



CITY OF ALBANY, OREGON  
Albany Police Department

COA-RFP #220207

# REQUEST FOR PROPOSALS FOR Janitorial Services for Police Building

**Issue Date:** Monday, February 14, 2022

**Due Date:** Tuesday, March 15, 2022, 2:30 p.m. (Pacific Time)

**Police Chief** ..... **Marcia Harnden**  
**Police Senior Administrative Supervisor** ..... **Diana Eilers**  
**Purchasing Coordinator** ..... **Diane M. Murzynski, CPPO, CPPB**

**For more information regarding this Request for Proposals,  
contact [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net).**

CITY OF ALBANY

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## PROPOSER'S SUBMITTAL CHECKLIST

Proposals must be emailed by the time and date designated in the Request for Proposals (RFP). It is the responsibility of the proposer to email the proposal by the indicated deadline to the designated location. NO proposals will be taken in person or accepted via a delivery service (FedEx, UPS, USPS, etc.). The City is not responsible for late or mishandled delivery. Proposals received after the designated closing time will be determined nonresponsive and will not be accepted.

If the proposer obtains these documents by means of a website, electronic bulletin board, or copied from a plan center, it is the responsibility of the proposer to check for any addendums.

All Proposals must be received electronically in non-editable PDF format and must use City-provided forms, if applicable, without unauthorized alterations. The total size limit for each email submittal response must be less than 20 MB. An automated response will be generated back to the sender stating, "Proposal has been received by the City." If you do not receive a notification, contact Diane Murzynski at [diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net) or 541-917-7522. Proposers should submit responses within a reasonable amount of time before the proposal opening date/time to ensure email delivery is not late.

The following should be received to be considered responsive:

- Introductory Letter
- Disclosure Statement
- Experience & Qualifications and Service Team
- Cost Proposal (*Exhibit A*)
- Employee Drug Testing Program Certification (*Exhibit B*)
- Employee Background Check Program Certification (*Exhibit C*)
- Proposal Certifications (*Exhibit D*)
- Certification Statement for Corporation or Independent Contractor (*Exhibit E*)
- Proposer Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters (*Exhibit F*)
- Certification of Insurance Requirements (*Exhibit G*)
- References (*Exhibit H*)

**Other than what is listed above, it is not necessary to submit any additional pages with the proposal. Submittals should not exceed 20 MB or proposal response may result in non-delivery.**



## CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

### Janitorial Services for Police Building Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, March 15, 2022

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals for janitorial services for the police building for a contract term of three years beginning approximately May 1, 2022, through April 30, 2025, with an option to extend the contract for two additional, one-year terms. The scope of services include:

- General cleaning, floor cleaning, and restroom/locker room cleanings, four days a week (Monday, Wednesday, Friday, and Sunday), between the hours of 8:00 a.m. and 12:00 p.m.
- Follow all City required Oregon Health Authority (OHA) and OSHA COVID-19 guidelines and safety requirements.

A Mandatory Pre-proposal Site Visit will be held Wednesday, February 23, 2022, at the Albany Police Department, 2600 Pacific Boulevard SW, in the Community room, 1:00-2:00 p.m. All attendees must confirm their intent to attend and limit attendance to one representative from each vendor firm. Contact Diana Eilers at [diana.eilers@cityofalbany.net](mailto:diana.eilers@cityofalbany.net) to confirm attendance. In response to the COVID-19 virus, all attendees are required to wear face coverings and practice social distancing of six feet.

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at [diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net).

Proposal responses must be submitted to [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), not later than 2:30 p.m. (Pacific Time), Tuesday, March 15, 2022. Submittals will be considered time-stamped and received by the City when received in the Procurement inbox. The email subject line should include the project name "Janitorial Services for Police Building".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 14TH DAY OF FEBRUARY 2022.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator

PUBLISH: Albany Democrat-Herald, on Monday, February 14, 2022  
Daily Journal of Commerce, on Monday, February 14, 2022

## **SECTION 1 – BACKGROUND AND INFORMATION**

### **1.1 INTRODUCTION**

The City of Albany is a municipal governmental entity providing a full range of services, including police and fire police protection; land use planning; sewer services; water services; construction and maintenance of streets, and infrastructure; recreational activities, and cultural events. The City of Albany, with a population of 54,935, is the eleventh largest City in Oregon. Located at the confluence of the Willamette and Calapooia Rivers, the city of Albany lies within both Benton and Linn counties. Albany is the largest city in Linn County and serves as the county seat. Albany is also the second largest city in Benton County. From its river town beginnings, Albany has grown south and east with the railroads, state highways and Interstate 5 and across the Willamette into the farms and wooded hillsides of North Albany.

Albany operates under a home-rule charter in a council-manager form of government. Albany is led by an elected, non-partisan seven-member council. The council consists of the mayor and six council members. The mayor is elected at-large every two years; councilors are elected for overlapping four-year terms within three city wards. The city manager serves at the pleasure of the council. The council meets on the 2nd and 4th Wednesdays of each month and conducts work sessions the Monday prior to regularly scheduled Wednesday meetings (with some exceptions). The city council acts as the Local Contract Review Board for the City.

Albany employs approximately 427.40 FTE employees and up to an additional 100 temporary employees seasonally. Employees work in one of nine departments. The departments are Police, Fire, Parks & Recreation, Library, Human Resources, Finance, Information Technology, Public Works Engineering & Operations, and Community Development.

The objective of requesting proposals is for the City to contract with a firm that can offer services at the highest quality of service at a cost representing the best value to the City. More information about the city is available at the following: <https://www.cityofalbany.net/>.

### **1.2 REQUIRED SERVICES**

The City of Albany Police department is seeking a contractor that can provide janitorial services. The scope of work includes general cleaning services four days a week (Monday, Wednesday, Friday, and Sunday) between the hours of 8:00 a.m. and 12:00 p.m. at the Albany Police Department located at 2600 Pacific Boulevard SW, Albany.

### **1.3 CITY INSPECTION OF SERVICES**

All services, which include services performed, materials furnished or utilized in the performance of service, and workmanship in the performance of services, shall be subject to inspection by the City, at all times and places during the term of the contract. All inspections by the City shall be made in such a manner as not to unduly delay the work by contractor.

## **1.4 REMODELING AND CONSTRUCTION**

From time to time, the Albany Police Department may have minor construction cleanup (i.e., dust, loose debris) that should be picked up or cleaned during regular janitorial services and will be included as part of the contract. NOTE: Large debris, piles, etc., due to construction is not considered part of this contract.

## **1.5 CONTRACTOR RESPONSIBILITIES**

- City ID tags shall be worn at all times on City premises. Employees shall be required to dress neatly with clean clothing commensurate with the tasks being performed.
- Janitorial work will be completed on an area-by-area basis. When work is completed in one area, lights shall be turned off, except those designated by the City for security.
- All windows and doors shall be checked upon completion of work to ensure that they are properly secured.
- Contractor and employees may be required to sign in and sign out of the building on a form provided by the Contract Administrator or designee.
- All damaged or broken equipment, unusual security problems, or other abnormal conditions will be immediately reported to the Contract Administrator or designee.
- Contractor shall provide supporting documentation for any site Supervisors who have passed their CJIS Security Awareness test.
- Contractor will check weekly with the Contract Administrator or designee for special instructions and cleaning problems.
- All building damage, window, paint damage, floor damage, etc., will be reported immediately to the Contract Administrator or designee.
- The Contract Administrator or designee will be notified when supplies run low, so items may be reordered before total depletion of supply.
- The Contractor shall repair, at Contractor's cost, any furnishings or fixtures damaged by his employees, as soon as possible or at a time agreed upon by the Contract Administrator or designee.
- The Contractor shall turn in lost and found articles to the Contract Administrator or designee in the location in the facility specified for that purpose.
- Contractor shall assure that at least one employee is proficient in writing, reading, and speaking English is always on site when work is being performed.
- If the employee cannot exercise independent judgment in the situations referred to, a one-to-one ratio of supervisor to contract employee must be maintained within the immediate proximity at all times. Contractor shall assure that all employees possess good judgment and independent decision-making abilities without assistance to ensure their personal safety and so as not to impede City operations due to the sensitive nature of the work done at City sites and the risk of being in close contact with combative suspects, weapons, and hazardous materials and/or conditions.

- Contractor shall ensure that all employees have not been held, arrested, or taken to jail for any reason within the past five (5) years. Employees shall not have felony convictions.
- For each employee working under this contract, the Contractor shall provide the full name, date of birth, address, and social security number to the Albany Police Department for a thorough criminal background check prior to the start of work, and the Contractor will provide the City with this information prior to the Notice to Proceed and additionally as new employees are utilized.
- Contractor shall assure consistency of employees. If an employee assignment must change, the Contractor must provide to the Contract Administrator with the full legal name, date of birth, address and social security number of the new employee and assure that drug and alcohol testing have been conducted and successfully passed prior to the employee start date at City facilities. The City reserves the right to obtain documentation supporting the tests.

## **1.6 PROJECT KICK-OFF MEETING**

A project kick-off meeting will be required to prepare identification access cards, tour the facility, supply janitorial closets, and provide additional information. The meeting will be scheduled to take place a minimum of two weeks prior to beginning work. The Contractor shall submit the following:

- Cleaning product Safety Data Sheets (SDS), the brand name and intended use of each of the materials that the contractor proposes to use in the performance of the work.
- List of names of employees for background check.
- Proof of completion of CJIS training.
- A list of recommended sustainable Green products and their intended use(s).

## **1.7 PROCUREMENT METHOD**

The City will use a procurement and selection method based on competitive request for proposals in accordance with ORS 279B.060. Responses to this RFP will be reviewed, scored, and ranked according to the criteria defined herein to determine the most qualified proposer. Pre-qualification of Proposers is not required for this RFP.

## SECTION 2 – PROCUREMENT REQUIREMENTS

### 2.1 ISSUING OFFICE AND SUBMITTAL LOCATION

The City Purchasing Coordinator will issue the Request for Proposals document and will be the sole point of contact for the City for questions, concerns, and protests. Proposals must be submitted in non-editable PDF format to [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net) by Tuesday, March 15, 2022, no later than 2:30 p.m. (Pacific Time).

#### Submittal Address & Questions

City of Albany  
Finance Department  
Diane M. Murzynski, CPPO, CPPB  
Purchasing Coordinator  
333 Broadalbin Street SW, Albany, OR 97321  
[diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net)

#### Scope of Work

Diana Eilers  
Police Department  
Senior Administrative Supervisor  
[diana.eilers@cityofalbany.net](mailto:diana.eilers@cityofalbany.net)

Proposals received after the specified date and time will not be given further consideration. Proposers submitting proposals are solely responsible for the means and manner of their delivery.

### 2.2 RFP SCHEDULE

The following general timeline will be used for receiving and evaluating proposals and selecting a contractor. The timeline listed below may be changed if it is in the City's best interest to do so.

RFP Issued	February 14, 2022
Mandatory Pre-proposal Site Visit	February 23, 2022, 1:00 p.m.
Date to Submit Changes or Solicitation Protests	February 28, 2022, 12:00 p.m.
Last Date for Addenda Issued	March 10, 12:00 p.m.
Proposal Due Date	March 15, 2022, 2:30 p.m.
Evaluate Proposals	March 16, 2022
Optional Interviews	March 17, 2022
Notice of Intent to Award	March 18, 2022
Protest Period ends (seven calendar days)	March 25, 2022, 12:00 p.m.
Council Approval	April 13, 2022
Contract Award and Execution	April 14, 2022
Contract Begins	May 1, 2022

### 2.3 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City of Albany reserves the right to make changes to the RFP by written addenda posted on the City of Albany website. A prospective proposer may request a change to the RFP by submitting a request to [contracts@cityofalbany.net](mailto:contracts@cityofalbany.net). The request must specify the provision of the RFP in question and contain an explanation for the requested change. All requests for changes or additional information must be submitted no later than the date set forth in the RFP Schedule.



The City of Albany will evaluate any request submitted but reserves the right to determine whether to accept the requested change. If in the Purchasing Coordinator's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an addendum. Any addenda will have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City of Albany managers, employees, or agents to the prospective proposers will not bind the City of Albany.

1. All addenda, clarifications, and interpretations will be posted on the City of Albany's website at <https://cityofalbany.net/bids>.
2. No addenda will be issued later than the date set forth in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarifications, or revisions of proposals leading to obtaining best offers or best and final offers.
3. Each proposer must ascertain, prior to submitting a proposal response, that the proposer has received all addenda issued, and receipt of each addendum must be acknowledged in the appropriate location within the proposal submittal.

## **2.4 TRADE SECRETS AND PUBLIC RECORDS LAW**

All information submitted by proposers will be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon law. All requests will be in writing, noting specifically which portion of the proposal the proposer requests exception from disclosure. Proposer must not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Albany as a result of this RFP. Proposer should not mark the whole proposal document "confidential". If a proposal contains any information that is considered a trade secret under ORS 192.501(2), proposers must mark each sheet of such information with the following legend: "This data constitutes a trade secret under ORS 192.501(2) and will not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192." Any proposal marked as a trade secret in its entirety will be considered nonresponsive.

## **2.5 CANCELLATION**

ORS 279B.100 provides for cancellation, rejection, or delay of proposals when the cancellation or rejection is in the best interest of the City as determined by the City. The City of Albany reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City of Albany's best interest. In no event will the City of Albany have any liability for the cancellation of award.

## **2.6 LATE PROPOSALS, WITHDRAWALS AND MODIFICATIONS**

Proposals must be submitted by the time designated in the RFP Schedule. Any proposals submitted after the designated closing time will be considered late and determined nonresponsive. A proposer's request for modification of a proposal, or withdrawal of a proposal received after closing date and time, is late. The City will not consider late proposals, late requests for modifications, or late withdrawals.

## **2.7 CONDITIONS OF SUBMITTAL**

By the act of submitting a response to this RFP, the proposer certifies:

1. The proposer and each person signing on behalf of any proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Albany, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the proposer's response to this solicitation.
2. The proposer has examined all parts of the request for proposal, including all requirements and contract terms and conditions thereof, and, if its proposal is accepted, the proposer must accept the contract documents thereto unless substantive changes are made in same without the approval of the proposer.
3. The proposer, if an individual, is of lawful age; is the only one interested in this proposal; and that no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.
4. The proposer has demonstrated quality experience providing the required goods and/or services, or consulting services, whichever is applicable.
5. The proposer has examined the scope of services and conditions thoroughly and can provide the appropriate insurance, deposits, and bonds, if applicable.
6. The proposer will comply fully with the scope of services for the agreed contract.
7. The proposer can meet any and all registration and certification requirements as set forth and required in the Oregon Revised Statutes and this RFP.

## **2.8 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS**

1. Proposers must promptly notify the City of Albany of any ambiguity, inconsistency, or error, which they may discover upon examination of the solicitation documents.
2. Proposers requiring clarification or interpretation of the Documents must make a written request for same to Diane Murzynski, CPPO, Purchasing Coordinator, at [contracts@cityofalbany.net](mailto:contracts@cityofalbany.net).
3. The City of Albany will make interpretations, corrections, or changes of the solicitation documents in writing by published addenda. Interpretations, corrections, or changes of

the proposal documents made in any other manner will not be binding, and proposers must not rely upon such interpretations, corrections, and changes.

4. Should any doubt or difference of opinion arise between the City of Albany and a proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the City of Albany will be final and binding upon all parties.
5. To the maximum extent allowed by law, the City may waive bid/proposal irregularities or strict compliance with any requirement herein if it concludes such action to be in its best interest.

## **2.9 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION**

Requests for information regarding City of Albany services, programs, or personnel, or any other information must be submitted to Diane Murzynski, Purchasing Coordinator, at [contracts@cityofalbany.net](mailto:contracts@cityofalbany.net). Answers will be provided to all proposers of record on the date that answers are available by posting to the City website.

## **2.10 COMPETITION**

Proposers are encouraged to comment, either with their proposals or at any other time, in writing, on any specification or requirement within this RFP, which the respondent believes, will inordinately limit competition.

## **2.11 SOLICITATION PROTESTS**

A protest of any provision in this RFP must be made in writing and emailed to Diane Murzynski, CPPO, Purchasing Coordinator, at [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), no later than the date listed in the RFP Schedule. Submittals will be reviewed upon receipt and will be answered in writing. Any protest must address the requirement, provision or feature of this RFP or its attachments, that the potential proposer believes is ambiguous, unclear, unfair, contrary to law or likely to limit competition. Such submittals will be reviewed upon receipt and will be answered in writing.

In addition to the information required by ORS 279B.405(4), a prospective proposer's written protest must include a statement of the desired changes to the procurement process or the solicitation document that the prospective proposer believes will remedy the conditions upon which the prospective proposer based its protest. No such protests or requests will be considered if received after the deadline or requests are incomplete. No oral, telegraphic, telephone protests or requests will be accepted.

## **2.12 COST OF RFP AND ASSOCIATED RESPONSES**

This RFP does not commit the City of Albany to paying any costs incurred by any proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof. Responses to this solicitation are purely voluntary. Proposers must not include any such expenses as part of their proposals.

## **2.13 CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS**

1. The City of Albany reserves the right to obtain clarification of any point in a proposal

or to obtain additional information necessary to properly evaluate a proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in a finding that the proposer is nonresponsive and consequent rejection of the proposal.

2. The City of Albany may obtain information from any legal source for clarification of any proposal or for information on any proposer. The City of Albany need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received.
3. The City of Albany may perform, at its sole option, investigations of the responsible proposer. Information may include, but will not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City of Albany, become part of the public record, and may be disclosed accordingly.
4. The City reserves the right to investigate references including customers other than those listed in the proposer's submission. Investigation may include past performance with respect to its successful performance of similar projects, conformance to Owner's budget, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or other criteria as determined by the City.
5. The City of Albany reserves the right to request revisions of proposals after the submission of proposals and before award.
6. The City of Albany reserves the right to negotiate revisions to the final contract, as well as price, with the successful proposer.
7. The City of Albany reserves the right to request revisions of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

## **2.14 REJECTION OF PROPOSALS**

The City of Albany reserves the right to reject any or all proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

1. Failure of the proposer to adhere to one or more of the provisions established in this RFP.
2. Failure of the proposer to submit a proposal in the format specified herein.
3. Failure of the proposer to submit a proposal within the time requirements established herein.
4. Failure of the proposer to adhere to ethical and professional standards before, during, or following the proposal process.

The City of Albany may reject any proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all proposals upon a finding of the City of Albany that it is in the public interest to do so.

## **2.15 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER**

1. A proposal may not be modified, withdrawn, or canceled by the proposer for 120 calendar days following the time and date designated for the receipt of proposals.
2. Proposals submitted early may be modified or withdrawn only by email to the City of Albany Purchasing Coordinator, at the submittal location, prior to the time designated for receipt of proposals. All such communications will be so worded as not to reveal the amount of the original proposal or any other material contents of the original proposal.
3. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided they are then fully in conformance with the proposal submittal instructions.

## **2.16 PROPOSAL OWNERSHIP**

1. All proposals submitted become and remain the property of the City of Albany and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act (FOIA) and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.
2. Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City of Albany will make available to any person requesting information through the City of Albany's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any proposer to do so after the Notice of Intent to Award has been released.

## **2.17 DURATION OF PROPOSAL**

Proposal prices, terms and conditions will be firm for a period of at least 120 days from the deadline for receipt of submittal. The successful proposal will not be subject to future price escalation or changes of terms if accepted during the 120 calendar-day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

## **2.18 AFFIRMATIVE ACTION**

By submitting a proposal, the proposer must agree to comply with the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS); and all applicable requirements of federal, state and local civil rights and rehabilitation statutes, rules and regulations if awarded a contract by the City.

## **2.19 CERTIFICATION OFFICE FOR BUSINESS INCLUSION AND DIVERSITY (COBID)**

The Oregon Business Development Department, through the Certification Office for Business Inclusion and Diversity, is the sole agency that may certify enterprises and businesses as disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own and emerging small businesses that are eligible to perform public contracts in this state. Proposer must agree not to discriminate against a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns, or an emerging small business enterprise certified under ORS 200.055 in awarding subcontracts as required by ORS 279A.110. The State of Oregon provides a certification directory for MWESB Vendors - <https://www.oregon.gov/biz/programs/cobid/pages/default.aspx>. Proposers must consider MWESB vendors for subcontracting opportunities.

## **2.20 PAY EQUITY COMPLIANCE**

As required by ORS 279B.235, all proposers must comply with ORS 652.220 and will not unlawfully discriminate against any of proposer's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age. Proposer's compliance with this section constitutes a material element of this contract and a failure to comply constitutes a breach that entitles the City to terminate this contract for cause.

Proposer may not prohibit any of their employees from discussing the employee's rate of wage, salary, benefits, or other compensation with another employee or another person. Proposer may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits, or other compensation with another employee or another person.

If the contract is valued at \$500,000 or more and the proposer has 50 or more employees, then the proposer is required to complete Pay Equity Training through the State of Oregon's DAS, at <https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx>, and must certify they have taken the training and provide a certificate as evidence before awarded a contract by the City.

## **2.21 SUBCONTRACTORS/SUBCONSULTANTS**

In all solicitations either by competitive bidding, proposals, or negotiation made by the successful proposer for work to be performed under a subconsultant/subcontractor, including procurements of materials or leases of equipment, each potential supplier will be notified by the successful proposer of the proposer's obligations under this contract, Title VI of the Civil Rights Act of 1964, and other federal nondiscrimination laws. A list of potential state certified DBE contractors is available at <https://www.oregon.gov/biz/programs/cobid/pages/default.aspx> and from the City's website at <https://cityofalbany.net/bids>.

## **2.22 IDENTICAL PROPOSALS**

If the City receives proposals identical in price, fitness, availability, and quality and chooses to

award a contract, the City will award the contract in accordance with ORS 279A.120 and OAR 137-046-0300. If the City determines that one or more proposals are identical, tiebreaker preference for identical offers are awarded on the following order of precedence: 1) Goods and services manufactured, produced or to be performed in Oregon, and 2) Drawing of lots among the identical offers. The City will provide the proposers who submitted the identical proposals notice of the date, time, and location of the drawing of lots and an opportunity for the proposers to be present when the lots are drawn.

## **2.23 COMPLIANCE WITH STATE OF OREGON LAWS**

By submitting a response to this solicitation, proposer agrees that any terms and conditions stated within any agreement awarded as a result of this solicitation will include the following laws of the State of Oregon and are hereby incorporated by reference into the agreement: ORS 279B.220 (Payment, contributions, liens, and withholding), ORS 279B.225 (Salvaging, recycling, composting or mulching yard waste material, if applicable), ORS 279B.230 (Payment for medical care and workers' compensation), and ORS 279B.235 (Hours of labor).

## **2.24 NOTIFICATION OF INTENT TO AWARD**

Responsive proposers to this RFP will be notified of the Selection Review Committee's recommendation and the City's intent to award an agreement not less than seven (7) days prior to award of agreement. The notice of intent to award an agreement will be directed to the person who has signed the proposal on behalf of the proposer, or their designee, if an email has not been provided.

## **2.25 PROTEST OF AWARD**

A proposer may protest the award of a contract or the intent to award such a contract, whichever occurs first, if the following conditions are satisfied: (1) The proposer must be adversely affected because the proposer would be eligible to be awarded the contract in the event the protest is successful; (2) The reason for the protest is that all the lower bids/proposals, or higher-ranked bids/proposals are nonresponsive; (3) The City has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation document and the specific criteria and process being protested must be included; (4) The City has abused its discretion in rejecting the protestor's bid/proposal as nonresponsive; (5) The City's evaluation of the proposals or the subsequent determination of award is otherwise in violation of ORS 279A or 279B.

Written protests must be delivered to the Purchasing Coordinator at [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), within seven (7) days after issuance of the notice of intent to award the contract, or if no notice of intent to award is issued, within forty-eight hours after award. The written protest must specify the grounds for protest, must be received by the deadline provided in the notice of intent to award, and must be complete meeting all conditions addressed above, to be considered by the City, pursuant to ORS 279B.410(2). City will not consider a protest of contract award that is incomplete and submitted after the above timeline.

## **2.26 OBLIGATION TO AWARD**

The City's obligation to award this RFP is contingent upon appropriation or approval of funds.

## **2.27 AGREEMENT**

The successful proposer(s) will be required to sign an agreement to deliver to the City at the cost proposed, providing the scope of services and conditions set forth herein, or an agreed upon statement of work, if applicable. It is the City's intent to award an agreement in substantially the form of the sample agreement attached to this RFP document.

## **2.28 NOTICE TO PROCEED**

Work under the Agreement may not begin until the Notice to Proceed has been issued. The City will issue the Notice to Proceed after execution of the contract. The Notice to Proceed will state the date work under the Agreement will begin.

## **2.29 RECIPROCAL PREFERENCE LAW**

Oregon's reciprocal preference law, ORS 279A.125, requires public contracting agencies, in determining the lowest responsible proposer, to add a percent increase to each out-of-state proposer's bid price which is equal to the percent of preference given to local proposers in the proposer's home state. The list prepared and maintained by the Oregon Department of Administrative Services pursuant to ORS 279A.120(4) will be used to determine whether the nonresident proposer's state gives preference to in-state proposers/bidders and the amount of such preference. For details, check Oregon's Reciprocal Preference Law at <https://www.naspo.org/reciprocity1>. Proposers in need of assistance in the application of this law should contact the State Procurement Office: State of Oregon, Department of Administrative Services, State Procurement Office, 1225 Ferry Street SE, U-140, Salem, OR 97301-4285. Phone: 503-378-4642.

## **2.30 CITY REPRESENTATIVE OR CONTRACT ADMINISTRATOR**

The City's representative or designee shall have full authority to act on behalf of the City with respect to administration of the provisions of this contract, including the authority to stop the work whenever such stoppage may be necessary to ensure the proper execution of the contract. The representative or designee shall also have authority to reject all work that does not conform to the contract documents. The representative for the purpose of administering this contract will be Diana Eilers, Senior Administrative Supervisor, 541-917-3202, [diana.eilers@cityofalbany.net](mailto:diana.eilers@cityofalbany.net).

The City's representative shall observe, monitor, and inspect the work to the extent required to determine the provisions of the contract documents are being properly fulfilled. The inspection of the work completed shall not relieve the contractor of his/her/their obligation to perform acceptable work in conformance with these contract documents.



## **2.31 INVOICES**

All invoices must be submitted in writing and given by mail or email to:

City of Albany  
Attn: Accounts Payable  
P.O. Box 490, Albany, Oregon 97321  
[accountspayable@cityofalbany.net](mailto:accountspayable@cityofalbany.net)

And when so addressed, will be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, bills will be deemed given at the time of actual delivery.

## SECTION 3 - SCOPE OF WORK

### 3.1 PROJECT INFORMATION

The City of Albany is requesting proposals from qualified individuals to provide Janitorial Service for Police Building four days per week (Monday, Wednesday, Friday, and Sunday) between the hours of 8:00 a.m. and 12:00 p.m. at the Albany Police Department located at 2600 Pacific Boulevard SW, Albany.

### 3.2 CONTRACT TERM

The contract term is for three years, commencing May 1, 2022, through April 30, 2025, with an option to extend up to two additional, one-year terms, for a total of five years. If the City elects to renew the contract, a written notice will be provided a minimum of thirty (30) days prior to the expiration of the current contract of its intent to do so. Contract extensions will be for the same terms and conditions as the original agreement, subject only to renegotiation of compensation as provided in this RFP.

### 3.3 SCOPE OF SERVICES

The Contractor shall perform the anticipated services listed below within the scope of this Agreement. Services will include, but are not limited to, the following:

#### GENERAL CLEANING

Trash removal. All waste receptacles and other trash containers within the Office Commons Suites will be emptied and returned to their initial locations. Boxes, cans, papers, etc., placed near a trash receptacle and marked "TRASH" will also be removed. Any other items not marked will not be removed. All waste from trash receptacles will be removed from the area and emptied into a designated trash dumpster or receptacle in such a manner as to prevent the adjacent area from becoming littered. Dumpster lids will be kept closed. Exterior of wastebaskets will be damp wiped as needed to remove soil and the inside cleaned monthly. Wet spills on the interior of waste receptacles will be removed. In restrooms or locker rooms, a disinfectant will be used to damp wipe receptacles. The liners will be replaced when obviously soiled or torn. Plastic liners shall be used in receptacles. Recycled material containers shall be emptied as designated by facility.

Dust building Office Commons Suite surfaces. Remove dust, lint, dry soil, and cobwebs from baseboards, heat registers, moldings, ledges, doors and window casings, window blinds, windowsills, chalk trays, handrails, walls, air and heat vents, etc. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, lint, and cobwebs. In the restrooms and showers, a cloth or sponge dampened with a disinfectant will be used.

Dust furniture. Remove all dust, lint, litter, etc., from the surface of tables, desks, chairs, cabinets, bookcases, shelves, and other types of furniture and equipment. No papers or files will be moved on desktops or table surfaces. Fabric surfaces of upholstered furniture will be vacuumed to remove hair, dirt, and lint. Items on top of furniture will not be disturbed or moved. After dusting, all surfaces will have a uniform appearance free from streaks, smudges, dust, lint, litter, and

cobwebs.

Clean drinking/eye wash fountains. Remove all obvious debris, streaks, and smudges from drinking fountains and eye wash fountain. All polished metal surfaces, including the orifices and drain, shall be disinfected. Stainless steel fountains will be polished with an appropriate cleaner. After cleaning, the fountain will be uniform in appearance and have no visible streaks, film, stains, or debris.

Clean internal building Office Commons Suite surfaces. Wash to remove smudges, fingerprints, spills, streaks, stains, and soil from washable surfaces, including stainless steel, light switches, doors, door handles and casings, telephones, interior glass, bulletin boards, display cases, walls, entry areas, laminated surfaces, window blinds, and handle places. Disinfectants shall be used on tables, chairs, and all flat surfaces such as counter tops, benches, stools, exercise pads, and in rest rooms and locker rooms. After cleaning, the surfaces will have a uniform appearance free of smudges, fingerprints, streaks, soil, and lint. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned. Gum shall be removed from all surfaces.

Clean counters and sinks. Remove any nonpermanent stains, spots, or spills from all counters and sinks. Restrooms and lockers shall be cleaned and disinfected. After washing, the counters, sinks, and fixtures will have a uniform appearance free from streaks, spots, soil, or lint.

Clean entrance glass. Completely clean both interior and exterior surfaces of entrance glass and windows immediately adjacent to the entrance doors. Spot clean both sides of the entrance doors. After cleaning, the surfaces will have a uniform appearance free of smudges, streaks, fingerprints, soil, and lint. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned and restored.

Wash window blinds. During the cleaning process, the blind is not to be removed. The hardware will not be damaged, and the blind will operate properly after cleaning. All surfaces of the blind are to be wiped clean and dried of visible soil, smudges, streaks, and stains. After cleaning, the blind will have a uniform appearance free of smudges, streaks, fingerprints, soil, and lint. The blind is to be left in the fully extended position.

Wash light fixtures. The diffuser/cover will be removed, cleaned on both sides, dried, and reinstalled. The area covered by the diffuser, including florescent tubes or light bulbs will be dusted to remove all visible dust and soil. After cleaning, the fixtures will be free of all dust, soil, smudges, and streaks. Any fixture surface soiled by splashing or dripping will also be cleaned.

Wash interior windows. Wash glass surfaces using mild detergent, or a slightly acidic cleaning solution applied either with a soft, grit-free cloth or a soft brush. Immediately rinse with water. Promptly dry using a clean squeegee. Any alternative cleaning method shall be approved by the City Contract Administrator.

Dusting and cleaning of pipes, vents, and grills (high dusting). This is the complete removal of smudges, tape, oily film, cobwebs, dust, and oil from grills, pipes, sprinkler systems, and vents. After cleaning, all surfaces will be free from all types of soil removable by dusting or damp wiping.

The soil will be completely removed from the area. This procedure will precede sweeping and dust mopping.

Clean Janitorial area. This area must be kept clean and neat at all times. Supplies shall be put in proper places as they arrive, discarding all boxes, bottles, papers, etc.

Restore furniture to standard arrangement. Furniture is often moved to perform various cleaning tasks. Upon completion of the cleaning tasks, the furniture will be returned to the original arrangement.

Routine attention to rooms. After performing Janitorial tasks in an area, the Custodian is required to straighten window blinds, close windows, turn off lights, and close and lock doors.

Upholstery cleaning. Furniture will be shampooed to remove dirt, stains, and spots. Prior to shampooing, the furniture must be vacuumed to remove any foreign debris. When completely dry, the furniture shall be brushed to provide a uniform appearance.

## **FLOOR CLEANING**

Dust mop and/or sweep non-carpeted floors. These areas are all non-carpeted areas. Prior to sweeping or dust mopping, all spills or litter, such as paper, gum, and rubber bands, shall be cleaned up. The entire area will be thoroughly swept to remove dust, dry soil, and other surface debris. All areas such as under chairs, trash receptacles, desks, coin-operated machines, other furnishings, and behind doors will be swept. After sweeping, all surfaces such as corners, abutments, and places accessible to the mop shall be free of all visible soil, streaks, litter, and spots caused by spills.

Damp mop spills non-carpeted floors. These areas are all non-carpeted areas. When soil and stains are not removed by dry-cleaning methods, they are to be removed by damp mopping. After spot mopping, the floor surfaces will present a uniform appearance free of spills, spots, film, and other stains.

Wet mop entrances. Entrance mats will be removed and cleaned. The surfaces will be swept, or dust mopped prior to wet mopping to remove all loose soil. All accessible areas will be mopped to remove all soil and nonpermanent stains. After mopping, the floor will have a uniform appearance with no streaks, fill detergent residue, mop strings, or other evidence of soil or debris. There will be no splash marks left on baseboards. Any splash marks will be removed immediately. The entrance carpet will be replaced when the floor is completely dry.

Wet mop non-carpeted areas. Prior to being mopped, the floor will be swept to remove all soil and debris. All accessible areas will be mopped. Chairs, trash receptacles, etc. will be moved to mop underneath and not placed back on the floor until completely dry. Restrooms, locker rooms, and showers will be disinfected. After mopping, the floors will have a uniform appearance with no visible streaks, film, smudges, soil, or debris. There will be no splash marks or mop streaks left on furniture, walls, baseboards, or other surfaces. Water must be applied sparingly and not allowed to stand on floor surfaces.

Vacuum carpets. Prior to vacuuming, all surface litter shall be picked up. Furniture and trash receptacles will be moved as necessary to vacuum underneath. After vacuuming the entire floor, the floor, corners, under furniture, etc., will be free of all visible litter.

Carpet spot removal. Carpets will be checked daily for stains. All stained areas will be cleaned using soft cleaning solutions, following the manufacturer's recommendation for the specific stain. Spot cleaning will continue until as much of the stain as possible is removed. After cleaning, the carpet should be free from visible spots and stains and the nap should be brushed all in one direction.

Quarterly non-carpeted floor cleaning. Strip, wax, and buff all non-carpeted floor surfaces in August, November, February, and May. Special care will be taken for maintenance of Epoxy flooring in locker rooms.

Quarterly carpet cleaning. Dry clean all carpets in August, November, February, and May.

## **RESTROOMS/LOCKER ROOMS**

Clean mirrors. Thoroughly clean and dry mirrors to remove soil, streaks, smudges, and film from the surface. The frame of the mirror, shelves, and other adjacent areas will also be cleaned.

Refill paper products dispenser. Resupply all paper towel dispensers to the proper level. Single-folded paper towels will be interlocked with remaining towels in the cabinet. The paper-roll towel cabinets utilize the reserve roll feature. The new (reserve) roll is to be placed in the cabinet so that it will feed automatically when the stubby roll runs out.

Toilet tissue dispensers. Most toilet tissue dispensers hold two rolls of tissue. Replace consumed rolls and partial rolls that appear to be down to the last 10-15 sheets.

Toilet seat-cover dispensers. Fill with a new package when empty, or when less than six sheets remain in the package. The dispensers and adjacent surfaces will be wiped with a disinfectant to remove handprints and smudges after filling. The device will be checked for proper operation after filling, and inoperable devices will be reported.

Refill soap dispensers. Soap dispensers will be filled with the proper amount and type of soap as necessary. Remove the semi-hardened soap from the spout of the liquid dispensers and clean adjacent surfaces with a disinfectant to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Report inoperable devices.

Clean and disinfect sinks. Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner will be used on the exposed hardware. (Cleaning includes drying and polishing of the hardware.) After cleaning, the fixture will have a uniform appearance, clean, bright, and shiny, free from visible soil streaks, spots, oily smudges, or cleaning residue. Sponges, brushes, and scouring pads used for cleaning toilets will not be used on sinks. Inoperable or broken fixtures will be reported immediately.

Clean and disinfect toilets and urinals. Completely scrub, clean, and disinfect all exposed surfaces (inside and out) of the toilets and urinals, paying particular attention to areas under the rim and water inlet orifices. A non-abrasive cleaner will be used on the exposed hardware. (Cleaning includes drying and polishing of the hardware.) All foreign material will be removed from the urinal drain trap, and the surfaces of the urinal drain not covered by water will be thoroughly scrubbed. A special set of sponges, brushes, and scouring pads will be used for cleaning toilets and urinals only. After cleaning, the toilet seat must be completely dried and placed in the upright position. All fixtures shall have a uniform appearance, clean, bright, and shiny, free from visible streaks, spots, stains, rings, cleaning residue, and foreign material. Stopped-up toilets will be plunged to clear the obstruction. If the obstruction cannot be dislodged completely, it will be reported immediately to Contract Administrator.

Descal toilets and urinals. Remove scale, scum, mineral deposits, and rust from the interior and exterior of toilet bowls and urinals. After cleaning, toilets and urinals will have a uniform appearance, bright, and shiny, and free from visible streaks, spots, stains, rings, and cleaning residues.

Spot clean walls, partitions, doors. Clean partition walls, frames, doors, and walls surrounding urinals and toilets. Remove any graffiti, nonpermanent stains, spots, and streaks with a disinfectant solution. After cleaning, the surface will have a uniform appearance, free from dust, lint, streaks, stains, cleaning residue, and graffiti.

Clean floor drains. Remove grate if possible and remove all built-up deposits, embedded hairs, and soil from the grate and neck of the drain. After wet mopping the floor, pour the remaining disinfectant solution down the drain. After cleaning, the drain and grate will be free of odors and built-up deposits.

Mop and disinfect floors. Prior to mopping, the floor surface will be swept to remove all loose dirt and soil. Mop the floor with a disinfectant solution and rinse with clear water. After mopping, the floor will have a uniform appearance free of spots, spills, stains, streaks, dirt, debris, and standing water.

Scrub restroom and lockers. All surface litter such as paper, tape, towels, or spills will be removed before scrubbing. Apply an appropriate cleaning solution and deep clean to remove heavy stains, mildew, mineral deposits, rust, and grouting deposits. (This may require equipment such as a floor buffer equipped with a scrubbing pad.) After scrubbing, the surface will be rinsed thoroughly to remove all remaining detergent. The floor and grout will have a uniform appearance free from film, mineral deposits, stains, streaks, and spots.

Scrub showers. Completely clean and disinfect all walls, fixtures, and floor surfaces using a stiff brush. This is a two-step process: 1) Scrub the entire surface with a degreaser and rinse; and 2) Scrub with a disinfectant solution. Remove all stains, spots, rust stains, mildew, and mineral deposits from walls and floor. Wipe all fixtures dry. After cleaning, the walls and floors should have a uniform appearance free from stains, spots, film, rust, and mineral deposits.

## **LUNCHROOM AND COFFEE BARS**

Maintain lunchroom and coffee bar. A properly maintained lunchroom and coffee bar must be free of all dust, dirt, soil, and spills (including walls, counters, sinks, fixtures, floors, and appliances).

Floors. Dust mop, spot mop where needed, and damp mop all floor areas as outlined previously.

Walls, doors, light switches, heat registers, and ledges. Damp wipe to remove all smudges, fingerprints, soil, grease, etc.

Waste containers. Empty, sanitize, line with plastic liner, and replace liner when obviously soiled or torn.

Refrigerator/Range/Oven/Dishwasher. Damp clean outside to remove all smudges, fingerprints, soil, grease, etc.

Custodian is not responsible for cleaning of food preparation equipment, utensils, or interior of refrigerator.

### **3.4 GENERAL OBLIGATIONS**

- Contractor shall ensure that the janitor's closets are kept clean and orderly. Closet doors shall be closed when staff is not at the closets. Vacuum, mop buckets, supplies, and equipment shall be returned to closets when not in use.
- Contractor's employees shall not operate or adjust the settings of any of the heating, ventilating, or air conditioning systems in any of the City facilities without authorization of the Contract Administrator.
- Contractor's employees shall leave only designated lights on, shall lock all doors upon leaving an area, and shall check the windows and doors for security upon completion of Janitorial work.
- Contractor's employees shall report any damaged or broken plumbing, glass, light fixtures, furniture, lavatory fixtures, floor tile, carpet, etc. to the Contract Administrator or designee at the facility within 24 hours.
- Contractor's employees shall report any security problems (i.e., doors unlocked, alarm systems beeping, etc.) to Contract Administrator or designee immediately.
- Contractor's employees shall use only designated closets and areas for storage of equipment and supplies.

### **3.5 SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES**

#### **Furnished by the City:**

Electrical power at existing outlets for the Contractor to operate such equipment as necessary to conduct Contractor's work.

Hot and cold water as necessary.

Space within the building commensurate with the Contractor's personnel and operational requirements. Any existing City equipment within the Janitorial room may be used by the Contractor during the term of the contract. This equipment must be kept neat and clean and returned to the City at the expiration or termination of the contract. The equipment shall be returned in the same condition as received at the start of the contract, reasonable wear and tear excepted.

Space in the building for the storage of bulk supplies and equipment, which will be used in the performance of work under the contract. The Contractor shall maintain this space in a neat and orderly condition. The City will not be responsible in any way for damage to the Contractor's stored supplies, materials, replacement parts, or equipment.

The custodian's closets shall be used for storing equipment including mops, brooms, dust-cloths, vacuum, and other items. These closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor.

#### **Furnished by the Contractor:**

The Contractor shall furnish all supplies, materials, and equipment necessary for the performance of contract, unless otherwise specified herein.

All necessary cleaning equipment including power driven floor scrubbing machines, waxing, polishing machines, and industrial type vacuum cleaners needed for the performance of the work of this contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Contract Administrator or designee.

Contractor shall supply materials and supplies such as:

- Hand soap
- Paper towels
- Toilet paper
- Toilet seat covers
- Sanitary napkin disposal bags
- Wastebasket and trash can liners
- Disinfectant hand soaps
- Industrial type vacuum cleaner
- Push brooms



- Mop heads
- Mop bucket
- Cleaning solutions

### **3.6 PUBLIC SAFETY**

The Contractor's employees will not open external or internal doors to allow a person to enter. Only people with access cards, keys, and authorization are allowed in City buildings and offices after hours. Security will be maintained in individual areas within the building during the facility work hours. Doors to unattended, lockable rooms will be kept locked during the Janitorial Service hours except while being serviced and tested to ensure that it is locked after services are completed. Contractor's employees shall report any security problems (i.e., doors unlocked, alarm systems beeping, unauthorized persons, etc.) to Contract Administrator or designee immediately.

Contractor shall provide all labor, training, and supervision to ensure qualified, trained personnel will be used to furnish janitorial services as described in this Request for Proposal.

Contractor shall perform all services required by this contract within the time specified in this contract. Unless the means or methods of performing a task are specified elsewhere in this contract. Contractor shall employ methods that are generally accepted and used by the industry. All services shall be performed in the most highly professional manner, and in accordance with industry standards.

Failure to meet the performance requirements of this contract shall constitute breach of contract.

Only approved employees may work in the Albany Police Building, and all employees shall carry City identification while in the building. The Contractor further agrees that upon request by the City, Contractor shall remove from the City's premises any employees who, in the opinion of the City, have engaged in improper conduct.

Contractor agrees that all site Supervisors shall maintain CJIS Security Awareness certification, renewing every two years, <https://www.cjisonline.com/index.cgi>. Site Supervisor must always accompany their employees.

### **3.7 CONTRACTOR'S EMPLOYEES**

All personnel employed by the Contractor shall present a neat appearance and be courteous to the public. The City and the Contractor will promptly notify the other of any complaints received within 24 hours. The Contractor will utilize employees who can perform the work described in the scope of services in the RFP. At the request of the City, the Contractor shall promptly replace for just cause any employee performing in an unsafe manner, or abusive or disorderly person(s), employed by the Contractor.

Contractor's employees should wear an easily identifiable identification (ID) security card/badge with photo attached clearly visible for the public to read, so individual is readily identifiable as an employee of the Contractor and shall not represent to anyone they are an employee of the City. Contractor must agree to follow all City required Oregon Health Authority (OHA) and OSHA COVID-19 guidelines.

### **3.8 CERTIFICATION OF EMPLOYEE DRUG TESTING PROGRAM**

The City requires all Contractors to provide assurances that they have an employee drug testing program in place and that for all employees working on City of Albany contracts have been tested and contractor conducts random drug testing for employees at least annually. Drug testing results must be negative for assigned employees to provide services to the City of Albany. City reserves the right to audit drug testing program reports periodically for compliance. Contractor must designate that they participate in an Employee Drug Testing Program (Exhibit B). Contractor may be required to provide additional testing should City make a request due to a public concern.

### **3.9 CERTIFICATION OF EMPLOYEE BACKGROUND CHECK PROGRAM**

The City requires all Contractors to provide assurances a criminal background check has been performed for all employees working on City of Albany contracts prior to the start of work. The Contractor should provide the City with the results of the background check, if requested, or prior to the Notice to Proceed, and additionally as new employees are hired for use on the City contract. City reserves the right to audit background check reports periodically. Contractor must certify that Contractor participates in an Employee Background Check Program (Exhibit C).

### **3.10 INCREASE OR DECREASE IN SERVICES**

The City shall have the option to increase or decrease services and may request Contractor to provide additional work and perform special projects for the City. All change orders to the contract will be negotiated, in the form of an amendment to the contract, and mutually agreed upon. The amendment will represent a proportional adjustment to the contract price resulting from the increase or decrease in the scope of work. The amendment shall be executed by both parties. Special projects should be billed separately to the City of Albany.

### **3.11 PROJECT MANAGEMENT**

The City anticipates regular communication and coordination with City staff to discuss situations and evaluate processes, public concerns, and adjustments that may be necessary to meet City requirements, department work schedules and timelines. The City reserves the right to request written status reports, if needed, should a situation arise that warrants written documentation to support an issue or public concern.

### **3.12 ECONOMIC PRICE ADJUSTMENTS**

The resulting contract will be a fixed price contract with an economic price adjustment after year three and by request of the Contractor. Any change in fees will be subject to a maximum increase in any one year for the period ending three months prior to the first day of the contract term, or three percent, whichever is lower, as posted in the U.S. Labor Statistics CPI-W, All Items, <https://www.bls.gov/cpi/latest-numbers.htm>.

### 3.13 WORK LOCATION AND FREQUENCY SCHEDULE

#### POLICE DEPARTMENT

2600 Pacific Boulevard SW, Albany OR 97321

40,357 square feet, 100 employees, 1 lunchroom, 1 dispatch center (which includes break area and restroom), 4 restrooms, 4 toilets and one sink in the temporary holding area, and 2 locker rooms with showers, sinks, and toilets.

DESCRIPTION	FREQUENCY
Office areas, meeting rooms, lunchroom, entryways, vestibules, front lobby, work rooms, dispatch center, hallways, and restrooms.	4 days/week (Monday, Wednesday, Friday, and Sunday) between the hours of 8:00 a.m. and 12:00 p.m.

### 3.14 BASIC CLEANING FREQUENCY

ACTIVITY	FREQUENCY
<b>GENERAL CLEANING</b>	
Trash removal from Office Commons Suites & Hallways	Daily
Empty Office Commons Suites recycling containers	1 time/week as required
Low dusting Office Commons Suite building surfaces	1 time/week
Dust furniture in Office Commons Suites	1 time/week
Clean drinking/eye wash fountains	2 times/week
Clean internal building surfaces (detailing)	1 time/week
Clean Office Commons Suite counters and sinks	Daily
Clean entrance glass	Daily
Dust window blinds	As needed
Wash window blinds	As needed
Wash light fixtures	Quarterly
Wash interior windows	Quarterly
Dusting/cleaning of pipes, vents, etc.	1 time/month
Clean Janitorial area	Daily
Restore furniture to standard arrangement	Daily
Routine attention to rooms	Daily
Upholstery cleaning	As required
<b>ACTIVITY</b>	<b>FREQUENCY</b>
<b>FLOOR CLEANING</b>	
Floors	Daily
Damp mop spills (non-carpeted floors)	Daily
Wet mop entrances	Daily
Vacuum hallways/traffic areas	3 times/week
Vacuum administrative/non-traffic areas	2 times/week
Carpet spot removal	Daily

Strip, wax, and buff all non-carpeted floors	Quarterly
Dry clean carpets	Quarterly
<b>ACTIVITY</b>	<b>FREQUENCY</b>
<b>RESTROOMS/LOCKER ROOMS</b>	
Clean mirrors	Daily if needed
Refill paper products dispensers	Daily if needed
Refill soap dispensers	Daily if needed
Clean and disinfect sinks	Daily
Clean & disinfect toilets/urinals/feminine hygiene containers	Daily
Descal toilets and urinals	As needed
Spot clean walls, partitions, doors	Weekly as needed
Clean floor drains	1 time/week
Mop and disinfect floor	Daily
Scrub restroom and lockers	3 times/week
Scrub men's showers	1 time/week
Scrub women's showers	1 time/week

### 3.15 INDEPENDENT CONTRACTOR (ORS 670.600)

The Contractor shall provide all labor, equipment, material, and supervision necessary to perform the scope of services described in this RFP. The parties intend that Contractor, in performing the services specified in this contract, shall act as an independent contractor, and shall have control of the work and the manner in which it is performed. Contractor is not considered an agent or employee of the City of Albany and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the City of Albany provide its employees.

## SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS

### 4.1 MANDATORY PRE-PROPOSAL SITE VISIT

A Mandatory Pre-Proposal Site Visit will be held Wednesday, February 23, 2022, at Albany Police Department, 2600 Pacific Boulevard SW, in the Community Room, from 1:00-2:00 p.m. All attendees must confirm their intent to attend and limit attendance to one representative from each vendor firm. Contact Diana Eilers at [diana.eilers@cityofalbany.net](mailto:diana.eilers@cityofalbany.net) to confirm attendance. In response to the COVID-19 virus, all attendees are required to wear face coverings and practice social distancing of six (6) feet. Each vendor firm in attendance is required to sign-in with the City representative at the Site Visit to confirm attendance. This is a pre-proposal requirement that must be met for vendors to submit a proposal.

The Contractor must acknowledge satisfaction as to the nature and location of the work. Failure to become acquainted with the physical conditions of the project will not relieve the Contractor from the responsibility of properly estimating the difficulty or cost of successfully performing the work. The contractor warrants, as a result of examination and investigation of all data, the work can be performed in a good workmanlike manner to the satisfaction of the City.

### 4.2 SUBMITTAL PROCESS

Proposals must be submitted electronically to [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), by Wednesday, March 16, 2022, no later than 2:30 p.m. (Pacific Time). The email subject line must include the project name "Janitorial Services for Police Building".

The total size limit for each email submittal should be less than 20 MB or proposal response may result in non-delivery to the City email bid/proposal repository. An automated response should be generated back to the sender stating, "Proposal has been received by the City." If a notification is not received by the sender, contractor may contact Diane Murzynski at [diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net), or 541-917-7522.

Each proposal must include, at a minimum, the items listed in Section 4, Scope of Work. The proposal must contain the mandatory submittal requirements listed below. Incomplete proposals may be considered nonresponsive. A completeness check will be conducted for each proposal.

### 4.3 PROPOSAL FORMAT

Proposals should be prepared and submitted in non-editable pdf format and labeled to match those sections in the RFP and with all pages numbered. The Cost Proposal should be included and submitted as a separate PDF. The proposal should be prepared succinctly, providing a straightforward, concise description of the proposer's ability to meet all requirements of the RFP. There should be no unnecessary attachments or exhibits. City reserves the right to reject proposals that are deemed illegible or too difficult to read.

### 4.4 PROPOSER REPRESENTATIONS

Before submitting a proposal, the proposer must examine the scope of services and conditions thoroughly; provide for appropriate insurance, deposits, and bonds, if required; comply fully with

the scope of services for the agreed contract; and ensure any and all registration and certification requirements are met as set forth and required in the Oregon Revised Statutes and this RFP.

#### **4.5 JOINT PROPOSALS**

If proposer is a partnership or joint venture, information must be provided for each partner or joint ventures, and each partner or joint ventures must sign the proposal and any contracts on behalf of both itself and the proposer, and each will be jointly and severally liable. In the case of a legal partnership or joint venture, a written Memorandum of Understanding between the parties must be submitted with the proposal setting forth the business and service delivery agreements between the parties.

#### **4.6 PROPOSED SERVICE TEAM**

The proposer must acknowledge and agree that the proposer is entering into this contract because of the qualifications of the proposer's key personnel. In this contract the City is engaging the expertise, experience, judgment, and personal attention of key personnel. The proposer should not reassign or transfer the key personnel to other duties or positions without notifying the City. In the event a replacement of key personnel is necessary, the replacement must be acceptable to the City.

Proposer will provide City with key personnel who have experience with the proposer's company and services. The City will have the right to interview, review the qualifications of, and approve or disapprove any proposed change in key personnel. If an agreement cannot be reached, the City reserves the right to terminate the contract with the Contractor.

#### **4.7 PROPOSAL REQUIREMENTS**

Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the proposer to mislead the City may disqualify the proposer. Each proposer must provide the following in addition to meeting the mandatory submittal requirements.

1. A clear understanding of the work to be performed, demonstrated by the comprehensiveness and appropriateness of the proposal; and
2. Specific qualifications of the proposer and specific prior work experience within a governmental environment.

#### **4.8 PROPOSAL CONTENT – MANDATORY SUBMITTAL REQUIREMENTS**

Proposers must describe their qualifications and commitment to providing the scope of services defined in Section 3 and include the following submittal requirements.

##### **4.8.1 Introductory Letter**

Summarize the key points of the proposal and provide an expression of interest in the project. Proposer should indicate a willingness to enter into a contract with the City based on the terms and conditions contained in the City's Standard Terms and Conditions Agreement, Attachment A. The letter should include that the proposer submitting the proposal agrees to perform all work outlined in the City's RFP and within the time periods established by the City. Describe your intended approach to providing the services required in this RFP.

The letter must name the person(s) authorized to represent the proposer in any negotiations and the name and title of the person(s) legally authorized to sign any contract that may result. The letter must be signed by an authorized representative of the proposer and include email address, and telephone and fax numbers.

Any exceptions to the City's Standard Terms and Conditions Agreement should be provided within this Letter. If proposer is exempt from providing workers' compensation insurance, proposer should note that exemption.

Provide a copy of the certification of insurance as evidence of proposer's insurance with the Introductory Letter.

#### **4.8.2 Experience & Qualifications and Service Team**

Provide a statement that describes the employees' qualifications and at least three years' experience, preferably in a secure work facility or law enforcement, relating to the described scope of work and duties to be performed. Provide information regarding supervision, training, and screening processes. If Contractor has CJIS certification, provide copy of documentation. Provide a list of the equipment you have available to provide the services required and the intended supplies and available options for Green cleaning products.

#### **4.8.3 Disclosure Statement**

Provide a statement disclosing whether the Contractor or any of its staff assigned to this contract have been subject to any disciplinary measures in connection with providing services for any client, or any related services. If such lawsuits or disciplinary actions have occurred, summarize the allegations, when they occurred, and indicate the outcome of the proceedings.

#### **4.8.4 Cost Proposal**

Submit a completed Cost Proposal using Exhibit A as a separate PDF to the Response. Provide a list of supplies and the cost of supplies per month.

#### **4.8.5 References**

Provide three (3) references from customers for whom the Proposer is currently or has previously provided services defined in this RFP, within the last three (3) years, specifically with building sizes over 10,000 square feet. Include the contact names, phone number, email, and mailing address. Proposer should include secure work facilities and/or law enforcement agencies.

References may be contacted to assist with the evaluation of experience, quality of service, and customer satisfaction. Proposer shall provide reference information on Exhibit H. Additional references may be contacted by the City at its discretion.

#### **4.9 ADDITIONAL ATTACHMENTS REQUIRED**

- Cost Proposal (Exhibit A, submitted as a separate PDF)
- Employee Drug Testing Program Certification (Exhibit B)
- Employee Background Check Program Certification (Exhibit C)
- Proposal Certification (Exhibit D)
- Certification Statement for Corporation or Independent Contractor (Exhibit E)
- Proposer Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters (Exhibit F)
- Certification of Insurance Requirements (Exhibit G)
- References (Exhibit H)



## **SECTION 5 – EVALUATION CRITERIA**

### **5.1 SELECTION PROCESS**

The process to select a Contractor will consist of a solicitation of proposals from all proposers interested in providing the required services described in this RFP. Proposers shall meet the requirements and demonstrate the necessary experience and qualifications to complete the project with the essential staff on time and within budget in an efficient and cost-effective manner. The City intends to contract for the “best value” product and service that offers the desired level of quality at a reasonable price.

The City reserves the right to reject any or all proposals and is not liable for any costs the proposer incurs while preparing the proposal. All proposals will become part of the public file, without obligation to the City. Upon completion of the evaluations, the City intends to negotiate a contract with the proposer whose proposal best meets the City’s expectations for providing the highest quality of services at a cost representing the best value to the City.

### **5.2 SELECTION REVIEW COMMITTEE**

The Selection Review Committee will be comprised of a minimum of three members. The role of the Selection Review Committee is to evaluate the proposals submitted and make a recommendation of award. The City may seek expert advice to help review proposals. Such advisors to the Selection Review Committee may attend evaluation meetings and proposer interviews, if applicable, and lend any such expertise to the process as requested. However, any such person contacted by the City for their expert advice shall not, from first being contacted until the RFP process is completed, have communications with any proposers regarding their proposals or the process.

Proposals must provide a concise description of the proposer’s ability to satisfy the requirements of the RFP with emphasis on completeness and clarity of content. The City is seeking value from the service requested. If additional information is deemed necessary as part of the evaluations, such information will be solicited to allow the Committee to complete the evaluation process.

### **5.3 EVALUATION CRITERIA**

The criteria listed below will be used to evaluate the proposal response to determine the apparent successful proposer. Scoring will be completed covering all areas listed below in the Evaluation Criteria. All scores for each proposer shall be added together to arrive at a final score for each proposer. Proposals will then be ranked in descending order by the total proposal score. Total possible points will be 100.

#### **5.3.1 INTRODUCTORY LETTER**

- 5.3.1.1 Included an expression of interest in the services and the ability to provide the entire scope of services described in the RFP.
- 5.3.1.2 Indicated a willingness to enter into a contract with the City based on the terms and conditions contained in the sample Agreement and indicated the person(s) authorized to represent the proposer in negotiations and legally bind the Contractor and sign the Agreement.

5.3.1.3 Indicated exceptions to the Agreement, if any, within the Letter.

5.3.1.4 Provided evidence of insurance.

**5.3.2 EXPERIENCE & QUALIFICATIONS AND SERVICE TEAM**

5.3.2.1 Provided adequate detail to evaluate and determine the experience and background of the firm in the industry.

5.3.2.2 Provided Contractor’s employees’ qualifications and experience providing the required services in the manner required and described in this RFP.

5.3.2.3 Indicated the proposed Service Team providing janitorial services to the City of Albany.

5.3.2.4 Provided a list of available equipment to provide the required services.

5.3.2.5 Provided a list of recommended Green cleaning product supplies.

**5.3.3 COST PROPOSAL – EXHIBIT A**

5.3.3.1 Submitted costs for all designated services on Exhibit A.

5.3.3.2 Included a list of the cost of supplies.

**5.3.4 REFERENCES – EXHIBIT H**

5.3.4.1 Provided a minimum of three (3) references from customers, included secure work facilities and law enforcement customers (if applicable), within the past three (3) years.

5.3.4.2 Described type of services or projects completed and the length of contract term.

5.3.4.3 Complete contact information is provided, includes name(s), phone number, email, and mailing address on Exhibit H.

**5.3.5 DISCLOSURE STATEMENT**

5.3.5.1 Provided a disclosure statement, including summary of any lawsuits or disciplinary actions that may have occurred, and the outcome of the proceedings, if applicable.

**5.4 EVALUATION CRITERIA SCORE GRID**

Introductory Letter	P/F
Disclosure Statement	P/F
Experience & Qualifications and Service Team	45
Cost Proposal – Exhibit A	40
References – Exhibit H	15
Total Points Available	100

## **5.5 OPTIONAL INTERVIEWS**

At the City's option, interviews may be conducted with a select few of the proposers after the proposals are evaluated. The Selection Review Committee may interview the proposers and ask additional questions related to the proposal and the scope of work. The City will schedule the time and locations of the interviews, if required, on the dates indicated in the RFP Schedule but may be revised if needed. Interviews will take place at a location to be determined in Albany or may be conducted remotely dependent upon the Oregon Health Authority (OHA) guidelines and OSHA Covid-19 restrictions.

Proposers invited to the interview will be responsible for making and paying for their own travel arrangements. If held, a possible 50 points may be attributed to interviews.

## **5.6 RANKING OF PROPOSALS**

Proposals may be ranked by the Selection Review Committee based on evaluation of responses and interviews (if any), with the first-ranked proposer being that proposer who is deemed to be the most appropriate and fully capable to perform the services, and the second-ranked proposer being the next most appropriate, all in the sole judgment of the Selection Review Committee. Contractor's scores will be totaled and ranked. Any proposer's response to this RFP will be considered de facto permission to the City of Albany to disclose the results, when completed, to selected viewers at the sole discretion of the City of Albany.

## **5.7 NEGOTIATIONS**

The City may commence serial negotiations with the highest ranked, eligible Proposers or commence simultaneous negotiations with all eligible proposers. The City may negotiate: (a) the statement of work; (b) the contract price as it is affected by negotiating the statement of work; and, (c) any other terms and conditions reasonably related to and expressly authorized for negotiation in the RFP or addenda thereto, or alternative terms and conditions that are reasonable and declared by proposer within their proposal response to be considered for negotiation.

## **5.8 BEST AND FINAL OFFERS**

If in the best interest of the City it has chosen to employ a method of proposer selection leading to best and final offers, the City may conduct private discussions with qualified proposers as allowed by ORS 279B.060(6).

## **SECTION 6 – CONTRACT REQUIREMENTS**

### **6.1 CONTRACT AWARD**

The award of a contract is accomplished by executing a contract with a written agreement that incorporates the entire RFP, attachments, exhibits, proposer's response, clarifications, addenda, and statement of work. All such materials constitute the Contract Documents. The Issuing Office is the sole point of contact for the issuance and compliance of the contract and insurance. The contract shall be substantially in the form of the sample Standard Terms and Conditions Agreement, Attachment A.

The proposer must indicate a willingness to negotiate a contract in a timely, reasonable manner with the City. The City reserves the right to negotiate with the second-ranked proposer if the contract negotiation attempts are unsuccessful with the apparent successful proposer.

In addition, the proposer should indicate there is no conflict of interest or collusion on the part of the proposer's submission of a proposal for the services being solicited under this RFP, see Exhibit D, Proposal Certifications. If a potential conflict could be perceived to exist, then attach a letter of explanation disclosing the potential conflict or relationship.

The proposer must accept the contract terms of the attached City Standard Services Agreement unless exceptions to the contract are submitted by the proposer with their Proposal Response within the Introductory Letter. If proposer does not provide written exceptions within the Introductory Letter and proposer indicates exceptions after contract evaluations, City reserves the right to reject the proposal and negotiate a contract with the next ranked proposer or find the Proposal Response nonresponsive.

### **6.2 INSURANCE REQUIREMENTS**

The successful proposer must be covered by workers' compensation insurance, which will extend to and include work in Oregon. If proposer is exempt from workers' compensation, proposer should indicate they are exempt from workers' compensation within the Introductory Letter of the Proposal Response.

Proposer must submit documents certifying they can meet City insurance requirements: Commercial General Liability Insurance and Automobile Liability. An overview of the Insurance Requirements is provided as Exhibit G and must be submitted by the proposer to acknowledge and accept the insurance requirements noted therein.

The proposer shall demonstrate willingness to contract and the ability to provide a Certificate of Insurance and additional insured endorsement reflecting the insurance requirements within ten (10) days of the Notice of Contract Award. If proposer does not provide the required insurances, the City may elect to negotiate a contract with the second-ranked proposer.

## EXHIBIT A - COST PROPOSAL

For this Cost Proposal, provide your proposed hourly rate(s) for services, per assigned role. For other related costs and supplies, provide a total in the grid below and itemized costs on an additional page, if needed.

Description	Hours	Hourly Rate	Lump Sum	Total Cost in US \$
<b>Personnel</b>		\$		\$
<b>Supervisor</b>		\$		\$
<b>Supplies</b>		\$		\$
<b>Other Related Costs</b>				\$
<b>Total Monthly Cost</b>				\$
<b>Total Annual Cost</b>				\$

Individual's travel costs are considered incidentals.

I, hereby certify, that the undersigned is authorized to represent the firm stated below, and empowered to submit this proposal and if selected, agrees to furnish all services in accordance with the RFP and addenda. In addition, all City of Albany project requirements, including insurance, have been reviewed and are incorporated in this Cost Proposal.

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor's Name (please print) \_\_\_\_\_ Tax ID No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

## EXHIBIT B – EMPLOYEE DRUG TESTING CERTIFICATION

The City requires that proposers demonstrate and disclose to the City of Albany that he/she has an Employee Drug Testing Program in place before a public contract can be awarded.

Therefore, by signing this Certification, the proposer does hereby certify and confirm that, as the proposed contractor for City of Albany's project, **Janitorial Services for Police Building**, he/she has an Employee Drug Testing Program in place that is consistent with and satisfies the intent of the requirement referenced above.

**CONTRACTOR:** \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBIT C - EMPLOYEE BACKGROUND CHECK PROGRAM CERTIFICATION

The City requires that proposers demonstrate and disclose to the City of Albany that he/she has an Employee Background Check Program in place before a public contract can be awarded.

Therefore, by signing this Certification, the proposer does hereby certify and confirm that, as the proposed Contractor for the City of Albany's project, **Janitorial Services for Police Building**, that he/she has an Employee Background Check Program in place that is consistent with and satisfies the intent of the requirement referenced above.

**CONTRACTOR:** \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## EXHIBIT D – PROPOSAL CERTIFICATIONS

The undersigned hereby proposes and if selected agrees to furnish the services described in accordance with the RFP, exhibits, attachments, and addenda, if applicable, for the term of the Agreement and certifies that the proposer is not in any way involved in collusion and has no known actual or apparent conflict of interest in submitting a proposal.

### **Certifications**

**Non-Collusion** The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees, prices, and Response submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices or Responses to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

**Discrimination** The undersigned Proposer has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

**Conflict of Interest** The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Response, or in the services to which this Response relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Response to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposals, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Proposer's response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer's submittals.

Proposer must disclose any apparent or perceived conflict of interest, including but not limited to, current or past relationships with consultants, contractors, subcontractors, or engineers associated with this Project. Furthermore, Proposer must disclose any current or past relationship as a City of Albany employee. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

**Disadvantaged Business Enterprises (DBE)** (*check applicable box*):  Yes  No **Type of DBE** \_\_\_\_\_

**Reciprocal Preference Law - Residency** (*check one box*):  Resident Proposer  Non-Resident Proposer

**Addenda Acknowledgement** – No(s). \_\_\_\_ Dated \_\_\_\_\_ No(s). \_\_\_\_ Dated \_\_\_\_\_ No(s). \_\_\_\_ Dated \_\_\_\_\_

### **Signature Block**

The undersigned hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Contractor Name/Title	Telephone Number
Mailing Address, City, State, Zip	Tax Identification No.
Fax Number	Email Address
Contractor Signature	Date



**EXHIBIT E – CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR**

**A. Contractor is a Corporation, Limited Liability Company, or a Partnership**

*I certify under penalty of perjury that Contractor is a (check one):*

- Corporation     Limited Liability Company     Partnership     Nonprofit Corporation authorized to do business in the State of Oregon

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Contractor is a Sole Proprietor Working as an Independent Contractor**

*Contractor certifies under penalty of perjury, that the following statements are true:*

1. If Contractor is providing services under this Contract for which registration is required under ORS Chapter 71 (Architects and Landscape Contractors) or 701 (Construction Contractors), Contractor has registered as required by law.
2. Contractor is free to determine and exercise control over the means and manner of providing the service subject to the right of the City to specify the desired results.
3. Contractor is responsible for obtaining all licenses or certifications necessary to provide the services.
4. Contractor is customarily engaged in providing services as an independent business. Contractor is customarily engaged as an independent contractor if at least three of the following statements are true.

Note: Check all that apply. You must check at least three to establish that you are an independent contractor.

- A. Contractor's services are primarily carried out at a location that is separate from Contractor's residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
- B. Contractor bears the risk of loss related to the services provided under this Contract.
- C. Contractor provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
- D. Contractor makes a significant financial investment in the business.
- E. Contractor has the authority to hire additional persons to provide the services and has authority to fire such persons.

Contractor Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT F - PROPOSER REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Failure of the proposer to complete and sign this form may result in the rejection of the submitted offer. The proposer will notify Purchasing in the Finance Department within 30 days of any change in the information provided on this form.

The proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by and federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, of local) contract embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in Paragraph 2 of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

If proposer is unable to attest to any of the statements in this certification, proposer must attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude the proposer from award of a contract under this procurement.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

*(notarization is not required)*

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EXHIBIT G – CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor must at all times maintain in force at Contractor's expense the insurance noted below.

Evidence of Insurance should be provided.

**Workers' Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$1,000,000 must be included. If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption below with qualified reasons for exemption, ORS 656.027.** Out-of-state Contractors with one or more employees working in Oregon in relation to this Contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.  Check this box if Contractor is exempt and provide qualified reason: \_\_\_\_\_

**Professional Liability** insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees' performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.** If coverage is on a claims-made basis, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or Contractor shall provide **Tail Coverage**.

- If this box is checked, the limits shall be \$1,000,000 per occurrence and \$1,000,000 in annual aggregate.  
 Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Commercial General Liability** insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis"**. A combination of primary and **Excess/Umbrella insurance** may be used to meet the required limits of insurance.

- If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.  
 If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.  
 Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Automobile Liability** covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability insurance (with separate limits). **Combined single limit per occurrence shall not be less than \$2,000,000.** Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

- If this box is checked, the limits shall be \$1,000,000 per occurrence.  
 If this box is checked, the limits shall be \$5,000,000 per occurrence.  
 Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Pollution Liability** covering Contractor's or appropriate subcontractor's liability for bodily injury, property damage and environmental damage resulting from sudden accidental and gradual pollution and related cleanup costs incurred by Contractor, all arising out of the Goods delivered or Services (including transportation risk) performed under this Contract is required. If this coverage is on a claims-made basis, the policy must provide a 24-month extended reporting period. **Coverage must have a limit of not less than \$2,000,000 per incident/claim and \$2,000,000 policy annual aggregate.**

- Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

**Cyber Liability - Technology Errors & Omissions, Network Information Security & Privacy Liability** for the duration of the contract and for the period of time in which Contractor (Business Associates or subcontractors) maintains, possesses, stores or has access to City data. **Coverage must include limits of not less than \$5,000,000.**

Required by City       Not Required by City (Needs Finance Insurance Review and Approval.)

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Contractor's coverage will be primary in the event of loss and state the deductible or retention level. Contractor shall provide a current Certificate of Insurance and renewal upon expiration of any of the required coverages. Contractor shall immediately notify the City of any change in insurance coverages.

**Additional Insured** - The City must be listed as an Additional Insured by endorsement for any General Liability policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage.

**Description of Operations** shall state: "Project Name: The City of Albany, its officers, employees and agents are additional insureds with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance, (include the number). This form is subject to policy terms, conditions and exclusions."

A copy of the endorsement shall be attached to the Certificate of Liability Insurance. Contractor shall provide complete copies of insurance policies if requested by the City.

**Certificate holder shall be listed as: City of Albany, P.O. Box 490, Albany, OR 97321.**

**Insurance Renewals** – The Certificate of Insurance renewal should be emailed to City of Albany, Finance Dept., Diane Murzynski, at [insurance@cityofalbany.net](mailto:insurance@cityofalbany.net).

**Signature Block:**

Contractor's Acceptance: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

## EXHIBIT H - REFERENCES

Proposer Name: \_\_\_\_\_

Provide complete references with telephone numbers and email below. References must be able to verify the quality of your previous work in the proposed area of work. Add additional pages if needed.

### REFERENCE 1

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email (needed for reference checks)

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Contract Term:

\_\_\_\_\_  
Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REFERENCE 2

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Contract Term:

\_\_\_\_\_  
Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE 3**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing Address:  
\_\_\_\_\_

\_\_\_\_\_  
Contract Term:

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE 4**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing Address:  
\_\_\_\_\_

\_\_\_\_\_  
Contract Term:

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT A – *SAMPLE CONTRACT***  
**STANDARD TERMS AND CONDITIONS**  
**FOR AGREEMENT TO FURNISH JANITORIAL SERVICES FOR POLICE BUILDING**  
**TO THE CITY OF ALBANY, OREGON**

**ARTICLE I: SCOPE**

For consideration set forth in Article V of this Agreement, the firm of \_\_\_\_\_, hereinafter referred to as (“CONTRACTOR”), agrees to provide Janitorial Services for Police Building to the City of Albany, Oregon, a municipal corporation, hereinafter referred to as (“CITY”).

The contract term is for three years, beginning March 1, 2022, through February 28, 2025, with an option to extend the contract for two additional, one-year terms, upon mutual agreement by both parties.

This Agreement incorporates all these Standard Terms and Conditions, the promises, representations, and obligations set forth in the following Order of Precedence: Contract Amendments, City Standard Terms and Conditions, Statement of Work, Addenda and Clarifications, Request for Proposals, including Exhibits, Attachments, and Appendices, and Proposal Response.

The CITY will assist the CONTRACTOR by providing any and all information within its possession or control that may be reasonably helpful in the performance of the services provided herein. In the event of a conflict between the attachment(s) and this document, the terms of this document will control. Unless modified in writing as set forth in Article IV by the parties hereto, the duties of the CONTRACTOR and the CITY will not be construed to exceed those services and duties specifically set forth in this Agreement.

In consideration of the mutual promises contained herein, it is agreed to as follows, and is effective upon its execution by and between both parties hereto.

**ARTICLE II : RESPONSIBILITIES OF CONTRACTOR**

- A. Notice to Proceed. CONTRACTOR will not begin work on any of the duties and services listed in Article I until execution of the contract and receipt of a Notice to Proceed from City. Authorization to proceed on additional services not defined in Article I will be in the form of an amendment as defined in Article IV.
- B. Scope of Service. CONTRACTOR agrees to provide services as defined in this RFP to the satisfaction of the City.
- C. Level of Competence. CONTRACTOR will provide services with the degree of skill and diligence normally employed by professionals performing the same or similar services at the time the services are performed and for the professional and technical adequacy and accuracy of designs, drawings, specifications, documents, if applicable, and other work products furnished under this agreement. CONTRACTOR must, at all times during the term of this Agreement, be duly licensed to perform the Work, and if there is no licensing requirement for the profession or Work, be duly qualified and competent. CONTRACTOR will

demonstrate the ability to meet or exceed all federal, state, and local laws, codes, and regulations.

- D. Lead Contractor. \_\_\_\_\_ will serve as the lead contractor to the City of Albany for the services described under the terms of this Agreement. Any change in the designation of this role must be approved by the City.
- E. Documents/Work Products Produced. CONTRACTOR agrees that all documents and work products produced by CONTRACTOR in the fulfillment of its obligations under this Agreement, and all information, documents and material, gathered or compiled in meeting those obligations, will be considered property of the CITY, with an unlimited, royalty free license for CITY use, and will be provided to the CITY upon completion of this Agreement or termination of the Agreement pursuant to Article XI.
- F. Compliance with Law. CONTRACTOR covenants and agrees to comply with all of the obligations and conditions applicable to public contracts of this type pursuant to ORS Chapter 279 A and B as though each obligation or condition were fully set forth herein. In addition, CONTRACTOR covenants and agrees that in the performance of its duties hereunder, it will comply with all other state and federal requirements applicable to contracts of this type. If any provision of this Agreement will be deemed to be not in compliance with any statute or rule of law, such provision will be deemed modified to ensure compliance with said statute or rule of law.
- G. Oregon Workers' Compensation Law. CONTRACTOR, its subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Workers' Compensation Law and must comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers unless such employers are exempt under ORS 656.126. CONTRACTOR must ensure that each of its subcontractors complies with these requirements.
- H. Record Retention and Review. The CONTRACTOR must maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct costs of any nature expended in the performance of this Agreement. These records will be subject during regular business hours of the CONTRACTOR to inspection, review, or audit by personnel duly authorized by the City upon reasonable advance written notice from the City to the CONTRACTOR. The CONTRACTOR will retain all records related to this Agreement for six (6) years following the date of final payment or completion of any required audit, whichever is earlier, and make them available for inspection by persons authorized under this provision. The CONTRACTOR will be responsible for any audit exceptions or disallowed costs incurred by the CONTRACTOR or any of its subcontractors.
- I. Oregon Consumer Information Protection Act. CONTRACTOR, and any of its subcontractors, agree to comply with the Oregon Consumer Information Protection Act, ORS Sections 646A.600 through 646A.628.
- J. Taxpayer Identification Number. CONTRACTOR agrees to complete a Request for Taxpayer Identification Number and Certification (W-9) as a condition of the City's obligation to make payment. If the CONTRACTOR fails to complete and return the W-9 to the CITY, payment to CONTRACTOR may be delayed, or the CITY may, in its discretion, terminate the Contract.



- K. ACH Direct Payment Authorization. The City prefers to pay CONTRACTOR invoices via electronic funds transfers through the Automated Clearing House (ACH) network. To initiate this more timely, efficient, and secure payment method, CONTRACTORS must complete the City's ACH Vendor Direct Payment Authorization available on the City website at <https://www.cityofalbany.net/purchasing>. Information provided on the form is exempt from public records disclosure under ORS 192.501(27).
- L. Pay Equity Compliance. As required by ORS 279B.235, CONTRACTOR must comply with ORS 652.220 and will not unlawfully discriminate against any of Contractor's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. Contractor's compliance with this section constitutes a material element of this Agreement and a failure to comply constitutes a breach that entitles the City to terminate this Agreement for cause.
- Contracts valued at \$500,000 with Contractors that have 50 or more employees are required to complete Pay Equity Training through the State of Oregon's Department of Administrative Services, at <https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx>, and submit a certificate as proof before awarded a contract. CONTRACTOR certifies that they have taken the required Pay Equity Training and have provided a certificate to the City.
- M. Preference for Recycled Materials. As required by ORS 279A.125, CONTRACTOR will use where applicable, recycled materials if (a) The recycled product is available; (b) The recycled product meets applicable standards; (c) The recycled product can be substituted for a comparable non-recycled product; and (d) The recycled product's costs do not exceed the costs of non-recycled products by more than five percent.
- N. Compliance with Tax Laws. CONTRACTOR certifies that they have authority and knowledge regarding the payment of taxes, and that to the best of their knowledge, are not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" are those tax laws imposed by ORS 320.005 to 320.150 and ORS 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.
- O. Communicable Diseases. CONTRACTOR understands the risk to have contact with individuals, who have been exposed to and/or have been diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions, diseases, or maladies that exist, and it is impossible to eliminate the risk that CONTRACTOR could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. CONTRACTOR KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERS and assumes all full responsibility for CONTRACTOR'S participation.
- P. Debarment and Suspension. CONTRACTOR will certify that during the term of an award of contract by City resulting from this procurement process, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

### **ARTICLE III: RESPONSIBILITY OF CITY**

- A. Authorization to Proceed. CITY will authorize CONTRACTOR upon execution of the contract to start work on any of the services defined in Article I.
- B. Access to Records, Facilities, and Property. CITY will comply with reasonable requests from CONTRACTOR for inspection or access to City's records, facilities, and properties by providing any and all information within its possession or control that may be reasonably helpful in the performance of the services provided herein.
- C. Timely Review. CITY will examine all studies, reports, specifications, proposals, and other documents presented by CONTRACTOR, obtain advice of an attorney, accountant, auditor, risk consultant and any other Contractors as CITY deems appropriate for such examination and render in writing decisions pertaining thereto in a timely manner so as not to unreasonably delay the services of CONTRACTOR.

### **ARTICLE IV: MODIFICATIONS**

CITY or CONTRACTOR will not make modifications in the attached Agreement or these Standard Terms and Conditions except in writing as an amendment to the agreement. Said modifications will be agreed to by both parties, with scope of work, schedule, and compensation to be negotiated at the time the modification is proposed by either party. Modifications that do not meet these requirements will not be binding, and no further compensation will be allowed for any work performed.

### **ARTICLE V: COMPENSATION**

CITY agrees to pay for the goods and/or services procured in Article I in accordance with the compensation provisions described in this Agreement and set forth in the Cost Proposal, Exhibit A.

Invoices shall be directed to the City of Albany, Attention: Accounts Payable, P.O. Box 490, Albany, OR 97321. Invoices may be emailed to [accountspayable@cityofalbany.net](mailto:accountspayable@cityofalbany.net).

If payment is not made within 30 days, interest on the unpaid balance will accrue beginning on the 31st day at the rate of one percent (1%) per month or the maximum interest rate permitted by law, whichever is less. Such interest is due and payable when the overdue payment is made, unless delay in payment is due to a contested billing. CITY has the right to appeal or ask for clarification on any CONTRACTOR billing within 30 days of receipt of billing. Until said appeal is resolved or clarification is accepted, no interest will accrue on that portion of the billing. In the event of a contested billing, only that portion so contested will be withheld, and the undisputed portion will be paid in accordance with this Article V.

Notwithstanding anything in this Agreement to the contrary, the City's obligation to pay money beyond the current fiscal year will be subject to and dependent upon appropriations being made from time to time by the City Council for such purpose; provided, however, that the City Manager or other Officer charged with the responsibility for preparing the City's biennial budget must include in the budget for each fiscal year the amount of the City financial obligation payable in such year and the City Manager or such other Officer will use his/her best efforts to obtain the annual appropriations required to authorize said payments.

## **ARTICLE VI: INDEMNIFICATION**

The CONTRACTOR agrees to indemnify, defend, and hold harmless the CITY, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses arising out of or resulting from the negligent or intentional acts, errors, or omissions of the CONTRACTOR, its officers, employees, or agents.

## **ARTICLE VII: INSURANCE**

Before the Agreement is executed and work begins, the CONTRACTOR must furnish the CITY a Certificate of Insurance for the coverage and limits set out below which is to be in force and applicable to the project for the duration of the contract. The issuing insurance companies must have a minimum current A.M. Best rating of A- VII or approved by the CITY. The Certificate must state that any insurance coverage shown cannot be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days prior written notice has been given to the CITY. Required insurance coverage(s) must continue in effect throughout the term of the contract, or until final acceptance of the entire project, or through the products-completed operations required period.

### **A. Minimum Scope of Insurance**

Coverage must be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office (ISO) form CG 0001 with an edition date of 10-2001 or later, providing Commercial General Liability – Occurrence Form. With CG 25 03 (Amendment Aggregate Limits of Insurance per Project) or equivalent attached.
2. **Automobile Liability:** Insurance Services Office (ISO) form CA 0001, providing Business Automobile Coverage on owned, non-owned and hired vehicles.
3. **Workers' Compensation:** Insurance as required by Oregon Revised Statutes and including Employers Liability Insurance.

### **B. Minimum Limits of Insurance**

CONTRACTOR must maintain limits no less than:

1. **Commercial General Liability**  
\$2,000,000 Each Occurrence  
\$2,000,000 Personal Injury  
\$3,000,000 General Aggregate  
\$3,000,000 Products/Completed Operations Aggregate

The General Aggregate and Products/Completed Operations Aggregate must apply separately on a "per project basis".

2. **Automobile Liability:** \$2,000,000 Per Occurrence
3. **Employers Liability:** \$1,000,000 Each Accident  
\$1,000,000 Disease Aggregate  
\$1,000,000 Disease Each Employee

### **C. Deductibles and Self-Insured Retentions**

Any deductible or self-insured retention must be declared to and approved by the CITY. At the option of the CITY, either: the insurer will reduce or eliminate such deductible or self-insured retention as respects the CITY, its officers, employees and agents; or the CONTRACTOR will procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### **D. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured Clause - The Commercial General Liability insurance coverage required for performance of this contract must be endorsed to name City of Albany and its officers, agents and employees as Additional Insured on any insurance policies required herein with respect to CONTRACTOR'S or any subcontractor's activities being performed under the Agreement. The Certificate of Insurance must include the additional insured endorsement. Coverage must be primary and non-contributory with any other insurance and self-insurance.
2. Any failure to comply with reporting provisions of the policies must not affect coverage provided to the CITY, its officers, employees, or agents.
3. Workers' Compensation and Employers Liability Coverage – The insurer must agree to waive by endorsement, all rights of subrogation against the City of Albany, its officers, employees, and agents for losses arising from work performed by the CONTRACTOR for the CITY.

### **ARTICLE VIII: ASSIGNMENT**

This Agreement is to be binding upon the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. No assignment of this Agreement will be effective until the assignee assumes in writing the obligations of the assigning party and delivers such written assumption to the other original party to this Agreement.

Use of subcontractors by the CONTRACTOR or subsidiary or affiliate firms of the CONTRACTOR for technical or professional services will not be considered an assignment of a portion of this Agreement, and the CONTRACTOR will remain fully responsible for the work performed, whether such performance is by the CONTRACTOR or subcontractors. No subcontractors will be used without the written approval of the CITY. Nothing herein will be construed to give any rights or benefits hereunder to anyone other than CITY and CONTRACTOR.

### **ARTICLE IX: INTEGRATION**

These terms and conditions and the attachments represent the entire understanding of CITY and CONTRACTOR as to those matters contained herein. No prior oral or written understanding will be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing as specified in Article IV.

## **ARTICLE X: SUSPENSION OF WORK**

The CITY may suspend, in writing, and without cause, all or a portion of the work under this Agreement. The CONTRACTOR may request that the work be suspended by notifying the CITY, in writing, of circumstances that are interfering with the progress of work. The CONTRACTOR may suspend work on the project in the event the CITY does not pay invoices when due. The time for completion of the work will be extended by the number of days work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project, in accordance with Article XI.

## **ARTICLE XI: EARLY TERMINATION OF WORK**

- A. The CITY may terminate this Agreement for convenience at any time for any reason deemed appropriate in its sole discretion. Termination is effective immediately upon notice of termination given by the CITY.
- B. Either party may terminate this Agreement in the event of a material breach by the other party that is not cured. Before termination is permitted, the party seeking termination must give the other party written notice of the breach, its intent to terminate, and fifteen (15) calendar days to cure the breach. If the breach is not cured within 15 calendar days, the party seeking termination may terminate immediately by giving written notice that the Agreement is terminated.
- C. If no notice of termination is given, relationships and obligations created by this Agreement will be terminated upon completion of all applicable requirements of this Agreement.

## **ARTICLE XII: REMEDIES AND PAYMENT ON EARLY TERMINATION**

- A. If the CITY terminates pursuant to Article XI(A), the CITY will pay the CONTRACTOR for work performed in accordance with the Agreement prior to the termination date. No other costs or loss of anticipated profits will be paid.
- B. If the CITY terminates pursuant to Article XI(B), the CITY is entitled all remedies available at law or equity. In addition, CONTRACTOR must pay the CITY all damages, costs, and sums incurred by the CITY as a result of the breach.
- C. If the CONTRACTOR justifiably terminates the Agreement pursuant to Article XI(B), the CONTRACTOR'S only remedy is payment for work prior to the termination. No other costs or loss of anticipated profits will be paid.
- D. If the CITY'S termination under Article XI(B) above was wrongful, the termination will be automatically converted to one for convenience and the CONTRACTOR will be paid as if the Agreement was terminated under Article XI(A).
- E. In the event of early termination, the CONTRACTOR'S work product before the date of termination becomes property of the CITY.
- F. In the event of termination, CONTRACTOR must perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work must not exceed 10 percent (10%) of the time expended on the terminated portion of the project prior to the effective date of termination. CONTRACTOR

will be compensated for work actually performed prior to the date of termination plus work required for filing and closing as described in this Article.

- G. Upon termination, CONTRACTOR must provide to the CITY all work products, material, documents, etc., gathered or compiled, related to the project, whether in CONTRACTOR'S possession at the time of termination or received later.

### **ARTICLE XIII: NOTICES**

All notices and demands of a legal nature that either party may be required or may desire to serve upon the other party must be in writing and will be served upon the other party by personal service, by facsimile transmission, email followed by mail delivery of the notice, by overnight courier with proof of receipt, or by certified mail, return receipt requested, or by postage prepaid. Notices must be addressed as follows:

City:

M. Sean Kidd  
City Attorney  
260 Ferry Street SW, Suite 202  
Albany, Oregon 97321  
[sean@longdel.com](mailto:sean@longdel.com)

With copy to:

City of Albany  
Attn: Peter Troedsson, City Manager  
P.O. Box 490  
Albany, Oregon 97321  
[peter.troedsson@cityofalbany.net](mailto:peter.troedsson@cityofalbany.net)

### **ARTICLE XIV: FORCE MAJEURE**

Neither the CITY nor the CONTRACTOR will hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

### **ARTICLE XV: DISPUTE COSTS**

In the event either party brings action to enforce the terms of this Agreement or to seek damages for its breach or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party will be entitled to an award of its reasonable attorney fees, costs, and expenses, including expert witness fees, incurred therein, including such costs and fees as may be required on appeal.

### **ARTICLE XVI: CONFLICT AND SEVERABILITY**

In the event of any inconsistency between the terms of this Agreement and the terms listed in any additional attachments to this Agreement, the terms of this Agreement will control. Any provision of this document found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of the document.

## **ARTICLE XVII: CONSTRUCTION**

The Parties acknowledge that the parties and their counsel have reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting Party will not be employed in the interpretation of this Agreement or any exhibits or amendments hereto.

## **ARTICLE XVIII: NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY**

During the term of this Agreement, the CONTRACTOR agrees as follows: The CONTRACTOR will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action will include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

## **ARTICLE XIX: COURT OF JURISDICTION**

The laws of the State of Oregon will govern the validity of this Agreement, its interpretation and performance, and other claims related to it. Venue for litigation will be in the Circuit Courts in and for Linn County, Oregon.

## **ARTICLE XX: EFFECTIVE DATE**

The date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this Agreement. If a party signs but fails to date a signature the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this Agreement and the other party may inscribe that date as the date associated with the signing party's signature; provided, however, if only one party dated this Agreement, then such date is the date of this Agreement.

## **ARTICLE XXI: ELECTRONIC SIGNATURES**

Any signature (including any electronic symbol or process attached to, or associated with, a contract or other record and adopted by a Person with the intent to sign, authenticate or accept such contract or record) hereto or to any other certificate, agreement or document related to this transaction, and any contract formation or recordkeeping through electronic means will have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law.

**JANITORIAL SERVICES FOR POLICE BUILDING AGREEMENT:**

**CONTRACTOR:**

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

By: \_\_\_\_\_

Company

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Email

\_\_\_\_\_

Social Security No. (if individual)

\_\_\_\_\_

Tax Identification No. (if incorporated)

Note: Signatures of two officers are required  
for a corporation.

**CITY OF ALBANY, OREGON:**

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

By: \_\_\_\_\_

Marcia Harnden, Police Chief

APPROVED AS TO FORM:

By: \_\_\_\_\_

M. Sean Kidd, City Attorney



## **ATTACHMENT B – DEFINITIONS**

The following definitions are as used in these contract documents, except where the context otherwise clearly requires.

CITY, OWNER means the City of Albany, Oregon.

CITY'S REPRESENTATIVE or DESIGNEE, or CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this contract and monitor compliance hereunder.

CJIS means Criminal Justice Information Services.

COMPLETED WORK means all meetings conducted, minutes prepared and approved, exercise completed, after-action reports and improvement reports prepared and approved, and final bill submitted to and received by the City of Albany.

CONTRACT DOCUMENTS mean all written documents existing at the time of contract execution and setting forth the obligations of the parties, including the Request for Proposals, Personal Service Agreement, Scope of Services, Proposal Certifications, Statement for Corporation or Independent Contractor, Proposer Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters, Certification of Insurance Requirements, References, Cost Proposal, Proposal Response, and other attachments, exhibits, or addenda applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in Contract Documents enumerated above.

CONTRACTOR, CONSULTANT, PROPOSER, RESPONDENT, VENDOR, SUPPLIER, FIRM, COMPANY means the person or business that has undertaken to perform the work subject of this contract and by whom or on whose behalf the contract was signed.

DELIVERABLE means the acceptable product or service as identified in the statement of work; received as requested at the right: time, place, quality, quantity, and price. A deliverable must be measurable to determine that all conditions and acceptable performance are met.

FOIA means Freedom of Information Act.

OAR means Oregon Administrative Rules.

OHA means Oregon Health Authority.

ORS means Oregon Revised Statutes.

OSHA means Occupational Safety and Health Administration.

PROTECTED CLASS means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age.

RESPONSIBLE PROPOSER means a person who has submitted an Offer and meets the standards set forth in OAR 137-047-0640 and that has not been debarred or disqualified by the Contracting Agency under OAR 137-047-0575. When used alone, Responsible means meeting the aforementioned standards and is also defined in ORS 279B.110.

RESPONSIVE PROPOSAL means an Offer or Proposal that substantially complies in all material respects with all prescribed procurement procedures and applicable solicitation requirements. When used alone, Responsive means having the characteristic of substantially complying in all material respects with applicable solicitation requirements.

SAFETY DATA SHEET (SDS), formerly called Material Safety Data Sheets, is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical and are one of many tools used to evaluate chemical hazards, potential health effects, chemical make-up, storage, use, handling, safe work practices and emergency procedures related to chemicals. SDS are required by OSHA to be stored with chemicals for employees' access.

SPECIFICATIONS mean the directions, requirements, explanations, terms and provisions pertaining to the various features of the work, the manner and method of proposing for the work, the manner and method of performance of the work, and the manner and method of payment all as they appear in the contract documents.

STATEMENT OF TIME means a period of time, unless stated as a number of City business days, will include Saturdays, Sundays, and holidays. The word "day" as used in this RFP document, and any resulting contract awarded as a result of this process, will constitute a calendar day of 24 hours measured from midnight to the next midnight.

STATEMENT OF WORK or SOW mean the formal document that defines the entire scope of the work involved for a vendor or contractor and clarifies deliverables, costs, and timeline, and provides direction on the specific services that the contractor is expected to perform by detailing the work activities and deliverables.

SUBSTANTIAL COMPLETION means a stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or use the Work or a portion thereof for its intended use.

WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.