



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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## **AGENDA REQUEST & STAFF REPORT**

### **For Board Business Meeting of June 8, 2016**

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**DATE:** May 19, 2016

**FROM:** Darryl Nakahira

Sheriff's Office: 541-617-3369

**TITLE OF AGENDA ITEM:**

Consideration of Board Signature to Document No. 2016-240 (Amendment #1 to Deschutes County Document 2014-298), Cascade Complete Cleaning to provide additional janitorial services for the Deschutes County Sheriff's Office and Cost of Living Adjustment (COLA).

**PUBLIC HEARING ON THIS DATE?** No

**BACKGROUND AND POLICY IMPLICATIONS:**

Cascade Complete Cleaning has been providing janitorial services to the Deschutes County Sheriff's Office since 2005, and was awarded a new 3-year (Expires June 30, 2017) contract after a competitive bid process in September of 2013.

This is an amendment to the services agreement between Deschutes County, by and through its Sheriff's Office, and Cascade Complete Cleaning for the performance of janitorial services for the Sheriff's Office.

Cascade Complete Cleaning Services provides custodial services for the Deschutes County Sheriff's Office in Bend, Sisters, and Terrebonne, for the Sheriff's Office Search and Rescue offices, the Sheriff's Office Automotive offices and for portions of the Adult Jail. This amendment adds portions of the Work Center and the new addition to the Search and Rescue offices to the agreement. This amendment also allows for a 1.5% COLA.

**FISCAL IMPLICATIONS:**

The Sheriff's Office will pay \$92,603.39 for FY2016 (retroactive), and compensation will increase to \$114,907.94 for FY2017.

**RECOMMENDATION & ACTION REQUESTED:**

Approve and sign Deschutes County Services Contract 2016-240.

**ATTENDANCE:**

Darryl Nakahira, Sheriff's Office Legal Counsel (If necessary)

**DISTRIBUTION OF DOCUMENTS:**

Please email a copy of the signed document to Julie Lovrien at the Sheriff's Office.

**DESCHUTES COUNTY DOCUMENT SUMMARY**

**Date:** May 19, 2016

**Department:** Sheriff's Office

**Contractor/Supplier/Consultant Name:** Cascade Complete Cleaning

**Contractor Contact:** Gary Curry

**Phone:** 541-617-1645

**Type of Document:** Amendment to Services Agreement

**Goods and/or Services:** This is an amendment to the services agreement between Deschutes County, by and through its Sheriff's Office, and Cascade Complete Cleaning for the performance of janitorial services for the Sheriff's Office.

Cascade Complete Cleaning Services provides custodial services for the Deschutes County Sheriff's Office in Bend, Sisters, and Terrebonne, for the Sheriff's Office Search and Rescue offices, the Sheriff's Office Automotive offices and for portions of the Adult Jail. This amendment adds portions of the Work Center and the new addition to the Search and Rescue offices to the agreement. This amendment also allows for a 1.5% COLA.

**Background & History:** Cascade Complete Cleaning has been providing janitorial services to the Deschutes County Sheriff's Office since 2005, and was awarded a new 3-year (Expires June 30, 2017) contract after a competitive bid process in September of 2013.

**Agreement Starting Date:** June 1, 2016    **Ending Date:** June 30, 2017

**Annual Value or Total Payment:** Compensation for FY 2016 will increase to \$92,603.39. Compensation for FY 2017 will increase to \$114,907.94 with the added services.

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

**Funding Source:** (Included in current budget?)     Yes     No

If *No*, has budget amendment been submitted?     Yes     No

**Is this a Grant Agreement providing revenue to the County?**     Yes     No

**Departmental Contact and Title:** Darryl Nakahira, Sheriff's Office Legal Counsel

**Phone:** 541-617-3369

**Sheriff's Approval:**

 A-1  
Signature

05/2016  
Date

**Distribution of Document:** Call or email Julie Lovrien, when a copy is ready for pick up.

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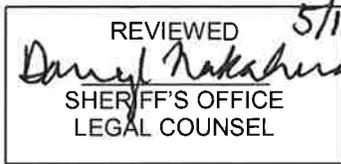
**Official Review:**

County Signature Required (check one):  BOCC     Department Director (if <\$25K)

Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. \_\_\_\_\_)

Legal Review Dorey Nakamura    Date 5/19/16

Document Number 2016-240



**DESCHUTES COUNTY  
DOCUMENT NO. 2016-240  
AMENDMENT #1 TO DESCHUTES COUNTY CONTRACT NO. 2014-298**

THAT CERTAIN AGREEMENT, Deschutes County Contract No. 2014-298 dated November 24, 2014, by and between DESCHUTES COUNTY, a political subdivision of the State of Oregon ("County"), by and through it SHERIFF'S OFFICE, and CASCADE COMPLETE CLEANING SERVICES (collectively "Contractor"), is amended, effective June 1, 2016, as set forth below. All other provisions of the contract and assignment remain the same and in full force.

The above listed contract is amended as follows:

Exhibit 1 titled: Statement of Work, Compensation Payment Terms and Schedule

1. **Section 1.** Exhibit B, Page 9, Number 8 is amended to add the following services, effective July 1, 2016:

Five (5) Evenings per Week – Monday through Friday

- **DCAJ Work Center** (Visiting area/Lobby, Bathrooms), 63360 Britta Street, Building 2, Bend, Oregon. (\$51.36/cleaning, \$1,027.25/month, \$12,326.40/year)

Two (2) Evenings per Week – Tuesdays/Fridays

- **DCAJ Work Center** (Deputy Break Room, Locker Rooms, Workstations), 63360 Britta Street, Building 2, Bend, Oregon. (\$50.00/cleaning, \$400.00/month, \$4,800.00/year)

Two (2) Evenings per Month

- **Search & Rescue** (Remodeled Area/Addition), 63360 Britta Street, Building 3, Bend, Oregon. (\$65.00/cleaning, \$130.00/month, \$1560.00/year)

Additional Schedules

- **DCAJ Work Center** (Visiting Area/Lobby, Bathrooms, Staff Break Room), 63360 Britta Street, Building 2, Bend, Oregon. Waxing and stripping floors on a quarterly basis. (\$1,200.00/year)
- **Search & Rescue** (Remodeled Area/Addition), 63360 Britta Street, Building 3, Bend, Oregon. Carpet shampooing for the new remodeled area/addition shall be performed on a semi-annual basis, (\$720.00/year)

2. **Section 2.** Compensation is amended as follows:

- a. 1.5% Cost of Living Adjustment (COLA) pay increase, with an effective date of July 1, 2015.

The maximum compensation for July 1, 2015 through June 30, 2016 considering COLA shall increase to \$92,603.39 per year.

- b. 1.5% Cost of Living Adjustment (COLA) pay increase, with an effective date of July 1, 2016. The maximum compensation for July 1, 2016 through June 30, 2017 considering added services and COLA shall increase to \$114,907.94 per year.
- c. County's agreement to pay Contractor \$9,575.66 per month with an effective date of July 1, 2016.

All other provisions of Exhibit 1 remain the same and in full force.

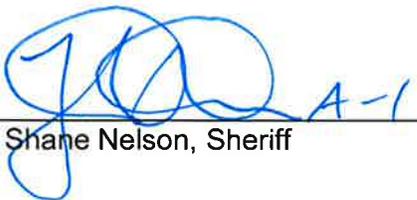
CONTRACTOR:

\_\_\_\_\_ Dated this \_\_\_\_\_ of \_\_\_\_\_, 2016  
Gary Curry, Owner  
Cascade Complete Cleaning Services

\_\_\_\_\_ Dated this \_\_\_\_\_ of \_\_\_\_\_, 2016  
Maria Curry, Owner  
Cascade Complete Cleaning Services

FOR DESCHUTES COUNTY:

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

  
\_\_\_\_\_  
L. Shane Nelson, Sheriff

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
ALAN UNGER, Chair

ATTEST:

\_\_\_\_\_  
TAMMY BANEY, Vice Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
ANTHONY DEBONE, Commissioner