

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

SPECIAL MEETING



February 25, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

February 25, 2021 at 2:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. Consideration of Professional Services Contract with Relay Resources

4. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(i) – to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

5. Adjourn Executive Session

If necessary, Board may take action on items discussed in Executive Session.

6. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

7. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	February 25, 2021

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Consideration of Professional Services Contract with Relay Resources for Janitorial & Landscaping Services
Item No. 3
Date February 3, 2021 for February 25, 2021

Summary

Staff seeks authorization for the General Manager to sign a contract with Relay Resources for Janitorial and Landscaping services.

Background

As a public agency in the State of Oregon this District is required, if contracting out, to seek both Janitorial and Landscaping services through the Oregon Forward Program to meet State Purchasing Rules found in OAR 125-055. Relay Resources is a qualified Oregon Forward employer who provides both janitorial and landscaping services in our area. All Oregon Forward employers are non-profit, and their prices are set by the state, meaning all Oregon Forward contractors have the same costing lists for the same scope of work. Over the past year, thorough and professional cleaning services have become even more important due to COVID-19. As Relay Resources has been committed to keeping both our employees and their employees safe and have been able to add extra cleaning services when needed, we are seeking to continue our relationship with them.

The attached agreement outlines specific details and the frequency which the three District Buildings will be cleaned, as well as how the sites will be landscaped.

Highlights of the Oregon Forward Program

The Oregon Forward Program, formerly known as the QRF Program, fulfills a state law supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified nonprofit contractors, a uniquely skilled and diverse workforce is trained and employed to provide goods and services procured by state and local government agencies.

Oregon Forward is a state-run purchasing program promoting meaningful job opportunities for adults living with disabilities. Oregon's Department of Administrative Services (DAS) oversees a network of qualified nonprofit providers, Oregon Forward Contractors or OFCs, that fulfill a variety of public agency product and service needs across the state. The Department of Administrative Services (DAS) administers the

Oregon Forward program. DAS is required by ORS 279.845(1)(a) to “Determine the price of all products manufactured and services offered for sale to the various public agencies by any qualified nonprofit agency for individuals with disabilities.” This process is completed by DAS through cooperation with Oregon Forward Contractors (OFCs) and the Public Agencies with whom they contract.

The Essential Components of an Effective Oregon Forward Program Janitorial Services Proposal for Price Determination Oregon Forward Program contracts are unique in Oregon. There is no competition with another entity for price. The authorizing statutes for the Oregon Forward program, in section 279.845(1)(a), include a provision requiring that “...The price shall recover the cost of raw materials, labor, overhead, delivery costs and a margin held in reserve for inventory and equipment replacement...” Within that same section it gives responsibility for this “Price Determination” to the State of Oregon’s Department of Administrative Services (DAS).

Recommendation

Board approval for the General Manager to sign a contract with Relay Resources for Janitorial and Landscaping services in the amount of \$74,558.08 for a 12-month contract beginning March 1, 2021.

Suggested Board Motion

“I move to approve the General Manager to sign a 12-month contract with Relay Resources for Janitorial and Landscaping services in the amount of \$74,558.08 beginning March 1, 2021.”

Attachments

1. Relay Resources 2021 Price Proposal and Department of Administrative Services request for Price Approval
2. Relay Resources Schedule and Scope of Work

RELAY™

RESOURCES

January 20, 2021

Aleah Binkowski-Burk
Human Resources and Payroll Manager
Oak Lodge Water Services District
14611 SE River Road
Oak Grove, OR 97267

**RE: Oak Lodge Water Services District Janitorial & Landscape Services;
Period of Performance: March 1, 2021 through February 28, 2022**

Dear Aleah,

Per your request, we have added pricing for landscape services at your main Admin Building located at 14496 SE River Road. Our pricing is in accordance to our Janitorial & Landscape Collective Bargaining Agreements. Our pricing is:

Site/Services	2020 Monthly	2020 Yearly	2021 Monthly	2021 Yearly
Admin Bldg 14611 SE River Road, Janitorial	\$587.05	\$7,044.60	\$602.48	\$7,229.76
Admin Bldg Old Water Bldg 14496 SE River Road, Janitorial	\$603.35	\$7,240.20	\$621.76	\$7,461.12
Treatment Center 13750 SE Renton, Janitorial	\$798.88	\$8,586.56	\$824.25	\$9,891.00
Admin Bldg 14611 SE River Road, Landscape	\$384.70	\$4,616.40	\$398.60	\$4,783.20
Treatment Center 13750 SE Renton, Landscape	\$3,360.33	\$40,323.96	\$3,461.14	\$41,533.68
Main Admin Bldg 14496 SE River Road, Landscape			\$304.94	\$3,659.32

Paper products will be purchased by the customer, if we purchase will be at cost plus 10% Admin Fee.

Our additional hourly rates are:

- Janitorial \$42.02/hour (on as as-ordered basis)
- Janitorial \$47.86/hour (O-T/holiday/weekend)
- Landscape \$51.40/hour (on as as-ordered basis)
- Landscape \$65.19/hour (O-T/holiday/weekend/irrigation)

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 DAS Costing Workbooks, for their final approval.

Please let me know if you have any questions or need additional information.

Sincerely,

Shannon Viegas
Contracts Administrator



MAILING ADDRESS: 5312 NE 148th Ave., Portland, OR 97230
OFFICE: 503-261-1266
WEBSITE: relayresources.org





**DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval**

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

Total Price: \$74,558.08, per year 3/1/2021-2/28/2022 (month,
year, each, doz.)

Requesting Agency: Oak Lodge Water Services District

Requesting QRF: Relay Resources

**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 _____
DocuSigned by:
Deidra Jurgens
00C9C990F7B7431..., date: 1/20/2021
Authorized QRF Signature

c/o Shannon Viegas sviegas@relayresources.org, phone #503-408-3044
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

**Oak Lodge Sanitary District
Administration Office
(14611 SE River Road) &
Old Water Building (14496
SE River Road)**

**Janitorial Services
Scope of Work**

Janitorial Services are started after the close of business and completed before the next business day.

1 times per week

General Office

- Empty all wastebaskets and change liners
- Empty recycling and put in designated area
- Dust all office furniture, including tables, office equipment and pictures
- Dust all exposed filing cabinets, bookcases, shelves and window sills
- Dust all telephones and spot clean desk tops
- Spot clean front entrance glass and interior window partitions
- Dust mop and damp mop hard floors
- Thoroughly vacuum all carpeted areas
- Spot clean spills and stains on carpeting

Restrooms

- Clean and sanitize all sinks, counters, toilets and urinals; polish all fixtures
- Clean all glass and mirrors
- Refill all dispensers to normal limits
- Polish all stainless steel fixtures
- Empty all trash containers and disposals; insert liners
- Spot clean all walls, doors and partitions
- Sweep and damp mop all hard floors

Lunchroom

- Clean and sanitize sink and counters; polish all fixtures
- Remove fingerprints from refrigerator and microwave
- Spot clean all walls and doors
- Empty, wash and sanitize all containers and disposals; insert liners
- Sweep and damp mop flooring

Administrative Services

- Notify building contact of irregularities
- Turn-off all lights except those designated
- Close/lock windows and doors, notify security
- Check communication log for customer comments

Monthly

General Areas

- High dust all horizontal surfaces
- Dust HVAC vents
- Sanitize telephones
- Dust baseboards
- Damp clean chair mats
- Vacuum edges of carpeted areas
- Vacuum Furniture

Restrooms

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Low dust all horizontal surfaces
- Dust baseboards

Lunchroom

- Remove cobwebs from ceiling areas
- Damp clean and sanitize tables, seats, chair backs
- Spot clean doors, frames, light switches, etc.
- Low dust all horizontal surfaces

Administrative Services

- Customer Service Visit

Quarterly Services

- Clean Refrigerator
- Clean Carpet (end of June/Sept/Dec/Mar)

Bi-Annual Services

- Wax Linoleum Floors (Sept/Mar)

Annual Services

Administrative

- Formal customer review

Oak Lodge Sanitary District
Water Reclamation Facility
(13750 SE Renton)

Janitorial Services
Scope of Work

Janitorial Services are started after the close of business and completed before the next business day.

2 times per week (Tuesdays & Thursdays)

General Office

- Empty all wastebaskets and change liners
- Empty recycling and put in designated area
- Dust all office furniture, including tables, office equipment and pictures
- Dust all exposed filing cabinets, bookcases, shelves and window sills
- Dust all telephones and spot clean desk tops
- Spot clean front entrance glass and interior window partitions
- Dust mop and damp mop hard floors
- Thoroughly vacuum all carpeted areas

Lab

- Spot clean all walls, doors, sides and fronts of cabinets
- Sweep and damp mop all hard floors
- Vacuum all walk-off mats

Restrooms (2)

- Clean and sanitize all sinks, counters, toilets and urinals; polish all fixtures
- Clean and sanitize showers
- Clean all glass and mirrors
- Refill all dispensers to normal limits
- Polish all stainless steel fixtures
- Empty all trash containers and disposals; insert liners
- Spot clean all walls, doors and partitions
- Sweep and damp mop all hard floors

Lunchroom

- Clean and sanitize sink and counters; polish all fixtures
- Remove fingerprints from refrigerator and microwave
- Damp clean and sanitize tables, seats and chair backs
- Spot clean all walls and doors
- Empty, wash and sanitize all containers and disposals; insert liners
- Sweep and damp mop flooring

Administrative Services

- Notify building contact of irregularities
- Turn-off all lights except those designated
- Close/lock windows and doors, notify security
- Check communication log for customer comments

Monthly

General Areas

- High dust all horizontal surfaces
- Dust HVAC vents
- Remove cobwebs from ceiling areas
- Dust venetian blinds
- Wipe sides of desks and spot clean walls
- Sanitize telephones
- Low dust all horizontal surfaces
- Dust baseboards
- Damp clean chair mats
- Vacuum edges of carpeted areas

Restrooms (2)

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Low dust all horizontal surfaces
- Dust baseboards

Lunchroom

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Spot clean doors, frames, light switches, etc.
- Low dust all horizontal surfaces
- Dust baseboards

Administrative Services

- Customer Service Visit

Quarterly Services

Men's Restroom

- Shower scrub ceramic tile

Other

- Clean Carpets
- Clean Refrigerator

Bi-Annual Services

- Wax Linoleum Floors

Annual Services

Administrative

- Formal customer review

Women's Restroom

- Shower scrub ceramic tile

LANDSCAPE ANNUAL CALENDAR (Reoccurring svcs)

Relay Resources

5312 Northeast 148th Avenue
Portland, Oregon 97230-3438
503.261.1266 (Office)

Oak Lodge

14496 SE River Rd

Oak Grove, OR 97267

Contract Period of Performance: 1/1/2021-12/31/2021



MONTH	FREQUENCY SCHEDULE												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
CONTRACTED SERVICES														

ORNAMENTAL BEDS

Weed patrol	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Blow Sidewalks	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Post-Emergent Application	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	
Fertilize Shrubs and Trees															1	
Prune Shrubs & ground covers															2	
Leaf Removal															6	
Debris Removal	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	Trash Patrol done during each visit
Plant Inspection	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	

SPECIAL SERVICES

Irrigation start up and inspection																1	Necessary or recommended repairs will be quoted to client
Irrigation blow out and shut down																1	Shut down and blow out system w/ compressed air
Irrigation management				1	1	1	1	1	1	1	1	1	1	1	6	Seasonal adjustment as needed	
															0		
															0		

EXTRA SERVICES

Bark dust																	Proposal upon request
Pre-Emergent																	Proposal upon request
Plant replacement																	Proposal upon request

NOTES

LANDSCAPE ANNUAL CALENDAR

Oak Lodge Sanitary District Treatment Facility
 13750 SE Renton
 Oak Grove, OR

Relay Resources
 5312 Northeast 148th Avenue
 Portland, Oregon 97230-3438
 503.261.1266 (Office)

Contract Period of Performance: 1/1/2021-12/31/2021

MONTH	FREQUENCY SCHEDULE												Total Visits	Comments
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		

CONTRACTED SERVICES

TURF

Mowing				2	4	4	4	4	4	4	4	4	2		32
Hard edging				1	2	2	2	2	2	2	2	2	1		16
Soft edging				1	2	2	2	2	2	2	2	2	1		16
Lime Application									1						1
Fertilization				1								1			3
Aeration										1					
Blow Walks (Each Visit)	2	2	2	4	4	4	4	4	4	4	4	4	4	2	40

ORNAMENTAL BEDS

Weed patrol	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12
Pre-Emergent Application			1						1						2
Fertilize Shrubs and Trees			1												1
Prune Shrubs & Trees	1				1										4
Leaf Removal	1										2	4	2		9

IRRIGATION

Spring Start-up				1											1
Monitor and Adjust				1	1	1	1	1	1	1					6
Winterization										1					1

Additional Services

Slice Seeding															Proposal upon request
De-Thatching															Proposal upon request
Plant Replacements															Proposal upon request
Bark dust															Proposal upon request

NOTES

This LAC is to used as a guideline only, Relay Resources reserves the right to move service schedules to accommodate weather and site condition needs.

LANDSCAPE ANNUAL CALENDAR

Oaklodge Admin Building

14496 SE River Rd, Oak Grove, OR 97267
Oak Grove, Oregon 97267

Period of Performance: 3/1/2021 - 2/28/2022

Relay Resources

5312 Northeast 148th Avenue

Portland, Oregon 97230-3438
503.261.1266 (Office)

MONTH	FREQUENCY												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Visits	
CONTRACTED SERVICES														
ORNAMENTAL BEDS														
Weed Patrol	1	1	1	1	1	1	1	1	1	1	1	1	12	Post emerge as needed
Pre-Emergent Application		1							1				2	
Prune Shrubs and Trees	*	*	*	*	*	*	*	*	*	*	*	*	0	Prune as needed each visit
Leaf Removal										2	4	2	8	
Debris Removal	1	1	1	1	1	1	1	1	1	2	4	2	17	
Plant Inspection				1									1	
Blow Walks	1	1	1	1	1	1	1	1	1	2	4	2	17	
SPECIAL SERVICES														
Barkdust Application			X										0	Proposal upon request
Plant Replacement													0	Proposal upon request
Notes														
The Landscape Calendar is a guideline only; Relay Resources reserves the right to rearrange service schedules to accommodate weather and site condition needs.														



AGENDA ITEM

Title	Recess to Executive Session
Item No.	4
Date	February 25, 2021

Summary

Convene Executive Session under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.



AGENDA ITEM

Title	Adjourn Executive Session
Item No.	5
Date	February 25, 2021

Summary

Adjourn Executive Session and make any necessary motions as a result of Executive Session discussions.



AGENDA ITEM

Title	Call for Public Comment
Item No.	6
Date	February 25, 2021

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.