



RESOLUTION
(53 - 2015)

A RESOLUTION OF THE FAIRVIEW CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE 2015-16 CONTRACT RENEWAL WITH PORTLAND HABILITATION CENTER, INC. FOR JANITORIAL SERVICES

WHEREAS, the City contracts with Portland Habilitation Center (PHC) for janitorial services; and

WHEREAS, the contract adjusts each year to facilitate cost of living increases; and

WHEREAS, the cost of living increase for Fiscal Year 2015-16 is 2.2%; and

WHEREAS, the contract cost will also increase because City has requested one hour per week additional janitorial service at the Fairview Community Center; and

WHEREAS, the city has found the janitorial services provided to city hall and the community center to be exceptional and desires to renew the contract with PHC.

NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS FOLLOWS:

Section 1 The City Council hereby authorizes the Interim City Administrator to sign the 2015-16 Contract for Janitorial Services with Portland Habilitation Center, Inc. attached as Exhibit A.

Section 2 This resolution is and shall be effective from the day of its passage.

Resolution adopted by the City Council of the City of Fairview, this 7th day of October, 2015.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

10-8-15

Date



September 14, 2015

Mr. Allan Berry, PE
Director, Public Works Department
City of Fairview
1300 NE Village Street
Fairview, Oregon 97024

RE: Janitorial Services at City of Fairview, Janitorial Renewal Proposal
Period of Performance: November 1, 2015 through June 30, 2016

Dear Mr. Berry,

Thank for taking the time to meet with us on August 24th and again on September 10th. It is always wonderful to hear great things about our janitorial staff. Based on our conversation we will increase the Community Center from 1 hour per week to 2 hours per week.

Site	Current Price		Proposed Pricing	
	Month	Year	Month	8 months 11/1/2015-6/30/2016
City Hall	\$2,112.68	\$25,352.16	\$2,170.64	\$17,365.12
Community Center	\$140.73	\$1,688.76	\$210.43	\$1,683.44
Combined	\$2,253.41	\$27,040.92	\$2,381.07	\$19,048.56

Effective 7/1 our additional janitorial services hourly rates will be: \$28.75/hour (on as as-ordered basis)
\$34.25/hour (overtime, weekends and holidays)
Materials will be charged-back, as required.

Please note that our costing is based on observing the following Union holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If one of these holidays falls on Saturday, it will be observed on Friday, and if it falls on Sunday, it will be observed on Monday. PHC will be at your buildings to provide services, as defined by this Contract, on other than the above-listed days.

If acceptable, please sign and return the Department of Administrative Services' (DAS) Request for Price Approval Form electronically. We will then send it to DAS, along with the required Costing Workbook, for their final approval and signature.

Please let us know if you have any questions or need additional information concerning our proposal. Your lead Contract Technician for this project will be Kari Godinez. You can reach her by phone at (503) 261-1266 ext. 219, or by e-mail at kgodinez@phcnw.com. She will be your contact for any contract-related matters relating to this project.

As always, we greatly appreciate your business and continued support of our mission to provide training and employment opportunities to people with disabilities.

Sincerely,

James A. Rivera
Director of Contracts and Administrative Services



DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval

For Janitorial Services, Contract # _____
(Product or Service)

Total Price: \$19,048.56, per year (11/1/2015-6/30/2016) (City Hall
\$2,170.64/mth x 8 mths = \$17,365.12 & Community Center \$210.43/mth x 8 mths
= \$1,683.44 = (month, year, each, doz.)

Requesting Agency: City of Fairview

Requesting QRF: Portland Habilitation Center, Inc.

**Agency and QRF agree the proposed price and supporting
documentation meets the requirements of OAR 125-055-0030.**

_____, date: _____
Authorized Agency Signature

_____, phone # _____
Email Address

Dcha A. Houston, date: September 14, 2015
Authorized QRF Signature

c/o James A. Rivera; jrivera@phcnw.com, phone #503-261-1266, ext 196
Email Address

**DAS has reviewed the submitted documentation supporting the price
offered by the QRF and approves the price for procurement of the
above stated product or service in accordance with OAR 125-055-0030.**

_____, date: _____
DAS QRF Coordinator