

Town Hall Meeting Room
3715 Bridgeport Way West

- 6:30 pm **1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES – December 1, 2014**
- 4. APPROVAL OF AGENDA**
- 6:35 pm **5. PRESENTATIONS**
 • Eagle Scout Project – Cameron Weller
 • National Slavery and Human Trafficking Prevention Month – Jan Runbeck
- 6:45 pm **6. PUBLIC COMMENTS** - (At this time, citizens will be given an opportunity to address the Council on any items listed under the Consent Agenda and on any subject not scheduled for a Public Hearing or Council consideration. Comments or testimony related to a scheduled Public Hearing or Council consideration should be held until the Mayor calls for citizen comments during that time. State law prohibits the use of this forum to promote or oppose any candidate for public office, or ballot measure. Public comments are limited to three minutes. Please provide your name and address for the record.)
- 6:50 pm **7. COUNCIL COMMENTS/REPORTS**
- 6:55 pm **8. CITY MANAGER’S REPORT**
- 7:00 pm **9A- CONSENT AGENDA**
9B. Motion: Approve or Amend the Consent Agenda as Proposed
- The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

A. Receive and File: Payroll and Claims.
B. Authorize the City Manager to award the 2015-2016 Janitorial Maintenance Services bid to P&N Quality Janitorial Services in the amount of \$42,720.00 per year, for a total of \$85,440.00, and execute all necessary contract documents.
- 7:05 pm **10. MAYOR’S REPORT**
- RECESS TO STUDY SESSION** - (At this time, Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)
- 7:10 pm **11. 2015 UNIVERSITY PLACE REFUSE RATE INCREASES**
- 9:00 pm **12. ADJOURNMENT**

*PRELIMINARY CITY COUNCIL AGENDA

January 20, 2015
Regular Council Meeting

January 31, 2015
Special Council Meeting

February 2, 2015
Regular Council Meeting

February 17, 2015
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656

APPROVAL OF MINUTES

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, December 1, 2014
City Hall, Windmill Village**

1. CALL REGULAR MEETING TO ORDER

Mayor McCluskey called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Roll call was taken by the City Clerk as follows:

Councilmember Belleci	Present
Councilmember Grassi	Present
Councilmember Keel	Excused
Councilmember Nye	Present
Councilmember Worthington	Present
Mayor Pro Tem Figueroa	Present
Mayor McCluskey	Present

Staff Present: City Manager Sugg, City Attorney Victor, City Engineer Ecklund, Planning and Development Services Director Swindale, Public Works Director Cooper, Police Chief Blair, Operations Supervisor Kelly-Sage, Maintenance Worker Snowden, Assistant City Engineer Avcular, Maintenance Worker West, Project Engineer Malone, Administrative Assistant Noble, Civic Building Inspector Wenzel, Parks and Recreation Manager Smith and City Clerk Genetia.

Planning Commission: Cliff Quisenberry, Morry Stafford, Chris Barrett, Dax Xenos, Tony Paulson, and Stephen Smith.

Parks and Recreation Commission: Jim Baldes, Rebecca Vader, Julie Finnegan and Clare Bungay.

Mayor Pro Tem Figueroa led the Pledge of Allegiance.

MOTION: By Councilmember Grassi, seconded by Mayor Pro Tem Figueroa, to excuse the absence of Councilmember Keel.

The motion carried.

3. APPROVAL OF MINUTES

MOTION: By Councilmember Belleci, seconded by Mayor Pro Tem Figueroa, to approve the minutes of November 17, 2014 as submitted.

The motion carried.

4. APPROVAL OF AGENDA

MOTION: By Councilmember Grassi, seconded by Councilmember Belleci, to approve the agenda.

The motion carried.

5. PRESENTATIONS

Excellence Award – Mayor McCluskey, along with City Manager Sugg, recognized the Engineering staff for achieving engineering excellence in the design and construction of the City’s arterial streets.

Excellence Award – Mayor McCluskey, along with City Manager Sugg, recognized the Public Works staff for achieving excellence in the maintenance of the City’s arterial streets.

6. **PUBLIC COMMENT** – The following individual provided comment: *Patty Mannie, 5810 80th Avenue Court West.*

7. **COUNCIL COMMENTS/REPORTS** – None.

8. CITY MANAGER’S REPORT

City Manager Sugg reported on the positive outcome of the two public meetings held last week on the U.S. Open Traffic Control Plan for zones 1 and 2.

9A-9C. CONSENT AGENDA

Mayor Pro Tem requested that Item 9C be pulled for separate consideration.

MOTION: By Councilmember Grassi, seconded by Councilmember Belleci, to approve the amended Consent Agenda as follows:

- A. Receive and File: Payroll for the period ending 11/15/14, signed and dated 11/25/14, check nos. 318195 through 318212, and wires in the total amount of One Hundred Eighty-Three Thousand Fifty and 64/100 Dollars (\$183,050.64); Claims dated 11/26/14, signed 11/25/14, check nos. 51460 through 51463 and 51534, check nos. 51461, 51462 and 51535 replacements for check nos. 51222, 51029 and 51379 respectively, in the total amount of Four Hundred One Thousand Two Hundred Seventy and 73/100 Dollars (\$401,270.73).
- B. Adopt a resolution approving an Interlocal Agreement for the Provision of Jail Services between the City of University Place and the City of Toppenish substantially in the form attached hereto. **(RESOLUTION NO. 775)**
- C. Authorize the purchase of easements in the amount of \$182,175.00 from Eaton Family, LLC over a portion of parcel #0220112005 for the Mildred Street road improvements and authorize the City Manager to execute all necessary documents. **(Pulled for separate consideration.)**

The motion carried.

After addressing the question with regards to the permitting process of this joint project with the City of Fircrest, the following action was taken:

MOTION: By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to authorize the purchase of easements in the amount of \$182,175.00 from Eaton Family, LLC over a portion of parcel #0220112005 for the Mildred Street road improvements and authorize the City Manager to execute all necessary documents.

The motion carried.

COUNCIL CONSIDERATION

10. PUBLIC HEARING: ZONING CODE AMENDMENT

The City Council and the Planning Commission held a joint public hearing to consider a proposal to amend the University Place Municipal Code Title 19.45.030 to add a provision allowing the area of an easement provided to the City for a public project to be used in calculating allowed density.

Staff Report – Planning and Development Services Director Swindale explained the City's provision on right-of-way conveyances, indicating that the University Place Municipal Code has included a provision that allows setbacks to be measured from the property line when right-of-way easements are granted to the City. This provision was intended to prevent such easement acquisitions from causing nonconforming setback situations on abutting properties. It also encouraged property owners to sell easements to the City rather than require fee simple purchase. He stated that the proposed amendment would apply the same support with respect to density calculations.

The City Council studied this matter at its November 17 meeting and the Planning Commission has been briefed on November 19, 2014. The Planning Commission offered no comment.

Public Comment – None.

Council Consideration - **MOTION:** By Councilmember Belleci, seconded by Councilmember Grassi, to pass an ordinance amending Title 19.45 of the University Place Municipal Code, Zoning Code, adding a provision to allow the areas of easements dedicated to the City for public right-of-way to be used in density calculations.

The motion carried. (ORDINANCE NO. 645)

11. UNIVERSITY PLACE MUNICIPAL COURT CONTRACT

Staff Report – City Attorney Victor presented a resolution to approve an Interlocal Agreement with the City of Lakewood for municipal court services. He indicated that the City's relationship with the City of Lakewood has been very successful. He informed Council that the City of Lakewood conducted a thorough analysis of their court operations and costs in an effort to provide real contract costs to the City of University Place and other jurisdictions for which they provide court services. This analysis resulted in a significant savings of \$90,000 per year in the City's municipal court contract. He recommends approving the Interlocal Agreement with the City Lakewood to continue this beneficial partnership.

Since this is the last meeting of the year, City Attorney Victor requested that Council suspends its Rules to concurrently consider this item after its study.

MOTION: By Councilmember Belleci, seconded by Mayor Pro Tem Figueroa, to suspend Council Rules to allow a study session and Council consideration thereafter.

The motion carried.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to adopt a resolution approving an Interlocal Agreement with the City of Lakewood for Municipal Court services substantially in the form attached hereto.

The motion carried. (RESOLUTION NO. 776)

12. MAYOR'S REPORT

Mayor McCluskey invited the public to attend the Winter Fest activities on December 6 at Market Square. She informed Council that it will hold its retreat on January 31 and that the 16th Combat Aviation Brigade's winter celebration has been cancelled.

At 7:44 p.m., the Council concluded its business meeting and thereafter recessed to Study Session at 7:50 p.m. after a five minute break.

STUDY SESSION

13. PARKS AND RECREATION FUTURE – VISION AND PLANNING

Parks and Recreation Commission Chair Baldes presented an overview of the written report on the Metropolitan Park District study done by the Commission. He highlighted information on the creation of a metropolitan park district, its form of governance, and types of metropolitan park districts within Washington State. Based on its findings, the Parks and Recreation Commission recommends that the City Council consider the creation of a Metropolitan Parks District to address the reduced funding availability for parks, recreation and senior services in 2016. The Commission also asked the Council to consider the following:

- Designation of governing body;
- Start-up curve for park organization;
- Method for bringing forward District vote to the public;
- Availability of qualified commission candidates; and
- Requirement of absolute separate/segregation accounting and staff.

It was suggested that Council consider using a petition method to obtain the necessary 15% voter signatures to place a Metropolitan Park District on the appropriate election ballot in 2015. The Commission also recommended that Council consider elected commissioners as a governing body of the District.

Discussion followed with regards to methods for transferring property and equipment; mill rate taxing; number of ex-officio vs. elected commissioners; election and campaign cost; 15% citizen petition; use of levy and bond revenue; private non-profit as an operator and its ability to contribute to parks and recreation; advantage of separate elected board of commissioners vs. ex-officio; partnering with other jurisdictions; consideration of different models other than metro parks district; viability of separating parks and recreation for sustainability; funding support from the public; survey regarding prioritization of City services; and parks impact fees.

At 9:02 p.m., a motion was made and was carried to extend the meeting to 9:15 p.m.

Public Work Director Cooper briefly explained the difference between the City's Parks and Recreation Open Space (PROS) Plan and the Parks and Recreation 20-Year Vision and Strategic Plan. A short discussion on park properties and amenities followed.

14. ADJOURNMENT

The meeting adjourned at 9:09 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PRESENTED TO

CAMERON WELLER

IN RECOGNITION OF PROVIDING EXCELLENT COMMUNITY SERVICE BY
DESIGNING, CONSTRUCTING, AND INSTALLING A BIKE RACK IN THE
CURRAN APPLE ORCHARD.

DENISE MCCLUSKEY, MAYOR

DATED: JANUARY 5, 2015



CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, President Obama has declared January, 2015 as the National Slavery and Human Trafficking Prevention Month, and calls on businesses, national and community organizations, faith-based groups, families, and all Americans to recognize the vital role we can play in ending all forms of slavery and to observe this month with appropriate programs and activities.

WHEREAS, human trafficking is modern-day slavery and involves the use of force, fraud or coercion to exploit a person for involuntary servitude, labor and commercial sex act; and

WHEREAS, trafficking victims can be men or women, boys or girls, U. S. citizens or foreign nationals; and

WHEREAS, the average age a girl enters the commercial trafficking trade is 12 -14 years old while for boys 11 -13 years of age; and

WHEREAS, each year, as many as 100,000 to 300,000 American children are at risk of being trafficked in the United States; and

WHEREAS, traffickers may target young victims through social media, websites, telephone chat lines, shopping malls and after school programs; and

WHEREAS, after drug dealing, human trafficking is tied with the illegal arms industry as the second largest criminal industry in the world today and the fastest growing;

NOW, THEREFORE the City Council of the City of University Place does hereby proclaim January 2015 as the

NATIONAL SLAVERY AND HUMAN TRAFFICKING PREVENTION MONTH

and urge all citizens and community organizations to support this observance by helping to educate residents about human trafficking in our City as well as across America and around the world.

**PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, ON JANUARY 5, 2015.**

Denise McCluskey, Mayor

ATTEST:

Emelita Genetia, City Clerk

**APPROVAL OF
CONSENT AGENDA**

Control No.: 5	Agenda of: 12/22/14	PREPAY
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Claim of: Payroll for Pay Period Ending 11/30/14

Check #	Date	Amount	Check #	Date	Amount
318214	12/05/14	83.11	318217	12/05/14	23.67
318215	12/05/14	138.52	318218	12/05/14	152.38
318216	12/05/14	50.79			
				12/05/14	107,118.22

DIRECT DEPOSIT

EMPLOYEE NET 107,566.69

318219	12/05/14	17,727.89	- 106006, VANTAGEPOINT TRANSF
318220	12/05/14	3,531.81	- 106006 LOAN, VANTAGEPOINT
318221	12/05/14	5,362.19	- 304197, VANTAGEPOINT TRANSF
318222	12/05/14	300.00	- 705544, VANTAGEPOINT TRANSF
318223	12/05/14	3,957.16	- 800263, VANTAGEPOINT TRANSF
318224	12/05/14	440.70	- 304197 LOAN, VANTAGEPOINT TR
318225	12/05/14	1,885.00	HOWE TRUSTEE, DAVID M.
318226	12/05/14	271.50	IUOE LOCAL 612
318227	12/05/14	4,352.17	IUOE LOCALS 302/612 TRUST FUND
318228	12/05/14	250.00	NATIONWIDE RETIREMENT SOLUTION
318229	12/05/14	961.67	PACIFIC SOURCE ADMINISTRATORS
318230	12/05/14	7.50	PACIFIC SOURCE ADMINISTRATORS
318231	12/05/14	2,029.41	UNUM LIFE INSURANCE COMPANY
318232	12/05/14	685.12	UNUM LIFE INSURANCE COMPANY

WIRE	12/05/14	60,769.47	AWC EMPLOYEE BENEFIT TRUST
WIRE	12/05/14	21,166.51	BANK OF AMERICA
WIRE	12/05/14	21,989.85	WA STATE DEPT OF RETIREMENT SY
WIRE	12/05/14	98.95	AFLAC INSURANCE
WIRE	12/05/14	845.30	WA ST DEPT OF RETIREMENT SYS

BENEFIT/DEDUCTION AMOUNT 146,632.20

TOTAL AMOUNT 254,198.89

Preparer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signed: _____ (Signature on file.)

Date (12/11/14)

Steve Sugg, City Manager

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 12/15/14

Check Range: 51536 to 51613

Claims Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of University Place, and that I am authorized to authenticate and certify to said claim.

I also certify that the following list of checks were issued to replace previously issued checks that have not been presented to the bank for payment. The original check was voided and a replacement check issued.

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: _____ (Signature on file.)

Date: _____ (12/11/14)

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51536	12/1/2014	001114	PITNEY BOWES GLOBAL FIN. SV(DEC14	12/1/2014	DEC14/ACCT19533470/POSTAGE	1,155.08	1,155.08
		Voucher: 38015					
51537	12/15/2014	001000	ABC LEGAL MESSENGERS INC MMFWA00061500	11/28/2014	LEGAL DELIVERY SERVICE	50.00	50.00
		Voucher: 37966					
51538	12/15/2014	025179	ACCESS INFORMATION MANAGE0831578	11/30/2014	NOV14/OFFSITE RECORDS STO	325.79	325.79
		Voucher: 37967					
51539	12/15/2014	025776	AG SPRAY EQUIPMENT 486062	11/26/2014	500 GALLON FERTILIZER TANK~	5,213.16	
		Voucher: 37968	486061	11/26/2014	60 G UTILITY UNIT & NOZZLE FO	293.47	5,506.63
51540	12/15/2014	001818	APEX ENGINEERING PLLC 201451327	11/10/2014	UP TOWN CENTER EASEMENTS	5,308.00	5,308.00
		Voucher: 37969					
51541	12/15/2014	023411	AUTOZONE, INC. 1164229185	11/18/2014	WINDWHEILD DEICER & AIR FRE	9.52	9.52
		Voucher: 37970					
51542	12/15/2014	002333	BANK OF AMERICA 548001400009	11/22/2014	MASTERCARD/11-22-14	8,335.90	8,335.90
		Voucher: 37971					
51543	12/15/2014	024374	BATTERY SYSTEMS,INC. 41-049606	11/21/2014	BATTERIES/FLEET VEHICLES	203.62	203.62
		Voucher: 37972					
51544	12/15/2014	001182	BIG JOHN'S TROPHIES 126704	12/1/2014	7X9 WALNUT WALL PLAQUES/EM	54.75	54.75
		Voucher: 37973					
51545	12/15/2014	022628	BRISKE, KEVIN REIMB	12/11/2014	MILEAGE & PARKING/PSRC MEE	52.46	52.46
		Voucher: 37974					
51546	12/15/2014	002257	BRUCE DEES & ASSOCIATES, LLI5578	11/4/2014	DESIGN CONCEPT/MARKET SQ/	3,280.00	3,280.00
		Voucher: 37975					
51547	12/15/2014	021926	BRUNK, ROB REIMB	12/11/2014	REIMB/CODE BOOKS	71.45	71.45
		Voucher: 37976					
51548	12/15/2014	002275	BUNCE DBA AMERICAN PARTY P104418-5	12/8/2014	2014 TREE LIGHTING RENTAL EC	816.12	816.12
		Voucher: 37977					
51549	12/15/2014	025428	CAPITAL ONE COMMERCIAL/COS7003-7301-0003-1	11/26/2014	7003-7301-0003-1024/COSTCO	301.40	301.40
		Voucher: 37978					
51550	12/15/2014	001188	CASCADE A & E SUPPLIES CO. IM470087	11/24/2014	HP T920 PLOTTER(CR355A) INCI	4,042.34	
		Voucher: 37979	470088	11/24/2014	HP T920 PLOTTER(CR355A)/EXT	1,038.21	5,080.55
51551	12/15/2014	003155	CDW.GOVERNMENT, INC. QT51871	11/17/2014	CLEARCHAT USB MIC HEADSET	100.53	100.53
		Voucher: 37980					
51552	12/15/2014	001152	CENTURYLINK 206-Z20-0051	11/20/2014	PHONES/CITY WIDE	2,216.47	
		Voucher: 37981	253-584-0775	12/1/2014	PHONE/KOBAYASHI	46.19	2,262.66

Bank : bofa BANK OF AMERICA

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
51553	12/15/2014	001152	CENTURYLINK	1322021676	11/23/2014	PHONES/LONG DISTANCE & INT	1,550.03	1,550.03
	Voucher:	37982						
51554	12/15/2014	003056	CITY OF LAKEWOOD	MC-00022	12/3/2014	4THDQTR14/COURT SERVICES	56,250.00	
	Voucher:	37983	MC-00021	12/3/2014	NOV14/IN CUSTODY COURT TRA	770.00	57,020.00	

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51556	12/15/2014	001024 CITY TREASURER	100714386	12/4/2014	POWER/3609 MARKET PL W, #20	49.55	
	Voucher:	37984	100156353	12/4/2014	POWER/4720 BP WAY W	46.62	
			100165190	11/21/2014	POWER/3761 BP WAY W	39.87	
			100302273	12/4/2014	POWER/3715 BP WAY W, #D2	32.08	
			100737837	12/2/2014	POWER/5702 BP WAY W	27.96	
			100851341	12/2/2014	POWER/6420 CHAMBERS CK RD	26.65	
			100185134	11/19/2014	POWER/4401 67TH AVE W	24.33	
			100306924	12/5/2014	POWER/8900 CHAMBERS CK RD	20.22	
			100077109	12/2/2014	POWER/6400 BP WAY W	19.43	
			100093125	11/24/2014	POWER/8513 33RD ST W, #A	19.28	
			100439837	12/4/2014	POWER/3501 72ND AVE CT W	18.58	
			100802489	12/4/2014	POWER/3904 BP WAY W	13.46	
			100664578	11/24/2014	LATE CHARGE/5300 GRANDVIEW	12.45	
			100664580	11/24/2014	LATE CHARGE/6000 GRANDVIEW	11.96	
			100079031	12/4/2014	POWER/3715 BP WAY W, #D4	11.27	
			100079046	12/4/2014	POWER/3715 BP WAY W, #D5	10.24	
			100312959	12/4/2014	POWER/3715 BP WAY W, #A1	9.64	
			100312905	12/4/2014	POWER/3715 BP WAY W, #A-3A	9.64	
			100086165	12/4/2014	POWER/7813 44TH ST W	3.57	
			100086155	12/4/2014	POWER/7801 40TH ST W	3.57	
			100086172	12/4/2014	POWER/7901 CIRQUE DR W	3.57	
			100615001	11/20/2014	POWER/2247 DAY ISLAND BLVD	2.66	
			100068203	12/1/2014	POWER/3715 BP WAY W	1,625.60	
			100110228	12/4/2014	POWER/3715 BP WAY W, #B-5	1,524.46	
			100122800	10/4/2014	POWER/4398 BP WAY W	455.89	
			100137272	12/3/2014	POWER & WATER/7210 19TH ST	421.65	
			100083325	11/17/2014	POWER/4910 BRISTONWOOD DR	393.12	
			100612293	12/2/2014	POWER/5103 BP WAY W	335.54	
			100052902	12/4/2014	WATER & POWER/3715 BP WAY W	324.01	
			100087691	12/4/2014	POWER/3697 BP WAY W	267.85	
			100577102	12/8/2014	POWER/7450 MARKET SQ W	257.76	
			100617905	12/4/2014	POWER/3525 BP WAY W	222.99	
			100657111	12/4/2014	WATER/3626 DREXLER DR W	204.49	
			100101800	12/5/2014	POWER/6318 GRANDVIEW DR W	195.34	
			100751205	12/4/2014	WATER/3555 MARKET PL W	178.41	

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100142834	12/4/2014	WATER/3715 BP WAY W	178.41	
			100312900	12/4/2014	POWER/3715 BP WAY W, #E3	125.94	
			100312961	12/4/2014	POWER/3715 BP WAY W, #A3	104.61	
			100125070	12/2/2014	POWER/5370 BP WAY W	97.01	
			100495884	12/4/2014	POWER/3625 DREXLER DR W	93.40	
			100138171	12/4/2014	POWER/3998 BP WAY W	73.95	
			100105615	12/4/2014	POWER/3503 BP WAY W	62.55	
			100077098	12/2/2014	POWER/5399 BP WAY W	62.36	
			100456986	12/2/2014	POWER/5918 HANNAH PIERCE F	61.37	
			100820972	12/1/2014	POWER/2700 SUNSET DR W	58.54	
			100445063	12/4/2014	POWER/3715 BP WAY W, #E2	56.66	
			100312960	12/4/2014	POWER/3715 BP WAY W, #A2	50.74	7,849.25
51557	12/15/2014	002171 CITY TREASURER	90593652	11/20/2014	REPAIRS/FLEET VEHICLES	2,603.60	2,603.60
		Voucher: 37985					
51558	12/15/2014	024565 COMCAST	849835010094487	11/15/2014	NOV25-DEC24/ INTERNET/CITY F	130.79	130.79
		Voucher: 37986					
51559	12/15/2014	023782 COMPLETE OFFICE SOLUTIONS,	1154946-0	11/25/2014	FILE JACKETS & CALCULATOR	97.44	
		Voucher: 37987	1152054-0	11/18/2014	BINDERS/HUMAN RESOURCES	68.09	
			1152053-0	11/18/2014	CALCULATOR & PENS/CA OFFIC	54.47	
			1154362-0	11/24/2014	PENS/DEVELOPMENT SERVICES	16.96	
			1154363-0	11/24/2014	MISC OFFICE SUPPLIES/CLERK'	113.74	350.70
51560	12/15/2014	002600 COMPUCOM SYSTEMS INC	62554622	12/2/2014	MISC COMPUTER SOFTWARE &	32,167.05	32,167.05
		Voucher: 37988					
51561	12/15/2014	024347 COPIERS NORTHWEST, INC.	INV1123816	11/25/2014	AUG22-NOV21/OVERAGE CHARC	409.21	
		Voucher: 37989	INV1122967	11/21/2014	OCT14-NOV13/OVERAGE CHARC	144.05	
			INV1123815	11/25/2014	NOV22-DEC21/LEASE PAYMENT/	105.46	
			INV1125466	11/30/2014	COPY CHARGES/FINANCE DEPT	38.59	697.31
51562	12/15/2014	023991 DESIGN'S BY MICHELLE SHAW	15556	11/20/2014	EMBROIDER LOGO/JACKETS/CC	16.41	16.41
		Voucher: 37990					
51563	12/15/2014	021938 DLT SOLUTIONS	SI273015	11/18/2014	AUTODESK AUTOCAD 2015 GOV	3,794.11	3,794.11
		Voucher: 37991					
51564	12/15/2014	023065 ECONOMIC DEVELOPMENT BOA	IAFF1014	12/1/2014	FUTURE FOCUS PLEDGE 2014	5,000.00	5,000.00
		Voucher: 37992					
51565	12/15/2014	023187 EILTS & CO., PS	141103	11/30/2014	CASEWARE CONSULTING/FINAN	240.00	240.00
		Voucher: 37993					

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51566	12/15/2014	024894	FIGUEROA, JAVIER	REIMB	12/2/2014	REIMB/PARKING/ANNUAL CHAM	5.00	5.00
		Voucher: 37994						
51567	12/11/2014	023889	FIRESTONE TIRE, CO.	122698	11/8/2014	REPLACEMENT TIRES/PW FLEE	766.95	
		Voucher: 37995		122621	12/5/2014	REPLACEMENT TIRES/PW FLEE	609.71	
				122650	11/6/2014	REPLACEMENT TIRES/PW FLEE	595.39	
				122662	11/6/2014	REPLACEMENT TIRES/PW FLEE	560.63	
				122675	11/7/2014	REPLACEMENT TIRES/PW FLEE	496.62	
				122673	12/5/2014	REPLACEMENT TIRES/PW FLEE	307.05	3,336.35
51568	12/15/2014	025316	FREEMAN, ERIC	REFUND	12/8/2014	REFUND/#8777- BOYS BASKETB	70.00	70.00
		Voucher: 37996						
51569	12/15/2014	001406	GUARDIAN SECURITY GROUP IN66407		11/7/2014	REPAIR DOOR HARDWARE/PW 9	155.35	155.35
		Voucher: 37997						
51570	12/15/2014	001222	HOME DEPOT CREDIT SERVICES6035-3225-0105-0		11/4/2014	MISC REPAIR & MAINTENANCE 9	519.56	519.56
		Voucher: 37998						
51571	12/15/2014	001224	IIMC - MUNICIPAL CLERKS	2015DUES	12/2/2014	2015 MEMBER DUES/E GENETIA	195.00	195.00
		Voucher: 37999						
51572	12/15/2014	025769	KRAMER, JEANNE	002	12/4/2014	PIANO & VOICE LESSONS/FALL 4	375.00	375.00
		Voucher: 38000						
51573	12/15/2014	001987	LAKEWOOD IRON WORKS	183807	12/9/2014	CONSTRUCT SAFETY STAIRS/DE	2,078.60	2,078.60
		Voucher: 38001						
51574	12/15/2014	023115	LEMAY MOBILE SHREDDING	4415250	12/1/2014	NOV14/DOCUMENT SHREDDING	33.80	33.80
		Voucher: 38002						
51575	12/15/2014	001243	LLOYD ENTERPRISES INC	183807	11/10/2014	TRUCK RENTAL/SWEEPER WAS	1,072.50	
		Voucher: 38003		183660	11/7/2014	TRUCK RENTAL/WASTE DISPOS.	617.50	1,690.00
51576	12/15/2014	025751	LOIS ANN MARLER	2014-1	12/9/2014	2014 WINTER FEST EMCEE/VOC	350.00	350.00
		Voucher: 38004						
51577	12/15/2014	001797	LOWE'S BUSINESS ACCOUNT/GE874-3507-017634-		11/17/2014	MISC REPAIR & MAINTENANCE 9	1,795.88	1,795.88
		Voucher: 38005						
51578	12/15/2014	001258	MCCARTHY & CAUSSEAU	216	11/30/2014	NOV14/HEARING EXAMINER SEF	590.91	590.91
		Voucher: 38006						
51579	12/15/2014	025291	MCCLUSKEY, DENISE	REIMB	12/2/2014	REIMB/ POSTAGE/16TH CAB LET	15.90	15.90
		Voucher: 38007						
51580	12/15/2014	025755	MCFARLAND LAKE CANOE CO	101214	10/12/2014	CANOE DISPLAY/ATRIUM	166.81	166.81
		Voucher: 38008						

Bank : bofa BANK OF AMERICA (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51581	12/15/2014	001352	MILES RESOURCES, LLC	242711	11/24/2014	HOT ASPHALT MATERIAL	295.99	295.99
		Voucher: 38009						
51582	12/15/2014	001378	MOUNTAIN MIST WATER	005856915	11/14/2014	#075361/BOTTLED WATER/CITY I	45.75	
		Voucher: 38010		005856917	11/14/2014	#075361/BOTTLED WATER/PW SI	26.50	
				005856916	11/14/2014	#075361/BOTTLED WATER/REC I	17.75	
				005832852	11/3/2014	#031650/BOTTLED WATER/SR CE	16.00	
				005859117	11/17/2014	#031650/BOTTLED WATER/SR CE	12.50	
				005856918	11/14/2014	#068332/BOTTLED WATER/CM O	12.22	
				005878428	11/25/2014	#065205/BOTTLED WATER/COUM	6.56	
				005878460	11/25/2014	#066460/BOTTLED WATER/FITNE	6.56	143.84
51583	12/15/2014	025779	NO. AMERICAN ISLAMIC TRUST IIROW		12/2/2014	ROW EASEMENT/PROJ PARCEL	5,900.00	5,900.00
		Voucher: 38011						
51584	12/15/2014	022852	P & N QUALITY JANITORIAL SVC. 266		11/1/2014	OCT14/JANITORIAL SERVICES	3,154.89	
		Voucher: 38012	267		11/23/2014	NOV14/JANITORIAL SERVICES	3,154.89	6,309.78
51585	12/15/2014	001109	PIERCE COUNTY BUDGET & FIN/AR165129		11/24/2014	OCT14/JAIL SERVICES	19,888.00	
		Voucher: 38013	AR165188		11/25/2014	SPECIAL OVERTIME/PAY CYCLE:	13,762.69	
			AR165481		12/3/2014	SPECIAL OVERTIME/PAY CYCLE:	7,889.48	
			AR165452		12/2/2014	3RD QTR 14/LIQUOR TAX & PRO	1,698.37	
			AR165116		11/25/2014	OCT14/TRAFFIC MAINT & ENGIN	332.82	
			AR165204		12/3/2014	NOV14/I-NET CHARGES/AIR UPT	253.00	43,824.36
51586	12/15/2014	001588	PIERCE COUNTY SEWER	00566276	12/1/2014	SEWER/3715 BP WAY W	134.49	
		Voucher: 38014		00664685	12/1/2014	SEWER/4951 GRANDVIEW DR W	101.41	
				00000591	12/1/2014	SEWER/2534 GRANDVIEW DR W	64.65	
				00604682	12/1/2014	SEWER/2917 MORRISON RD W	43.72	
				01576712	12/1/2014	SEWER/3609 MARKET PL W/RET	31.57	
				01576721	12/1/2014	SEWER/3609 MARKET PL W/RET	31.57	
				01576739	12/1/2014	SEWER/3609 MARKET PL W/RET	31.57	
				01571443	12/1/2014	SEWER/7520 CIRQUE DR W	31.57	
				01512692	12/1/2014	SEWER/3555 MARKET PL W	16.87	487.42
51587	12/15/2014	001161	PUGET SOUND ENERGY CORP	200017087624	12/1/2014	GAS/2534 GRANDVIEW DR W	301.26	
		Voucher: 38016		300000009641	12/1/2014	GAS/3715 BP WAY W, #D2 & #A3	291.43	
				200000971479	11/25/2014	GAS/4910 BRISTONWOOD DR W	209.51	
				200014542258	11/26/2014	GAS/7450 MARKET SQ W	71.76	
				300000010987	12/1/2014	GAS/3715 BP WAY W, #E2	54.46	928.42

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51588	12/15/2014	025786	R90 LIGHTING	603	11/25/2014	WW BATTERY WORKLIGHT	82.05	82.05
		Voucher: 38017						
51589	12/15/2014	023883	RODARTE CONSTRUCTION INC. 9		12/9/2014	CONSTRUCTION/BP WAY W 3B F	356,702.18	356,702.18
		Voucher: 38018						
51590	12/15/2014	001382	SAFEGUARD BUSINESS SYSTEM030298010		11/26/2014	BLANK W-2 FORMS & ENVELOPE	71.54	71.54
		Voucher: 38019						
51591	12/15/2014	001124	SAFEWAY, INC.	64682	12/9/2014	ACCT# 64682/MISC PURCHASES	48.36	48.36
		Voucher: 38020						
51592	12/15/2014	003221	SASE	INV138771	11/4/2014	REPLACEMENT PARTS FOR GRI	1,107.83	1,107.83
		Voucher: 38021						
51593	12/15/2014	001328	SHELL FLEET CARD SERVICES	8147100120412	12/5/2014	81-471-0012-0/SHELL	32.08	32.08
		Voucher: 38022						
51594	12/15/2014	025147	SILENT LIGHTS LLC	2014206	12/3/2014	32FT CHRISTMAS TREE INSTALL	6,099.05	
		Voucher: 38023		2014207	12/3/2014	MISC TREE DECORATIONS	2,674.83	8,773.88
51595	12/15/2014	025782	STAN PLAMER CONSTRUCTION, 1		12/5/2014	CONSTRUCT/CIRQUE DRIVE SA	146,588.01	146,588.01
		Voucher: 38024						
51596	12/15/2014	024130	SUNDOGS	REFUND	12/8/2014	REFUND/DAMAGE DEPOSIT/SAN	250.00	250.00
		Voucher: 38025						
51597	12/15/2014	002613	SUPERIOR LINEN SERVICE,INC. 37676		12/3/2014	OFFICE MAT RENTAL/PW SHOP	79.97	79.97
		Voucher: 38026						
51598	12/15/2014	002823	THOMPSON ELECTRICAL CONST1114-6818-CG		11/17/2014	TREE LIGHTING ELECTICAL~	2,043.09	
		Voucher: 38027		1114-6817CG	11/21/2014	MISC STREET LIGHT REPAIRS	1,058.99	
				1114-6893CG	11/27/2014	MISC TROUBLESHOOTING/MARI	332.41	
				1114-6892CG	11/27/2014	CROSSWALK SIGN REPAIR/40TH	234.66	
				1114-6902CG	11/25/2014	REMOVED FOUNTAIN CONTROL	214.42	3,883.57
51599	12/15/2014	025787	TONEY, SUSAN	REFUND	12/4/2014	REFUND/FOUR 5TH AVE TRIPS	190.00	190.00
		Voucher: 38028						
51600	12/15/2014	001035	TYLER TECHNOLOGIES, INC.	AR045-122822	11/18/2014	CAFR STATEMENT BUILDER LIC	8,896.88	8,896.88
		Voucher: 38029						
51601	12/15/2014	021733	UNIFIED OFFICE SERVICES	193410	11/24/2014	MISC OFFICE SUPPLIES AND DIF	226.02	226.02
		Voucher: 38030						
51602	12/15/2014	001151	UNIVERSITY PLACE SCHOOL DISF22179		12/4/2014	OCT14/WEIGHT ROOM USE/BOC	120.00	120.00
		Voucher: 38031						
51603	12/15/2014	022099	UP FOR ARTS	REFUND	11/24/2014	REFUND/DEPOSIT/ATRIUM REN	250.00	250.00
		Voucher: 38032						

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51604	12/15/2014	025336 US BANK	745000006	12/8/2014	CUSTOMER #745000006/NOV14/I	22.00	22.00
		Voucher: 38033					
51605	12/15/2014	025399 VASSEY NURSERY, LLC	741349	11/26/2014	HOLIDAY BASKETS	175.04	175.04
		Voucher: 38034					
51606	12/15/2014	001032 WA STATE	2014110090	12/2/2014	NOV14/ANALOG PHONE LINES/C	156.27	156.27
		Voucher: 38035					
51607	12/15/2014	001389 WA STATE PATROL	I15003501	12/1/2014	NOV14/EMPLOYEE BACKGROUN	340.00	340.00
		Voucher: 38037					
51608	12/15/2014	002662 WASHINGTON AUDIOLOGY SVC	I44619	10/29/2014	HEARING EXAMS/STAFF	732.91	732.91
		Voucher: 38038					
51609	12/15/2014	025071 WELLS FARGO BANK NA	9	12/9/2014	#1107710756/RODARTE CONST./I	18,773.80	18,773.80
		Voucher: 38039					
51610	12/11/2014	024399 WELLS FARGO FINANCIAL LEAS	5001698117	11/18/2014	DEC15-JAN14/RENT/LEXMARK P	95.07	
		Voucher: 38040	5001706082	11/22/2014	DEC19-JAN18/LEXMARK PRINTE	95.00	190.07
51611	12/15/2014	021826 WHISTLE WORKWEAR	59254	11/12/2014	JACKET/CODE ENFORCEMENT	71.20	71.20
		Voucher: 38041					
51612	12/15/2014	022306 WHITWORTH PEST SOLUTIONS	I239429	11/20/2014	PEST CONTROL/WMV	67.55	67.55
		Voucher: 38042					
51613	12/15/2014	023675 ZEE MEDICAL INC.	68279616	11/24/2014	AED VITAL LINE ESSENTIALS/1 Y	217.71	217.71
		Voucher: 38043					
14400498	11/24/2014	002072 WA STATE DEPT OF REVENUE	OCT14	11/24/2014	OCT14/USE TAX & B&O TAX	642.29	642.29
		Voucher: 38036					
Sub total for BANK OF AMERICA:							762,292.89

78 checks in this report.

Grand Total All Checks: 762,292.89

**Business of the City Council
City of University Place, WA**

Proposed Council Action:

Authorize the City Manager to award the 2015-2016 Janitorial Maintenance Services bid to P & N Quality Janitorial Services in the amount of \$42,720.00 per year, for a total of \$85,440.00, and execute all necessary contract documents.

Agenda No: 9B

Dept. Origin: Public Works, Parks & Recreation Dept.

For Agenda of: January 5, 2015

Exhibits: Contract

Concurred by Mayor: _____

Approved by City Manager: _____

Approved as to form by City Atty: _____

Approved by Finance Director: _____

Approved by Department Head: _____

Expenditure Required:	\$42,720.00 - 2015 \$42,720.00 - 2016	Amount Budgeted:	\$46,159.00 - 2015 \$46,159.00 - 2016	Appropriation Required:	\$ 00
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SUMMARY / POLICY ISSUES

The Public Works, Parks & Recreation Department oversaw the bid for 2015-2016 Janitorial Maintenance contract. We solicited bids from 5 vendors and conducted a facility walkthrough with all contacted. Bids were due November 25, 2014 and the results are as follows:

Firm	Bid		Contract Total
	2015	2016	
P & N Janitorial	\$42,720.00	\$42,720.00	\$85,440.00
ABM Onsite Services	\$45,984.00	\$45,984.00	\$91,968.00
RCC	Declined to Bid		
ServePro	Did not Submit		
SMS Cleaning	Did not Submit		

ALTERNATIVES CONSIDERED

BOARD OR COMMITTEE RECOMMENDATION

RECOMMENDATION / MOTION

MOVE TO: Authorize the City Manager to award the 2015-2016 Janitorial Maintenance Services bid to P & N Quality Janitorial Services in the amount of \$42,720.00 per year, for a total of \$85,440.00, and execute all necessary contract documents.

JANITORIAL CLEANING AND MAINTENANCE SERVICES P & N QUALITY JANITORIAL SERVICE

This Agreement is entered into by and between the City of University Place, Washington, hereinafter referred to as “the City”, and P&, hereinafter referred to as “the Contractor”.

WHEREAS, the City desires to have the Contractor perform maintenance services pursuant to certain terms and conditions, and

WHEREAS, the Contractor has the requisite skill and experience necessary to provide cleaning and maintenance services, now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Contractor. The Contractor shall perform those services described in Exhibit A, General Requirements and Exhibit B, Required Tasks and Checklist of Services, attached hereto and incorporated herein by this reference as if fully set forth. The Contractor and the City may agree to additional cleaning and maintenance services to be performed by the Contractor. In performing all services under this Agreement, the Contractor shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. Only prior written agreement of the parties may modify the scope or schedule.

2. Compensation and Method of Payment.

A. Total Compensation. The total amount to be paid for 2015-2016 shall not exceed Eighty Five Thousand Four Hundred Forty dollars and No cents (\$85,440.00) unless mutually agreed upon by the city and the contractor.

Compensation Rates. Compensation for Services shall be in accordance with the rates set forth in Exhibit C, Bid Summary.

Additional services contingency (if needed) as mutually agreed upon as provided for in Exhibit C, Bid Summary.

B. Method of Payment. The City shall make payments to the Contractor based on month-end billings for services performed. The City shall pay the Contractor for services rendered within thirty days after receipt of a billing voucher. The invoice shall be broken out into specific facilities and additional services shall be billed separately.

C. Contractor Responsible for Taxes. The Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of performance and payment under this Agreement.

3. Taxpayer Identification Number. The Contractor shall complete and return Exhibit H, Taxpayer Identification Number, to the City prior to or along with the first billing voucher

submittal.

4. Prevailing Wages. Prevailing wages, in accordance with RCW 39.12, applies to this contract. The Contractor and all subcontractors shall pay no less than the prevailing wage rate to all employees. A list of the applicable prevailing wage rates is included in Exhibit J. The Contractor and all subcontractors shall submit a “Statement of Intent to Pay Prevailing Wages” and an “Affidavit of Wages Paid” in compliance with RCW 39.12.040.

5. Term of Agreement. This Agreement shall be in full force and effect for a period commencing January 1, 2015 and ending December 31, 2016 unless sooner terminated under the provisions hereinafter specified. The term of this Agreement may be extended for if mutually agreed in writing between the City and the Contractor.

6. Ownership and Use of Documents. All documents, drawings, specifications, computer files, photographs, calculations, models, maps, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not.

7. Independent Contractor. It is the intention and understanding of the Parties that the Contractor shall be an independent contractor. The Contractor or his or her employees or agents performing under this Agreement are not employees or agents of the City. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. The Contractor will not hold himself or herself out as nor claim to be an officer or employee of the City. The Contractor will not make any claim of right, privilege, or benefit which would accrue to an employee under law. Neither Contractor nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall neither be liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax which may arise as an incident of employment. The Contractor shall pay all income and other taxes as due.

8. Indemnification. The Contractor shall indemnify, defend and hold harmless the City, its agents and employees, from and against any and all liability arising from injury or death to persons or damage to property resulting in whole or in part from negligent acts or omissions of the Contractor, its agents, servants, officers or employees, irrespective of whether in connection with such act or omission it is alleged or claimed that an act of the City, or its agents or employees caused or contributed thereto. In the event that the City shall elect to defend itself against any claim or suit arising from such injury, death or damage, the Contractor shall, in addition to indemnifying and holding the City harmless from any liability, indemnify the City for any and all expense incurred by the City in defending such claim or suit, including reasonable attorney’s fees. The Contractor hereby waives its immunity under Title 51 of the Revised Code of Washington for claims of any type brought by any Contractor agent or employee against the City. This waiver is specifically negotiated by the parties and a portion of the City’s payment hereunder is expressly made the consideration for this waiver.

9. Insurance.

A. The Contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000.00 per occurrence/aggregate for personal injury and property damage. Said policy shall name the City of University Place as an additional named insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement without further notice or action.

B. Worker's Compensation shall be secured in accordance with Washington State Law.

C. Certificates of coverage as required by Paragraph A above shall be delivered to the City within fifteen (15) days of execution of this Agreement.

10. Warranty: The Contractor warrants for itself and all of its agents, employees, and representatives that they have the requisite training, skill, and experience necessary to provide the services listed in Exhibit A and Exhibit B and are appropriately accredited and licensed by all applicable agencies and governmental entities.

11. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

12. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.

13. Termination. The City giving to the Contractor thirty (30) days written notice of the City's intention to terminate the same may at any time terminate this Agreement. Failure to provide service or products on schedule may result in contract termination.

14. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or presence of any sensory, mental or physical handicap.

15. Assignment and Subcontract. The Contractor may not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

16. No Waiver. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default

17. Entire Agreement. This Agreement contains the entire Agreement between the parties hereto and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Notices. Notices to the City of University Place shall be sent to the following address:

City Clerk
City of University Place
3715 Bridgeport Way W, Suite B1
University Place WA. 98466
(253) 460-2510

City of University Place Point of Contact is Gary Cooper, Director of Public Works, Parks & Recreation.

Telephone: (253) 460-6494

Notices to the Contractor shall be sent to the following address:

Contact Name: _____
Address: _____

Attention: _____
Telephone Number: _____

Contractor point of contact: _____

Telephone: _____

19. Applicable Law; Venue; Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Pierce County, Washington. The prevailing party in any such actions shall be entitled to its attorney's fees and costs of suit.

20. Time of Essence. Time is of the essence of this Agreement in each and all of its provisions in which performance is a factor. Adherence to completion dates set forth in the description of the services is essential to the Contractor's performance of the Agreement.

21. Exhibits or Attachments to Agreement. The following exhibits are attached to this contract and incorporated herein by this reference:

- Exhibit A: General Requirements for Janitorial Maintenance and Cleaning Services.
- Exhibit B: Required Tasks and Checklist of Services
- Exhibit C: 2015-2016 Compensation Summary Sheet
- Exhibit D: Additional Services Request Form
- Exhibit E: Notification of Problem or Repair Form
- Exhibit F: Taxpayer Identification Number

Exhibit G: Prevailing Wage Rates
Exhibit H Recycling Specifications

1

DATED this _____ day of _____, 2015.

CONTRACTOR

CITY OF UNIVERSITY PLACE

By: _____

By: _____

Title: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

Steve Victor, City Attorney

JANITORIAL GENERAL REQUIREMENTS

Site Locations:

<u>Site Location Address</u>	<u>Description</u>	<u>Sq.Ft.</u>
Windmill Village, 3715 Bridgeport Way West,		
Building B Suite B1	City Hall Offices	14,900
Building A Suite A2	Rec Program Room	550
Building A Suite A3	Rec Music Program Room and Rest Room	750
Building D Suite D4	Dev Svc Plan Room and Restroom	1,100
Building E Suite E2	Conference Rooms and Restroom	1,440
Civic Building, 3609 Market Place West,		
1 st Floor	Rec Offices and Atrium plants	2,760
1 st Floor	Hallway and Restrooms	640
2 nd Floor	Police Offices	4,555
2 nd Floor	Lobby and Hallways	1,329
2 nd Floor	Restrooms	340
2534 Grandview Drive West	Senior/Community Center	2,100
4951 Grandview Drive West	Public Works Offices/Locker Rm.	1,832

Definitions:

Owners: City of University Place City Manager or designee.

Contract Administrator: Shall be the City of University Place Public Works, Parks & Recreation Director or Designee.

Disinfectant: Must be effective against a broad spectrum of organisms, such as: streptococcus, salmonella, staphylococcus, HIV-1, etc.

MSDS: Material Safety Data Sheets

OSHA: Occupational Safety and Health Administration

WISHA: Washington Industrial Safety and Health Administration

General:

- A. The Contract Administrator shall provide the training and procedures to operate the Fire Alarm and Security systems and shall issue all keys and security codes for access to the buildings. The Contractor is not allowed to make copies of keys.

JANITORIAL GENERAL REQUIREMENTS

- B. The Contractor will furnish all supplies, labor, tools, specialized equipment, materials, disposal of waste material generated by work, supervision and transportation to perform janitorial services as specified in Exhibit B.
- C. Supplies and Equipment Storage:
Supplies and Equipment shall be stored in designated storage areas:
 - 1. City Hall- area by Council Chambers
 - 2. Civic Building – designated closet(s)
 - 3. Public Works Shop – designated area(s)
 - 4. Senior/Community Center – designated area
- D. With exception of special request work, all work shall be performed between the hours of 5:00 PM and 7:00 AM Tuesday through Friday or on the weekend.
- E. All work shall be performed under the supervision of a qualified technician.
- F. The Contractor is responsible for training his or her employees, including but not limited to the areas of safety, WISHA or OSHA standards relevant to duties, MSDS on chemicals used, **City of University Place recycling specifications** and Exhibits A and B of the Contract.
- G. The Contractor will ensure that its employees comply with all applicable City of University Place and Washington State regulations and practices with respect to work performed for the City, including, but not limited to, age restrictions and prevailing wages requirements.
- H. The Contractor’s personnel will conduct themselves in a professional manner at all times on site.
- I. Each employee will wear on display the company’s name and/or logo.
- J. The Contract Administrator, or designee, will make unscheduled inspections or use a check list process to assess the work performed as needed. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be written or verbal. The City may choose to require the Contractor to rectify the deficiencies within 48 hours, or withhold payment.
- K. The Contractor shall report any damage or potential hazard, involving City property immediately to the Contract Administrator. After hours emergencies should be reported to the appropriate agency by calling 911.
- L. Hazardous conditions shall be immediately remedied or secured by Contractor to prevent further damage and/or protect the public from injury. It is the Contractor’s responsibility to provide close supervision of maintenance operations and management of the site.

JANITORIAL GENERAL REQUIREMENTS

- M. The Contractor will provide the Contract Administrator at the beginning of the year with tentative dates for monthly, quarterly and annual requirements and each month with a schedule of specific dates when the following month's monthly, quarterly and annual requirements will be performed at each site location. The Contractor will provide sufficient personnel to accomplish the scheduled tasks at each site. When carpets are cleaned, the Contractor will allow enough time or use fans to ensure the carpeting is dry before start of business day.
- N. Incidents, altercations, and accidents involving the public shall be reported to the Contract Administrator within 12 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- O. The Contractor will remedy in a timely manner, at his or her expense, any damage to City structures or plant material due to Contractor's negligence.
- P. The Contractor will be responsible for all MSDS on cleaning products and dispensers and will make the MSDS available upon request from the Contract Administrator.
- Q. All wastewater or empty cleaning containers shall be disposed of consistent within the proper manner.
- R. The Contractor shall ensure that all facilities are continually maintained with an adequate supply of paper products, hand soap, garbage liners, and other routine maintenance items.
- S. In addition to the service requirements outlined in Exhibit B, Contractor, at City's request and for additional charge, shall perform additional services, such as, but not limited to: light bulb replacement, spill cleanup, carpet cleaning, window washing, etc.
- T. In response to the changing needs of the City, it may be necessary during the course of this contract to increase or decrease service areas, or add or delete locations. Any adjustments to services will be in written form using the Change Order Process described in Section 7 of the Small Public Works Maintenance Services Agreement the and agreed to by the Contractor and Contract Administrator.
- U. The City requires Contractor's employees who work on site to be subject to a drug test and criminal background checks.

BUILDING A2, A3 – RECREATION PROGRAMS			
Required Services	A2 Programs Room	A3 Music Programs Room	Comment
<i>Check Red Book for requests on each visit. Date and initials on completion.</i>			
Empty waste receptacles, new liners	Weekly	Weekly	
Empty recycling receptacles, new liners if needed.	Weekly	N/A	Insure recycling materials are put into the recycling toters.
Dust window sills and horizontal surfaces.	Weekly	Monthly	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Weekly	Monthly	
Clean glass in exterior doors.	Weekly	Monthly	
Sweep and mop vinyl floors.	Weekly	N/A	
Vacuum and spot clean carpet.	Weekly	Weekly	
Scrub and refinish vinyl floors.	Monthly	N/A	

BUILDING A2, A3 – RECREATION PROGRAMS

Required Services	Restroom	Comment
<i>Check Red Book for requests on each visit. Date and initial on completion.</i>		
Empty and clean all waste receptacles and replace liners.	Weekly	
Empty recycling receptacles and replace liners as needed.	Weekly	Insure recycling materials are put into the recycling toters.
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Weekly	
Clean and polish mirrors and dispensers.	Weekly	
Clean and polish chrome fixtures.	Weekly	
Clean and sanitize sinks.	Weekly	
Clean and sanitize toilets and urinals.	Weekly	
Tighten bolts attaching toilet seats as necessary.	Weekly	
Clean walls and floors around sink, towel dispensers, soap dispensers and toilets.	Weekly	
Clean walls and doors as needed, e.g., light switch and door lever and jamb areas	Weekly	
Clean and damp mop floor surfaces with mild disinfectant.	Weekly	
Scrub and refinish vinyl floors.	Monthly	

BUILDING B – CITY HALL

Required Services	Offices	Conference Rooms	Lobbies, Halls, High Traffic	Council Chambers	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>					
Empty waste receptacles and replace liners.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Empty recycling receptacles, new liners if needed.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	Insure recycling materials are put into the recycling toters.
Wash dishes and coffee pot (Gallery only).	N/A	Wed., Fri.	N/A	N/A	
Dust window sills, desks, cabinets, files, all horizontal surfaces.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Spot clean desks and work surfaces.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Clean and polish conference room tables.	N/A	Wed., Fri.	N/A	N/A	
Vacuum upholstered furniture, chairs, etc.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Spot clean vinyl/leather chairs.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Clean glass in exterior and interior doors.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Sweep and damp mop vinyl or hard surface floors.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Clean white boards and trays.	N/A	Wed., Fri.	N/A	Wed., Fri.	
Vacuum and spot clean carpets and rugs.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Spot clean granite and/or marble tile floors.	N/A	Wed., Fri.	Wed., Fri.	N/A	
Arrange furniture neatly and orderly.	Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Set up and arrange Council Chambers tables and chairs per City Clerk’s specifications in the Red Book.	N/A	N/A	N/A	Sun.	
Spot clean tables and chairs set up for Council meeting.	N/A	N/A	N/A	Sun.	
Vacuum or dust high and low edge surfaces.	Monthly	Monthly	Monthly	Monthly	
Clean window glass in lobby.	N/A	N/A	Monthly	N/A	
Vacuum venetian blinds.	Monthly	Monthly	Monthly	Monthly	
Sanitize telephones.	Monthly	Monthly	Monthly	Monthly	
Dust and dry wipe equipment: computers, copiers, microwaves, refrigerators, etc.	Monthly	Monthly	N/A	Monthly	
Detail vacuum carpet corners and edges.	Monthly	Monthly	Monthly	Monthly	

BUILDING B – CITY HALL

Required Services	Offices	Conference Rooms	Lobbies, Halls, High Traffic	Council Chambers	Comment
Detail vacuum out and polish wood millwork chair stop.	N/A	Monthly	N/A	Monthly	
Empty and clean microwaves on request.	N/A	Monthly	N/A	N/A	
Deep clean carpets (per Red Book schedule).	2 per year	2 per year	3 per year	3 per year	
Clean and buff granite and/or marble tile floors.	N/A	N/A	Monthly	N/A	
Clean and wash windows (not in contract)	On Request	On Request	On Request	On Request	

BUILDING B – CITY HALL

Required Services	Restrooms	Kitchen	Employee Lounge	Shower	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>					
Empty and clean all waste and sanitary napkin receptacles and replace liners.	Sun., Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Empty recycling receptacles and replace liners as needed.	Sun., Wed., Fri.	Wed., Fri.	Wed., Fri.	N/A	
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Sun., Wed., Fri.	Wed., Fri.	Wed., Fri.	N/A	
Clean and polish mirrors and dispensers.	Sun., Wed., Fri.	N/A	N/A	N/A	
Clean and polish chrome fixtures.	Sun., Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Clean and wipe down cabinets.	Sun., Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Clean and sanitize counters, wash basin and sinks.	Sun., Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Clean and sanitize toilets, urinals and showers.	Sun., Wed., Fri.	N/A	N/A	Wed., Fri.	
Tighten bolts attaching toilet seats as necessary.	Sun., Wed., Fri.	N/A	N/A	N/A	
Clean walls and floors around sinks, towel dispensers, soap dispensers, toilets, urinals, partitions and door jambs.	Sun., Wed., Fri.	N/A	N/A	N/A	
Clean walls and doors as needed, e.g., light switch and door lever areas.	Wed., Fri.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Clean and damp mop floor surfaces with a mild disinfectant.	Sun., Wed., Fri.	Wed., Fri.	N/A	Wed., Fri.	
Spot clean vinyl/leather chairs.	N/A	N/A	Wed., Fri.	N/A	
Vacuum and spot clean carpets and rugs.	N/A	Wed., Fri.	Wed., Fri.	N/A	
Arrange furniture neatly and orderly.	N/A	N/A	Wed., Fri.	N/A	
Vacuum or dust high and low edge surfaces.	Monthly	Monthly	Monthly	N/A	
Sanitize telephones.	N/A	N/A	Monthly	N/A	
Detail vacuum carpet corners and edges.	N/A	N/A	Monthly	N/A	
Empty and clean microwaves on request.	N/A	Monthly	N/A	N/A	
Scrub and refinish vinyl floors.	Monthly	Monthly	Monthly	Monthly	
Strip and refinish vinyl floors.	3 per year	3 per year	N/A	3 per year	
Deep clean carpets (per Red Book schedule).	N/A	N/A	2 per year	N/A	

BUILDING D – DEVELOPMENT SERVICES PLAN ROOM

Required Services	Offices	Comment
Empty waste receptacles, new liners.	Wed., Fri.	
Empty recycling receptacles, new liners if needed.	Wed., Fri.	Insure recycling materials are put into the recycling toters.
Dust window sills, desks, cabinets, files, all horizontal surfaces.	Wed., Fri.	
Spot clean desk and work surfaces.	Wed., Fri.	
Clean and polish conference room tables.	N/A	
Vacuum upholstered furniture, chairs, etc.	Wed., Fri.	
Spot clean vinyl/leather chairs.	Wed., Fri.	
Sport clean walls and doors as needed, e.g., light switch and door lever areas.	Wed., Fri.	
Clean glass in exterior and interior doors.	N/A	
Vacuum and spot clean carpets and rugs.	Wed., Fri.	
Sanitize telephones.	Monthly	
Dust and dry wipe computer equipment.	Monthly	
Deep clean carpets (per Red Book schedule).	2 per year	
Clean and wash windows (not in contract)	On Request	

BUILDING E – GALLERY MEETING ROOM

Required Service	E2 Conference Rooms	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>		
Empty waste receptacles, new liners.	Weekly	
Empty recycling receptacles, new liners if needed.	Weekly	Insure recycling materials are put into the recycling toters.
Dust window sills and horizontal surfaces.	Weekly	
Spot clean work surfaces.	Weekly	
Clean surface of conference room tables.	Weekly	
Vacuum upholstered furniture, chairs, etc.	Weekly	
Spot clean vinyl/leather chairs.	Weekly	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Weekly	
Clean glass in exterior and interior doors.	Weekly	
Vacuum and spot clean rugs.	Weekly	
Clean and wash windows (not in contract).	On Request	

CIVIC BUILDING – CITY SPACES ONLY		
Required Services	Recreation Office	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>		
Empty waste receptacles, new liners.	Sun., Wed., Fri.	
Empty recycling receptacles, new liners if needed.	Sun., Wed., Fri.	Insure recycling materials are put into the recycling toter.
Dust window sills and horizontal surfaces.	Weekly	
Spot clean work surfaces.	Weekly	
Clean surface of conference room tables.	Sun., Wed., Fri.	
Vacuum carpet.	Sun., Wed., Fri.	
Vacuum carpet, upholstered furniture, chairs, etc.	Weekly	
Spot clean carpet, walls and doors as needed, e.g., light switch and door lever areas.	As needed	
Clean glass in entrance doors.	Sun., Wed., Fri.	
Sweep and spot clean concrete floor.	Sun., Wed., Fri.	
Clean and wash windows (not in contract).	On Request	

**CIVIC BUILDING – CITY SPACES ONLY
FIRST FLOOR**

Required Services	1 st Floor Restrooms	Hall	Atrium Plants	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>				
Empty and clean all waste receptacles and replace liners.	Mon.-Fri. 3x day	N/A	N/A	
Remove all restroom trash.	Mon.-Fri. 3x day	N/A	N/A	
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Mon.-Fri. 3x day	N/A	N/A	
Clean and polish mirrors and dispensers.	Mon.-Fri. 3x day	N/A	N/A	
Clean and polish chrome fixtures.	Mon.-Fri. 3x day	N/A	N/A	
Clean and sanitize sinks, wipe down counter.	Mon.-Fri. 3x day	N/A	N/A	
Clean and sanitize toilets.	Mon.-Fri. 3x day	N/A	N/A	
Dust all low reach and high reach areas, including mirror tops, partition tops and edges and all vents.	Weekly	N/A	N/A	
Tighten bolts attaching toilet seats as necessary.	Weekly	N/A	N/A	
Clean walls and floors around sinks, towel dispensers, soap dispensers and toilets.	Mon.-Fri.	Weekly	Weekly	
Clean walls and doors as needed, e.g., light switch and door lever and jamb areas.	Mon.-Fri.	Weekly	Weekly	
Clean and damp mop floor surfaces with a mild disinfectant.	Mon.-Fri.	Weekly	Weekly	
Scrub and refinish floors.	Monthly	Monthly	Monthly	
Water plants by front doors.	N/A	N/A	Weekly (or as needed)	

**CIVIC BUILDING – CITY SPACES ONLY
SECOND FLOOR**

Required Services	2 nd Floor Restrooms	Lobby & Hall	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>			
Empty and clean all waste receptacles and replace liners.	Mon., Wed.	N/A	
Remove all restroom trash.	Mon., Wed.	N/A	
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Mon., Wed.	N/A	
Clean and polish mirrors and dispensers.	Mon., Wed.	N/A	
Clean and polish chrome fixtures.	Mon., Wed.	N/A	
Clean and sanitize sinks.	Mon., Wed.	N/A	
Clean and sanitize toilets.	Mon., Wed.	N/A	
Maintain waterless urinal.	Monthly	N/A	
Dust all low reach and high reach areas, including mirror tops, partition tops and edges and all vents.	Weekly	N/A	
Tighten bolts attaching toilet seats as necessary.	Weekly	N/A	
Clean walls and floors around sink, towel dispensers, soap dispensers and toilets.	Mon., Wed.	N/A	
Clean walls and doors as needed, e.g., light switch and door lever and jamb areas.	Mon., Wed.	Weekly	
Clean and damp mop floor surfaces with a mild disinfectant.	Mon., Wed.	Weekly	
Scrub and refinish floors.	Monthly	Monthly	

**CIVIC BUILDING – CITY SPACES ONLY
POLICE OFFICES**

Required Services	Offices	Conference Rooms	Lobbies, Halls, High Traffic Areas	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>				
Empty waste receptacles, new liners.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Empty recycling receptacles, new liners if needed.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	Insure recycling materials are put into the recycling toters.
Vacuum/dust window sills.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Clean and polish conference room tables.	N/A	Sun., Wed., Fri.	N/A	
Vacuum upholstered furniture, chairs, etc.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Spot clean vinyl/leather chairs	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Clean glass in exterior and interior doors.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Sweep and damp mop vinyl/hard surface floors.	N/A	N/A	Sun., Wed., Fri.	
Clean white boards and trays	N/A	Sun., Wed., Fri.	N/A	
Vacuum and spot clean carpets and rugs.	Sun., Wed., Fri.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Spot clean granite and/or marble tile floors.	N/A	N/A	Sun., Wed., Fri.	
Clean glass window and doors in lobby.	N/A	N/A	Sun., Wed., Fri.	
Vacuum/dust high and low edge surfaces.	Monthly	Monthly	Monthly	
Vacuum venetian blinds.	Monthly	Monthly	Monthly	
Detail vacuum carpet corners and edges.	Monthly	Monthly	Monthly	
Deep clean carpets (per Red Book schedule).	2 per year	2 per year	2 per year	

**CIVIC BUILDING – CITY SPACES ONLY
POLICE OFFICES (CONT.)**

Required Services	Office Restrooms	Kitchen	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>			
Empty and clean all waste and sanitary napkin receptacles and replace liners.	Sun., Wed., Fri.	Wed., Fri.	
Empty recycling receptacles and replace liners as needed.	Sun., Wed., Fri.	Wed., Fri.	
Clean and polish mirrors and dispensers.	Sun., Wed., Fri.	N/A	
Clean and polish chrome fixtures.	Sun., Wed., Fri.	N/A	
Clean and sanitize counters, wash basin and sinks.	Sun., Wed., Fri.	N/A	
Clean and sanitize toilets, urinals and showers.	Sun., Wed., Fri.	N/A	
Clean walls and floors around sinks, towel dispensers, soap dispensers, toilets, urinals, partitions and door jambs.	Sun., Wed., Fri.	N/A	
Clean walls and doors as needed, e.g., light switch and door lever areas.	Sun., Wed., Fri.	N/A	
Clean and damp mop hard floor surfaces with a mild disinfectant.	Sun., Wed., Fri.	Sun., Wed., Fri.	
Dust and dry wipe microwave, refrigerator, stove.	N/A	Wed., Fri.	
Dust high and low edge surfaces.	Monthly	Monthly	
Empty and clean microwave on request.	N/A	Monthly	
Strip and refinish vinyl/hard surface floors.	2 per year	2 per year	

PUBLIC WORKS FACILITY				
Required Services	Offices	Conference/ Lunch Room	Lobbies, Hall, High Traffic Areas	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>	Week End	Week End	N/A	
Empty waste receptacles and replace liners.	Week End	Week End	N/A	
Empty recycling receptacles, new liners if needed.	Week End	Week End	N/A	Insure recycling materials are put into the recycling toters.
Vacuum or dust window sills, desks, cabinets, files, all horizontal surfaces.	Week End	Week End	N/A	
Spot clean desk and work surfaces.	Week End	Week End	N/A	
Clean and polish conference room tables.	N/A	Week End	N/A	
Vacuum upholstered furniture, chairs, etc.	Week End	Week End	N/A	
Spot clean vinyl/leather chairs.	Week End	Week End	N/A	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Week End	Week End	Week End	
Clean glass in exterior and interior doors.	Week End	Week End	N/A	
Sweep and damp mop vinyl or hard surface floors.	Week End	Week End	Week End	
Clean white boards and trays.	N/A	Week End	N/A	
Vacuum and spot clean carpets and rugs.	Week End	N/A	N/A	
Spot clean granite and/or marble tile floors.	Week End	N/A	Week End	
Arrange furniture neatly and orderly.	Week End	Week End	N/A	
Vacuum or dust high and low edge surfaces.	Monthly	Monthly	Monthly	
Clean window glass in lobby.	N/A	N/A	Monthly	
Vacuum venetian blinds.	Monthly	N/A	N/A	
Sanitize telephones.	Monthly	Monthly	Monthly	
Dust and dry wipe equipment: computers, copiers, microwaves, refrigerators, etc.	Monthly	Monthly	N/A	
Detail vacuum carpet corners and edges.	Monthly	N/A	N/A	
Clean and buff granite and/or marble tile floors.	N/A	N/A	Monthly	
Scrub and refinish vinyl floors.	Monthly	Monthly	N/A	
Strip and refinish vinyl floors.	3 per year	3 per year	N/A	
Deep clean carpets.	2 per year	2 per year	N/A	
Clean and wash windows (not in contract)	On Request	On Request	On Request	

PUBLIC WORKS FACILITY					
Required Services	Restrooms	Kitchen	Locker Room	Shower	Comment
Check Red Book for requests on each visit. Date and initial upon completion.					
Empty and clean all waste and sanitary napkin receptacles and replace liners.	Week End	Week End	Week End	N/A	
Empty recycling receptacles and replace liners as needed.	Week End	Week End	Week End	N/A	
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Week End	Week End	Week End	N/A	
Clean and polish mirrors and dispensers.	Week End	N/A	Week End	N/A	
Clean and polish chrome fixtures.	Week End	Week End	Week End	Week End	
Spot clean and wipe down cabinets.	Week End	Week End	Week End	N/A	
Clean and sanitize counters, wash basin and sinks.	Week End	Week End	Week End	N/A	
Clean and sanitize toilets, urinals and showers.	Week End	N/A	N/A	Week End	
Clean walls and floors around sinks, towel dispensers, soap dispensers, toilets, urinals, partitions and door jambs.	Week End	Week End	Week End	N/A	
Clean walls and doors as needed, e.g., light switch and door lever areas.	Week End	Week End	Week End	Week End	
Clean and damp mop vinyl/hard floors with a mild disinfectant.	Week End	Week End	N/A	N/A	
Scrub and damp mop mud room and shower floors.	N/A	N/A	Week End	Week End	
Spot clean vinyl/leather chairs.	N/A	N/A	N/A	N/A	
Vacuum and spot clean carpets and rugs.	Week End	Week End	Week End	N/A	
Arrange furniture neatly and orderly.	N/A	Week End	N/A	N/A	
Close door to hallway at the end of each visit.	N/A	Week End	Week End	N/A	
Vacuum or dust high and low edge surfaces.	Monthly	Monthly	Monthly	N/A	
Empty and clean microwaves on request.	N/A	On Request	N/A	N/A	
Scrub and refinish vinyl floors.	Monthly	Monthly	N/A	N/A	
Strip and refinish vinyl floors.	3 per year	Monthly	N/A	N/A	

SENIOR/COMMUNITY CENTER				
Required Services	Offices	Lobbies, Halls, High Traffic	Community Room	Comment
<i>Check Red Book for requests on each visit. Date and initial upon completion.</i>				
Empty waste receptacles, new liners.	Wed., Fri.	N/A	Wed., Fri.	
Empty recycling receptacles, new liners if needed.	Wed., Fri.	N/A	Wed., Fri.	Insure recycling materials are put into recycling toters.
Spot clean desk and work surfaces.	Wed., Fri.	N/A	Wed., Fri.	
Clean community room tables.	N/A	N/A	Wed., Fri.	
Vacuum upholstered furniture, chairs, etc.	Wed., Fri.	N/A	Wed., Fri.	
Spot clean vinyl/leather chairs.	Wed., Fri.	N/A	N/A	
Spot clean walls and doors as needed, e.g., light switch and door lever areas.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Clean glass in exterior and interior doors.	N/A.	Wed., Fri.	Wed., Fri.	
Clean sliding glass doors (Office to Community Room).	Wed., Fri.	N/A	Wed., Fri.	
Sweep and damp mop vinyl or hard surface floors.	Wed., Fri.	Wed., Fri.	N/A	
Vacuum and spot clean carpets and rugs.	Wed., Fri.	Wed., Fri.	Wed., Fri.	
Strip and refinish vinyl floors (4 times per year)	N/A	On Request	N/A	
Deep clean carpet (per Red Book schedule).	N/A	N/A	2 times per year	
Clean and wash windows (not in contract).	On Request	On Request	On Request	

SENIOR/COMMUNITY CENTER			
Required Services	Restrooms	Kitchen	Comment
Check Red Book for requests on each visit. Date and initial upon completion.			
Empty and clean all waste receptacles and replace liners.	Sun., Wed., Fri.	Wed., Fri.	
Empty recycling receptacles and replace liners as needed.	Sun., Wed., Fri.	Wed., Fri.	Insure recycling materials are put into recycling toters.
Check and refill all soap, paper towel, sanitary napkin, toilet seat covers and toilet tissue dispensers.	Sun., Wed., Fri.	N/A	
Clean and polish mirrors and dispensers.	Sun., Wed., Fri.	N/A	
Clean and polish chrome fixtures.	Sun., Wed., Fri.	N/A	
Spot clean and wipe down cabinets.	Sun., Wed., Fri.	N/A	
Clean and sanitize counters, wash basin and sinks.	Sun., Wed., Fri.	N/A	
Clean and sanitize toilets, urinals and showers.	Sun., Wed., Fri.	N/A	
Clean walls and floors around sinks, towel dispensers, soap dispensers, toilets, urinals, partitions and door jambs.	Sun., Wed., Fri.	N/A	
Clean walls and doors as needed, e.g., light switch and door lever areas.	Wed., Fri.	Wed., Fri.	
Clean and damp mop floor surfaces with a mild disinfectant.	Sun., Wed., Fri.	Wed., Fri.	
Empty and clean microwaves on request.	N/A	On Request	
Scrub and refinish vinyl floors.	Monthly	Monthly	
Strip and refinish vinyl floors (4 times per year).	Quarterly	Quarterly	

**City of University Place
Summary Sheet
Janitorial Services**

Contractor Name: P & N Quality Janitorial Service	
Business Address: 1938 Crystal Springs Rd W, Tacoma WA 98466	
Mailing Address: 1938 Crystal Springs Rd W	
City/State: Tacoma WA	ZIP Code: 98466
Telephone: 253.226.3816	Fax:
Please submit the following Quote based on prevailing wages and <u>all materials</u> to provide the service. Do not apply State Sales Taxes to these services.	
Response time in hours for emergency or unscheduled service	<u>1</u> Hours
Labor hourly rate for emergency of unscheduled service	<u>\$20.00</u> Per Hour
Labor hourly rate for special event service (4 hour minimum)	<u>\$15.00</u> Per Hour
Monthly Cost for Each Site – Per Requirements and Schedule:	
Site Location	\$ Costs Per Month
Windmill Village :	
Building B Suite B1 – City Hall Offices	\$1,080.00
Building A Suites A2	\$100.00
Building A Suites A3 and Restroom	\$100.00
Building D Suites D3 and Restroom	\$100.00
Building E Suite E2 and Restroom	\$100.00
Civic Building	\$
1st Floor - Recreation office & Atrium plants	\$290.00
1st Floor - Hallway and Restrooms	\$410.00
2nd Floor – Police Offices	\$500.00
2nd Floor – Lobby and Hallway	\$100.00
2nd Floor - Restrooms	\$100.00
Senior/Community Center	\$400.00
Public Works Offices and Mud/Locker Room	\$280.00
Total Cost Per Month	\$3,100.00

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**ADDITIONAL SERVICES REQUEST FORM FOR
JANITORIAL MAINTENANCE AND CLEANING SERVICES**

TO BE COMPLETED BY REQUESTOR (CONTRACTOR OR CITY)

Date of Request: _____ **Name of Site/Location:** _____

Requestor's Name: _____ **Phone Number:** _____

Describe nature of requested work: _____

TO BE COMPLETED BY CONTRACTOR

Contractor's Recommended Action: _____

Cost of requested work: _____

Proposed Schedule: _____

Contractor Signature

Date

FOR CITY USE ONLY

City Authorized Action: _____

Cost Authorization: _____

Authorization to Proceed:

City of University Place Authorized Signature

Date

EXHIBIT F

City of University Place
3715 Bridgeport Way West, Suite B1
University Place WA 98466-4456
(253) 460-6493
(253) 460-6497 FAX

TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of University Place, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of University Place before or along with the submittal of the first billing voucher.

Please check the appropriate category:	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Individual/Proprietor
<input type="checkbox"/> Other (please explain)	
TIN#: _____	
SS#: _____	
<hr/>	
Print Name: _____	
Print Title: _____	
Business Name: _____	
Business Address: _____	
Business Phone: _____	
_____	_____
Date	Authorized Signature (required)

EXHIBIT G
PREVAILING WAGE RATES- PIERCE COUNTY

State of Washington
 Department of Labor & Industries
 Prevailing Wage Section - Telephone 360-902-5335
 PO Box 44540, Olympia, WA 98504-4540

Washington State Prevailing Wage

The PREVAILING WAGES listed here include both the hourly wage rate and the hourly rate of fringe benefits. On public works projects, worker's wage and benefit rates must add to not less than this total. A brief description of overtime calculation requirements are provided on the Benefit Code Key.

**Journey Level Prevailing Wage Rates for the Effective Date:
 10/24/2014**

<u>County</u>	<u>Trade</u>	<u>Job Classification</u>	<u>Wage</u>	Holiday	Overtime	Note
Pierce	Building Service Employees	Janitor	\$9.37		1	
Pierce	Building Service Employees	Shampooer	\$10.08		1	
Pierce	Building Service Employees	Waxer	\$10.08		1	
Pierce	Building Service Employees	Window Cleaner	\$13.22		1	

RECYCLING SPECIFICATION

DEFINITIONS:

Aluminum: cans and containers composed solely of aluminum. Contents drained and flattened if possible, then place in co-mingled recycling bin

Cardboard for recycling: corrugated cardboard, cereal boxes, soap boxes, brown bags, etc. It must be clean, free of packing materials and flattened. Waxed or food-contaminated cardboard cannot be included. Cardboard must be flattened.

Co-mingled or Co-mingled Recycling: items that are allowed to be included and mixed together in Recycling containers. These items are: newspaper, cardboard, mixed paper, aluminum and metal containers and plastic. Glass is not included.

Glass: bottles or jars of any color that are composed solely of glass placed loose into glass-only recycling bins. All jars and bottles must be unbroken, rinsed and placed carefully into the bin. It is not necessary to remove labels. Not accepted: mirrors, pyrex or other kitchen cookware, tempered glass, window glass, ceramic glass, light bulbs, fluorescent tubes and broken glass of any type.

Metal Containers: cans or containers composed of metal, such as tin or bimetal, which are attracted by a magnet. Remove paper labels and rinse. Flatten if possible. Not accepted: clothes hangers, aerosol cans or scrap metal.

Mixed Paper: junk mail, phone books, office paper etc. Do not include Newspaper with Mixed Paper. Not accepted: wax, plastic coated, aluminized, food contaminated paper, paper plates, paper towels, bathroom tissue or carbon paper.

Newspaper: any part of the newspaper that was included when it was delivered or purchased. Magazines may be included with Newspaper.

Plastic for recycling: plastic bottles such as milk jugs, soda containers, detergent and shampoo bottles, etc. with neck or openings smaller than the base. Remove lids, empty completely, and rinse. Plastic tubs, buckets, bags or any other plastic items not meeting this definition are not accepted.

Recyclable Materials: recyclable items defined in RCW 70.95.030(18)* designated by the City to be picked up in the recycling program supported by City Ordinance #426, Attachment A, Section 6, Paragraph C, which items are limited to Glass, Aluminum, Metal Containers, Mixed Paper, Cardboard and Newspaper

*RCW 70.95.030(18) - "Recycling" means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

Memo

DATE: January 5, 2015
TO: City Council
FROM: Lisa Petorak, Human Resources Manager
SUBJECT: 2015 Refuse Rate Increases

In accordance with the current Franchise Agreement, UP Refuse is proposing a CPI adjustment and a pass-through rate increase to begin March 1, 2015. UP Refuse is also making two additional fee requests to create a "waste broker administration fee" and a "toter equalization fee." The matter is scheduled to go before Council for a public hearing and consideration on January 20, 2015.

Proposed Increases

1. CPI Adjustment

UP Refuse is seeking Council approval of a 1.4 percent increase in accordance with section 17.3. of the Franchise Agreement that states, "The Base Rates shall be adjusted by 70% of the percentage increase if any in the index..." The Seattle-Tacoma-Bremerton June to June CPI-U increased by 2.0 percent. Seventy percent of the increase equates to a 1.4 percent CPI increase to the base rates for UP Refuse under the Franchise Agreement.

2. Tipping Fee Pass-Through Increase

In March 2015, Pierce County will increase the system base rate tipping fee from \$139.38 per ton to \$144.97 per ton, an increase of \$5.99 per ton.

In accordance with the Franchise Agreement, UP Refuse has proposed increasing the rates to reflect the increase in tipping fees by the amounts shown in Attachment A. Section 17.6. of the current Franchise Agreement states:

If the disposal fees which are charged to the Company to dispose of the City's Solid Waste at the Designated Disposal Site are increased or decreased at any time, the Base Rates charged by the Company hereunder shall be charged in accordance with this Agreement. Such change shall be sufficient to reflect and pass through any such disposal rate change and be effective on the same date the revised disposal rate takes effect.

The current Franchise Agreement, which determines how CPI increases and pass-through tipping fee increases are assessed, runs through 2025. Changes made to UP Refuse solid waste rates will also apply to University Place customers of Lakewood Refuse.

Household Rate Examples

Due to the pass-through rate application being based on average weights, the percentage increase for U.P. households vary based on the size of their toter and the frequency of service.

Memo

The total increase, including CPI and pass-through tipping fee increases, will be between \$0.41 and \$0.74 per month depending on the size of the toter and frequency of collection for most residents.

The following scenarios illustrate how the monthly rates will change for the most common UP Refuse customer:

U.P. Customer: residential garbage and recycling every other week with a 64 gallon toter

Current Rate:	\$24.51 per month
2015 CPI Increase:	\$0.34
2015 Tipping Fee Pass-through:	\$0.40
Total 2015 Rate:	\$25.25 per month
Difference of:	\$0.74 per month increase

Additional Requests

UP Refuse is making two additional requests above the normal contract provided LRI and CPI-U increases. First, UP Refuse is asking to add a new "waste broker administration fee." Second, UP Refuse is asking for a "totter uniformity fee."

Waste Broker Administration Fee

A Waste Broker is a third party hired by a business, primarily retail chain stores, to handle waste billing and collection for those chains. The Waste Broker charges a fee to the business for handling the scheduling and billing for waste and recycling services for the various business locations. UP Refuse is requesting an additional charge of \$10.00 per month to any customers that use a waste broker to handle their bills. UP Refuse claims that waste brokers are taking up an inordinate amount of time to go over previous billing statements in order to get the correct payment. This would affect twenty-one commercial accounts in University Place. It is important to note that this would affect specific commercial accounts using a waste broker, and not any property management companies or property owners within University Place that handles refuse collection for each of its properties.

Toter Uniformity Fee

Currently, UP Refuse offers a discount to customers who have more than one toter. UP Refuse is requesting that Council consider a "totter uniformity fee." This would no longer provide customers who have any additional toter a discounted rate. Instead, there would be one rate for each size toter and pick up service. This would affect seventy-four current UP Refuse accounts.

Memo

Type of Toter	2015 Proposed Rate	2015 Additional Toter Discounted Rate*
64 Gal. garbage toter every other week pick up	\$25.25	\$12.84
64 Gal. garbage toter weekly	\$35.95	\$23.51
96 Gal. garbage toter weekly (Residential)	\$46.66	\$34.01
96 Gal. garbage toter weekly (Commercial)	\$46.66	\$34.22

*This request would remove the discount and all prices would be the cost under the 2015 proposed rate column.

Conclusion

There are four items for your consideration for the public hearing that is scheduled for Tuesday, January 20, 2015.

1. CPI adjustment (1.4%) that is subject to Section 17.3. of the Franchise Agreement.
2. Tipping Fee Pass through increase that is subject to Section 17.6 of the Franchise Agreement.
3. Additional request by UP Refuse for the addition of a "waste broker fee" in the amount of \$10.00 per month. This would affect twenty-one commercial accounts.
4. Additional request by UP Refuse for the addition of a "totter uniformity fee" to remove the current discounted rate for those with a second, or more, toter. This would affect seventy-four accounts.

University Place Refuse Service, Inc.

EXHIBIT A - Rates Effective 3-1-15

Miscellaneous Service

Item	Rate Ceiling Schedule	Garbage ave. Lbs. Per Mo.	Rate Qualifier	Base Rates
Late Charge on delinquent balances				
Rate	1	N.A.	Per Month	1.50%
Minimum	1	N.A.	Per Month	\$ 1.69
Restart Fee (after stoppage due to delinquency)	1	N.A.	Each time	\$ 18.07
Can over size/weight	1	N.A.	Each time	\$ 10.60
Overtime Charges				
Per Hour	1	N.A.	Per Hour	\$ 41.96
Minimum	1	N.A.	Minimum	\$ 41.96
Assessed in addition to regular charges shown when customer requires service during Overtime and Holiday periods.				

Return Trip Charges

Residential 32 Gal or Less	1	N.A.	Each Time	\$ 13.72
Recycling, Yard Waste, or Garbage Toter (all sizes)	1	N.A.	Each Time	\$ 19.22
Drop Box	2	N.A.	Each Time	\$ 38.83
Container	2	N.A.	Each Time	\$ 39.17

Gate charge

Per Occurrence	2	N.A.	Each Time	\$ 6.35
Monthly Minimum	2	N.A.	Minimum	\$ 27.55

Unlocking Charge

Per Occurrence	2	N.A.	Each Time	\$ 3.18
Monthly Minimum	2	N.A.	Minimum	\$ 13.75

Disposal Fees

Land Recovery - MSW (per ton)	4	N.A.	Per Ton	\$ 158.57
Demolition (per ton)	4	N.A.	Per Ton	\$ 158.57
Car Tires (each)	4	N.A.	Each	\$ 9.89
Truck Tires (each)	4	N.A.	Each	\$ 16.49
Appliances (each)	4	N.A.	Each	\$ 49.45
Ash (per yard)	4	N.A.	Per Yard	\$ 45.34
Asbestos (per yard)	4	N.A.	Per Yard	\$ 247.33

Rate per Hour

Single Rear-Drive Axle Truck				
Non-Packer Truck and Driver	2	N.A.	Per Hour	\$ 47.70
Packer Truck and Driver	2	N.A.	Per Hour	\$ 76.31
Drop Box Truck and Driver	2	N.A.	Per Hour	\$ 48.56
Each Extra Person	2	N.A.	Per Hour	\$ 38.16
Tandem Rear-Drive Axle Truck				
Packer Truck and Driver	2	N.A.	Per Hour	\$ 95.41
Tractor or Drop Box Truck and Driver	2	N.A.	Per Hour	\$ 97.14
Each Extra Person or additional axle	2	N.A.	Per Hour	\$ 38.16

Waste Broker Account Fee

Assessed on each account that a Waste Broker* services.	2	N.A.	Per Mo.	\$ 10.00
* A Waste Broker is a third party hired by a business that has many locations, primarily retail chain stores. The Waste Broker charges a fee to the business for handling the scheduling and billing for waste and recycling services for the business' locations. A property management company that handles all aspects of a property for the business owner is not considered a waste broker.				

Refunds

	1	N.A.	Minimum	\$ 8.44
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Residential Service

Residential Garbage and Recycling

Quantity	Size	Rate Ceiling Schedule	Garbage ave. Lbs. Per Mo.	Frequency	Description	Rate Qualifier
1	24 gal. Toter	1	54	Every-other Wk	Garbage service only	\$ 20.18
1	24 gal. Toter	1	54	Every-other Wk	Garbage and recycling service	\$ 18.51
1	48 gal. Toter	1	88	Every-other Wk	Garbage service only	\$ 23.77
1	48 gal. Toter	1	88	Every-other Wk	Garbage and recycling service	\$ 22.10
1	48 gal. Toter	1	166	Weekly	Garbage service only	\$ 33.01
1	48 gal. Toter	1	166	Weekly	Garbage and recycling service	\$ 31.33
1st 1	64 gal. Toter	1	132	Every-other Wk	Garbage service only	Per Month \$ 26.96
1st 1	64 gal. Toter	1	132	Every-other Wk	Garbage and recycling service	Per Month \$ 25.25
1st 1	64 gal. Toter	1	199	Weekly	Garbage service only	Per Month \$ 39.31
1st 1	64 gal. Toter	1	199	Weekly	Garbage and recycling service	Per Month \$ 35.95
1st 1	96 gal. Toter	1	266	Weekly	Garbage service only	Per Month \$ 51.67
1st 1	96 gal. Toter	1	266	Weekly	Garbage and recycling service	Per Month \$ 46.66
Each Add'l	64 gal. Toter	1	132	Every-other Wk	Garbage service only	Per Month \$ 14.52
Each Add'l	64 gal. Toter	1	132	Every-other Wk	Garbage and recycling service	Per Month \$ 12.84
Each Add'l	64 gal. Toter	1	199	Weekly	Garbage service only	Per Month \$ 26.89
Each Add'l	64 gal. Toter	1	199	Weekly	Garbage and recycling service	Per Month \$ 23.51
Each Add'l	96 gal. Toter	1	266	Weekly	Garbage service only	Per Month \$ 39.06
Each Add'l	96 gal. Toter	1	266	Weekly	Garbage and recycling service	Per Month \$ 34.01
	24 gal. Toter	1	25	Occasional	Extra on-route pickup	\$ 4.39
	48 gal. Toter	1	41	Occasional	Extra on-route pickup	\$ 7.93
	64 gal. Toter	1	61	Occasional	Extra on-route pickup	\$ 10.53
Each Can, Bag or Bundle		1	34	Occasional	Extra garbage	Per Pickup \$ 6.35
Recycle only service		1	N.A.	Every-other Wk		Per Month \$ 6.76

Note: Pickup frequency for recycling noted above is every-other week.

Additional Carryout Charges							Rate Ceiling	Garbage ave.	Rate
Frequency	Description	Schedule	Lbs. Per Mo.	Frequency	Description	Qualifier			
Weekly	Over 5 feet but not over 25 feet	1	N.A.			Per Month	\$	3.28	
	For each additional 25 feet or fraction thereof	1	N.A.			Per Month	\$	2.48	
	Drive-ins on driveways over 125 ft	1	N.A.			Per Month	\$	11.63	
	For each step up or down	1	N.A.			Per Month	\$	0.86	
	For each overhead obstruction less than 8 feet from ground	1	N.A.			Per Month	\$	2.11	
	Sunken cans, or raised cans 4 feet and above	1	N.A.			Per Month	\$	2.48	
Yardwaste Collection							Rate Ceiling	Garbage ave.	Rate
Quantity	Size	Schedule	Lbs. Per Mo.	Frequency	Description	Qualifier			
1	64 gal. Toter	1	N.A.	Every-other Wk	Yardwaste service only	Per Month	\$	6.13	
1	64 gal. Toter	1	N.A.	Special Pickup	Yardwaste service only	Per Pickup	\$	13.72	
1	96 gal. Toter	1	N.A.	Every-other Wk	Yardwaste service only	Per Month	\$	8.00	
1	96 gal. Toter	1	N.A.	Special Pickup	Yardwaste service only	Per Pickup	\$	13.72	
	Each Can, Bag or Bundle	1	N.A.	Occasional	Extra Yardwaste	Per Pickup	\$	2.45	
	Redelivery Charge (for service cancelled and restarted within 12 months)	1	N.A.			Each Time	\$	21.96	
Multi-Family Recycling							Rate Ceiling	Garbage ave.	Rate
Description	Schedule	Lbs. Per Mo.	Qualifier						
Recycling Customers	3	N.A.	Per Month	\$				5.62	
Non-recycling Customers	3	N.A.	Per Month	\$				6.68	
Loose and Bulky Material							Rate Ceiling	Garbage ave.	Rate
Description	Schedule	Lbs. Per Mo.	Qualifier						
Regular Route									
Bulky Materials	2	134	Per Yard	\$	(1 yard minimum charge)			18.32	
Carry Charge (per each 5 feet over 8 feet)	2	N.A.	Per Yard	\$				3.25	
Loose Material	2	134	Per Yard	\$	(2 yards minimum charge)			19.64	
Carry Charge (per each 5 feet over 8 feet)	2	N.A.	Per Yard	\$				7.82	
Special Pickups - Add Time Charges To Rates Shown Above									
Commercial Service							Rate Ceiling	Garbage ave.	Rate
Commercial Garbage Toters							Rate Ceiling	Garbage ave.	Rate
Quantity	Size	Schedule	Lbs. Per Mo.	Frequency	Description	Qualifier			
1st 1	64 gal. Toter	1	132	Every-other Wk	Garbage service only	Per Month	\$	25.25	
Each Add'l	64 gal. Toter	1	132	Every-other Wk	Garbage service only	Per Month	\$	12.82	
1	64 gal. Toter	1	60	Special pickup	Garbage service only	Per Pickup	\$	20.69	
1st 1	64 gal. Toter	1	199	Weekly	Garbage service only	Per Month	\$	35.95	
Each Add'l	64 gal. Toter	1	199	Weekly	Garbage service only	Per Month	\$	23.51	
1st 1	96 gal. Toter	1	266	Weekly	Garbage service only	Per Month	\$	46.66	
Each Add'l	96 gal. Toter	1	266	Weekly	Garbage service only	Per Month	\$	34.22	
1	96 gal. Toter	1	90	Special pickup	Garbage service only	Per Pickup	\$	28.46	
Each Can, Bag or Bundle		1	30	Occasional	Extra garbage		\$	6.66	
Additional Toter Charges							Rate Ceiling	Garbage ave.	Rate
Description	Schedule	Lbs. Per Mo.	Qualifier						
Over 5 feet but not over 25 feet	1	N.A.	Per Pickup	\$				0.75	
For additional 25 feet or fraction thereof, add:	1	N.A.	Per Pickup	\$				0.56	
Drive-ins on driveways over 125 ft	1	N.A.	Per Pickup	\$				2.66	
For each step up or down	1	N.A.	Per Pickup	\$				0.19	
For each overhead obstruction less than 8 feet from ground	1	N.A.	Per Pickup	\$				0.56	
For cans or units underground or over 4 feet above ground, but not involving street cleaning	1	N.A.	Per Pickup	\$				0.56	
Container Service - Permanent Accounts (non-compacted)							Rate Ceiling	Garbage ave.	Rate
Container Size	Description	Schedule	Lbs. Per Mo.	Qualifier					
1 Yd	Special pickups	2	134	Per Pickup	\$			33.21	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	581	Per Month	\$			109.51	
1.5 Yd	Special pickups	2	192	Per Pickup	\$			44.01	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	832	Per Month	\$			145.68	
2 Yd	Special pickups	2	249	Per Pickup	\$			54.77	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	1079	Per Month	\$			181.73	
3 Yd	Special pickups	2	363	Per Pickup	\$			76.32	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	1573	Per Month	\$			253.78	
4 Yd	Special pickups	2	470	Per Pickup	\$			97.63	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	2037	Per Month	\$			324.89	
6 Yd	Special pickups	2	645	Per Pickup	\$			139.26	
	1 X Per Wk. Pickup (multiply Rate by # of pickups)	2	2795	Per Month	\$			462.83	
Container Service - Temporary Accounts (non-compacted)							Rate Ceiling	Garbage ave.	Rate
Container Size	Description	Schedule	Lbs. Per PU	Qualifier					
1 Yd	All Sizes Initial Delivery	2	N.A.	Per Delivery	\$			43.18	
	Pickup Rate	2	134	Per Pickup	\$			25.27	
	Daily Rate	2	N.A.	Per Day	\$			4.00	
	Monthly Rate	2	N.A.	Per Month	\$			80.13	
1.5 Yd	Pickup Rate	2	192	Per Pickup	\$			33.63	
	Daily Rate	2	N.A.	Per Day	\$			4.00	
	Monthly Rate	2	N.A.	Per Month	\$			92.45	
2 Yd	Pickup Rate	2	249	Per Pickup	\$			41.92	
	Daily Rate	2	N.A.	Per Day	\$			4.00	

Container Service - Temporary Accounts (non-compacted) - continued							
	3 Yd	Monthly Rate		2	N.A.		Per Month \$ 104.78
		Pickup Rate		2		363	Per Pickup \$ 58.58
		Daily Rate		2	N.A.		Per Day \$ 5.24
	4 Yd	Monthly Rate		2	N.A.		Per Month \$ 117.12
		Pickup Rate		2		470	Per Pickup \$ 75.00
		Daily Rate		2	N.A.		Per Day \$ 6.47
	6 yd	Monthly Rate		2	N.A.		Per Month \$ 129.44
		Pickup Rate		2		645	Per Pickup \$ 106.83
		Daily Rate		2	N.A.		Per Day \$ 7.70
		Monthly Rate		2	N.A.		Per Month \$ 141.76
Container Service - Customer Owned (compacted)							
Container Size	Description	Rate Ceiling	Garbage ave.	Schedule	Lbs. Per P/U		Rate
3 Yd	Special pickups			2	970		Per Pickup \$ 109.43
	1 X Per Wk. Pickup (multiply Rate by # of			2	4203		Per Month \$ 473.80
4 Yd	Special pickups			2	1294		Per Pickup \$ 135.09
	1 X Per Wk. Pickup (multiply Rate by # of			2	5607		Per Month \$ 585.04
5 Yd	Special pickups			2	1617		Per Pickup \$ 168.41
	1 X Per Wk. Pickup (multiply Rate by # of			2	7006		Per Month \$ 729.24
6 Yd	Special pickups			2	1773		Per Pickup \$ 194.95
	1 X Per Wk. Pickup (multiply Rate by # of			2	7682		Per Month \$ 844.22
Container Service - Miscellaneous							
Description	Schedule	Lbs. Per Mo.	Rate	Qualifier			
Roll-out Charge (moving container more than 5, but less than 20	2	N.A.					Per Pickup \$ 5.23
Roll-out Charge (moving container each additional 20 feet)	2	N.A.					Per Pickup \$ 5.23
Excess Weight Charge	2	N.A.					Per Pickup \$ 34.57
Washing and Sanitizing Containers and Drop Boxes							
Washing	2	N.A.					Per Yard \$ 4.46
	2	N.A.					Minimum \$ 29.71
Steam Cleaning	2	N.A.					Per Yard \$ 6.21
	2	N.A.					Minimum \$ 46.38
Pickup and redelivery charge	2	N.A.					Round Trip \$ 45.39
Drop Box Service - Permanent Accounts (non-compacted), To Disposal Site and Return							
Drop Box Size	Description	Schedule	Lbs. Per Mo.	Qualifier			
12 Yd	First Pickup	2	N.A.				Per Month \$ 158.72
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 70.90
13 Yd	First Pickup	2	N.A.				Per Month \$ 158.38
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 70.90
17 Yd	First Pickup	2	N.A.				Per Month \$ 168.96
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 74.40
20 Yd	First Pickup	2	N.A.				Per Month \$ 168.41
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 74.19
25 Yd	First Pickup	2	N.A.				Per Month \$ 188.56
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 85.01
30 Yd	First Pickup	2	N.A.				Per Month \$ 208.26
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 92.97
40 Yd	First Pickup	2	N.A.				Per Month \$ 255.00
	Additional Pickups (each)	2	N.A.				Per Pickup \$ 120.69
All Sizes	Excess Mileage Beyond 7 miles	2	N.A.				Per Mile \$ 2.94
	Lid Charge	2	N.A.				Per Month \$ 12.91
Commercial Service - continued							
Drop Box Service - Temporary Accounts (non-compacted), To Disposal Site and Return							
Drop Box Size	Description	Rate Ceiling	Garbage ave.	Schedule	Lbs. Per Mo.		Rate
12 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 85.52
	Daily Rate			2	N.A.		Per Day \$ 5.14
	Monthly Rate			2	N.A.		Per Month \$ 149.10
13 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 85.52
	Daily Rate			2	N.A.		Per Day \$ 5.09
	Monthly Rate			2	N.A.		Per Month \$ 148.48
17 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 89.34
	Daily Rate			2	N.A.		Per Day \$ 5.35
	Monthly Rate			2	N.A.		Per Month \$ 156.35
20 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 89.14
	Daily Rate			2	N.A.		Per Day \$ 5.33
	Monthly Rate			2	N.A.		Per Month \$ 155.73
25 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 98.59
	Daily Rate			2	N.A.		Per Day \$ 5.61
	Monthly Rate			2	N.A.		Per Month \$ 165.41
30 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 108.19
	Daily Rate			2	N.A.		Per Day \$ 6.00
	Monthly Rate			2	N.A.		Per Month \$ 177.45
40 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 140.98
	Daily Rate			2	N.A.		Per Day \$ 8.07
	Monthly Rate			2	N.A.		Per Month \$ 241.34
All Sizes	Initial Delivery			2	N.A.		One Time \$ 66.09
	Excess Mileage Beyond 7 miles			2	N.A.		Per Mile \$ 2.94
	Lid Charge			2	N.A.		Per Month \$ 12.91
Drop Box Service - Customer Owned (compacted), To Disposal Site and Return							
Drop Box Size	Description	Rate Ceiling	Garbage ave.	Schedule	Lbs. Per Mo.		Rate
8 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 151.58
10 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 150.88
12 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 154.45
15 Yd	Pickup Rate			2	N.A.		Per Pickup \$ 154.81

Drop Box Service - Customer Owned (compacted), To Disposal Site and Return - continued													
		18 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 157.86
		20 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 158.87
		25 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 167.24
		30 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 185.94
		35 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 212.70
		40 Yd	Pickup Rate			2	N.A.					Per Pickup	\$ 221.70
		All Sizes	Excess Mileage Beyond 7 miles			2	N.A.					Per Mile	\$ 2.94
Infectious Waste													
Gallons Total						Rate Ceiling	Garbage ave.					Rate	
Per Pickup						Schedule	Lbs. Per Mo.					Qualifier	
		0-10				2	N.A.					Per Gallon	\$ 3.07
		11-20				2	N.A.					Per Gallon	\$ 2.66
		21-30				2	N.A.					Per Gallon	\$ 2.65
		31-40				2	N.A.					Per Gallon	\$ 2.62
		41-50				2	N.A.					Per Gallon	\$ 2.59
		51-60				2	N.A.					Per Gallon	\$ 2.50
		61-70				2	N.A.					Per Gallon	\$ 2.38
		71-80				2	N.A.					Per Gallon	\$ 2.28
		81-90				2	N.A.					Per Gallon	\$ 2.14
		91-100				2	N.A.					Per Gallon	\$ 2.00
		101-110				2	N.A.					Per Gallon	\$ 1.91
		111-120				2	N.A.					Per Gallon	\$ 1.86
		121-130				2	N.A.					Per Gallon	\$ 1.79
		131-140				2	N.A.					Per Gallon	\$ 1.69
		141-150				2	N.A.					Per Gallon	\$ 1.61
		151-160				2	N.A.					Per Gallon	\$ 1.59
		161-170				2	N.A.					Per Gallon	\$ 1.56
		171-180				2	N.A.					Per Gallon	\$ 1.54
		181-190				2	N.A.					Per Gallon	\$ 1.48
		191-200				2	N.A.					Per Gallon	\$ 1.45
		201-210				2	N.A.					Per Gallon	\$ 1.43
		211-220				2	N.A.					Per Gallon	\$ 1.39
		221-230				2	N.A.					Per Gallon	\$ 1.33
		231-240				2	N.A.					Per Gallon	\$ 1.30
		241-250				2	N.A.					Per Gallon	\$ 1.28
Infectious Waste - continued													
		251-260				2	N.A.					Per Gallon	\$ 1.27
		261-270				2	N.A.					Per Gallon	\$ 1.23
		271-280				2	N.A.					Per Gallon	\$ 1.21
		281-290				2	N.A.					Per Gallon	\$ 1.19
		291-300				2	N.A.					Per Gallon	\$ 1.19
		301-310				2	N.A.					Per Gallon	\$ 1.18
		311-320				2	N.A.					Per Gallon	\$ 1.15
		321-330				2	N.A.					Per Gallon	\$ 1.13
		331-340				2	N.A.					Per Gallon	\$ 1.11
		341-350				2	N.A.					Per Gallon	\$ 1.11
		351-360				2	N.A.					Per Gallon	\$ 1.10
		361-370				2	N.A.					Per Gallon	\$ 1.07
		371-380				2	N.A.					Per Gallon	\$ 1.06
		381-390				2	N.A.					Per Gallon	\$ 1.05
		391-400				2	N.A.					Per Gallon	\$ 1.05
		401-410				2	N.A.					Per Gallon	\$ 1.03
		411-420				2	N.A.					Per Gallon	\$ 1.03
		421-430				2	N.A.					Per Gallon	\$ 1.02
		431-440				2	N.A.					Per Gallon	\$ 1.02
		441-450				2	N.A.					Per Gallon	\$ 1.01
		451-460				2	N.A.					Per Gallon	\$ 1.01
		461-470				2	N.A.					Per Gallon	\$ 1.00
		471-480				2	N.A.					Per Gallon	\$ 1.00
		481-490				2	N.A.					Per Gallon	\$ 0.96
		491-500				2	N.A.					Per Gallon	\$ 0.96
Infectious Waste - Miscellaneous													
Description						Rate Ceiling	Garbage ave.					Rate	
On-call Service, Add						Schedule	Lbs. Per Mo.					Qualifier	
		On-call Service, Add				2	N.A.					Per Pickup	\$ 8.06
		Special Pick-up, Add				2	N.A.					Per Pickup	\$ 8.06
		Minimum Charge				2	N.A.					Per Month	\$ 30.70