



**Catherine McMullen
County Clerk**

Records Management Division

Records Manager, Carol Hopkins | 1810 Red Soils Court, Suite 120
503-655-8656 | Oregon City, OR 97045

Business Meeting July 31, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of a Personal Services Contract with Garten Services for secure document shredding services. Contract Value is \$225,000 for 3 years. Funding is through invoicing County Departments and Divisions for shredding services, which may include a small portion of budgeted County General Funds.

Previous Board Action/Review	No previous action or review by the Board.		
Performance Clackamas	1. Build public trust through good government.		
Counsel Review	Yes/No – Yes	Procurement Review	Yes/No- Yes
Contact Person	Carol Hopkins	Contact Phone	503-655-8656

EXECUTIVE SUMMARY: This \$225,000 personal services contract is for the purpose of providing secure shredding and document destruction services for all County Departments and Division required to be met under OAR 166-030-0060(2). Public Records Disposition and Destruction, State and Local Agencies: In short Public Records which are confidential by law and negotiable instrument must be destroyed by shredding, pulping, or incineration. The contract will expire on June 30, 2028

RECOMMENDATION: The Clerk and Records Management staff recommend that the Board approve the attached personal services contract to provide secure shredding and records destruction for Clackamas County Departments and Divisions

Respectfully submitted,

Carol Hopkins

Carol Hopkins
Records Manager

For Filing Use Only



**CLACKAMAS COUNTY
PERSONAL SERVICES CONTRACT
Contract #0000001208**

This Personal Services Contract (this "Contract") is entered into between Garten Services, Inc ("Contractor"), and Clackamas County, a political subdivision of the State of Oregon ("County") on behalf of its Finance Department.

ARTICLE I.

- 1. Effective Date and Duration.** This Contract shall become effective **upon the date of last signature on this Contract**. Unless earlier terminated or extended, this Contract shall expire on **June 30, 2028**.
- 2. Scope of Work.** Contractor shall provide the following personal services: Secure Shredding and Document Destruction Services ("Work"), further described in **Exhibit A**.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed **Two Hundred Twenty-Five Thousand Dollars (\$225,000)** for accomplishing 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 in accordance with ORS 293.462 to Contractor following the County's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County 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.

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

- 5. Travel and Other Expense.** Authorized: ☐ Yes ☒ No
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.
- 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 and Exhibit A and Exhibit B

7. Contractor and County Contacts.

Contractor Administrator: Cameron Stewart Phone: 503-581-1984 Email: cstewart@garten.org	County Administrator: Carol Hopkins Phone: 503-655-8656 Email: chopkins@clackamas.us
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Katelin Moon
[Garten](#) | Fleet Manager
3334 Industrial Way NE, Salem, OR
PO Box 13970, Salem, OR 97309

O: (503) 581-4472 **F:** (503) 581-4497
E: kmoon@garten.org

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.

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. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. 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 Future 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 County 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. **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.
6. **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 County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County 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.

7. **Indemnity, Responsibility for Damages.** 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 County, and its 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 County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

8. **Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement 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 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 or emailed to the County Contract Analyst.

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 checked="" 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 policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County 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 13 or

Section 20 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. Ownership of Work Product.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. Representations and Warranties.** Contractor represents and warrants to County that (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; and (E) the Work under this Contract shall be performed in a good and 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. 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, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, 32, 33, and 34, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.
- 15. 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.
- 16. Subcontracts and Assignments.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or

denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

17. 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.

18. Tax Compliance Certification. 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 County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.

19. Terminations. This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.

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

20. Remedies. If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.

21. No Third Party Beneficiaries. County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

22. Time is of the Essence. Contractor agrees that time is of the essence in the performance of this Contract.

23. 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.

- 24. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall 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.
- 25. Waiver.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.
- 26. Public Contracting Requirements.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:
- 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.
 - Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
 - Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
 - Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
 - 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 County to terminate this Contract for cause.
 - 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.
- 27. 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.
- 28. Confidentiality.** Contractor acknowledges that it and its employees and agents may, in the course of performing their obligations under this Contract, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as "**Personal Information**" is defined in ORS 646A.602(12)).

Contractor agrees to hold any and all information that it is required by law or that the County marks as "Confidential" to be held in confidence ("**Confidential Information**"), using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential.

Contractor agrees that, except as directed by the County, Contractor will not at any time during or after the term of this Contract, disclose, directly or indirectly, any Confidential Information to any person, and that upon termination or expiration of this Contract or the County's request, Contractor will turn over to the County all documents, papers, records and other materials in Contractor's possession which embody Confidential Information.

Contractor acknowledges that breach of this Contract, including disclosure of any Confidential Information, or disclosure of other information that, at law or in good conscience or equity, ought to remain confidential, will give rise to irreparable injury to the County that cannot adequately be compensated in damages. Accordingly, the County may seek and obtain injunctive relief against the

breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the County and are reasonable in scope and content.

Contractor agrees to comply with all reasonable requests by the County to ensure the confidentiality and nondisclosure of the Confidential Information, including if requested and without limitation: (a) obtaining nondisclosure agreements, in a form approved by the County, from each of Contractor's employees and agents who are performing services, and providing copies of such agreements to the County; and (b) performing criminal background checks on each of Contractor's employees and agents who are performing services, and providing a copy of the results to the County.

Contractor shall report, either orally or in writing, to the County any use or disclosure of Confidential Information not authorized by this Contract or in writing by the County, including any reasonable belief that an unauthorized individual has accessed Confidential Information. Contractor shall make the report to the County immediately upon discovery of the unauthorized disclosure, but in no event more than two (2) business days after Contractor reasonably believes there has been such unauthorized use or disclosure. Contractor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Confidential Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the County.

Notwithstanding any other provision in this Contract, Contractor will be responsible for all damages, fines and corrective action (including credit monitoring services) arising from disclosure of such Confidential Information caused by a breach of its data security or the confidentiality provisions hereunder.

The provisions in this Section shall operate in addition to, and not as limitation of, the confidentiality and similar requirements set forth in the rest of the Contract, as it may otherwise be amended. Contractor's obligations under this Contract shall survive the expiration or termination of the Contract, as amended, and shall be perpetual.

29. Criminal Background Check Requirements. Contractor shall be required to have criminal background checks (and in certain instances fingerprint background checks) performed on all employees, agents, or subcontractors that perform services under this Contract. Only those employees, agents, or subcontractors that have met the acceptability standards of the County may perform services under this Contract or be given access to Personal Information, Confidential Information or access to County facilities.

30. Reserved.

31. Reserved.

32. Reserved.

33. Reserved.

34. Merger. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT,

CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

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

Garten Services, Inc.

Clackamas County

Cameron
Stewart

Digitally signed by
Cameron Stewart
Date: 2025.07.15
15:21:44 -07'00'

Authorized Signature _____ Date _____

Cameron Stewart, Chief Operating Officer

Name / Title (Printed) _____

Signature _____ Date _____

Name: _____

Title: Chair _____

088910-12
Oregon Business Registry #

DNP/OR
Entity Type / State of Formation

Approved as to Form:


County Counsel
7/15/2025
Date

**EXHIBIT A
PERSONAL SERVICES CONTRACT
SCOPE OF WORK**

Contractor shall provide shredding services to various work sites in Clackamas County (currently 74 departments throughout the County use the services). Some physical locations may have multiple departments throughout Clackamas County.

Shredding shall meet the requirements of **OAR 166-030-0060(2), Public Records Disposition and Destruction, State and Local Agencies:**

Shredding, Pulping, or Incineration. Public Records which are confidential by law and negotiable instruments (even when cancelled or satisfied in writing) must be destroyed by shredding, pulping, or incineration. The destruction should be supervised and witnessed by a responsible employee of the agency. When using a contractor to destroy public records, the state or local agency must require posting of a bond or undertaking by the contractor to indemnify the state or local agency against any claims or actions resulting from his failure to protect the confidentiality of the public records, and must require a provision precluding sale, transfer or delivery of the public records to a third party prior to data obliteration. The agreement shall also include provisions requiring secure transit to and handling by the Contractor, and prompt processing of the public records by the contractor to fully obliterate the data they contain by shredding, pulping or incineration.

STANDARD SPECIFICATIONS

3.1 Estimated annual number of pounds: 432,851 pounds were shredded in FY 23/24.

3.2 Shredding will be done on-site or at vendor location, mobile on-site shredding will serve as the default services provided under this contract

3.3 Shredding is to be done on a regular schedule. The schedule is to be created and administered by the Records Management Department. Occasionally, there may be pickups that will be scheduled on an on-call basis. These will be coordinated by Records Management, with as much advanced notice as possible. On-call pickups will be done within five (5) working days.

3.4 A Certificate of Destruction will be issued for each pickup/shred. The Certificate of Destruction will be provided to the Records and Information Manager along with the invoice. The Certificate must indicate department and location, and estimated number of pounds shredded (the pounds are used for internal reporting purposes only).

3.5 Shredding may at the discretion of Records Management, to be witnessed by a departmental representative.

3.6 Shredding must be secured (i.e. no contact with confidential material prior to or during the shredding process by anyone other than an authorized departmental representative and the Contractor's technician).

3.7 Contractor's technicians are to be bonded and will have photo identification. Evidence of bonding will be required at time of Contract execution.

3.8 Contractor will be able to destroy a variety of media formats, including but not limited to paper, computer media and microfilm, these 'non-standard' media formats are rarely collected for destruction and County shall notify Contractor of their collection in advance. Materials will be collected separately as needed. Contractor may refuse materials if bins are contaminated

3.9 Locking containers (bins, consoles) are to be included in the price. Locks on bins must be exclusive to Clackamas County. There may be material not contained in bins (material from special purges or other circumstances) that will need to be accommodated. This may require the use of a Contractor-supplied mail cart, boxes, etc.

3.10 Pricing will include all labor, mileage, and material used to perform each pickup/shred. **The unit price will be based upon the cost of emptying one (1) container (the "tip" charge).** And/or a per pound charge.

3.11 Invoicing is to be done monthly with each department itemized based upon the per container rate. The invoices will be sent to the Records and Information Manager via designated email. All invoices will include the Certificate of Destruction form. The invoices may be in the form of one invoice for the month or a packet of invoices for one month.

3.12 Shredding services are to be provided to all County Departments, with the option of adding or deleting departments throughout the life of the contract.

3.13 **Contractor shall provide additional containers as necessary to locations purging files. Contractor will be notified in advance of purges.**

3.14 **IDENTIFICATION OF EMPLOYEES**

The Contractor shall provide uniforms and identification of its employees. All employees shall wear uniforms at all times while in County facilities so that each employee is readily identifiable. Minimum requirement of a uniform shall be a shirt with company name, and logo. Contractor supplied picture ID badges shall be worn and displayed between shoulder and waist at all times Contractor's employees are in County facilities.

3.16 **CONTRACTOR EXPERIENCE**

Contractor and Contractor's key personnel who will be supervisory roles in this Contract shall have a minimum of three (3) years of recent and continuous, comparable experience. Note: comparable means not only total size but similar occupancy within referenced facilities.

3.17 **OREGON FORWARD CONTRACTOR (OFC)**

All County contracts with OFC's shall include a provision requiring an OFC whose total annual public agency contract value exceeds \$20,000.00, to conduct an audit of direct labor to determine compliance with ORS 279.835 (4) (c). Contractor agrees to perform an audit in compliance with these requirements.

- (a) The audit shall be conducted by an independent Certified Public Accountant at the same time the OFC's annual financial audit is performed.
- (b) The independent Certified Public Accountant that conducted the annual audit shall sign an attestation that the OFC complied or did not comply with the requirements of ORS 279.835(4) (c), during the fiscal year period for which the annual financial audit was conducted.
- (c) The OFC must submit the direct labor audit attestation report, signed and dated by the independent Certified Public Accountant.
- (d) Failure of Contractor to comply with the requirements of this section may result in suspension or termination of the Contract with the County.
- (e) Failure to comply with the direct labor requirements of ORS 279.835(4)(c) may result in suspension or removal from the list of sources or potential sources of products and services kept by Department Administrative Services (DAS) and required under ORS 279.845(c)(2).
- (f) The cost of an audit required by this provision shall be considered an overhead expense.

**EXHIBIT B
OREGON FORWARD PRICES SCHEDULE**

Ite m #	Description	Price
Clackamas County – Recurring Mobile Shred Services		
1	Record destruction service for paper documents in locking cabinets, and 65-gal roll carts destroyed at Authorized Purchaser’s Facility	\$26 per container, per visit
2	Record Destruction of paper documents in an archive, bankers or paper box with a storage capacity of 3800 cu in or less	\$16 each
Clackamas County - On-Call Mobile Shred Services		
1	A replacement charge for lost locks (padlock or installed) and for lost keys.	\$20 per lock \$13 per key
2	Mobile Shred Truck and Driver - Hourly Rate for Shred Events	\$325 per hour (\$650 minimum charge)



STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES
Oregon Forward Program
Request for Price Approval

Public Agency: Clackamas County

Oregon Forward Company: Garten Services

Product or Service: Confidential Records Destruction - Onsite Destruction

Contract number (& amendment# if applicable): 0000001208

Proposed Prices (list all proposed prices and include the Statement of Services or Specifications, and costing workbooks to justify proposed prices with request):

Product/Service	Proposed Price	Units (per hour, month, each, etc.)
Key Replacement	\$13	EA
Lock Replacement	\$20	EA

Public Agency and Oregon Forward Company agree the proposed price and supporting documentation meets the requirements of OAR 125-055-0030.

Carol Hopkins

Digitally signed by Carol Hopkins

Date: 2025.05.16 15:52:15 -07'00', date: _____

Authorized Public Agency Signature

_____, phone # _____

Email Address

Cameron Stewart

Digitally signed by Cameron Stewart

Date: 2025.05.16 14:08:29 -07'00'

, date: May 16, 2025

Authorized Oregon Forward Contractor Signature

cstewart@garten.org

, phone # 503.871.7713

Email Address

DAS has reviewed the submitted documentation supporting the price(s) offered by the Oregon Forward Contractor and approves the price for procurement of the above stated product or service in accordance with OAR 125-055-0030.

Darvin Pierce

Digitally signed by Darvin Pierce

Date: 2025.06.24 14:37:16 -07'00'

, date: 6/24/2025

Oregon Forward Program Signature



STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES
Oregon Forward Program
Request for Price Approval

Public Agency: Clackamas County

Oregon Forward Company: Garten Services

Product or Service: Confidential Records Destruction - Onsite Destruction

Contract number (& amendment# if applicable): 0000001208

Proposed Prices (list all proposed prices and include the Statement of Services or Specifications, and costing workbooks to justify proposed prices with request):

Product/Service	Proposed Price	Units (per hour, month, each, etc.)
Onsite Records Destruction - 65 gallon roll cart / Cabinet	\$26	EA
Onsite Records Destruction - boxes (bankers and smaller)	\$16	EA
Onsite Hourly - over 50 boxes	\$325	Hour

Public Agency and Oregon Forward Company agree the proposed price and supporting documentation meets the requirements of OAR 125-055-0030.

Carol Hopkins

Digitally signed by Carol Hopkins

Date: 2025.05.21 09:32:17 -07'00'

, date: 05/21/2025

Authorized Public Agency Signature

chopkins@clackamas.us

, phone # 503-655-8656

Email Address

Cameron Stewart

Digitally signed by Cameron Stewart

Date: 2025.05.16 14:05:35 -07'00'

, date: May 16, 2025

Authorized Oregon Forward Contractor Signature

cstewart@garten.org

, phone # 503.871.7713

Email Address

DAS has reviewed the submitted documentation supporting the price(s) offered by the Oregon Forward Contractor and approves the price for procurement of the above stated product or service in accordance with OAR 125-055-0030.

Darvin Pierce

Digitally signed by Darvin Pierce

Date: 2025.06.24 14:37:52 -07'00'

, date: 6/24/2025

Oregon Forward Program Signature