



June 26, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Acting as the governing body of Water Environment Services
Clackamas County

Approval of a Contract with Relay Resources for Janitorial Services at WES' Water Resource Recovery Facilities. Contract Value is \$869,170.56 for 5 years. Funding is through WES Sanitary Sewer Operating Fund. No County General Funds are involved.

Previous Board Action/Review	N/A		
Performance Clackamas	<ol style="list-style-type: none">1. This project supports the WES Strategic Plan to effectively manage wastewater and stormwater systems to meet or surpass environmental, safety, and public health standards, recover resources and protect watersheds.2. This project supports the County's Strategic Plan of building a strong infrastructure that delivers services to customers and honors, utilizes, promotes and invest in our natural resources.		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Matt House	Contact Phone	503-742-4601

EXECUTIVE SUMMARY: Relay Resources has been selected to provide janitorial services at several WES-owned and operated facilities, including office space at the Tri-City and Kellogg Creek Water Resource Recovery Facilities. Services include a scope of daily, weekly, monthly and yearly cleaning tasks and supplies to complete them. Janitorial services will be provided until June 30, 2030.

In addition to their expertise in facility janitorial maintenance, Relay Resources is a certified participant in the Oregon Forward Program, a state-mandated initiative that promotes inclusive employment practices. The program is specifically designed to create meaningful job opportunities and foster personal independence for Oregonians with disabilities through sustainable, gainful employment.

By contracting with Relay Resources, WES not only ensures high-quality janitorial services across its facilities but also fulfills its commitment to support programs that drive inclusion and empowerment in the community.

For Filing Use Only

WES contracted with another Oregon Forward Program vendor for janitorial services in 2022, that contract expires on June 30, 2025.

RECOMMENDATION: Staff recommends that the Board of County Commissioners of Clackamas County, acting as the governing body of Water Environment Services, approve Contract #1360 with Relay Resources for janitorial services at WES' Water Resource Recovery Facilities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Greg Geist", with a long horizontal flourish extending to the right.

Greg Geist
Director, WES

Attachment: Relay Resources Contract #1360



GOODS AND SERVICES CONTRACT Contract #0000001360

This Goods and Services Contract (this "Contract") is entered into between Relay Resources ("Contractor"), and Water Environment Services, an intergovernmental entity formed pursuant to ORS Chapter 190 ("District"), for the purposes of providing Janitorial Services at the Kellogg Creek Building, Tri-City Administration Building, Tri-City Lab Building, and Tri-City Trailer.

ARTICLE I.

1. **Effective Date and Duration.** This Contract shall become effective upon signature of both parties and shall remain in effect until June 30, 2030 or until completion of all obligations provided herein, whichever is later.
2. **Scope of Work.** The Contractor shall provide the goods and services identified in Exhibit A (the "Work"), attached hereto and incorporated by reference herein. Work shall be performed in accordance with a schedule approved by the District.
3. **Consideration.** The District agrees to pay Contractor, from available and authorized funds, a sum not to exceed eight hundred sixty-nine thousand one hundred seventy dollars and fifty-six cents (\$869,170.56), for performing the Work required by this Contract. Consideration rates are on a time and materials basis in accordance with the rates and costs specified in Exhibit B. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit B.
4. **Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made to Contractor within forty-five (45) days following the District's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the District will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment. Payment information will be reported to the Internal Revenue Service ("IRS") under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

Invoices shall reference the above Contract Number and be submitted to:
WES-Payables@clackamas.us

5. **Travel Expense Reimbursement.** Authorized: ☐ Yes ☒ No
If travel expense reimbursement is authorized in this Contract, such expenses shall only be reimbursed at the rates in the Clackamas County Contractor Travel Reimbursement Policy, hereby incorporated by reference, in effect at the time of the expense is incurred.

6. **Contract Documents.** This Contract consists of the following documents which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A, Exhibit B.

7. **Contractor and District Contacts.**

<u>Contractor</u>	<u>District</u>
Administrator: Lisa Dolezal Phone: 503-830-4019 Email: ldolezal@relayresources.org	Administrator: Anthony Micallef Phone: 503-722-6623 Email:

ARTICLE II.

1. **Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. District and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
2. **Availability of Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the District in its sole administrative discretion.
3. **Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
4. **Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
5. **Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between District and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the District of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.
6. **Hazard Communication.** Contractor shall notify District prior to using products containing hazardous chemicals to which District employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 437, or the United States Environmental Protection Agency (40 CFR Part 302), and any

amendments thereto. Upon District's request, Contractor shall immediately provide Safety Data Sheets for the products subject to this provision.

7. **Responsibility for Damages; Indemnity.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the District and Clackamas County, and their officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract.

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

8. **Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the District reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, District cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of District for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to District employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
9. **Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the District and Clackamas County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045.

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

The policies shall be primary insurance as respects to the District. Any insurance or self-insurance maintained by the District shall be excess and shall not contribute to it. Any obligation that District agree to a waiver of subrogation is hereby stricken.

10. Limitation of Liabilities. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 14 or Section 21, neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

11. Notices. Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article 1, Section 6. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.

12. Reserved.

13. Representations of Warranties. Contractor represents and warrants the following:

- A. Contractor has the power and authority to enter into and perform this Contract;
- B. This Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- C. Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work;
- D. Contractor is an independent contractor as defined in ORS 670.600.

If providing goods, all goods provided by Contractor under this Contract shall meet all standards and specifications set forth in Exhibit A, that the goods shall be merchantable, and shall be fit for District's intended use, described in Exhibit A. As necessary, the District agrees to provide Contractor reasonable access to the goods for purposes of repair or replacement under this warranty. Failure of Contractor to promptly correct problems pursuant to this warranty shall be deemed a material breach of this Contract.

- E. If providing services, the services provided by Contractor under this Contract will be performed in a workmanlike manner and in accordance with the highest professional standards.

The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

14. Delivery and Inspections.

A. All deliveries shall be F.O.B. destination with all transportation and handing charges paid by the Contractor, unless specified otherwise in this Contract. Responsibility and liability for loss or damage shall remain with the Contractor until final inspection and acceptance, when responsibility shall pass to the District except as to latent defects, fraud and Contractor's warranty obligations.

B. Goods furnished under this Contract will be subject to inspection and test by the District at times and places determined by the District in its sole discretion. If the District finds the goods furnished to

be incomplete or not in compliance with the Contract, the District, in its sole discretion, may either reject the goods, require Contractor to correct any defects without charge, or negotiate with Contractor to sell the goods to the District at a reduced price. If Contractor is unable or refuses to cure any defects within a time deemed reasonable by the District, the District may reject the goods, terminate the Contract, and pursue any and all rights and remedies available to District at law, in equity, or under this Contract. Nothing in this paragraph shall in any way affect or limit the District's rights as a buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.

- 15. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 5, 6, 7, 10, 12, 13, 15, 16, 17, 18, 21, 22, 23, 27, and 31, and all other terms and conditions which by their context are intended to survive termination of this Contract.
- 16. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 17. Subcontractors and Assignments.** Contractor shall not enter into any subcontracts for any of the work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the District. In addition to any provisions the District may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this section and Article II, Sections 1, 7, 8, 13, 22, and 31, as if the subcontractor were the Contractor. District's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.
- 18. Successors in Interest.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 19. Tax Compliance and Certifications.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle District to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 20. Termination.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the District (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the District fails to receive funding, appropriations, or other expenditure authority as solely determined by the District; or (B) if Contractor breaches any Contract provision or is declared insolvent, District may terminate after thirty (30) days written notice with an opportunity to cure.

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

- 21. Remedies.** If terminated by the District due to a breach by the Contractor, then the District shall have any remedy available to it at law, in equity, or under this Contract including, but not limited to, any remedy available under ORS Chapter 72. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the District, less any setoff to which the District is entitled.
- 22. No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.
- 23. No Third Party Beneficiaries.** District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 24. Time is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
- 25. Foreign Contractor.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 26. Force Majeure.** Neither District nor Contractor shall be held responsible for delay or default caused by fire, terrorism, riot, acts of God, or war where such cause was beyond, respectively, District's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
- 27. Waiver.** The failure of District to enforce any provision of this Contract shall not constitute a waiver by District of that or any other provision.
- 28. Public Contracting Requirements.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:
- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
 - b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
 - c. Not permit any lien or claim to be filed or prosecuted against District on account of any labor or material furnished.
 - d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
 - e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling District to terminate this Contract for cause.
 - f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.
- 29. Reserved.**

30. Reserved.

31. Merger. This Contract constitutes the entire agreement between the parties with respect to the subject matter referenced herein. There are no understanding, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature hereto of its authorized representative, acknowledges having read and understood this contract and Contractor agrees to be bound by its terms and conditions.

32. Execution and Counterparts. This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

33. Amendment. This Contract may only be modified in writing signed by the parties.

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

Relay Resources
5312 NE 148th Ave
Portland, OR 97230

DocuSigned by:

60C9C996F7B7431...

Authorized Signature

DeeAnn Jurgens

Name / Title (Printed)

049882-18

Oregon Business Registry #

DNP/Oregon

Entity Type / State of Formation

Water Environment Services

6/12/2025

Date


Signature

Date

Chief operating and financial officer

Title:

Approved as to Form:


County Counsel

6/12/2025

Date

EXHIBIT A SCOPE OF WORK

Janitorial Services for Water Environment Services Admin Buildings

Site Information:

- **Location 1:** Kellogg Creek WRRF Back Building **(1076 Square feet)**
Address: 11525 SE McLoughlin Blvd, Portland, OR
Cleaning Schedule: Monday through Friday
 - **Location 2 :** Kellogg Creek WRRF Admin Building
Address: 11525 SE McLoughlin Blvd, Portland, OR
Cleaning Schedule: Monday through Friday
(This building is currently being remodeled and not in use but will be added to the contract via amendment at a later date)
 - **Location 3:** Tri City Admin Building **(5100 Square feet)**
Address: 15941 S. Agnes Ave., Oregon City, OR
Cleaning Schedule: Monday through Friday (Admin Building),
2 days per week (Trailer)
 - **Location 4:** Tri City Trailer **(2160 Square feet)**
Address: 15941 S. Agnes Ave., Oregon City, OR
Cleaning Schedule: 2 days per week
 - **Location 5:** Tri City Lab Building **(3770 Square feet)**
Address: 15941 S. Agnes Ave., Oregon City, OR
Cleaning Schedule: Monday through Friday
-

Daily Cleaning Tasks (for all sites)

1. **General Cleaning and Trash Removal**
 - Empty all trash receptacles, replace liners as needed, and remove waste to designated disposal area.
 - Dust and wipe down all horizontal surfaces, including desks (if cleared), countertops, and window ledges.
 - Clean and sanitize common areas, including lobbies, break rooms, and conference rooms.
 - Clean glass doors, interior windows, and other glass surfaces to remove smudges and fingerprints.
2. **Restrooms**
 - Clean and sanitize sinks, toilets, and urinals.
 - Restock all paper products and soap dispensers.
 - Sweep and mop floors with disinfectant.

- Clean mirrors and wipe down fixtures.
- 3. **Floors**
 - Vacuum all carpeted areas and entry mats.
 - Sweep and mop hard surface floors, including tile and laminate.
- 4. **Break Rooms and Kitchen Areas**
 - Wipe down countertops, tables, and chairs.
 - Clean sinks and sanitize food preparation areas.
 - Empty and clean coffee stations and microwaves as needed.
- 5. **High-Touch Surfaces**
 - Disinfect high-touch surfaces such as door handles, light switches, and handrails.

Daily Check-Off List Requirement

The daily cleaning staff will be required to complete a daily check-off list, confirming that all required cleaning tasks have been performed. The completed checklist should be signed submitted to the log book at the end of each shift.

Weekly Cleaning Tasks

1. **Deep Cleaning of Restrooms**
 - Scrub and disinfect all restroom fixtures, including floors, walls, and partitions.
 - Polish all stainless steel and chrome fixtures.
 2. **Detailed Dusting**
 - Dust and clean vents, light fixtures, and any exposed ductwork.
 - Clean and dust blinds and window sills.
 3. **Furniture Cleaning**
 - Wipe down and sanitize chairs, especially armrests.
 - Clean and disinfect tables, including underneath edges.
 4. **Trash Disposal Check**
 - Thoroughly clean and sanitize trash receptacles and replace liners.
-

Monthly Cleaning Tasks

1. **Floor Care**
 - Perform floor polishing or buffing for high-traffic areas as needed.
 - Deep clean carpeted areas through steam cleaning or shampooing.
2. **High-Level Dusting**
 - Clean and remove dust from high surfaces, including ceiling corners and light fixtures.
3. **Window Cleaning**
 - Wash and polish interior windows thoroughly.
4. **Air Vents and Ducts**
 - Vacuum and clean air vents to maintain good air quality.
5. **Restroom Deep Clean**

- Conduct a full-scale deep clean, including grout cleaning and mold/mildew removal as needed including shower areas.
-

Yearly Strip and Wax and Carpet Cleaning

1. **Floors to be striped and waxed and carpets shampooed in the TC admin building, TC Lab and KC Admin building during the month May every year.**
 - Schedule to be approved by WES PM prior to work starting
 - All three locations scheduled over multiple days to accommodate moving equipment around to free up floor space to be waxed

Supplies and Equipment

1. **Consumable Supplies:** The vendor will provide consumable supplies, including but not limited to:
 - Toilet paper
 - Paper towels
 - Hand soap
 - Trash liners

These supplies must be compatible with existing fixtures and are to be billed back to Water Environment Services as agreed.

2. **Cleaning Equipment:** The vendor will supply all necessary cleaning equipment, including but not limited to:
 - Vacuums
 - Buffers
 - Carpet cleaners
 - Rags, mops, and mop buckets
 - Cleaning chemicals and any other necessary tools
 3. **Janitorial Closet Maintenance:** The vendor is responsible for keeping janitorial closets neat and organized. Floor sinks must be clean and emptied at the end of each daily service to maintain cleanliness and safety.
-

Area Manager Visits and Compliance

To maintain open communication and promptly address any concerns:

1. **Scheduled Monthly Visits:** An Area Manager must visit both sites during the first week of each month to meet with plant personnel, discuss performance, receive feedback, and address any areas for improvement. These visits are mandatory and required for full

payment. A 5% deduction will be applied to the monthly invoice for non-compliance with this requirement.

2. **On-Call Availability:** The Area Manager must be available to visit the sites within 72 hours of a request from a Water Environment Services representative to address any immediate concerns or issues.

Payments

1. Invoices need to be accompanied with signed daily check off list for WES PM Review prior to payment.

EXHIBIT B
COST DETAIL

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

The summary sheet is linked to the other sheets in this workbook. Any area shaded in light green is either a formula or linked to another work sheet. The only manual input to this sheet will be to input the QRF name. The costs are to be divided into five categories: Raw Materials, Labor, Overhead, Delivery and Reserve Costs. Raw materials consist of supplies, small equipment & tools, and large or special equipment. Each category is detailed on the following sheets. Labor costs is direct labor used to produce or service the contract. Overhead costs is a line item charge which is computed on the overhead sheet. Transportation or delivery and reserve computations are also completed on the following sheets. All these costs will vary depending upon your organization and the specifications for the project. Each sheet will have an example calculation and further instructions for completion.

QRF Name Relay Resources
Project Water Environment Services Tri City Admin Bldg 7/1/2025-6/30/2026

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 7,657.17
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 3,983.14
Subtotal 1		\$ 11,640.31

Labor

Direct Labor	(from labor daily worksheet)	\$ 47,926.89
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Overhead

See Overhead Worksheet		\$ 17,957.31
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Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
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Total Before Margin	\$ 77,524.51
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Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
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Total Bid Yearly	\$ 77,524.51
Monthly	\$ 6,460.38

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Svcs Tri City Lab Bldg 7-1-2025-6-30-2026

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,023.97
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,875.94
Subtotal 1		\$ 3,899.91

Labor

Direct Labor	(from labor daily worksheet)	\$ 26,167.06
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Overhead

See Overhead Worksheet		\$ 9,064.29
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Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
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Total Before Margin	\$ 39,131.27
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Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 39,131.27
Monthly	\$ 3,260.94

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Trailer 7/1/2025-6/30/2026

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 895.25
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,029.54
Subtotal 1		\$ 1,924.79

Labor

Direct Labor	(from labor daily worksheet)	\$ 6,259.99
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Overhead

See Overhead Worksheet		\$ 2,467.49
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 10,652.28
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 10,652.28
Monthly	\$ 887.69

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources**Project** Water Environment Services Kellog Creek 7-1-2025-6-30-2026**Raw Materials**

Per Time Use - Supplies

(from supplies worksheet)

\$ 1,190.70

Equipment, Tools & Subcontracting

(from small equipment worksheet)

\$ 1,791.96

Subtotal 1 \$ 2,982.65**Labor**

Direct Labor

(from labor daily worksheet)

\$ 16,525.98

Overhead

See Overhead Worksheet

\$ 5,881.33

Delivery

Transportation

(from Trans & Reserve worksheet)

\$ -

Total Before Margin \$ 25,389.97**Reserve**

Margin Held in Reserve

(from Trans & Reserve worksheet)

\$ -

Total Bid Yearly \$ 25,389.97**Monthly** \$ 2,115.83**Work Area**

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Admin Bldg 7/1/2026-6/30/2027

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 7,657.17
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 4,336.71
Subtotal 1		\$ 11,993.88

Labor

Direct Labor	(from labor daily worksheet)	\$ 51,622.92
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 19,179.83
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 82,796.63
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 82,796.63
Monthly	\$ 6,899.72

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Svcs Tri City Lab Bldg 7-1-2026-6-30-2027

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,086.72
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,934.10
Subtotal 1		\$ 4,020.81

Labor

Direct Labor	(from labor daily worksheet)	\$ 28,182.70
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 9,708.39
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 41,911.90
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 41,911.90
Monthly	\$ 3,492.66

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Trailer 7/1/2026-6/30/2027

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 923.00
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,061.46
Subtotal 1		\$ 1,984.46

Labor

Direct Labor	(from labor daily worksheet)	\$ 6,742.15
--------------	------------------------------	-------------

Overhead

See Overhead Worksheet		\$ 2,630.84
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 11,357.45
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 11,357.45
Monthly	\$ 946.45

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Kellog Creek 7-1-2026-6-30-2027

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 1,227.61
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,847.51
Subtotal 1		\$ 3,075.12

Labor

Direct Labor	(from labor daily worksheet)	\$ 17,798.97
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 6,292.98
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 27,167.07
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 27,167.07
Monthly	\$ 2,263.92

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Admin Bldg 7/1/2027-6/30/2028

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 8,139.27
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 4,233.92
Subtotal 1		\$ 12,373.20

Labor

Direct Labor	(from labor daily worksheet)	\$ 55,616.20
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 20,496.29
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 88,485.69
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 88,485.69
Monthly	\$ 7,373.81

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Svcs Tri City Lab Bldg 7-1-2027-6-30-2028

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,151.40
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,994.05
Subtotal 1		\$ 4,145.46

Labor

Direct Labor	(from labor daily worksheet)	\$ 29,396.91
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 10,112.01
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 43,654.38
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 43,654.38
Monthly	\$ 3,637.87

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Trailer 7/1/2027-6/30/2028

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 951.62
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,094.36
Subtotal 1		\$ 2,045.98

Labor

Direct Labor	(from labor daily worksheet)	\$ 7,264.73
--------------	------------------------------	-------------

Overhead

See Overhead Worksheet		\$ 2,806.93
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 12,117.63
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 12,117.63
Monthly	\$ 1,009.80

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name **Relay Resources**
Project **Water Environment Services Kellog Creek 7-1-2027-6-30-2028**

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 1,265.66
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,904.78
Subtotal 1		\$ 3,170.45

Labor

Direct Labor	(from labor daily worksheet)	\$ 19,178.67
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 6,737.66
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 29,086.77
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 29,086.77
Monthly	\$ 2,423.90

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Admin Bldg 7/1/2028-6/30/2029

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 8,391.59
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 4,365.17
Subtotal 1		\$ 12,756.77

Labor

Direct Labor	(from labor daily worksheet)	\$ 59,952.92
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Overhead

See Overhead Worksheet		\$ 21,919.29
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 94,628.98
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 94,628.98
Monthly	\$ 7,885.75

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Svcs Tri City Lab Bldg 7-1-2028-6-30-2029

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,218.10
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 2,055.87
Subtotal 1		\$ 4,273.97

Labor

Direct Labor	(from labor daily worksheet)	\$ 30,618.03
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 10,518.89
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 45,410.89
----------------------------	--------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 45,410.89
Monthly	\$ 3,784.24

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Trailer 7/1/2028-6/30/2029

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 981.12
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,128.29
Subtotal 1		\$ 2,109.40

Labor

Direct Labor	(from labor daily worksheet)	\$ 7,831.42
--------------	------------------------------	-------------

Overhead

See Overhead Worksheet		\$ 2,996.89
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 12,937.71
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 12,937.71
Monthly	\$ 1,078.14

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Kellog Creek 7-1-2028-6-30-2029

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 1,304.90
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,963.83
Subtotal 1		\$ 3,268.73

Labor

Direct Labor	(from labor daily worksheet)	\$ 20,674.86
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 7,218.35
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 31,161.94
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 31,161.94
Monthly	\$ 2,596.83

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Admin Bldg 7/1/2029-6/30/2030

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 8,651.73
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 4,500.49
Subtotal 1		\$ 13,152.23

Labor

Direct Labor	(from labor daily worksheet)	\$ 64,658.30
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 23,457.00
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 101,267.53
----------------------------	---------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 101,267.53
Monthly	\$ 8,438.96

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Svcs Tri City Lab Bldg 7-1-2029-6-30-2030

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 2,286.86
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 2,119.60
Subtotal 1		\$ 4,406.46

Labor

Direct Labor	(from labor daily worksheet)	\$ 31,904.95
--------------	------------------------------	--------------

Overhead

See Overhead Worksheet		\$ 10,946.80
------------------------	--	--------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 47,258.20
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 47,258.20
Monthly	\$ 3,938.18

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Tri City Trailer 7/1/2029-6/30/2030

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 1,011.53
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 1,163.26
Subtotal 1		\$ 2,174.79

Labor

Direct Labor	(from labor daily worksheet)	\$ 8,446.30
--------------	------------------------------	-------------

Overhead

See Overhead Worksheet		\$ 3,201.98
------------------------	--	-------------

Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
----------------	----------------------------------	------

Total Before Margin	\$ 13,823.07
----------------------------	---------------------

Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
------------------------	----------------------------------	------

Total Bid Yearly	\$ 13,823.07
Monthly	\$ 1,151.92

Work Area

SUMMARY OF ANNUAL COSTS

revised: 2/28/2025

**Oregon Department of Administrative Services
Janitorial Project Costing Worksheet**

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QRF Name Relay Resources
Project Water Environment Services Kellog Creek 7-1-2029-6-30-2030

Raw Materials

Per Time Use - Supplies	(from supplies worksheet)	\$ 1,345.35
Equipment, Tools & Subcontracting	(from small equipment worksheet)	\$ 2,024.71
Subtotal 1		\$ 3,370.06

Labor

Direct Labor	(from labor daily worksheet)	\$ 22,298.30
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Overhead

See Overhead Worksheet		\$ 7,738.32
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Delivery

Transportation	(from Trans & Reserve worksheet)	\$ -
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Total Before Margin	\$ 33,406.69
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Reserve

Margin Held in Reserve	(from Trans & Reserve worksheet)	\$ -
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Total Bid Yearly	\$ 33,406.69
Monthly	\$ 2,783.89

Work Area