels to the Contract Administrator prior to the use of any chemicals. The Brooks Building, Public Services Building (PSB), and Development Services Building (DSB) are LEED-certified and require the use of appropriate chemicals.

#### **FACILITIES MANAGEMENT SUPPLIED ITEMS**

Facilities Management will furnish soap, seat covers, toilet tissues, garbage bags/can liners, and paper towels for use in restrooms and other areas within County facilities. These supplies will be available for pickup at the Facilities Management storage building, by appointment, not more than three (3) days after requested by Contractor. The Contractor shall supply a copy of weekly distribution of products.

Sanitary napkin/tampon dispensers are serviced by County staff.

### **JANITORIAL LOGBOOK**

Contractor shall furnish a janitorial Logbook for each facility and/or work site as designated by Facilities Management to be reviewed by janitorial Lead or supervisor daily. Janitorial Lead or Supervisor shall acknowledge in writing, any entry made by County personnel has been attended to. This Logbook shall remain in designated areas of each facility and a monthly copy or summary of work sent to Facilities Management.

### **GENERAL NOTATION**

Janitorial staff shall not operate or adjust the setting of any heating, ventilation, or air conditioning systems in facilities without written approval of Facilities Management. On high heat days, Facilities Management will monitor temperatures during after hours schedule to ensure a safe work environment.

**Janitorial staff shall not permit visitors or children inside buildings at any time.**

Janitorial staff shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work.

Janitorial staff shall learn and carefully operate building security systems according to instructions. Excessive false alarm charges will be billed to the Contractor.

Janitorial staff shall report any damaged or broken plumbing, glass, light fixtures, furniture, floor paint, lavatory fixtures, etc., to Facilities Management.

Janitorial staff shall order needed supplies through Facilities Management, allowing three (3) days lead time.

Janitorial staff shall use designated closets and areas for storage of equipment and supplies.

Closet areas shall be kept clean and orderly at the same APPA Level 2 Cleaning Standard.

Janitorial staff shall repair/replace, at Contractor cost, any furnishings or fixtures damaged by janitorial staff.

Turn in lost and found articles to Facilities Management within twenty-four (24) hours.

### **IDENTIFICATION OF EMPLOYEES**

The Contractor shall provide uniforms and identification of its employees. All employees shall wear uniforms at all times so that each employee is readily identifiable. All personnel shall be clean and neat at all times. Minimum requirement of a uniform shall be a shirt with company name, logo, and employee name. All employees in uniform should appear professional adhering to a standard dress code, i.e., if hats are provided or allowed, they need to fit the uniform standard, hoodies and other outer clothing should not be worn under the Company uniform.

All employees will be supplied with a picture ID badge. These picture ID badges shall be worn and displayed at all times janitorial employees are in County facilities.

Keys that are provided by Facilities Management are to be tracked and logged on a master list as assigned to employees and the list provided to Facilities Management. The Contractor shall update the master list and notify Facilities Management when keys are reassigned to a different employee.

### **SECURITY CLEARANCES**

Contractor shall provide names and other requested information to Facilities Management on all employees involved in the execution of this Contract for the purpose of obtaining a Security Clearance. **Until a Security Clearance is completed, employees shall be restricted to a limited number of County facilities. to be defined by the Contract Administrator.** Contractor shall allow a minimum of two (2) weeks for Security Clearance. Contractor's employees shall be fingerprinted as directed by Facilities Management at Contractor's expense. The current charge for fingerprinting is fifteen dollars (\$15).

### **SDS**

The Contractor shall comply with all state and federal Occupational Safety and Health Administration (OSHA) regulations regarding the storage of hazardous materials and shall post SDS forms in the storage locations. In addition, the Contractor shall supply SDS forms to Facilities Management for all products it supplies for use in performance of this Contract. All SDS forms shall be kept up to date. All products shall be properly labeled. **No product shall be used in County facilities until its SDS has been reviewed and approved in writing by Facilities Management.**

### **REQUIRED TRAINING**

Contractor shall provide copies of all required programs as listed below. The programs shall be complete and include the names of all employees to be used in the performance of this Agreement. **Note: All employees shall be trained or scheduled for training prior to beginning work in County facilities.**

1. 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
2. Hazard Communications Program (MSDS)
3. Tuberculosis (TB) training and optional testing program (OSHA)
4. Custodial/housekeeping training program on proper techniques and cleaning methods complete with all related safety warnings.

**In the interest of safety, janitorial employees must be able to communicate in English both orally and in writing or be accompanied at all times by an employee who is able to do so.**

### **SECURITY**

Any disclosure or removal of any matter and/or property from County facilities on the part of the janitorial staff shall be cause for immediate cancellation of the Contract. Any liability, including but not limited to attorney's fees, resulting from any such action or suit brought against the County as a result of Contractor's employees' willful or negligent release of information, document, or property contained in . the building shall be borne by the Contractor. **All information, documents, and property contained within these facilities shall be considered privileged and confidential and should be treated as such.**



## **CLEANING AND PERFORMANCE STANDARDS**

### **APPA CUSTODIAL APPEARANCE – Level 2 (Figure 1)**

Contractor shall perform janitorial duties to meet Clackamas County's expectation with regard to the APPA Level 2 standard of cleanliness as described in *Figure 1.0* and in conjunction with the Site Frequency Matrix.

*Figure 1.0 Custodial Appearance Levels*

#### Level 1 – Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### Level 2 – Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### Level 3 – Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

#### Level 4 – Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is an obvious buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
- Lamp fixtures are dirty, and some (up to 5 percent) lamps are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

#### Level 5 – Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

## **FLOOR MAINTENANCE**

- Thoroughly vacuum all carpeted areas, using professionally appropriate vacuuming equipment. This shall include all areas of each facility, and under desks, chairs, and tables.
- Edge all carpeted areas.
- Spot-clean all carpeted areas regularly as needed.
- Vinyl tile in all buildings shall be dusted with treated dust mops. Spills and spots shall be removed.
- Damp-mop all resilient flooring with appropriate cleaning agents.
- Sweep, wet mop, and disinfect all kitchen/dining room, restroom/locker room, and shower room floors. Microfiber mops are preferred.
- Vacuum entrance mats and all other separate mats as may be required throughout the building. Clean under entrance mats.
- Sweep or vacuum stairways regularly.
- Clean flooring in elevators, scrape and vacuum out door tracks daily.

## **WASTE MATERIALS**

- Empty all trash containers into central collection containers. Clean trash containers as necessary to maintain clean, odor-free containers. Replace can liners as necessary. All liners in exam rooms, restrooms, and kitchen/dining areas shall be replaced daily.
- Deskside trash containers at PSB and DSB shall be maintained by County employees, with only central containers maintained by janitorial employees.
- Empty and clean all outside ashtrays and trash receptacles.

## **DUSTING**

- Dust all desks, tops of partitions, tops of doorways, tops of vending machines, chair legs, filing cabinets, bookcases, other furniture, countertops, windowsills, window ledges, areas from floor to a height of seventy-two (72) inches. **Note: Papers and other personal items spread out on desks or other surfaces are not to be disturbed or moved.**
- Dust high (over 72") moldings, shelves, bookcases, door casings, window casings, hanging light fixtures, partition tops, ledges, etc. There shall be no cobwebs visible in any areas.

## **RESTROOMS**

- Clean and disinfect all urinals and toilets using appropriate cleanser for the removal of stains.
- Wash and disinfect partitions, sheetrock, tile walls, floors, and showers. Remove all graffiti. Notify Facilities Management when graffiti cannot be removed or is carved into surfaces.
- Clean and disinfect all sinks and countertops including.
- Clean exterior of all dispensers and service all soap, towel, toilet tissue, and seat cover dispensers.
- Clean mirrors and empty trash. Service as required to maintain high standards of cleanliness.
- Clean all bright metal

## **DOORS, DOOR KNOBS, DOOR JAMBS, WALLS, FINISH MOLDING. AND CEILINGS**

- Remove all fingerprints and other smudges from all doors, doorknobs, door jambs, walls (especially around switch and electrical outlet cover plates), finish moldings, and ceilings.
- Clean and polish chrome and bright metal, entrance doors, and kick and push plates.
- Clean and polish elevator doors, control panels, and floor indicator plates where appropriate. Do not

use chemicals on or directly around the call buttons on the elevator car or at floor call buttons.

### **FURNITURE**

- Vacuum all upholster and carpet partitions.
- Polish wood and smooth upholstery surfaces.
- Clean leather, plastic, vinyl, and Naugahyde furniture and furniture covers. Polish office furniture which has been cleared of all paper, books, etc.

### **GLASS**

- Clean mirrors, including mirror frames, reception counter glass, glass doors, and door relites. Lobby area windows must be cleaned of fingerprints and handprints.
- The interior and exterior sides of all first-floor windows shall be cleaned twice per year. Window screens shall also be removed, cleaned, and replaced. Contractor shall provide a schedule of this planned maintenance.

### **INCIDENTALS**

- Spot check employee workstations and perform any incidental cleaning supplementary to regular waste removal, dusting, and vacuuming necessary to insure clean, neat appearing work areas.
- In kitchen areas, clean and wash exteriors of all vending machines, exteriors of cooking appliances, and kitchen fixtures and counter tops. Move all countertop appliances and clean under and around them. All refrigerators shall be cleaned by County employees in all buildings with the use of approved cleaners purchased by County Departments/Divisions. Main lunchroom refrigerators shall be cleaned by Facilities Management staff on a regular basis.
- Wipe and thoroughly clean lunch and conference room tables with appropriate cleaning agents.
- Per schedule, vacuum or wash all ceiling and wall air grills. This should be quarterly at a minimum.
- Per schedule, clean lens covers on all light fixtures.
- Clean all exterior entry areas and clean as necessary both sides of all entry-related glass doors and associated interior glass panels and frames.
- Spot check and clean high traffic and heavily soiled areas. Spot shampoo carpeted areas.
- Clean and disinfect all drinking fountains.
- Turn off all lights except those required to be left on.
- Close and lock all entrance doors and windows.

## SERVICE FREQUENCY BY SITE REVISED

Facility Name	Address_Street	Days of Service/Week	Time of Service
C-COM Building	2200 Kaen Road	6	Evening
Centerstone Clinic	11211 SE 82nd Avenue	6	Evening
Oak Lodge Library @ McLoughlin Business Park	16201 SE McLoughlin Boulevard	6	Evening
Public Safety Training Center	12700 SE 82nd Avenue	6	Evening
A Safe Place/Shaver	256 Warner Milne Road	5	Evening
Beavercreek Health & Wellness Center	1425 Beavercreek Road	5	Evening
Brooks Building	9101 SE Sunnybrook Boulevard	5	Morning
Courthouse	807 Main Street	5	Evening
Development Services Building (DSB)	150 Beavercreek Road	5	Evening
Gladstone Health and Wellness Center	18911 Portland Avenue	5	Evening
Grady J. Waxenfelter Building (Restroom Only)	902 Abernethy Road	5	Evening
Hilltop Behavioral Health Center	998 Library Court	5	Evening
Holman Building	821 Main Street	5	Evening
Justice Court @ Clackamas Corner	11750 SE 82nd Avenue, Suite D	5	Evening
Juvenile Building	2121 Kaen Road (Includes 2123 Kaen Road in same building)	5	Evening
Juvenile Modular (DA Area)	2125 Kaen Road	5	Evening
Multnomah Lodge (2nd Floor)	707 Main Street	5	Evening
Multnomah Lodge (3rd Floor)	708 Main Street	5	Evening
Stewart Behavioral Health Center	1002 Library Court	5	Evening
Stokes Building	1024 Main Street	5	Evening
Sunnyside Health & Wellness Center	9775 SE Sunnyside Road	5	Evening
Women, Infants, and Children (WIC) Office	999 Library Court	5	Evening
Qwest/ Beavercreek Modular (A Safe Place/Shaver)	1431 Beavercreek Road	4	Evening
Bridge Maintenance	902 Abernethy Road	4	Evening
Gladstone Dental	18911 Portland Avenue	4	Evening
Gladstone Library	135 E Dartmouth St.	4	Evening
McCoy Building	902 Abernethy Road	4	Evening
Public Services Building (PSB)	2051 Kaen Road	4	Evening
Traffic Maintenance Building - Finance Fleet Services Body Shop	902 Abernethy Road	4	Evening
Traffic Maintenance Building - Sign Shop	902 Abernethy Road	4	Evening
TS-1 Building	121 Library Court	4	Evening
TS-2 Building	168 Warner Milne Road	4	Evening
Dog Services	13141 SE Highway 212	3	Evening
OSU Extension Service Annex	168 Warner Milne Road	3	Evening
Silver Oak Building - Library Network	1810 Red Soils Court	3	Evening
Silver Oak Building - Records Management	1810 Red Soils Court	3	Evening
Willamette Building	104-112 11th Street	3	Evening
Grady J. Waxenfelter Building (Office)	902 Abernethy Road	2	Evening
Juvenile Annex	2106 Kaen Road	2	Evening
Juvenile Skills Center	2100A Kaen Road	2	Evening
OSU Extension Service	200 Warner Milne Road	2	Evening
Sheriff Fleet Administration & Shop	1007 Abernethy Road	2	Evening

Possibly ends in November

Possibly will change

CLACKAMAS COUNTY JANITORIAL TASK FREQUENCY MATRIX  
FYs 2022 - 2027

<b>Lobbies, public corridors, stairwells, and elevator cabs</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Empty and damp wipe all waste and recycling receptacles, replace liners as needed (inspect daily, empty and clean as required)	x					
Dust mop all areas using a treated mop	x					
Spot clean all vertical surfaces	x					
Sanitize and polish all drinking fountains	x					
Clean and polish all metal bright work	x					
Spot clean all walls, doors, light switches, control panels, thresholds, and elevators (inspect daily, clean as required)	x					
Clean elevator door tracks on each floor	x					
Vacuum all carpeted areas	x					
Spot mop all resilient floor surfaces	x					
Spot clean with extractor or spotting agent all carpet spots and spills (inspect daily, clean as required)	x					
Clean all interior glass in lobbies, doors, relites, reception windows, and counters (inspect daily, clean as required)	x					
Wipe down countertops and tables with a disinfectant	x					
Wipe down non-upholstered lobby furniture with disinfectant	x					
Clean visible marks/prints from interior of windows	x					
Complete mop all resilient floor surfaces (every other day)		3				
Clean and dust all horizontal surfaces below 72" in height		x				
Vacuum all upholstered furniture		x				
Dust all low reach areas including baseboards and ledges		x				
Detail vacuum/edge all areas		x				
Spot clean all upholstered furniture and fabric partitions		x				
Dust all office furniture and equipment below 72" in height		x				
Sanitize phone receivers		x				
Dust around and behind office equipment		x				
Clean window sills and ledges		x				
Dust lamps and side tables		x				
Vacuum all ceiling and wall air grills			x			
Dust blinds and draps			x			
Clean washable furniture and equipment with disinfectant			x			
Wash all ceiling and wall air grills				x		
<b>Restrooms, locker rooms, and shower rooms</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Empty trash, replace liners, and clean outside of containers	x					

CLACKAMAS COUNTY JANITORIAL TASK FREQUENCY MATRIX  
FYs 2022 - 2027

Vacuum all carpeted areas	x					
Clean and disinfect all restroom, locker room, and shower room fixtures (toilets, urinals, sinks, showers, etc.)	x					
Clean and disinfect all restroom partitions, walls, and doors	x					
Clean and sanitize all showers	x					
Clean and fill all dispensers	x					
Spot clean all walls	x					
Clean and sanitize all floors	x					
Clean all glass and mirrors	x					
Polish all metal bright work (every other day)		3				
Clean grout				x		
Dust all blinds				x		

<b>Conference rooms, meeting rooms, and common/general use areas</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Empty and damp wipe all waste and recycling receptacles, replace liners as needed (inspect daily, empty and clean as required)	x					
Wipe down countertops and tables with a disinfectant	x					
Clean glass in interior windows, doors, and relites (inspect daily, clean as required)	x					
Organize chairs and tables as required	x					
Vacuum all carpeted areas	x					
Spot clean all vertical surfaces (inspect daily, clean as required)	x					
Spot clean with extractor or spotting agent all carpet spots and spills (inspect daily, clean as required)	x					
Clean and sanitize all telephones		x				
Dust all furniture, equipment, and accessories		x				
Detail vacuum and edge vacuum all carpeted areas		x				
Low dust all surfaces including baseboard and ledges		x				
Vacuum all ceiling and wall air grills			x			
Dust all blinds and drapes			x			
High dust all surfaces over 72"			x			
Spot clean all upholster furniture and fabric partitions or sound panels (inspect daily, clean as required)			x			
Dust around and behind computer terminals			x			
Wash all ceiling and wall air grills				x		

<b>Office and office cubicle areas</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
--	--------------	---------------	----------------	------------------	--------------------	---------------

CLACKAMAS COUNTY JANITORIAL TASK FREQUENCY MATRIX  
FYs 2022 - 2027

Empty all trash (except PSB and DSB)	x					
Damp wipe all waste and recycle receptacles, replace liners as needed (inspect daily, empty as required, except in PSB and DSB)	x					
Wipe down countertops and tables with a disinfectant cleaner (only clean areas that are clear of materials)	x					
Clean glass in interior windows, doors, and relites (inspect daily, clean as required)	x					
Organize chairs and tables as required	x					
Spot clean all vertical surfaces (inspect daily, clean as required)	x					
Clean and sanitize all telephones		x				
Dust all furniture, equipment, and accessories		x				
Vacuum all carpeted areas		x				
Detail vacuum and edge vacuum all carpeted areas		x				
Low dust all surfaces including baseboard and ledges		x				
Spot clean with extractor or spotting agent all carpet spots and spills (inspect daily, clean as required)		x				
Vacuum all ceiling and wall air grills				x		
Dust all blinds and drapes				x		
High dust all surfaces over 72"				x		
Spot clean all upholster furniture and fabric partitions or sound panels (inspect daily, clean as required)				x		
Dust around and behind computer terminals				x		
Wash all ceiling and wall air grills					x	
Office and cubicle recycling to be performed by County employees						

<b>Eating areas</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Damp clean and sanitize tables, chairs, counters, appliance exteriors, cupboard fronts and tops	x					
Empty all containers and disposals. Wash and sanitize interior and exterior of all containers	x					
Clean and disinfect sinks	x					
Mop floors with disinfectant	x					
Vacuum carpeted areas	x					
Clean and fill dispensers	x					
Low dust all surfaces below 72"	x					
High dust all surfaces over 72"		x				

CLACKAMAS COUNTY JANITORIAL TASK FREQUENCY MATRIX  
FYs 2022 - 2027

<b>Floor care</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Spot clean all carpeted areas (inspect daily, clean as required)	x					
Maintain high gloss finish on vinyl and tile floors				x		X
Clean grout in tile floors				x		X
Clean carpets in lobbies, conference rooms, meeting rooms, hallways, and high traffic areas					x	X
Complete strip and wax all vinyl and tile floors					x	X
Clean carpets in office and office cubicle areas					x	
Complete strip and reseal all resilient floors						x
<b>Miscellaneous</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>	<b>Annual</b>
Empty and clean exterior ashtrays and trash receptacles within 50 feet of exterior doors	x					
Empty and clean exterior ashtrays and trash receptacles in Red Soils Plaza and Liberty Plaza	x					
Clean and sweep all exterior entry areas, doorways, walk off mats, and vestibles of cobwebs, trash, and debris	x					
Check logbook and make corrections	x					
Notify Facilities Management of any irregularities (e.g. defective plumbing, burnt out lights, unlocked doors, etc.)	x					
Turn off all lights except those to be left on, close and latch all window and door locks	x					
Clean lens covers on all light fixtures			x			
Wash all interior windows of entire building, including removal and cleaning of window screens					x	
Wash all exterior windows of first floor, including removal and cleaning of window screens					x	



**EXHIBIT B  
CONTRACTORS QUOTE**



Hello Rick Cole and Clackamas County Representatives

We have completed the 5-year budget for janitorial services at the Clackamas County facilities for the budget years of August 2022 through June 2027. We have taken into consideration and adapted our budget to include the updated scope of work, cleaning specifications, and scheduled service days provided for your locations.

Rick Cole and Tanneke have been wonderful to work with and provided valuable and updated information as we went through this process. Included in this budget we've separated the Oregon City Courthouse and Holman building from the rest of the budgeting process and will provide those separately.

- Over the total 5 years of budgeted service, you can expect to see an average increase across 5 years of 7.48% annually. This is because of the unusually higher rate of inflation in our first year of projections which went from eight to nine percent. We hope that the market will regulate, and inflation will trend back down to four percent or under. We have provided a budget that reflects that hope.
- The first-year budget in 2022-23 comes to approximately 20.15% and includes all your janitorial locations as a total increase percentage. These include the Oregon City Courthouse and Holman Law Library, which were previously understaffed, and with the new cleaning specifications, bring them to a standard and staffing level to provide a high quality of service.
  - When separated, the Oregon City Courthouse and Holman Law Library, themselves represent an approximately 31% increase (from the previous year) to bring the service and walkthroughs up to the standard Clackamas facilities have requested.
  - While this initial increase is high, it helps set the baseline for the following years. The budgeted increase is higher than usual as it takes into account wages and updated contract statements of work, additional cleaning specifications, and another supervisor. The addition of a new supervisor where there was only one before (bringing the budgeted amount to two total) for the locations allows us for nightly walkthroughs and assistance daily as well as our updated wages and equipment. These are additional staffing we have provided that were absent from the previous budget to fully need the updated cleaning specifications for your facilities.
- Year 1 total annual budget will be: \$1,712,945.37 (the year previously was \$1,367,806.20) at 20.15%.
  - The Total annual Budget in year 2 moves to 5.38% (\$1,810,241.59) for year 2 and trends down in each of the following budget cycles 3-5.
- The total five annual budget total over five years comes to \$9,441,470.16



In the chart below you'll find a breakdown for each budget year and our entry-level wages for janitorial employees.

Budgeting Year	Budget Year 5 of 5	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5
Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Total Year Annual Budget	\$1,367,806.20	\$1,712,945.37	\$1,810,241.59	\$1,902,045.48	\$1,973,059.55	\$2,043,178.17
	<b>Budget Increase</b>	20.15%	5.37%	4.83%	3.60%	3.43%

- I have made the following updates to wages for this budget in projecting 5 years of service and have taken into account the Metro area wages that are trending towards \$17.00 and higher in 2022-23 Clackamas County. It has been a challenge to keep up with the current inflation as it relates directly to competitive wages and remaining a viable option for workers in the area with such extensive wage competition.
- In preparing for the 5 years of budget updates, I've had to take into consideration the current rate of increase for employee and janitorial wages in the Clackamas. We're currently in a job market that is seeing wages and benefits climb higher and faster than ever before, making hiring and keeping qualified applicants a challenge. We've watched this trend over the last year and to stay competitive in Clackamas County, we are setting our wages at a minimum of \$17.25 for our janitors. We believe this will help to keep us within the range of other similar services-based industries that compete directly for workers, such as fast-food businesses, restaurants, hospitality, and other janitorial companies in the region that are hiring at \$17 to \$18.00 and above per hour.
- Previously our janitorial wages in 2021 were set at \$15.25 per hour, we found that those wages led to our employees seeking higher-paying jobs with our competitors and other local businesses in different fields. Moving our entry janitorial pay to \$17.25 per hour, from \$15.25 represents an 11.59% increase. Which in the current hiring marketplace is showing us to be within range of many entry-level positions. It also allows us to pay our janitors an improved wage and reduce losing good employees to turnover.
- Oregon's Minimum Wage in the Portland Metro is moving from \$14.00 to \$14.75 per hour, which is a 5.1% increase in line with the Oregon Legislature Senate bill 1532, which goes through July 1, 2023. We also believe with the current wages trending towards \$17.00 they will continue to increase past the \$15.00 minimum wage in 2024 and beyond. The State will also adjust future yearly minimum wage increases that will be based on the consumer price index. We feel our budget projections are very balanced and hopeful.

SCS Clackamas Janitor Entry Wage (Minimum)	\$15.25	\$17.25	\$17.75	\$18.50	\$19.25	\$20.00
		11.59%	2.82%	4.05%	3.90%	3.75%

- We've also readjusted our overhead from 12.5 % to 13% for this five-year budget as we take into account wage increases and required training for staff, new Oregon laws for employees, and regulatory needs on the administrative side of the company. We have hired two new admin staff to keep up with required pieces of training, new regulations, and increased workload based on employee recruiting.



- Overall, we feel this wage is fair and competitive and have considered these factors for this five-year budget forecast. It also shows the employees who stayed with us through Covid over the last two years that we and the customers value their continued hard work during these trying times. We know Janitorial workers are worth more and that it will take time for the world to catch up to their overall value, this budget starts us on a good path towards that.
- Along with our projected growth in janitorial staff for these locations, we're investing in new equipment to assist in servicing your locations. We have an updated fleet of carpet spotters to address daily spills and spots. We've invested in new microfiber cloth technology, as well as mopheads to replace the standard cotton loop mopheads. This will reduce not only the amount of water used with cotton fabrics (which absorb 30% of water during use) but reduces the water usage for every building we service. We continue to use our HEPA-filtered vacuum from ProTeam. These systems are in partnership with the American Lung Association and capture 99.8% of particles while cleaning. We have also moved in the direction of steam cleaning units that Rick suggested and will be purchasing and staging a unit with each supervisor for detailed cleaning.
- Another point of emphasis in our current budget projection is the addition of a second supervisor for the Clackamas contract, which will allow us to divide buildings between two supervisors and provide a detailed walkthrough of buildings on a nightly basis. The supervisors will work with a handful of lead workers to accomplish this quality assurance program. Our daytime locations will still receive support from our current Daytime Supervisor, Management team, and administrative staff. We have also hired a full-time Employee Development Manager to train and provide onsite training support to new and seasoned employees. This will allow us to provide onsite support and training for our employees daily and allow the janitors to keep a good eye on overall service and quality.

If you have any questions about the budget proposal, please feel free to follow up with me.

Allen Bethel, SCS Division Manager

*Allen L Bethel*

**EXHIBIT C**  
**CLACKAMAS COUNTY SITE BUDGET**

Facility	SQFT/Frequency	Monthly	Annually
911 - EOC (CCOM)	10752 sq ft / 5 days per week ( listed as 5.5 days)	\$ 2,736.51	\$ 32,838.080
Beavercreek Clinic	13007 sq ft / 5 days per week	\$ 6,399.80	\$ 76,797.540
Beavercreek Modular	1748 sq ft / 4 days per week	\$ 815.20	\$ 9,782.450
Bridge Maintenance	600 sq ft / 4 days per week	\$ 512.43	\$ 6,149.160
Brooks	70094 sq ft / 5 days per week	\$ 12,936.95	\$ 155,243.370
Courthouse	59000 sq ft / 5 days per week	\$ 16,706.80	\$ 200,481.610
CHMC	6900 sq ft / 6 days per week	\$ 2,895.85	\$ 34,750.140
DSB	121937 sq ft / 5 days per week (5th day 2nd & 3rd floor only)	\$ 19,959.78	\$ 239,517.310
Dog Services	5444 sq ft / 3 days per week	\$ 2,333.29	\$ 27,999.450
Gladstone Clinic	2446 sq ft / 5 days per week	\$ 1,954.68	\$ 23,456.100
Gladstone Dental	530 sq ft / 4 days per week	\$ 744.65	\$ 8,935.740
Gladstone Library	3120 sq ft / 4 days per week	\$ 1,991.08	\$ 23,892.990
Grady Waxenfelter	1708 sq ft 5 days per week	\$ 710.51	\$ 8,526.140
Holman	9659 sq ft / 5 days per week	\$ 2,044.56	\$ 24,534.690
Justice Court	7850 sq ft / 5 days per week	\$ 2,021.89	\$ 24,262.720
Juvenile	16598 sq ft / 5 days per week	\$ 4,706.08	\$ 56,472.930
Juvenile Annex	1985 sq ft / 2 days per week	\$ 601.22	\$ 7,214.610
Juvenile Modular	1792 sq ft / 5 days per week	\$ 430.11	\$ 5,161.320
Juvenile Skills Center	1748 sq ft / 4 days per week ( listed at 2 days)	\$ 436.56	\$ 5,238.770
Library Network	4327 sq ft / 3 days per week	\$ 691.58	\$ 8,298.930
McCoy	6000 sq ft / 4 days per week	\$ 2,497.92	\$ 29,975.030
Multnomah 2nd floor	5000 sq ft / 5 Days a week	\$ 1,499.58	\$ 17,995.010
Multnomah 3rd floor	5000 sq ft / 5 Days a week	\$ 1,499.58	\$ 17,995.010
Oak Lodge Library	8722 sq ft / 6 days per week	\$ 2,553.72	\$ 30,644.630
Hilltop Clinic	15580 sq ft / 5 days per week	\$ 6,364.78	\$ 76,377.380
OSU Extension Services	3420 sq ft / 2 days per week ( had it at 3 days)	\$ 938.08	\$ 11,256.930
OSU Annex Modular	1792 sq ft / 3 days per week ( had it at 2 days)	\$ 589.32	\$ 7,071.800
PSTC	15,140 sq ft / 6 days per week	\$ 3,090.02	\$ 37,080.190
PSB	109350 sq ft / 4 days per week	\$ 18,397.73	\$ 220,772.780
Records Management	1789 sq ft / 3 days per week	\$ 761.97	\$ 9,143.590
A Safe Place (Shaver)	9152 sq ft / 5 days per week	\$ 2,080.88	\$ 24,970.570
Sheriff's Fleet	360 sq ft / 2 days per week	\$ 259.46	\$ 3,113.470
Sign Shop	1000 sq ft / 4 days per week	\$ 852.88	\$ 10,234.590
Stewart	4909 sq ft / 5 days per week	\$ <b>1,940.83</b>	\$ 23,289.910
Stokes	19206 ( 5 days a week)	\$ 4,550.26	\$ 54,603.100
Sunnyside Clinic	11990 sq ft / ( 5 days a week)	\$ 5,740.90	\$ 68,890.780
TS1	5963 sq ft / 4 days per week	\$ 1,618.98	\$ 19,427.700
TS2	10229 sq ft / 4 days per week	\$ 1,842.31	\$ 22,107.750
WIC	5994 sq ft / 5 days per week	\$ 2,027.05	\$ 24,324.620
Willamette	9275 sq ft / 3 days per week	\$ 2,009.70	\$ 24,116.400
		<b>\$ 142,745.44</b>	<b>\$ 1,712,945.29</b>

FY 22/23

Facility	SQFT/Frequency	Monthly	Annually
911 - EOC (CCOM)	10752 sq ft / 5 days per week ( listed as 5.5 days)	\$ 2,881.68	\$ 34,580.12
Beavercreek Clinic	13007 sq ft / 5 days per week	\$ 7,072.74	\$ 84,872.84
Beavercreek Modular	1748 sq ft / 4 days per week	\$ 815.20	\$ 9,782.45
Bridge Maintenance	600 sq ft / 4 days per week	\$ 536.51	\$ 6,438.17
Brooks	70094 sq ft / 5 days per week	\$ 13,498.47	\$ 161,981.61
Courthouse	59000 sq ft / 5 days per week	\$ 17,603.94	\$ 211,247.33
CHMC	6900 sq ft / 6 days per week	\$ 2,990.46	\$ 35,885.49
DSB	121937 sq ft / 5 days per week (5th day 2nd & 3rd floor only)	\$ 21,218.39	\$ 254,620.69
Dog Services	5444 sq ft / 3 days per week	\$ 2,424.24	\$ 29,090.93
Gladstone Clinic	2446 sq ft / 5 days per week	\$ 2,033.71	\$ 24,404.46
Gladstone Dental	530 sq ft / 4 days per week	\$ 773.62	\$ 9,283.39
Gladstone Library	3120 sq ft / 4 days per week	\$ 2,065.09	\$ 24,781.06
Grady Waxenfelter	1708 sq ft 5 days per week	\$ 734.59	\$ 8,815.06
Holman	9659 sq ft / 5 days per week	\$ 2,200.96	\$ 26,411.51
Justice Court	7850 sq ft / 5 days per week	\$ 2,099.63	\$ 25,195.60
Juvenile	16598 sq ft / 5 days per week	\$ 4,894.49	\$ 58,733.93
Juvenile Annex	1985 sq ft / 2 days per week	\$ 621.47	\$ 7,457.60
Juvenile Modular	1792 sq ft / 5 days per week	\$ 446.85	\$ 5,362.14
Juvenile Skills Center	1748 sq ft / 4 days per week ( listed at 2 days)	\$ 452.55	\$ 5,430.61
Library Network	4327 sq ft / 3 days per week	\$ 719.80	\$ 8,637.65
McCoy	6000 sq ft / 4 days per week	\$ 2,596.15	\$ 31,153.77
Multnomah 2nd floor	5000 sq ft / 5 Days a week	\$ 1,588.82	\$ 19,065.84
Multnomah 3rd floor	5000 sq ft / 5 Days a week	\$ 1,588.82	\$ 19,065.84
Oak Lodge Library	8722 sq ft / 6 days per week	\$ 2,654.01	\$ 31,848.15
Hilltop Clinic	15580 sq ft / 5 days per week	\$ 6,918.31	\$ 83,019.70
OSU Extension Services	3420 sq ft / 2 days per week ( had it at 3 days)	\$ 974.39	\$ 11,692.71
OSU Annex Modular	1792 sq ft / 3 days per week ( had it at 2 days)	\$ 610.77	\$ 7,329.18
PSTC	15,140 sq ft / 6 days per week	\$ 3,210.84	\$ 38,530.08
PSB	109350 sq ft / 4 days per week	\$ 19,141.71	\$ 229,700.49
Records Management	1789 sq ft / 3 days per week	\$ 793.89	\$ 9,526.63
A Safe Place (Shaver)	9152 sq ft / 5 days per week	\$ 2,159.83	\$ 25,918.01
Sheriff's Fleet	360 sq ft / 2 days per week	\$ 269.99	\$ 3,239.91
Sign Shop	1000 sq ft / 4 days per week	\$ 894.68	\$ 10,736.18
Stewart	4909 sq ft / 5 days per week	\$ 2,256.37	\$ 27,076.40
Stokes	19206 ( 5 days a week)	\$ 4,772.26	\$ 57,267.14
Sunnyside Clinic	11990 sq ft / ( 5 days a week)	\$ 6,071.07	\$ 72,852.79
TS1	5963 sq ft / 4 days per week	\$ 1,690.57	\$ 20,286.79
TS2	10229 sq ft / 4 days per week	\$ 1,950.38	\$ 23,404.60
WIC	5994 sq ft / 5 days per week	\$ 2,303.22	\$ 27,638.60
Willamette	9275 sq ft / 3 days per week	\$ 2,292.07	\$ 27,504.84
		<b>\$ 150,822.52</b>	<b>\$ 1,809,870.29</b>

FY 23/24

Facility	SQFT/Frequency	Monthly	Annually
911 - EOC (CCOM)	10752 sq ft / 5 days per week ( listed as 5.5 days)	\$ 3,000.73	\$ 36,008.76
Beavercreek Clinic	13007 sq ft / 5 days per week	\$ 7,532.80	\$ 90,393.63
Beavercreek Modular	1748 sq ft / 4 days per week	\$ 890.45	\$ 10,685.38
Bridge Maintenance	600 sq ft / 4 days per week	\$ 548.68	\$ 6,584.13
Brooks	70094 sq ft / 5 days per week	\$ 14,218.29	\$ 170,619.43
Courthouse	59000 sq ft / 5 days per week	\$ 18,304.54	\$ 219,654.44
CHMC	6900 sq ft / 6 days per week	\$ 3,149.42	\$ 37,792.98
DSB	121937 sq ft / 5 days per week (5th day 2nd & 3rd floor only)	\$ 22,308.81	\$ 267,705.71
Dog Services	5444 sq ft / 3 days per week	\$ 2,566.76	\$ 30,801.10
Gladstone Clinic	2446 sq ft / 5 days per week	\$ 2,138.20	\$ 25,658.41
Gladstone Dental	530 sq ft / 4 days per week	\$ 820.98	\$ 9,851.70
Gladstone Library	3120 sq ft / 4 days per week	\$ 2,151.41	\$ 25,816.93
Grady Waxenfelter	1708 sq ft 5 days per week	\$ 770.41	\$ 9,244.90
Holman	9659 sq ft / 5 days per week	\$ 2,310.53	\$ 27,726.41
Justice Court	7850 sq ft / 5 days per week	\$ 2,213.66	\$ 26,563.93
Juvenile	16598 sq ft / 5 days per week	\$ 5,149.62	\$ 61,795.41
Juvenile Annex	1985 sq ft / 2 days per week	\$ 655.55	\$ 7,866.62
Juvenile Modular	1792 sq ft / 5 days per week	\$ 469.85	\$ 5,638.23
Juvenile Skills Center	1748 sq ft / 4 days per week ( listed at 2 days)	\$ 480.91	\$ 5,770.86
Library Network	4327 sq ft / 3 days per week	\$ 754.35	\$ 9,052.19
McCoy	6000 sq ft / 4 days per week	\$ 2,704.16	\$ 32,449.93
Multnomah 2nd floor	5000 sq ft / 5 Days a week	\$ 1,675.09	\$ 20,101.04
Multnomah 3rd floor	5000 sq ft / 5 Days a week	\$ 1,675.09	\$ 20,101.04
Oak Lodge Library	8722 sq ft / 6 days per week	\$ 2,806.30	\$ 33,675.62
Hilltop Clinic	15580 sq ft / 5 days per week	\$ 7,274.74	\$ 87,296.93
OSU Extension Services	3420 sq ft / 2 days per week ( had it at 3 days)	\$ 1,023.75	\$ 12,285.04
OSU Annex Modular	1792 sq ft / 3 days per week ( had it at 2 days)	\$ 640.75	\$ 7,689.02
PSTC	15,140 sq ft / 6 days per week	\$ 3,402.38	\$ 40,828.51
PSB	109350 sq ft / 4 days per week	\$ 20,123.21	\$ 241,478.46
Records Management	1789 sq ft / 3 days per week	\$ 812.38	\$ 9,748.54
A Safe Place (Shaver)	9152 sq ft / 5 days per week	\$ 2,272.68	\$ 27,272.16
Sheriff's Fleet	360 sq ft / 2 days per week	\$ 285.29	\$ 3,423.45
Sign Shop	1000 sq ft / 4 days per week	\$ 960.63	\$ 11,527.52
Stewart	4909 sq ft / 5 days per week	\$ 2,365.64	\$ 28,387.63
Stokes	19206 ( 5 days a week)	\$ 5,017.05	\$ 60,204.62
Sunnyside Clinic	11990 sq ft / ( 5 days a week)	\$ 6,389.26	\$ 76,671.08
TS1	5963 sq ft / 4 days per week	\$ 1,771.85	\$ 21,262.18
TS2	10229 sq ft / 4 days per week	\$ 2,047.12	\$ 24,565.45
WIC	5994 sq ft / 5 days per week	\$ 2,419.82	\$ 29,037.88
Willamette	9275 sq ft / 3 days per week	\$ 2,400.63	\$ 28,807.55
		<b>\$ 158,503.73</b>	<b>\$ 1,902,044.80</b>

FY 24/25



Facility	SQFT/Frequency	Monthly	Annually
911 - EOC (CCOM)	10752 sq ft / 5 days per week ( listed as 5.5 days)	\$ 3,107.07	\$ 37,284.84
Beavercreek Clinic	13007 sq ft / 5 days per week	\$ 7,806.12	\$ 93,673.39
Beavercreek Modular	1748 sq ft / 4 days per week	\$ 921.85	\$ 11,062.25
Bridge Maintenance	600 sq ft / 4 days per week	\$ 568.42	\$ 6,821.01
Brooks	70094 sq ft / 5 days per week	\$ 14,743.31	\$ 176,919.70
Courthouse	59000 sq ft / 5 days per week	\$ 19,005.13	\$ 228,061.55
CHMC	6900 sq ft / 6 days per week	\$ 3,260.84	\$ 39,130.05
DSB	121937 sq ft / 5 days per week (5th day 2nd & 3rd floo	\$ 23,160.09	\$ 277,921.13
Dog Services	5444 sq ft / 3 days per week	\$ 2,653.89	\$ 31,846.65
Gladstone Clinic	2446 sq ft / 5 days per week	\$ 2,213.55	\$ 26,562.63
Gladstone Dental	530 sq ft / 4 days per week	\$ 845.92	\$ 10,151.01
Gladstone Library	3120 sq ft / 4 days per week	\$ 2,223.56	\$ 26,682.67
Grady Waxenfelter	1708 sq ft 5 days per week	\$ 795.33	\$ 9,543.99
Holman	9659 sq ft / 5 days per week	\$ 2,394.06	\$ 28,728.70
Justice Court	7850 sq ft / 5 days per week	\$ 2,291.37	\$ 27,496.47
Juvenile	16598 sq ft / 5 days per week	\$ 5,340.28	\$ 64,083.33
Juvenile Annex	1985 sq ft / 2 days per week	\$ 675.57	\$ 8,106.78
Juvenile Modular	1792 sq ft / 5 days per week	\$ 481.36	\$ 5,776.34
Juvenile Skills Center	1748 sq ft / 4 days per week ( listed at 2 days)	\$ 496.49	\$ 5,957.85
Library Network	4327 sq ft / 3 days per week	\$ 780.33	\$ 9,363.90
McCoy	6000 sq ft / 4 days per week	\$ 2,801.62	\$ 33,619.38
Multnomah 2nd floor	5000 sq ft / 5 Days a week	\$ 1,733.60	\$ 20,803.24
Multnomah 3rd floor	5000 sq ft / 5 Days a week	\$ 1,733.60	\$ 20,803.24
Oak Lodge Library	8722 sq ft / 6 days per week	\$ 2,900.83	\$ 34,809.94
Hilltop Clinic	15580 sq ft / 5 days per week	\$ 7,533.01	\$ 90,396.07
OSU Extension Services	3420 sq ft / 2 days per week ( had it at 3 days)	\$ 1,060.03	\$ 12,720.31
OSU Annex Modular	1792 sq ft / 3 days per week ( had it at 2 days)	\$ 661.98	\$ 7,943.76
PSTC	15,140 sq ft / 6 days per week	\$ 3,518.98	\$ 42,227.75
PSB	109350 sq ft / 4 days per week	\$ 21,037.19	\$ 252,446.29
Records Management	1789 sq ft / 3 days per week	\$ 838.22	\$ 10,058.66
A Safe Place (Shaver)	9152 sq ft / 5 days per week	\$ 2,351.72	\$ 28,220.65
Sheriff's Fleet	360 sq ft / 2 days per week	\$ 294.02	\$ 3,528.25
Sign Shop	1000 sq ft / 4 days per week	\$ 994.62	\$ 11,935.40
Stewart	4909 sq ft / 5 days per week	\$ 2,447.67	\$ 29,372.07
Stokes	19206 ( 5 days a week)	\$ 5,198.12	\$ 62,377.48
Sunnyside Clinic	11990 sq ft / ( 5 days a week)	\$ 6,618.74	\$ 79,424.92
TS1	5963 sq ft / 4 days per week	\$ 1,831.13	\$ 21,973.58
TS2	10229 sq ft / 4 days per week	\$ 2,116.80	\$ 25,401.55
WIC	5994 sq ft / 5 days per week	\$ 2,504.07	\$ 30,048.87
Willamette	9275 sq ft / 3 days per week	\$ 2,481.16	\$ 29,773.90
		<b>\$ 164,421.63</b>	<b>\$ 1,973,059.55</b>

FY 25/26

Facility	SQFT/Frequency	Monthly	Annually
911 - EOC (CCOM)	10752 sq ft / 5 days per week ( listed as 5.5 days)	\$ 3,211.15	\$ 38,533.76
Beavercreek Clinic	13007 sq ft / 5 days per week	\$ 8,079.43	\$ 96,953.14
Beavercreek Modular	1748 sq ft / 4 days per week	\$ 951.92	\$ 11,423.05
Bridge Maintenance	600 sq ft / 4 days per week	\$ 585.28	\$ 7,023.38
Brooks	70094 sq ft / 5 days per week	\$ 15,267.21	\$ 183,206.57
Courthouse	59000 sq ft / 5 days per week	\$ 19,705.72	\$ 236,468.67
CHMC	6900 sq ft / 6 days per week	\$ 3,371.96	\$ 40,463.54
DSB	121937 sq ft / 5 days per week (5th day 2nd & 3rd floor only)	\$ 23,985.01	\$ 287,820.16
Dog Services	5444 sq ft / 3 days per week	\$ 2,823.68	\$ 33,884.19
Gladstone Clinic	2446 sq ft / 5 days per week	\$ 2,288.91	\$ 27,466.86
Gladstone Dental	530 sq ft / 4 days per week	\$ 870.86	\$ 10,450.33
Gladstone Library	3120 sq ft / 4 days per week	\$ 2,310.64	\$ 27,727.62
Grady Waxenfelter	1708 sq ft 5 days per week	\$ 819.61	\$ 9,835.37
Holman	9659 sq ft / 5 days per week	\$ 2,477.51	\$ 29,730.09
Justice Court	7850 sq ft / 5 days per week	\$ 2,369.52	\$ 28,434.18
Juvenile	16598 sq ft / 5 days per week	\$ 5,530.94	\$ 66,371.25
Juvenile Annex	1985 sq ft / 2 days per week	\$ 695.58	\$ 8,346.95
Juvenile Modular	1792 sq ft / 5 days per week	\$ 498.31	\$ 5,979.66
Juvenile Skills Center	1748 sq ft / 4 days per week ( listed at 2 days)	\$ 512.07	\$ 6,144.84
Library Network	4327 sq ft / 3 days per week	\$ 806.30	\$ 9,675.61
McCoy	6000 sq ft / 4 days per week	\$ 2,899.07	\$ 34,788.85
Multnomah 2nd floor	5000 sq ft / 5 Days a week	\$ 1,792.12	\$ 21,505.42
Multnomah 3rd floor	5000 sq ft / 5 Days a week	\$ 1,792.12	\$ 21,505.42
Oak Lodge Library	8722 sq ft / 6 days per week	\$ 2,995.36	\$ 35,944.27
Hilltop Clinic	15580 sq ft / 5 days per week	\$ 7,791.27	\$ 93,495.23
OSU Extension Services	3420 sq ft / 2 days per week ( had it at 3 days)	\$ 1,096.30	\$ 13,155.57
OSU Annex Modular	1792 sq ft / 3 days per week ( had it at 2 days)	\$ 683.21	\$ 8,198.48
PSTC	15,140 sq ft / 6 days per week	\$ 3,635.58	\$ 43,627.00
PSB	109350 sq ft / 4 days per week	\$ 21,783.74	\$ 261,404.91
Records Management	1789 sq ft / 3 days per week	\$ 864.06	\$ 10,368.73
A Safe Place (Shaver)	9152 sq ft / 5 days per week	\$ 2,430.76	\$ 29,169.15
Sheriff's Fleet	360 sq ft / 2 days per week	\$ 302.75	\$ 3,633.05
Sign Shop	1000 sq ft / 4 days per week	\$ 1,028.61	\$ 12,343.30
Stewart	4909 sq ft / 5 days per week	\$ 2,529.71	\$ 30,356.51
Stokes	19206 ( 5 days a week)	\$ 5,379.21	\$ 64,550.48
Sunnyside Clinic	11990 sq ft / ( 5 days a week)	\$ 6,871.84	\$ 82,462.09
TS1	5963 sq ft / 4 days per week	\$ 1,890.42	\$ 22,684.98
TS2	10229 sq ft / 4 days per week	\$ 2,186.47	\$ 26,237.64
WIC	5994 sq ft / 5 days per week	\$ 2,588.97	\$ 31,067.60
Willamette	9275 sq ft / 3 days per week	\$ 2,561.69	\$ 30,740.24
		<b>\$ 170,264.85</b>	<b>\$ 2,043,178.14</b>

Fy 26/27

# COVER SHEET

New Agreement/Contract

Amendment/Change/Extension to TVW Inc. for Janitorial Services

Other \_\_\_\_\_

Originating County Department: Finance

Other party to contract/agreement: TVW Inc.

## Description:

Approval of Contract 7020 with TVW INC, for Janitorial Services at County Buildings

After recording please return to: Jennifer Johnson, Finance, jjohnson@clackamas.us

County Admin

Procurement

If applicable, complete the following:

---

Board Agenda Date/Item Number: \_\_\_\_\_