

A G E N D A

**Finance/Judiciary Committee
and Possible Quorum of the Budget Committee and/or City Council
City of Junction City
680 Greenwood Street**

**Thursday, February 6, 2025
6:30 p.m.**

To join the Committee meeting via computer, tablet, or smartphone
please click on the Zoom link below:

<https://us06web.zoom.us/j/86777661519>

You can also dial in using your phone: (253) 215-8782 or (877) 853-5257
Meeting ID: 867 7766 1519

1. Call to Order
2. Changes to the Agenda
3. Approval of Minutes November 7, 2024
4. Public comments for items not listed on the agenda
5. Vice Chair Appointment
6. Janitorial Services Contract
(City Recorder, Kitty Vodrup)
7. Request for Proposal for Audit Services
(Finance Director, Christina Green)
8. Agenda Forecaster
9. Committee Member Comments
10. Adjournment

Next standing meeting scheduled for Thursday, March 6, 2025, at 6:30 pm.

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, November 7, 2024.

PRESENT WERE: Chairman Karen Leach, Councilor Sandee Thomas, City Counselor Ceniga, city Administrator Knope, Finance Director Mike Crocker, and new Finance Director Christina Green.

1. Call to Order

Committee Chair Leach called the meeting to order at 6:30 p.m.

2. Changes to the Agenda

None

3. Approval of Minutes

The minutes for August 1, 2024 and September 5, 2024 were approved.

4. Public Comments for Items not Listed on the Agenda

None

5. Comcast and Hunter Communications Franchise Agreements

City Administrator Knope presented the draft franchise agreements for Comcast and Hunter Communications.

The Comcast Franchise is a renewal of an existing franchise agreement. The last agreement was renewed in 2013. Attached to this AIS is the agreement that Comcast has agreed to. Please note that the 5% franchise fee remains the same and there are no significant changes from the 2013 agreement. This agreement was negotiated by the City Attorney's office.

The Hunter Communications Franchise is a new franchise for the City. Attached to this AIS is the agreement that Hunter Communications has agreed to. It is for a period of 5 years and charges a 5% franchise fee. This agreement was negotiated by the City Attorney's office.

Staff is looking for feedback from Committee prior to these agreements going forward to Council for review and approval.

The agreements have been reviewed by Legal and follow the same outline.

The Committee directed the City Administrator to forward the draft agreements to Council for approval.

6. Spending Authority Resolution Update

Finance Director Crocker presented a draft of the City's resolution for establishing purchase limits and spending authority. This is an update of resolution 1004.

The City's spending authority contained in Resolution 1004 defines the spending authority for the City Administrator and staff. It is used as a guide as expenditures are executed and for the Finance Department to monitor proper authorization for all City expenditures.

The Spending authority is also monitored by the City's outside auditors to verify proper authorization for financial transactions.

The current spending levels resolution has not been updated since 2009. Due to rising prices, this has meant that the spending ability of staff has decreased over the past 15 years. This also causes the Finance Department to enforce transaction authorizations that could be within the authority of the individual staff member making the purchase.

The Committee discussed a \$30,000 limit for the City Administrator with no change to the department manager levels.

Items were discussed where payments routinely are over the current City Administrator's limit. Examples are the landfill invoices, electric utility bills and fuel invoices.

The Committee asked to review invoices for these items at a future meeting.

The Committee will discuss the resolution and items over the City Administrator's limit further at a future meeting.

7. Agenda Forecaster

The Committee made no changes to the agenda forecaster.

8. Committee Member Comments

None

9. Adjournment

As there was no further business, the meeting was adjourned at 7:23 p.m.

Respectfully Submitted:

Mike Crocker

Mike Crocker, Finance Director

Draft

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Vice Chair Appointment

Meeting Date: February 6, 2025
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Christina Green
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The Vice Chair for the Committee serves as the presiding officer in the absence of the Chair and is appointed by the Committee members.

BACKGROUND

The procedures for the Council Committees is established by Resolution No. 1285 and outlined in Exhibit 'A', "Procedures and By-Laws of the City Council Advisory Committees".

RELATED CITY POLICIES

JC Municipal Code Chapter 2.10

COMMITTEE OPTIONS

1. Appoint Vice Chair
2. Decline to appoint

ATTACHMENTS

None

FOR MORE INFORMATION

Staff Contact: Christina Green
Telephone: 541-998-2153
Staff E-Mail: cgreen@ci.junction-city.or.us

FINANCE/JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Janitorial Services Contract

Meeting Date: February 6, 2025
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: City Recorder Kitty Vodrup
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Before the Committee is a draft contract for Janitorial Service with G and K Floors.

BACKGROUND

The City uses janitorial services at various City facilities and has used the current vendor for many years. Staff felt it would be beneficial to do a request for quotes for janitorial services, due to best practices, as well as adding services at the new City Hall and Public Works facilities.

This type of contract would fall under the Category of an Intermediate Procurement, per Division 47 of the City's Public Contracting Rules, as the 5-year contract value would be more than \$25,000 but less than \$250,000. Per 137-047-0270, this procurement would be awarded based upon the company whose quote would best serve the City's interests, taking into account experience, expertise, qualifications, quality of service, in addition to price after receiving at least three quotes.

The City prepared a Request for Quotes (RFQ) and submitted to two janitorial service providers with the Oregon Forward Program. Per ORS 279.850, the City was legally required to contract with a qualified rehabilitation provider, if they could provide service. Both Oregon Forward vendors toured the City facilities and requirements and indicated that they would not be able to provide service to the City.

Staff sent the RFQ to ten other janitorial service providers, which included vendors who had requested to be notified when the City went out for quotes. Six vendors provided quotes for monthly service:

Empire Building Maintenance:	\$ 685 (current vendor)
G and K Floors:	\$1,233
Elite Maintenance:	\$1,870
Citywide:	\$1,987
Jani-King:	\$2,810
Clean Slate:	\$2,956

After reviewing the quotes for who would serve the City's best interests, staff recommends that the City enter into a contract with G and K Floors.

COMMITTEE REVIEW AND/OR RECOMMENDATION

No prior review.

RELATED CITY POLICIES

JCMC 3.30 Contract Review and Approval Process and City Public Contracting Rules.

LEGAL REVIEW

Attorney Connelly provided a draft of the contract.

CITY ADMINISTRATOR'S COMMENT

To recommend approval to the Council.

COMMITTEE OPTIONS

1. Recommend contract approval to the Council.
2. Recommend contract approval to the Council, with modifications.
3. Provide other direction to staff.

ATTACHMENTS

- A. Janitorial Contract Draft

CITY OF JUNCTION CITY

GOODS AND SERVICES AGREEMENT

BASED UPON the quotes submitted in response to the Request for Quotes for Janitorial Services, as issued and administered by City of Junction City (City), City and G and K Floors (Vendor) hereby enter into a contract for Vendor's provision of services in accordance with the specifications and quote provided.

All terms of the following exhibits are hereby incorporated by reference into this Agreement, and Vendor agrees to comply with each:

- (1) Exhibit A – Request for Quotes
- (2) Exhibit B – Vendor Quote
- (3) Exhibit C – Oregon Public Contracting Requirements for Goods and Service Contracts

Together with this Agreement, these documents comprise the "Contract Documents." In the case of a conflict, the terms of this Agreement prevail, followed by Exhibit C, then Exhibits A and B, in that order.

1. Scope of Work. Vendor shall provide all materials, equipment, and janitorial services, as specified in the attached Exhibits A and B (Services).
2. Term. The term of this Agreement shall extend from its execution until [REDACTED], 2026, (1 year term), and may be automatically renewed for up to 4 additional 1 year terms. Notwithstanding this Term, City reserves the right to terminate this Agreement, as outlined in this Agreement.
3. Compensation.
 - 3.1 Service Payment. Vendor shall provide services as defined above and in the attached exhibits for a maximum not to exceed total monthly charge for all facilities of \$1,233 as follows: \$240 for City Hall, \$240 for Council Chambers/Court Building, \$145 for Library, \$240 for Police Department, and \$368 for Public Works Department.
 - 3.2 Invoices. Payments shall be based upon Vendor's invoices submitted to City, detailing the previous month's fees and costs. Vendor's failure to invoice for Services within three (3) months of billing deadline waives Vendor's right to that payment.
 - 3.3 Payments.
 - a. City will review Vendor's invoice and within ten (10) days of receipt notify Vendor in writing if there is a disagreement or dispute with the invoice or

Services provided. If there are no such disputes, City shall pay the invoice amount in full within thirty (30) days of invoice date.

b. If City fails to make any payment due Vendor for Services and expenses within thirty (30) days of the date on Vendor's invoice therefore, late fees will be added to amounts due Vendor at the rate of 1.0 percent (1%) per month from original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute.

4. Termination for Convenience.

This Agreement may be terminated by mutual consent of the parties upon written notice. In addition, City may terminate all or part of this Agreement upon determining that termination is in the best interest of City by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Vendor. Upon termination under this paragraph, Vendor shall be entitled to payment in accordance with the terms of this Agreement for Services completed and accepted before termination less previous amounts paid and any claim(s) City has against Vendor. Pursuant to this paragraph, Vendor shall submit an itemized invoice for all unreimbursed Services completed before termination and all Agreement closeout costs actually incurred by Vendor. City shall not be liable for any costs invoiced later than thirty (30) days after termination unless Vendor can show good cause beyond its control for the delay.

5. Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Vendor, or at such later date as may be established by City, under any of the following conditions:

5.1 If City funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of Services. The Agreement may be modified to accommodate a reduction in funds.

5.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the Services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.

5.3 If any license or certificate required by law or regulation to be held by Vendor to provide the Services required by this Agreement is for any reason denied, revoked, or not renewed.

6. Termination for Default. If either party fails to perform in the manner called for in this Agreement or fails to comply with any other provisions of the Agreement, after providing the breaching party with a fifteen (15) day written notice and opportunity to cure and the breach has not been entirely cured, the other party may immediately terminate this Agreement for default. Termination shall be effected

by serving a notice of termination on Vendor setting forth the manner in which Vendor is in default.

7. Remedies. In the event of breach of this Agreement, the parties shall have the following remedies:
 - 7.1 If terminated under Section 6 by City due to a breach by Vendor: a) Vendor shall be paid the Agreement price only for Services performed in accordance with the manner of performance as set forth in this Agreement; and b) City may purchase Services from another vendor. If the cost of the Services exceeds the unpaid balance of the total compensation provided under this Agreement, then Vendor shall pay to City the amount of the reasonable excess.
 - 7.2 In addition to the above remedies for a breach by Vendor, City also shall be entitled to any other equitable and legal remedies that are available.
 - 7.3 If City breaches this Agreement, Vendor's remedy shall be limited to and accepted by City.
 - 7.4 City shall not be liable for any indirect, incidental, consequential, or special damages under the Agreement or any damages arising solely from terminating the Agreement in accordance with its terms.
 - 7.5 Upon receiving a notice of termination, and except as otherwise directed in writing by City, Vendor shall immediately cease all activities related to the Services and work under this Agreement.
8. Standard of Care. Vendor warrants that Services to be performed pursuant to this Agreement shall be done in a good and workmanlike manner and will conform to the highest standards prevalent in the industry or business most closely involved in providing Services City is purchasing.
9. Change Orders. Vendor and City reserve the right to order changes to the Services to be provided herein. Vendor and City shall determine a fair and equitable cost and, if required, additional time for such changes. All such changes shall be ordered and agreed to in writing by both parties.
10. Confidentiality. Vendor shall maintain the confidentiality, both external and internal, of any confidential information to which it is exposed by reason of this Agreement. Vendor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.
11. Security and Substance Check. Vendor agrees that each of its employees and subcontractor's employees involved in this Janitorial Services Agreement may, at the option of City and in compliance with Vendor policy, be subject to a security background check and/or substance abuse testing.

12. No Waiver of Legal Rights. City shall recover from Vendor such damages as City may sustain by reason of Vendor's failure to comply with the terms of this Agreement. A waiver of any breach of the Agreement shall not be held as a waiver of any other subsequent breach of this Agreement.

13. Notice. All notices provided for under this Agreement shall be in writing and shall be deemed to be duly served: 1) on the date of delivery if delivered in person; 2) on the day after deposit if delivered by overnight courier; or 3) three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. All notices shall be addressed as follows, except that either party may change its notice address at any time by delivering written notice of the new address to the other party:

CITY:

City of Junction City
185 W. 8th Avenue
PO Box 250
Junction City, OR 97448
Telephone: 541-998-2153

VENDOR:

G and K Floors
36491 Norton Creek Road
Blodgett, OR 97326
Telephone: 541-453-4018

14. Insurance. Vendor shall maintain the following limits of insurance with a carrier(s) rated A- or better by A.M. Best:

Commercial General Liability Insurance:

Products/Completed Operations
Per Occurrence: \$2,000,000 minimum

Automobile Liability Insurance:

Per Occurrence: \$1,000,000 minimum

Vendor shall: (a) provide City with a copy of a current Certificate of Insurance with the coverages listed above; (b) include City as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Vendor insurance policy); and (c) ensure that all policies provide a thirty (30) day notice of cancellation to the named insured.

15. Indemnity. To the extent permitted by law, Vendor shall protect, defend, indemnify and hold the City and its officers, agents, and employees harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, fines, penalties, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property arising out of the work performed or goods provided under this Agreement or Vendor's violation of any law, ordinance or regulation, contract provision or term, or condition of regulatory authorization or permit, except for damages resulting from the sole

negligence of City. Vendor expressly waives any right to City indemnification and defense under the Oregon Tort Claims Act.

16. Force Majeure. This Section applies in the event that either party is unable to perform the obligations of this Agreement because of a Force Majeure event as defined herein, to the extent that the Agreement obligation must be suspended. A Force Majeure event is an event that prohibits performance and is beyond the control of the party. Such events may include natural or man-made disasters, or an action or decree of a superior governmental body which prevents performance. Should either party suffer from a Force Majeure event and be unable to perform, such party shall give notice to the remaining party as soon as practical and shall do everything possible to resume performance. Upon receipt of such notice, the parties shall be excused from such performance as it is affected by the Force Majeure event for the period of such event.
17. Independent Contractor. Vendor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Agreement. While City reserves the right to set various schedules and evaluate the quality of Vendor's completed work, City cannot and will not control the means and manner of Vendor's performance. Vendor is responsible for determining the appropriate means and manner of performing work. Vendor is responsible for all federal and state taxes applicable to compensation and payment paid to Vendor under the Agreement and will not have any amounts withheld by City to cover Vendor's tax obligations. Vendor is not eligible for any City fringe benefit plans.
18. Assignment. Vendor shall not assign or subcontract any of its obligations under this Agreement without City's prior written consent, which may be granted or withheld in City's sole discretion.
19. Governing Law. This Agreement is to be governed by and under the laws of the State of Oregon.
20. Consent to Jurisdiction. The parties hereby consent to jurisdiction of the Lane County Circuit Court, Lane County, Oregon, over all legal matters pertaining to this Agreement, including, but not limited to, its enforcement, interpretation or rescission.
21. Public Contracting Requirements. Vendor shall comply with all federal, state and local laws and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code including ORS 279B.020, 279B.220, 279B.230, and 279B.235, as more particularly set forth in Exhibit C, attached hereto and incorporated herein by this reference.
22. Arbitration. If any disputes, disagreements, or controversies arise between the parties pertaining to the interpretation, validity, or enforcement of this Agreement,

the parties shall, upon the request of City, submit such dispute to binding arbitration under the Oregon Uniform Arbitration Act, ORS 36.600 *et seq.* Arbitration shall be requested by delivering to the other party a written request for arbitration. Within five (5) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within five (5) days, an arbitrator may be appointed by the presiding judge of the Lane County Circuit Court, upon the request of either party submitted in accordance with ORS 36.645. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's decision shall be binding upon the parties.

- 23. Attorney Fees. In any litigation or arbitration between the parties arising from or in any way pertaining to the interpretation or enforcement of this Agreement, including any action for rescission of this Agreement, the prevailing party shall be entitled to recover, as a part of any arbitration award or judgment, that party's costs and reasonable attorney's fees incurred in connection with such proceeding, at hearing or trial and on appeal.
- 24. Entire Agreement. This Agreement shall be the exclusive Agreement between the parties for the purchase. No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of both parties, except as otherwise authorized herein.
- 25. Severability. If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity will not affect any other provisions of this Agreement, and this Agreement will be construed as if the invalid provision had never been included in this Agreement.
- 26. Section Headings. Section headings are used solely for convenience and are not to be used in construing or interpreting this Agreement.
- 27. Signatures. This Agreement is not effective unless and until it is approved, signed and dated by an authorized representative of each party. Each person executing this Agreement on behalf of a party to this Agreement hereby covenants that they are duly authorized by that party to bind that party to this Agreement.

CITY:

VENDOR:

CITY OF JUNCTION CITY

G and K Floors

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____



Exhibit A

City of Junction City Request for Quotes Janitorial Services

- Service at 5 (five) City facilities, per the attached Scope of Services
- Please submit a written quote that includes monthly cost per City facility
 - Please provide janitorial services references
- Janitorial company must be properly licensed, insured, and bonded
- A tour of City facilities may be arranged, prior to providing the quote
- City will award the contract to the company whose quote will best serve the City's interests, taking into account experience, expertise, qualifications, and quality of service, in addition to price.
- Selected janitorial service will be required to enter into a contract with the City and maintain Commercial General Liability Insurance

Written quotes and references may be submitted to City Recorder Kitty Vodrup at:

- Email: kvodrup@ci.junction-city.or.us
- Mailed: PO Box 250, Junction City, OR 97448
- Dropped off at City Hall: 185 W. 8th Avenue

Questions or facility tour arrangements:
Kitty at 541-998-2153.

October 21, 2024

CONTRACT FOR JANITORIAL SERVICES ATTACHMENT A

CLEANING REQUIREMENTS

Location of Services: City Hall – 185 W. 8th

Quarterly: Wash windows outside; wash window screens; wash walls in bathrooms and kitchen area

Monthly: Wash windows inside

Weekly:

- Clean and sanitize two (2) bathrooms
- Check and replenish toilet paper and towels in bathrooms
- Clean kitchen, including cleaning inside/outside of microwave, cleaning sink, wiping down cabinets/counters, outside of refrigerator.
- Clean drinking fountain in reception area
- Sweep and mop vinyl and tile floors
- Vacuum all carpeted areas
- Dust windows, doors, windowsills, desks, and blinds
- Wipe and clean exposed horizontal surfaces
- Wipe smudges and hand prints off door faces
- Clean glass on outside doors
- Wipe telephones and keyboards
- Remove all cobwebs
- Empty all garbage cans, replace liners
- Empty all recycling containers
- Any other general housekeeping duties, as necessary

Location of Services: Council Chambers/Court Building - 680 Greenwood Street

Quarterly: Wash windows outside entire building; wash window screens; wash walls in bathrooms and kitchen area

Monthly: Wash windows inside of Council Chambers

Weekly:

- Clean and sanitize two (2) bathrooms
- Check and replenish toilet paper and towels in bathrooms
- Clean kitchenette, including cleaning sink, counters, wiping down cabinets, and cleaning inside/outside of microwave
- Clean vinyl floors in bathroom and kitchenette
- Empty all garbage cans, replace liners.
- Empty all recycling containers.

Every other Week (1st and 3rd weeks):

- Vacuum all carpeted areas
- Dust blinds in Council Chambers
- Wipe and clean exposed horizontal surfaces in Council Chambers

- Clean glass on two outside doors
- Any other general housekeeping duties, as necessary

Location of Services: Junction City Library - 726 Greenwood Street

Weekly:

- Clean/sanitize restroom sink, toilet, and infant changing table and clean/polish mirror and fixtures
- Wipe/clean restroom and outer hallway door knobs and light switches
- Sweep and wet mop vinyl floors in the restroom and outer hallway
- Empty restroom garbage can and replace liner

Location of Services: Junction City Police Department - 672 Greenwood Street

Weekly:

- Sweep and mop all hard floors (including the hallway in the jail area)
- Vacuum all carpeted areas
- High dust for cobwebs and vents (as needed)
- Spot clean all windows, including the front counter and door glass, of fingerprints and smudges
- Spot clean fingerprints and smudges from doors, frames, walls and light switches
- Kitchen: clean/sanitize microwaves and counter; spot clean
- Restrooms: clean/sanitize sinks, toilets, sweep and mop floors; clean/polish mirror and fixtures; refill dispensers
- Jail cells, **if unoccupied**, sweep and mop floors; spot clean walls; high dust
- Empty all waste cans and recycle bins

Location of Services: Public Works Department – 1171 Elm Street

Monthly: Clean light fixtures and cobwebs in bathrooms; Clean outside main windows; and Clean cobwebs and blinds in main areas.

Weekly:

- Restrooms (2 downstairs and 1 upstairs):
 - Clean/sanitize sinks, toilets, urinal (if present)
 - Sweep and mop floors
 - Clean/polish mirrors and fixtures
 - Replenish toilet paper, soap, paper towels, and sanitizer (if present)
 - Empty garbage
- Downstairs (Includes main lobby of Utility Billing, Utility Billing Office, Main lobby of Building/Planning, Permit Technician/Planner Office; Building Official Office, Director’s Office; and Superintendent’s Office).
 - Sweep and mop floors
 - Sanitize phones, door knobs, work surfaces
 - Wipe smudges on doors, walls, windows where needed
 - Clean window sills
 - Empty all garbage/recycle and replace liners.

- Upstairs (Includes Break Room and Sink, Public Works Foreman's Office, Special Programs Coordinator Office, and Landing/stairs)
 - Sweep and mop floors
 - Sanitize phones, door knobs, work surfaces
 - Wipe smudges on doors, walls, windows where needed
 - Clean window sills
 - Empty all garbage/recycle and replace liners.

GENERAL REQUIREMENTS

1. Contractor must be properly licensed, insured, and bonded. The state requires a BOLI Labor Contractor's license, if applicable.
2. Contractor must follow all safety and emergency procedures set in place by the police department.
3. Contractor agrees to perform the required services as listed above in a thorough safe manner following proper procedures.
4. Contractor will provide monthly billing statement to the City no later than the 5th of each month. Billing statement to include the names of employees that provided the service during the month, the hours worked, and the total dollar amount.
5. Contractor shall furnish all the equipment and cleaning supplies necessary for the performance of the services shown above.
6. City shall furnish all consumable supplies for the restrooms, kitchen, kitchenette, and the disposal of refuse.
7. City shall provide building and office keys through the Police Department Dispatch office at 672 Greenwood Street. Contractor shall retrieve keys to access areas to clean. Contractor will return keys to the dispatch office promptly after each use.
8. Contractor will verify that all buildings are securely locked before leaving.
9. Contractor will not bring unauthorized persons into any City facility.
10. Contractor will ensure that each of its employees are sent to the City for fingerprinting and a background check *prior* to performing any work inside of the City's buildings.

Specific steps are outlined below:

- a. Contractor or contractor's employee will contact the Police Department to arrange for a fingerprinting to be performed.
- b. Contractor or contractor's employee will complete a "Security Clearance Background Request" form and fingerprint card.
- c. City will submit completed form and card to the Oregon State Police.
- d. Once results are received, City will notify Contractor of results as being approved or disapproved as determined by the Oregon State Police requirements and guidelines.

- e. Contractor and contractor's employees who will be working inside of the Police Department will obtain CJIS clearance and maintain CJIS clearance annually.
 - f. Contractor will let the City Recorder or designee know names of Contractor and/or contractor employees that have been approved to be in City facilities and will provide updated information, as needed. The City Recorder or designee may verify with the Police Department and will keep an up to date list.
11. Contractor and contractor's employees will refrain from making inquiries about the background check and results to the City. Contractor understands that such information is available by contacting the Oregon State Police Identification Services Section directly.

G and K Floors
36491 Norton Creek Rd.
Blodgett, Or 97326
(541) 453-4018
gandkfloors@peak.org

Exhibit B

January 27, 2025

The following bid is for janitorial services for the city of Junction City. 5 locations are included. The fee is a monthly charge.

Police Department	\$240.00
Chamber	\$240.00
City Hall	\$240.00
Library	\$145.00
Public Works	\$368.00

Thank You
Kristie Guzman

EXHIBIT C

ORS CHAPTER 279B PUBLIC CONTRACTING REQUIREMENTS FOR THE PURCHASE OF GOODS AND SERVICES

- (1) Vendor shall pay promptly, as due, all persons supplying labor or materials for the performance of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor. ORS 279B.220(1).
- (2) Vendor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Vendor or Subcontractor incurred in the performance of the contract. ORS 279B.220(2).
- (3) Vendor shall not permit any lien or claim to be filed or prosecuted against City on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted. ORS 279B.220(3).
- (4) Vendor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617. ORS 279B.220(4).
- (5) Vendor agrees that if Vendor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Vendor or a Subcontractor by any person in connection with the contract as such claim becomes due, City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Vendor by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Vendor or his surety from his or its obligation with respect to any unpaid claim. If City is unable to determine the validity of any claim for labor or material furnished, City may withhold from any current payment due Vendor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.
- (6) Vendor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Vendor, of all sums which the Vendor agrees to pay for such services and all monies and sums which the Vendor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. ORS 279B.230(1).
- (7) All subject employers working under the Vendor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126. ORS 279B.230(2).
- (8) Vendor shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, *et seq.*) ORS 279B.235(3).
- (9) The Vendor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work. ORS 279B.235(2).

- (10) All sums due the State Unemployment Compensation Fund from the Vendor or any Subcontractor in connection with the performance of the contract shall be promptly so paid. ORS 701.430.
- (11) Vendor shall, to the maximum extent economically feasible in the performance of this Agreement, use recycled paper or other products as defined in ORS 279A.010.
- (12) Vendor certifies its compliance with all applicable state and local tax laws, including but not limited to ORS 305.385, ORS 305.620, ORS chapters 316, 317 and 318. Vendor certifies it will continue to comply with all such tax laws during the term of this contract. Vendor's failure to comply with such state and local tax laws prior to executing this contract or during the term of this contract constitutes a default for which City may terminate this contract and seek damages and other relief available under the terms of this contract or applicable law. ORS 279B.045.
- (13) Vendor certifies that it has not discriminated and will not discriminate against minorities, women, emerging small business enterprises or a business enterprise that is controlled by or that employs a veteran as defined in ORS 408.225 in obtaining any required subcontractors. ORS 279A.110.
- (14) As used in this section, "nonresident contractor" means a contractor that has not paid unemployment taxes or income taxes in the state of Oregon during the 12 calendar months immediately preceding submission of the bid for the contract, does not have a business address in this state, and stated in the bid for the contract that it was not a "resident bidder" under ORS 279A.120. When a public contract is awarded to a nonresident contractor and the contract price exceeds \$10,000, the contractor shall promptly report to the Department of Revenue on forms to be provided by the department the total contract price, terms of payment, length of contract and such other information as the department may require before the bidder may receive final payment on the public contract. ORS 279A.120.

F:\1Clients\Muni\Junction City\General\52 - General 2024\AGT Goods and Services Agreement - Janitorial Services CHCkad 082724.docx

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Request for Proposals: Audit Services

Meeting Date: February 6, 2025
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: Christina Green
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Attached are the proposals received in response to the City's request for proposals for audit services. The proposals were due on January 31, 2025 and (5) proposals were received.

The annual audit is a standardized service provided by a Certified Public Accounting firm licensed by the Oregon State Board of Accountancy to perform municipal audits. The audit examination is performed in accordance with generally accepted governmental procedures as prescribed in the American Institute of CPA's Industry Audit Guide – Audits of State and Local Governmental Units and in the Government Finance Officers Association's Governmental Accounting, Auditing, and Financial Reporting guide.

BACKGROUND

From the Secretary of State web site:

Oregon law requires local governments to have a financial statement audit performed each year, and file the resulting reports with our office. These audits are performed by independent Certified Public Accountants, and are subject to review.

Municipalities are required to annually submit audited financial statements to the Secretary of State under ORS 297.425.

From ORS297.425:

Annual audits required; contracts related to audits; compensation; expenses; subjects of audits.

(1) Except as provided in ORS 297.435, the accounts and fiscal affairs of every municipal corporation shall be audited and reviewed at least once each calendar or fiscal year, and more often if considered advisable by the governing body or managing or executive officer of the municipal corporation.

After the year-end process is completed an outside accounting firm conducts an independent financial audit. The audit includes on-site field work and procedures during which accounting records and procedures used by the City are reviewed.

RELATED CITY POLICIES

City of Junction City fiscal policy for Accounting, Auditing and Financial Reporting:

The City will comply with the modified cash basis of accounting, Government Finance Officers Association auditing and reporting standards, Oregon state law external audit requirements, and Oregon Revised Statutes relating to municipal finance. (Adopted February 26, 2013 and updated August 26, 2014)

COMMITTEE OPTIONS

The Committee may:

1. Request additional information from staff,
2. Make a recommendation to Council,
3. Or make other recommendations to staff or Council.

ATTACHMENTS

- A. 2024 Request for proposals to provide municipal auditing and financial consulting services.
- B. Proposal Received: Aldrich CPAs + Advisors LLP
- C. Proposal Received: Clear Trail CPAS
- D. Proposal Received: KDP Certified Public Accountants, LLP
- E. Proposal Received: Sensiba LLP
- F. Proposal Received: Umpqua Valley Financial, LLC

FOR MORE INFORMATION

Staff Contact: Christina Green
Telephone: 541-998-2153
Staff E-Mail: cgreen@ci.junction-city.or.us



FINANCE JUDICIARY COMMITTEE MEETING

AGENDA FORECASTER

February 6, 2025

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2025 CURRENT BUSINESS ITEMS – FEBRUARY 6, 2025

Current Business Items – February 6, 2025

<u>Item</u>	Vice Chair Appointment
<u>Requested By</u>	Christina Green, Finance Director
<u>Date Last at Committee</u>	New Item
<u>Current Agenda Item Number</u>	5
<u>Item Description</u>	
	Appointment of Committee Vice Chair per City code.
<u>Current Status/Update:</u>	New Item

<u>Item</u>	Janitorial Services Contract
<u>Requested By</u>	Kitty Vodrup, City Recorder
<u>Date Last at Committee</u>	New Item
<u>Current Agenda Item Number</u>	6
<u>Item Description</u>	
	Consideration and discussion of proposals received for janitorial services contract.
<u>Current Status/Update:</u>	New Item

<u>Item</u>	Request for Proposals (RFP) for Audit Services
<u>Requested By</u>	Christina Green, Finance Director
<u>Date Last at Committee</u>	09/05/24; 3/7/24
<u>Current Agenda Item Number</u>	7
<u>Item Description</u>	
	Review of the proposals received from audit firms in response to City's RFP for audit services.
<u>Current Status/Update:</u>	Beginning of the Audit RFP review process.

2025 PENDING BUSINESS ITEMS

Pending Business Items

Item: Spending Authority Resolution Update

Requested By: Mike Crocker, Finance Director

Staff Contact: Christina Green, Finance Director; Jason Knope, City Administrator

Date Last at Committee: 11/7/24; 6/6/24

Item Description: The current spending levels resolution has not been updated since 2009. Due to rising prices, this has meant that the spending ability of staff has decreased over the past 15 years. This also causes the Finance Department to enforce transaction authorizations that should be within the authority of in the individual staff making the expenditure.

Current Status/Update: Committee requested additional information from staff.

2025 FUTURE BUSINESS ITEMS

Future Business Items

Item Request for Proposals (RFP) City Prosecutor

Requested By Christina Green, Finance Director

Item Description

The contract for the City Prosecutor has been in place since 2021. The current contract extension has expired and staff would like directions from the Committee. The City Prosecutor provides service to the City's Municipal Court.

Item RLF Fund Discussion

Requested By Finance Committee Chair Leach

Item Description

Discussion with RLF Committee Member McDaniel. Continuing discussion about the purpose of the fund and potential uses. This is a continuing discussion from the November 4, 2021 Committee meeting.

Item Review of City Retention Schedule

Requested By Kitty Vodrup, City Recorder

Item Description

Review and discussion of the City's Record Retention Schedule.

Item Health Benefits Contracts Fiscal Policy

Requested By Finance Director Crocker/Green

Item Description

Policy to reflect Council's direction to Staff for staff health benefits contracts. (January or February)

2025 FUTURE BUSINESS ITEMS (CONT'D)

Future Business Items (cont'd)

Item Training Fee Code Update
Requested By Finance Director Crocker/Green
Item Description
Forwarded by the Court to update City Code.

Item Telecom Ordinance
Requested By Jason Knope, City Administrator
Item Description
Updated telecom ordinance (November)


Item City Prosecutor Request for Proposals
Requested By Finance Director Crocker/Green
Item Description
Request for Proposals for City Prosecutor contract services

Item Insurance Agent of Record Request for Proposals
Requested By Finance Director Crocker/Green
Item Description
Request for Proposals for the City's insurance agent of record contract

Item Other Contracts to Review: Net Assets, Professional Credit Services, Wilson Heirgood, medical expense reimbursement plan.
Requested By Finance Director Crocker/Green
Item Description
Misc Contracts to be Reviewed

2025 COMMITTEE MEETING CALENDAR

Committee Meeting Calendar

 Regular Meeting

Calendar Year 2025

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													