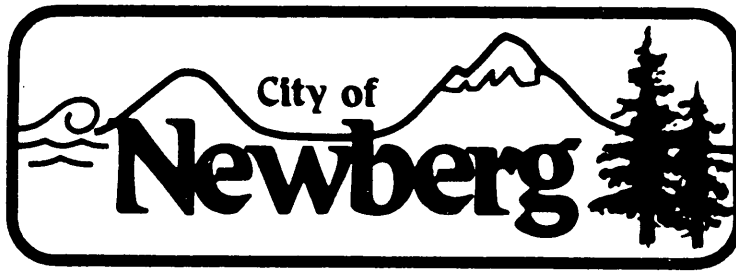


Aggy,

We only received
one set of
documents in the mail.

We have signed the
agreement and taken
copies for our file.

Kim Morris
Morris Sanitorial



City Manager
(503) 538-9421

City Attorney
(503) 537-1208

414 E. First St.
Newberg, Oregon 97132

City FAX
(503) 538-5393

September 22, 1994

Mike Dressel
Morris Janitorial and Carpet Cleaning, Inc.
2648 N. Ford Street
McMinnville, Oregon 97128

Dear Mike,

Attached are two copies of an addendum to the current Janitorial Services Contract between the City of Newberg and Morris Janitorial and Carpet Cleaning, Inc. This Addendum should be consistent with our recent discussion regarding the janitorial service. If this is satisfactory, please sign both copies and return for execution by the City. We will return a fully executed copy for your files.

The City of Newberg looks forward to a continued partnership with Morris Janitorial and Carpet Cleaning, Inc. in providing clean facilities for the citizens and staff of the City of Newberg.

Sincerely,

Duane R. Cole
City Manager

DRC/trm
enc.

pc: Greg Scoles, Community Development Director
Robert Tardiff, Chief of Police

*Returned
9/28/94*

Building: 537-1240 • Community Development: 537-1210 • Finance: 537-1201 • Fire: 538-7441
Library: 538-7323 • Municipal Court: 537-1203 • Police: 538-8321 • Public Works: 537-1214 • Utilities: 537-1205

"Working Together For A Better Community-Serious About Service"

ADDENDUM TO JANITORIAL SERVICES CONTRACT

This addendum amends the current contract between Morris Janitorial and Carpet Cleaning, Inc. and the City of Newberg as follows:

A. Service Level:

Levels of service shall be reduced from the current 5 days weekly service to the frequency and levels attached (Exhibit "B") at the Library, City Hall, Community Development Building and Legal Annex. Service at the Wastewater Facility shall be discontinued and all keys and duplicates to that facility shall be returned.

The Scope of Work shall be accomplished as per the attached bid submitted by Morris Janitorial and Carpet Cleaning, Inc. (Exhibit "C"). These charges shall be prorated as of the effective date of this addendum.

B. Personnel List:

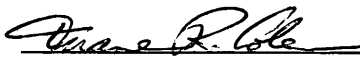
Morris Janitorial and Carpet Cleaning, Inc. shall submit a list of all personnel employed by them that may have access to City Facilities to perform janitorial duties. This list shall be updated whenever personnel are added to, or removed from the staff. The list shall include full name, date of birth, and a signed release form from the individual, authorizing the Newberg Police Department to complete a criminal history check.

Those personnel having potential access to City Facilities shall submit to a confidential background check to be conducted by the City of Newberg. The City will issue I.D. cards to those personnel granted access to City Facilities to perform janitorial functions. The City issued I.D. cards shall remain property of the City of Newberg and shall be worn and displayed by Morris Janitorial and Carpet Cleaning, Inc. personnel at all times while on or in City Facilities. Facility access may not be granted without a City issued I.D. card. Any request by the City for removal of Morris Janitorial and Carpet Cleaning, Inc. personnel from the authorized entry list shall be resolved by a representative of Morris Janitorial and Carpet Cleaning, Inc. and the City Manager or his authorized representative.

C. Contract Status:

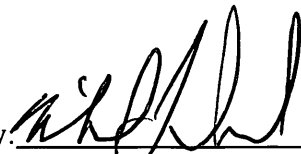
The existing contract terms not superseded by this addendum shall remain in effect. This addendum shall, after acceptance and approval by both Morris Janitorial and Carpet Cleaning, Inc. and the City of Newberg, become effective **October 1, 1994**.

By:


City of Newberg

City Manager 9/23/1994
Title Date

By:


Morris Janitorial and Carpet
Cleaning, Inc.

VP. 9/27/94
Title Date

**TO BE PERFORMED AT CITY HALL,
COMMUNITY DEVELOPMENT BUILDING, AND LEGAL ANNEX.**

I. *Once Weekly*

1. Empty all wastebaskets and pickup all loose trash in buildings.
2. Empty and clean ash trays.
3. Vacuum all carpeted areas.
4. Clean and polish all water fountains.
5. Spot shampoo and extract carpets as needed.
6. Deodorize smoking areas.
7. Replenish all dispensers (soap, towel, toilet paper).
8. Remove fingerprints and smudge marks from all doors, light switches, kickplates, pushplates and pushbars.
9. Dust desks, office equipment, spot clean as necessary.
10. Clean entrance-way, entrance-way mat and glass.
11. Clean and sanitize all restroom fixtures.
12. Spot wash restroom wall partitions and doors.
13. Clean restroom mirrors.
14. Wet mop restroom floors.
15. Notify Building Maintenance Supervisor of low restroom stock.
16. Properly arrange furniture in offices and lobbies.
17. Maintain a clean and orderly janitorial closet.
18. Leave only designated night lights on.
19. Check doors and windows upon completion of work to insure they are closed and locked.
20. Pickup outside area near dumpsters.
21. Sweep or dust mop all hard floor surfaces.
22. Wet mop all resilient and tile floor surfaces.
23. Spot mop all wood floor surfaces as needed.
24. Clean and wash all kitchen fixtures including vending machines, coffee makers, sinks, and counters.
25. Ensure that all coffee makers are turned off.
26. Replace all liners in wastepaper receptacles; liners to be furnished by janitorial service.
27. Dust or vacuum all horizontal surfaces, tables, window sills, counters, partitions, etc., vacuum all fabric furniture, spot clean as needed.
28. Clean all glass in all doors.
29. Clean and disinfect telephones.
30. Polish bright work.

II. *Once Quarterly*

1. Clean all ceiling vents.
2. Vacuum and spot clean all fabric and vinyl furniture.
3. Dust all venetian blinds.
4. Detail vacuum rugs.
5. Strip and wax all resilient floors, buff to polish, according to owner's specs.
6. Strip and seal all tile and wood floors, buff to polish, according to owner's specifications.

TO BE PERFORMED AT PUBLIC LIBRARY

I. *Three Times Each Week - Monday, Wednesday and Friday*

1. Remove trash (replace liners as needed).
2. Empty and clean ashtrays.
3. Vacuum carpeted areas and spot clean.
4. Clean and sanitize water fountain.
5. Clean and sanitize restrooms and restock dispensers (paper stock will be supplied by Library).
6. Notify Building Maintenance Supervisor when restroom stock is low.
7. Spot wash walls and doors.
8. Dust and clean counter tops and library tables.
9. Sweep and/or mop all hard surfaced floors.
10. Replace and straighten library furniture.
11. Clean and sanitize sinks.
12. Clean door glass.
13. Spot clean partition glass.
14. Sweep exterior ramp and stairs.
15. Police for litter at main entry area-exterior.
16. Dust horizontal surfaces to 6' in height.
17. Clean and sanitize telephones.
18. Empty outside trash receptacle.

II. *Once Quarterly*

1. Clean and sanitize HVAC Vents.
2. Vacuum and spot clean all upholstered furniture.
3. Dust venetian blinds.
4. Dust wood trim and beams.
5. Machine scrub all hard surfaced floors.

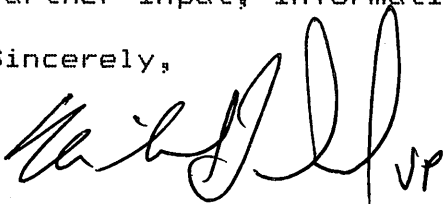
August 23, 1994

City of Newberg
Attn: Russ Thomas
414 East 1st Street
Newberg, Oregon 97132

Dear Russ,

Please find enclosed estimated cost figures for decreased janitorial services. Attached you will find existing contract specifications in their proposed form. Please contact me for further input, information, or questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Dressel", with a stylized flourish at the end.

Michael Dressel
Commercial Accounts Manager
Morris Janitorial and Carpet Cleaning, Inc.
1501 East 14th Street
McMinnville, Oregon 97128
503-472-3889

Janitorial

Library 3 x per week= \$11,700.00 per year

City Hall

Community Development

Legal 1 x per week= \$10,172.00 per year

City Hall

Community Development

Legal 2 x per week= \$13,376.00 per year

Carpets

Library = \$645.00

City Hall = \$529.00

Legal = \$90.00

Water Treatment = \$122.00

Community Development= \$240.00

Furniture

Library = \$560.00

Windows (in and out)

Annex = \$55.00

Community Development= \$33.00

City Hall =\$264.00

Waste Water =\$176.00

Duplicate
signal

SPECIFICATIONS

3 TIMES PER WEEK

- CLEAN AND SANITIZE RESTROOM
- DETAIL SWEEP CARPET EDGES PRIOR TO VACUUMING
- VACUUM CARPETS AND MATS
- STRAIGHTEN AND ARRANGE NEATLY ALL MATS
- SWEEP AND MOP HARD SURFACED FLOORS
(REMOVE GUM AND STICKERS-MOVING RACKS ON WHEELS, HOWEVER
NOT MOVING STOCK ON FLOOR)
- DUST SALES AND WORK COUNTERS, GLASS DISPLAY CASE AND
ANY OPEN/EMPTY SHELVES AT FLOOR LEVEL.
- EMPTY TRASH CANS

1 TIME PER MONTH

- REMOVE COBWEBS FROM CEILING
- DUST CEILING FANS

THE ABOVE MENTIONED SERVICES WILL BE PROVIDED FOR THE SUM
OF \$235.00 PER MONTH.

DATE:

2-2-94

SIGNED:

NEWBERG THRIFT SHOP

DATE:

2/8/94

SIGNED:

MORRIS JANITORIAL AND CARPET
CLEANING, INC.