



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, March 25, 2024
7:30 PM

Location

Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
 - Police Chief Charlie Worley
 - Public Works Senior Operator Tyler Stone
 - City Engineer Tom Gower
 - Clerk-Treasurer Carie Cuttonaro
1. Expenditure, Revenue, Cash & Investments Reports

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
1. Request to hold a TBD Meeting on April 8, 2024 at 7:00 PM.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the March 11, 2024 Regular Council Meeting. (page 3-5)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Agreement for purchased services, janitorial cleaning services, with ABM Industry Groups, LLC. The term of the agreement is for one year: March 29, 2024 through March 28, 2025. The cost

of service would be \$497.23 per month (\$5,966.76 for the year) for the downstairs section of City Hall, including the foyer, building & planning room, restrooms, and finance department. (page 6-13)

b. Request to award bid for roof replacement on the library. (page 14)

c. Request from the Street Art Committee of the Castle Rock Community Development Alliance (CRCDA) to allow artwork, as provided in examples, to be attached to a section of fencing located on the trail. (page 15-18)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q24</u>	<u>3Q24</u>	<u>4Q24</u>	<u>1Q25</u>
April 08	July 08	October 14	January 13
April 22	July 22	October 28	January 27
May 13	August 12	Tuesday, November 12	February 10
Tuesday, May 28	August 26	November 25	February 24
June 10	September 09	December 09	March 10
June 24	September 23	December 23	March 24

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Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Barbara Rutherford shared information regarding an upcoming founders' dinner on June 6th to celebrate 170 years since the post office started operating in Castle Rock. More information such as the location will be released as it develops.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
 - Police Chief Charlie Worley
 - Public Works Director Dave Vorse
 - City Engineer Tom Gower
- City Engineer Tom Gower gave a verbal report.
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- Mayor Helenberg gave a verbal report.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Lee made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- a. Approve the minutes of the January 24, 2024 Special Council Meeting.
- b. Approve the minutes of the February 12, 2024 Regular Council Meeting.
- c. Approve the minutes of the February 26, 2024 Regular Council Meeting.
- d. Approve the February 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$715,281.43.

8. OLD BUSINESS

- a. Ordinance No. 2024-02, an ordinance renewing for an additional six months the six-month moratorium established in Ordinance No. 2023-04 and Ordinance No. 2023-08 on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones, on second reading.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2024-02. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- b. Continued discussion related to recommended draft regulations that would address the unique characteristics of legal nonconforming lots in residential zones.

City Planner Cristina Haworth presented.

Councilmembers Lee, Kessler, Whalen, and Rose provided questions and comments. Mayor Helenberg provided comment.

9. NEW BUSINESS

- a. Proposed agreement for contracted legal services with Randolph Law Firm.

Councilmember Rose made a motion, seconded by Whalen, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- b. Castle Rock Lions Club has advised the City of their intent to sell fireworks in 2024, per CRMC 5.32 (c). Completed permit application, and insurance submitted.

Councilmember Kessler made a motion, seconded by Whalen, to approve Castle Rock Lions Club intent to sell fireworks. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- c. Castle Rock Eagles has advised the City of their intent to sell fireworks in 2024, per CRMC 5.32 (c). Completed permit application, and insurance submitted.

Councilmember Kessler made a motion, seconded by Lee, to approve Castle Rock Eagles intent to sell fireworks. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

- d. Request to approve out-of-state travel, as required by CRMC 2.96.010, for Renee Schuller to attend the Motorola Solutions (Spillman) Summit 2024 in Grapevine, TX, April 28 - May 1, 2024.

Police Chief Charlie Worley presented.

Councilmember Rose made a motion, seconded by Whalen, to approve out-of-state travel for Renee

Schuller to attend the Motorola Solutions (Spillman) Summit 2024. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

e. Resolution No. 2024-05, a resolution of the City Council of the City of Castle Rock, Washington, setting a new fee for the processing of public records requests for records related to body worn cameras for the Castle Rock Police Department.

Police Chief Charlie Worley presented.

Councilmember Kessler made a motion, seconded by Whalen, to approve Resolution No. 2024-05. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

f. Annual Spring Clean-Up Event April 20, 2024; CRCDA requests City sponsorship to pay costs of printing forms and flyers, not to exceed \$500 including tax.

Public Works Director Dave Vorse advised the correct date of the event is April 27th, 2024.

Councilmember Kessler made a motion, seconded by Rose, to approve City sponsorship and to pay costs of printing forms and fliers not to exceed \$500 including tax. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

g. Contract renewal for five-year lease with Ricoh for police copier/printer. Monthly lease would increase \$16.01 to \$174.31. Including image costs, the average annual cost would increase \$250-\$300 for an annual cost of approximately \$2,700.00.

Councilmember Rose made a motion, seconded by Whalen, to approve the copier lease with Ricoh for the Castle Rock Police Department. Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Mayor Helenberg requested Council consensus to move forward with the approved grant (through WSDOT STIP) for the design of the pressure sewer line on Huntington Ave S. Council consensus is to move forward with the design.

Cowlitz County Commissioner Rick Dahl provided comment.

Public Works Director Dave Vorse added that a grant application was submitted for the Cowlitz County Rural Development funding to finish the pressure sewer project.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:14 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro



Janitorial Services Agreement

- ☒ Janitorial/Custodial Services
- ☐ Day Porter Service
- ☐ Ambassador Service
- ☐ Parking
- ☐ Transportation
- ☐ Facilities Engineering
- ☐ HVAC/Mechanical
- ☐ EV Charging Stations
- ☐ Other



JANITORIAL SERVICES AGREEMENT

This Janitorial Services Agreement (the "Agreement") is made 25th day of March 2024, between **ABM Industry Groups, LLC** ("ABM") and **City of Castle Rock** ("Client").

1. **Services.** ABM will provide janitorial and related services to Client or its agent at the locations and according to the scope of services attached hereto as Exhibit A (the "Services"). ABM may perform the Services by any reasonable means and shall not be responsible for delays in performance beyond its control. If Client takes exception to any of the Services performed or claims that ABM has failed to perform any of the Services, such exception or claim must be submitted to ABM within ten (10) business days or the Services in question shall be deemed accepted by Client.

2. **Term.** This Agreement shall be in effect for 1 years(s), commencing 03/29/2024 and shall continue thereafter for successive periods of twelve months.

3. **Termination.** If Client is dissatisfied with the quality of the Services, Client may inform ABM in writing of the specific areas of dissatisfaction, and if ABM shall fail to substantially correct the deficiencies within 30 days, Client may then terminate this Agreement by 30 days' written notice to ABM. Client may terminate this Agreement at any time upon 30 days' written notice if Client vacates the premises. ABM may terminate this Agreement by 30 days' written notice to Client and may terminate services at any time without notice for nonpayment. All property furnished by ABM shall remain its property, and upon termination of this Agreement ABM shall have a reasonable time to remove its property from Client's premises.

- a. **Warn Act.** This subsection is only applicable for Client locations where the number of ABM employees assigned is equal to or exceeds 50 employees at any time during the six-month period prior to termination. In order to assure WARN Act compliance, Client shall provide at least 75 days' prior written notice of termination, unless the location is destroyed or otherwise rendered uninhabitable due to unforeseen circumstances.

4. **Price.** Client agrees to pay ABM on a monthly basis for the Services in accordance with the schedule attached as Exhibit B. If Client requires issuance of a Purchase Order Number ("PO") in order for ABM to submit an invoice, Client shall provide ABM with a PO promptly upon execution of this Agreement and shall provide ABM thirty (30) days written notice in advance of any change or update to an existing PO. Any PO issued by Client shall note the applicable Client locations and all new, updated and PO renewals must be sent to PO_Update@abm.com and the local ABM point of contact. Payment shall be due within 20 days from the earlier of the date of invoice or the last day of each month for which services were performed. In the event that Client disputes the accuracy of any invoice, Client shall provide ABM with written notice (notice via electronic mail is acceptable) of the dispute within thirty (30) days of the invoice date. Failure of Client to timely raise a dispute shall be deemed an acceptance of the services provided and the accuracy of the invoice. Client shall not withhold payment on any undisputed portions of any invoice. No credit(s) will be permitted for Service deficiencies without ABM first receiving from Client notice and reasonable opportunity to cure. A late charge of the lesser of (a) 1.5% per month or (b) the maximum rate permitted by law, shall be paid by Client to ABM on any past due payment not received within 15 days after the payment due date. If Client's account is referred to an agency or attorney for collection, Client shall reimburse ABM for its attorneys' fees and collection costs. The price is based upon the service area and frequency of Services in the attached specifications. If there is any change in either, Client and ABM agree to negotiate a reasonable price adjustment.

5. **Price Adjustments.** The parties agree that the Price shall be adjusted due to factors beyond its reasonable control, including but not limited to increases to local, state and/or federal government mandated wage/health and welfare increases; union mandated wage/health and welfare increases and associated payroll costs where applicable; payroll taxes; union pension increases where applicable; subcontracting costs, material costs, or other

supply and insurance and cost changes including, without limitation, increases resulting from insufficient labor supply in certain affected markets as of the date incurred. If wage/benefit adjustments above those in effect on the execution date of this Agreement are necessary Client agrees to a proportionate increase in the Price, payable retroactively when applicable. ABM will notify Client as soon as possible if retroactive payments may be due. Client's obligation for such price adjustments shall survive the termination of this Agreement.

6. Extraordinary Cost Changes. If any extraordinary event affects ABM's costs, upon notice to Client the parties agree to negotiate a reasonable Price adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national financial or economic disturbances, epidemics, pandemics, quarantine or government mandated shutdown, generalized lack of availability of supplies, and other events not reasonably foreseeable or against which ABM reasonably cannot protect itself.

7. Equipment. In event that this Agreement is cancelled or terminated prior to the expiration of its then current term, Client shall pay ABM within thirty (30) days after such cancellation or termination for any unamortized costs of any equipment purchased by ABM for use at the Client's locations. The amortization period shall be based on the date that the equipment was put into service.

8. Holidays. ABM is not obligated to perform Services on the following holidays: New years day, Memorial day, Independence day, Labor day, Thanksgiving, Christmas day. Services on these holidays, when requested, shall be charged on an over-time basis. Further, if such holiday is on the sixth or seventh day of the work week, there shall be an additional charge of a full day at straight time if wages are required to be paid for that day.

9. Indemnification. ABM shall indemnify, defend and hold harmless Client from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death and property damage (hereinafter referred to as "Claims(s)") but only to the extent same are caused by the negligence, misconduct or other fault of ABM, its agents and employees, and which arise out of work performed under this Agreement. The foregoing provision shall only benefit Client if Client notifies ABM in writing of such Claim within five (5) days of same being reported to Client or its representative. Notwithstanding the foregoing, if ABM is required by Client to clean or wax floors when being used by employees, customers, tenants, or business visitors, ABM shall not be responsible for any Claim in connection therewith. ABM shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond ABM's reasonable control. ABM shall not be liable for disposal of documents or valuable items, other than office furnishings, left on floors, and Client shall indemnify and hold harmless ABM from claims for such disposal. Client agrees to keep its facilities in a safe condition and in conformance with federal, state, and local laws, ordinances and regulations. Client shall immediately notify ABM of any unsafe conditions in the area to be serviced. Any nonperformance of any Services due to unsafe working conditions not caused by ABM shall not give rise to a breach hereunder nor shall it be cause for termination of this Agreement by Client. Client shall indemnify, defend and hold harmless ABM from Claims to ABM's employees and others resulting from the condition of Client's premises or equipment but only to the extent same are not caused by ABM's fault.

10. Warranties. ABM DOES NOT REPRESENT OR WARRANT THAT USING THE SERVICES HEREIN OR THAT ANY CLEANING OR DISINFECTING PROCESSES WILL ELIMINATE THE PRESENCE OR RISKS OF SPREADING INFECTIOUS DISEASE AND VIRUSES. ALL SERVICES ARE PROVIDED AS IS, WHERE IS, AND FOR COMMERCIAL USE ONLY WITHOUT ANY REPRESENTATION OR WARRANTY OF EFFECTIVENESS OR SUCCESS. THERE ARE NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THOSE OF MERCHANTABILITY, SATISFACTORY QUALITY, OR FITNESS FOR A PARTICULAR PURPOSE. ABM EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES THAT CLIENT'S USE OF THE SERVICES WILL SATISFY ANY STATUTORY OR REGULATORY OBLIGATIONS, OR WILL ASSIST WITH, GUARANTEE OR OTHERWISE ENSURE COMPLIANCE WITH ANY APPLICABLE LAWS OR REGULATIONS. ABM ALSO EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES MADE BY THE MANUFACTURERS OR DISTRIBUTORS OF ANY CLEANING PRODUCTS OR EQUIPMENT USED BY ABM TO PERFORM THE SERVICES. CLIENT ASSUMES ALL RESPONSIBILITY FOR DETERMINING WHETHER THE SERVICES AND SELECTED CLEANING PRODUCTS AND EQUIPMENT ARE SUFFICIENT FOR CLIENT'S DESIRED PURPOSES.

11. Limitation of Liability. Except as may be owed to a third party under a party's indemnification obligations, neither ABM nor Client, or their respective owners, officers, directors, employees, agents or affiliates, shall be liable one to the other whether under contract, statute, tort (including negligence) or otherwise, for any indirect, exemplary, unforeseeable, loss of profits, loss of use, punitive or consequential, incidental, or special damages, even if that party is notified in advance of such possibility, regardless of the form of the claim or action. Notwithstanding any other provision in this Agreement and in any event, ABM shall not be liable for any breach of its duties or obligations under this Agreement in an amount that exceeds the amounts paid to ABM under this Agreement in the preceding twelve months.

12. Insurance and Taxes. ABM agrees to maintain in full force and effect during the term of this Agreement the following insurance coverages with regard to the work performed for Client under this Agreement: (a) Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate; (b) Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence; and (c) Workers' Compensation insurance with statutory limits and with an employers' liability limit of at least \$500,000 (except to the extent that ABM has opted out of the workers compensation insurance system in Texas). ABM has the right to be self-insured where permitted by state law or to provide such coverage subject to a deductible or self-insured retention. Upon request, ABM will provide Client with a certificate of insurance describing the coverage provided in accordance with these provisions. ABM, Client and their insurers shall waive all rights of subrogation against one another for property damage claims. ABM shall be responsible for paying all payroll-based taxes affecting its employees. Client agrees to pay for any sales and use taxes as well as increases in any taxes, workers' compensation, liability insurance and other similar expenses of ABM.

13. Independent Contractor. ABM is an independent contractor and all persons employed to furnish the Services hereunder are employees of ABM and not of Client. ABM will pay for all wages, expenses, federal and state payroll taxes and any similar tax relating to such employees and will provide uniforms in accordance with ABM's established standards. If during the term of this Agreement or for ninety (90) days thereafter, Client directly or indirectly retains the services of any ABM employee, or former ABM employee within six (6) months of that employee's termination date who has provided services to Client on behalf of ABM, Client agrees that ABM will be damaged, but that the amount of this damage will be difficult to determine. Accordingly, Client agrees that for each such ABM employee hired by Client, Client will pay ABM the equivalent of twenty percent (20%) of that employee's annualized compensation while with ABM as liquidated damages. The foregoing shall not apply if the employee is hired by Client as a result of such employee's response to any general and public solicitation for positions (e.g., through newspaper advertisement, job board site, company website or headhunter).

14. Employees. Upon written request by Client, ABM will remove from service any employee assigned to Client's premises who has engaged in improper conduct, including without limitation, a breach of Client policies or failure to perform the duties herein, provided such request is in accordance with all laws and collective bargaining agreements, if applicable. ABM shall supervise its employees through ABM's designated personnel. In the event Client assumes any supervisory duties toward the ABM's employees or directs their acts or services, Client shall assume responsibility and shall indemnify, defend and hold ABM harmless from loss, liability or expense arising therefrom.

15. Use. Client consents to ABM's use of Client's name, trademark, and/or logo in promotional materials, publicity releases, advertising, or any other similar publications or communications.

16. Facilities at Client Location. If required to enable ABM to carry out the Services, Client will at its own expense provide at the Client's location(s) for ABM its employees, subcontractors, and agents: (a) such complete and uninterrupted access as ABM may reasonably require at the times set out in an attached Schedule; (b) all necessary utility services; (c) storage space that provides safe custody of ABM's supplies and equipment; and (d) such other facilities as ABM may reasonably need to perform the Services.

17. Keys. ABM shall not be provided master keys to any Client property. Should access to a master key be required, Client will provide a key box or lock box for such master key(s) at the property. Notwithstanding anything

to the contrary in this Agreement, ABM shall not be responsible for any damages including, without limitation, any costs incurred in re-keying or changing locks caused by the loss or theft of such key(s).

18. Notices. Notices, requests, demands, etc., shall be written and delivered or mailed with postage prepaid

to Client at:

City of Castle Rock – City Hall
141 A Street SW
Castle Rock, WA 98611

ATTN: Clerk-Treasure: Carie Cuttonaro
Major: Paul Helenberg

to ABM at:

ABM Industry Groups, LLC
11879 Ne Glenn Widing Dr
Portland, OR 97220

ATTN: District Manager, Tommy Harp

With a copy to:

LegalNotice@abm.com

Attn: Deputy General Counsel, Commercial

19. Assignment. This Agreement may not be assigned by a party hereto without the consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed. The foregoing sentence shall not be construed to restrict or prohibit assignment of this Agreement or of any rights or obligations hereunder, in whole or in part, by ABM to any affiliate of ABM or to a successor to all or substantially all of the assets of ABM.

20. Force Majeure. Neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine or government mandated shutdown, civil commotion, breakdown of communication facilities, natural catastrophes, strikes, fire, explosion, generalized lack of availability of supplies. For the avoidance of doubt, Force Majeure shall not include a party's financial inability to perform its obligations hereunder. The party affected by Force Majeure must provide prompt written notice (in no event more than two (2) business days) to the other party upon the onset of the Force Majeure event, and such notice shall describe the event in detail with a reasonable approximation of the expected duration of the event's effect on the party.

21. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and any other contract, purchase order, agreement or specification between the parties, this Agreement shall be controlling. This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.

22. General Provisions. This Agreement shall be interpreted so that all of the provisions herein are given as full effect as possible. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which shall constitute the same instrument.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Client:

City Of Castle Rock

ABM:

ABM Industry Groups, LLC

By: _____

Name: Paul Helenberg

Title: Mayor

Date:

By: _____

Name: Tommy Harp

Title: District Manager

Date:

Exhibit A
Scope of Services

A. 1x Cleaning per week

Common areas.

Vacuum common carpeted areas on first floor.

Sweep and mop all common/Entry way hard surfaces.

Dust /Clean all common areas including reception area counter and Glass partition.

(*Personal Desks*) not included unless specified by management) Damp wipe/disinfect surfaces to remove spills or “cup rings” on workstation counters.

Remove all cobwebs from around entrances including above light fixture, 6’ and below.

Clean all Entrance glass doors to building. 6’ and below

Empty all trash receptacles, replace liners, and bring to collection point. Collect, Flatten and Move Cardboard to collection area.

Restrooms: Toilet bowls and urinals cleaned using a bowl cleaner. Seats and stalls cleaned using a disinfectant. Mirrors cleaned using a glass cleaner. Sinks cleaned and disinfected. Faucets and countertops cleaned using a disinfectant. Walls around sink, towel dispensers, Tissue, towel, sanitary napkin dispenser, soap holders, door handles cleaned. Empty all trash cans and replace new trash bags in can. Refill toilet paper, towel, soap, feminine products. Sweep/ Vacuum floors. Floors mopped.

Kitchenettes: Vacuum entire space, Mop hard surfaces. Clean sink and countertops with disinfectant cleaner. Clean cabinet fronts, walls around sink and counters. Clean Microwaves outside & inside Re-stock Paper towel and soap products.

Media file/record room:

Wash tabletop. Remove "rings" on tables from beverage containers. Empty trash and replace bags. Vacuum.

B. Weekly Cleaning:

Dust Windowsills Remove all cobwebs. Clean all lunchroom trash receptacles inside and out. Spot clean all lunchroom walls up to 6.' High dust ceiling/wall corners and HVAC vents.

C. Consumable Supplies:

Paper products, garbage liners and restroom soaps are to be managed and ordered by the city hall. ABM will communicate for consumable supply needs in the form of a communication logbook or email to client.

D. Cleaning Supplies:

ABM will supply all cleaning supplies and tools to complete the job. i.e. Vacuum cleaner, mop bucket, brute barrel, or janitorial cart.

Exhibit B
Pricing Schedule

Janitorial Services Frequency:

1x per week, Friday evenings after 5:30pm.

Janitorial, Downstairs City Hall only.

Monthly Cost:

\$497.23

CASTLE ROCK LIBRARY ROOF BIDS

Budgeted amount 2024: \$26,000

The Roof Doctor, Inc

Reuse perimeter metal, reuse if necessary

5 years workmanship warranty

Price includes prevailing wage, taxes and permit **\$26,352**

Replacement of damaged sheeting-\$80/per sheet

Replacement of fascia or rafter-\$8/linear ft.

Weather Guard

All new perimeter metal

2-year workmanship and 20 year 55mph NDL warranty with class A assembly

Price includes prevailing wage, permit, but not tax **\$56,480**

Damaged replacement is Time & Material @ \$105/hr. and 10% markup on material

All Top Roofing

If they can reuse perimeter metal the cost would be less by \$2,700

10 year workmanship guarantee

Cost also covers silver coat for maximum life and keep cooler in summer

Price includes prevailing wage, permit, but not tax **\$42,400**

Damages repaired at time & material @ \$75.hour







