

ORDINANCE NO. 1633

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND A ONE (1) TO TWO (2) YEAR CONTRACT WITH MSNW GROUP LLC, IN THE AMOUNT OF \$144,960.00 PER YEAR FOR CUSTODIAL SERVICES FOR THE CITY OF CANBY.

WHEREAS, on August 16, 2023, the City of Canby published a formal request for proposals (RFP) for professional services to provide Custodial Services for City owned and operated buildings;

WHEREAS, MSNW Group LLC was selected in the aforementioned process as a qualifying Custodial Service;

WHEREAS, the City of Canby has budgeted for Custodial Services in the adopted 2024/25 budget in the amount of \$150,000; and

WHEREAS, the Canby City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the contract price of \$144,960.00 and the Staff Report and believes this to be in the best interest of the City to enter into a contract with MSNW Group LLC.

THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into an agreement with MSNW Group LLC in the amount of \$144,960.

Section 2. The effective date of this Ordinance shall be December 6, 2024.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, October 23rd, 2024 ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, November 6th, 2024 commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.



Maya Benham, CMC
City Recorder

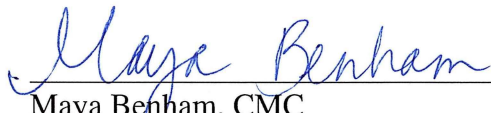
PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 6th day of November, 2024, by the following vote:

YEAS 6 NAYS 0



Brian Hodson
Mayor

ATTEST:



Maya Benham, CMC
City Recorder

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

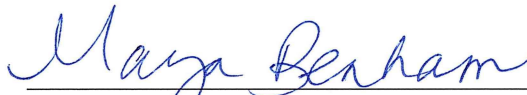
I, Maya Benham, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 23rd day of October, 2024, the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1633 was read for the first time and passed by the vote of said Council and then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and


Thereafter, on the 24th day of October, 2024, I posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

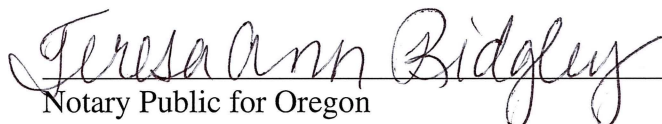
1. Canby Civic Building
2. Canby Post Office
3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and very conspicuous places for the period of more than five (5) days and until the very 6th day of November, 2024.



Maya Benham, CMC
City Recorder

Subscribed and sworn to before me this 24th day of October, 2024.




Teresa Ann Ridgley
Notary Public for Oregon
My Commission Expires:

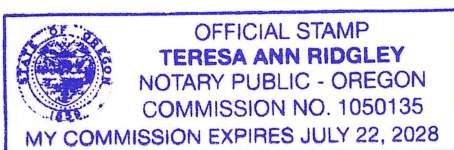


Exhibit "A"



FACILITY SERVICES CONTRACT

This agreement is entered into this 28th day of September 2023, by and between City of Canby, hereinafter referred to as "Client", and MSNW Group, LLC. ("MSNW"), hereinafter referred to as "Contractor" (the "Contract").

WHEREAS:

- (a) Client owns a building or buildings defined in Exhibit A (the "Property"); and
- (b) Client wishes to retain from Contractor, and Contractor wishes to provide to Client, certain janitorial and/or maintenance services for the Property.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual covenants set forth below, and for other good and valuable consideration, the sufficiency of which is acknowledged by Client and Contractor, the parties agree as follows.

1. The Contractor shall commence performance of this Contract on the 1st day of January 2024 and, unless this Contract is otherwise terminated pursuant to paragraph 8 below, shall continue such performance until the 31st day of December 2024 (the "Term"). Unless otherwise terminated pursuant to paragraph 8 below, this Contract shall automatically renew for an additional (1) one year. Should such an automatic renewal occur, however, Contractor will be entitled to increase the Service Charge (as defined below) for Facility Services (as defined below) performed by Contractor following expiration of the initial Term of the Contract.
2. During the Term of this Contract, the Contractor shall provide the janitorial services specified in Exhibit B hereto for the Property (the "Facility Services"). Client shall provide Contractor access to the Property as reasonably necessary to allow Contractor to perform the Facility Services and/or any Additional Services (as defined below) requested by Client.
3. Payment for the Facility Services in the amount specified in Exhibit B will be made to the Contractor by the Client no later than the first (1st) day of each month (the "Service Charge"). Any services provided to Client by Contractor not specified in Exhibit B (the "General Janitorial Specifications") will be charged to Client at the rates set forth for Additional Services in Exhibit C. Payment for Additional Services will be due within ten (10) days of provision thereof. Any amounts not paid pursuant to the terms and conditions of this Contract will accrue interest at the rate of eighteen percent (18%) per annum or one and one-half percent (1.5%) per month, until paid in full.
4. The Contractor shall be responsible for furnishing all cleaning products and equipment necessary for provision of the Janitorial Services. Any required inventory of paper and plastic products, and light bulbs shall be maintained by Contractor, and the cost of same shall be billed to Client on a monthly basis.
5. Client shall provide, free of charge, adequate, conveniently located storage space for the cleaning materials and equipment of the Contractor and shall be responsible to the Contractor for the security of such storage space.
6. Client agrees that during the term of this Agreement Client shall not directly or indirectly solicit or assist in the solicitation of any person to leave employment who is an employee of the Contractor.
7. Client and Contractor may at any time and from time to time alter or vary the terms and conditions of this Contract but, except as to any increase in the Service Charge and rates for Additional Services provided for in paragraph 1 and 12, no such change shall be binding on either party unless reduced to writing and signed by the party to be charged therewith.
8. This Contract may be terminated by either party for cause upon sixty (60) days' written notice. Should either party wish not to renew this Contract upon expiration of its Term, said party shall provide written notice to the other party at least thirty (30) days prior to the expiration of the Term hereof. In the event Client terminates this Contract without cause prior to the expiration of the Term, Client shall pay to the Contractor an early termination fee equal to twenty percent (20%) of the Service Charge defined in Exhibit B for each month that remains in the Term of the Contract.

Facility Services Contract

MSNW – Proprietary Information Please Do Not Copy or
Distribute Without Consent



9. Contractor shall in no way be responsible for any failure to perform the Facility Services due to the act or negligence of the Client or any employee or other representative of the Client or due to strikes, lockouts, fire, flood, adverse weather conditions, unavoidable casualties, or by any other cause of any kind whatsoever beyond the control of the Contractor.
10. It is acknowledged and agreed that the Contractor is not an employee of the Client and is acting as an independent contractor.
11. Both parties agree to defend, protect, indemnify, and hold harmless one another and their respective directors, officers, employees, agents, and representatives, against and from any liabilities, loss, claims, acts or suits, including costs and reasonable attorneys' fees, arising from activities related to or regarding the services identified herein, including but not limited to those services provided by the Contractor and the Client and any other contractors, employees and agents on the Property. However, neither party shall be obligated to indemnify or hold the other harmless against liability for damages caused by or resulting from the sole negligence of that party and each party shall only be liable to defend and indemnify the other to the extent of its own negligence.
12. Contractor may increase the Service Charge on an annual basis to address cost of living, minimum wage updates, and healthcare reform expenses. The increase notification will be provided in writing from the Contractor to the Client.
13. All notices required by this Contract shall be in writing and shall be hand delivered, sent via electronic mail with a delivered receipt, or sent via the U.S. Mail (return receipt requested) with postage prepaid. Notices to Client shall be addressed to: pfenningp@canbyoregon.gov; notices to Contractor shall be addressed to: MSNW, Attn: Contracts Administrator, 2257 Northgate Spur, Ferndale, WA 98248 or sent via electronic mail to: accounting@msnwgroupp.com. The foregoing addresses may be changed by either party by providing the other party written notice of a new address. All notices sent pursuant to this paragraph shall be deemed to have been received by the recipient on the date of hand delivery, the date the electronic mail with delivery receipt was delivered or the third (3rd) business day following the mailing thereof.
14. This Contract shall be construed and enforced in accordance with the laws of the State of Washington, and the venue of any disputes hereunder shall be Whatcom County, Washington.
15. In the event a dispute arises between the parties hereunder, the prevailing party of any such dispute shall be entitled to recover its reasonable attorneys' fees and costs.
16. This Contract embodies the entire agreement of the parties with regard to the matters herein and no other agreement shall be deemed to exist except as entered into in writing by the parties to this Contract. If any part of this Contract is held or rendered invalid or illegal, the remaining provisions of the Contract shall continue to apply.

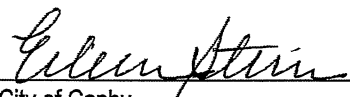

		12/04/2023
City of Canby	Date	MSNW Group, LLC
By: Eileen Stein, Interim City Administrator		By: Terell Weg, President & CEO



Exhibit A SERVICE LOCATIONS

Library/Civic Center
220-222 NE 2nd Ave
Canby, OR 97013

Police Department
1175 NW 3rd Ave
Canby, OR 97013

Transit Office
195 S Hazel Dell Way
Canby, OR 97013

Transit Kitchen/Restroom
100 N Ivy
Canby, OR 97013

Water Treatment Center
1480 NE Territorial Rd
Canby, OR 97013

Public Works (& heated bay restroom)
1470 NE Territorial Rd
Canby, OR 97013



Exhibit B SERVICE CHARGE

Service Location	Days per Week	Monthly Rate
Library/Civic Center	3	\$ 4,800.00
Police Department	3	\$ 4,455.00
Transit Office	2	\$ 460.00
Transit Kitchen/Restroom	2	\$ 420.00
Water Treatment Center	2	\$ 1,090.00
Public Works (& heated bay restroom)	2	\$ 855.00
Total Monthly Rate		\$12,080.00

GENERAL JANITORIAL SPECIFICATIONS

GENERAL OFFICES/ COMMON AREAS	2-3/WK	WKLY	MTHLY
Trash containers - Empty and replace liners as needed. Spot Clean as needed. (Liners to be furnished by Client)	X		
Recycling - Handle recycling per client's instructions.	X		
Carpets - Vacuum high traffic patterns.	X		
Hard floors - Dust mop or vacuum.	X		
Hard floors - Spot mop to remove spills and stains.	X		
Dusting - Thoroughly dust horizontal surfaces including office equipment, files, windowsills, chairs, and tables.	X		
Dusting - Picture frames to height of six (6) feet.	X		
Dusting - Cleared desktops.	X		
Glass partitions - Spot clean to remove fingerprints/smudges.	X		
Water Fountains - Clean with a disinfectant solution, then polish.	X		
Entrance Doors - Clean/disinfect inside and out to remove fingerprints.	X		
Carpets - Thoroughly vacuum.		X	
Hard floors - Thoroughly damp mop with neutral cleaner.		X	
Disinfecting - Telephones, light switches, and door frames.		X	
Dusting - Baseboards and low vents.		X	
High Dusting - Ceiling vents and ledges to a height of twelve (12) feet.			X



RESTROOMS	2-3/WK	WKLY	MTHLY
Stocking - Towels, tissue, seat covers, and hand soap. (To be furnished by Client)	X		
Empty Sanitary napkin receptacles and wipe with disinfectant.	X		
Trash containers - Empty containers and replace liners.	X		
Mirrors - Clean and polish.	X		
Disinfect - Dispensers, doorknobs, push plates.	X		
Toilets and urinals - Clean and disinfect inside and out.	X		
Toilet seats - Clean and disinfect on both sides.	X		
Sinks - Clean with a non-abrasive cleaner and disinfectant.	X		
Bright Work - Clean and polish.	X		
Partition walls - Spot clean with a detergent disinfectant solution.	X		
Partition tops - Dust.	X		
Walls - Spot clean to remove soap splashes, fingerprints/smudges.	X		
Hard floors - Sweep then mop with disinfectant.	X		
Dusting - Ceiling vents and ledges that can be reached from the floor.		X	
Floor drains - Add water and enzymes.			X

BREAKROOMS / COFFEE STATIONS	2-3/WK	WKLY	MTHLY
Trash containers - Empty containers and wipe before relining.	X		
Wipe wall behind garbage can.	X		
Recycling - Handle recycling per client's instructions.	X		
Stocking - Towels and hand-soap. (To be furnished by Client)	X		
Sinks - wash with non-abrasive cleaner and disinfect.	X		
Bright Work - Clean and polish.	X		
Microwave - Clean inside and out, making sure to disinfect all touch surfaces.	X		
Refrigerator - Clean and disinfect front and handles.	X		
Countertops and cabinets - Clean and disinfect exposed surfaces and	X		
Tables and chairs - Clean and disinfect exposed surfaces.	X		
Hard floors - Sweep and damp mop with neutral cleaner.	X		
Countertops - Pull items out, clean, and disinfect behind easily movable		X	
Wall surfaces around light switches - spot clean		X	

ELEVATORS / STAIRWELLS	2-3/WK	WKLY	MTHLY
Elevator - Vacuum or damp mop floors.	X		
Elevator - Wipe clean and polish doors and walls.	X		
Elevator - Vacuum door tracks.	X		
Stairwells - Steps and landings - spot sweep or vacuum.	X		
Stairwells - Clean and disinfect handrails.	X		
Stairwells - Dust ledges.		X	



ANNUAL SERVICES

Carpet Cleaning Services

- ☐ Library/Civic Center
- ☐ Police Department
- ☐ Transit Office
- ☐ Public Works

Upholstery Cleaning Services

- ☐ Library/Civic Center (all public furniture)

Interior/Exterior Window Cleaning Services

- ☐ Library/Civic Center
- ☐ Police Department
- ☐ Waste Water Treatment Center (Main Bldg. only)



Exhibit C ADDITIONAL SERVICES

Janitorial Services	\$60 per hour
Construction Cleanup Services	\$85 per hour
HAZMAT Cleanup Services	\$95 per hour
Window Cleaning Services	\$75 per hour
Floor Strip and Wax - \$0.46 per square foot	\$250 minimum
Carpet Care Services - \$0.18 per square foot	\$250 minimum
Tile Maintenance \$1.60 per sq. foot	\$250 minimum
General Maintenance/Construction Services	\$85 per hour
Lighting Repair/Electrical Services by Licensed Electrician	priced per bid
HVAC Maintenance (scheduled filter replacements, oil & belt checks, etc.)	priced per bid
HVAC Repair (troubleshooting & repair services)	priced per bid
Major Plumbing Repair by Licensed Journeyman Plumber	priced per bid
Water Damage/Water Remediation Services	\$95 per hour
Water Damage/Water Extraction with truck mount unit	\$95 per hour
Landscaping Maintenance Services	\$85 per hour
Landscaping Installation/Project Services	\$85 per hour
Irrigation Installation and Repair Services	\$95 per hour
Pressure Washing with water reclamation	\$95 per hour
Snow Removal Services – pricing available by request	

Prices are subject to change at Contractor's discretion. Any Additional Services will be billed at a 2-hour minimum. Any emergency call-out (including after hours and holidays) will be billed at 1 ½ time's general hourly rate plus a \$75 emergency call out fee. Regular business hours are Monday through Friday, 8:00 am until 5:00 pm. Holidays Observed: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and MSNW GROUP, LLC (Contractor). The effective date of this Agreement is January 1, 2024 ("Effective Date").

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree a Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto and incorporated by reference. Terms and conditions in this Agreement will take precedence over any conflicting term or condition in an exhibit to this Agreement, including Exhibit A.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby Business License for conducting business in the City. Contractor agrees to obtain a Canby Business License prior to commencing work under this contract.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$144,960.00 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement reporting completed work. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-

insured employer as provided in Chapter 656 of the Oregon Revised Statutes.

- C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
 - D. Contractor expressly acknowledges that as an independent contractor, Contractor is not entitled to indemnification by City or the provision of a defense by City under the terms of ORS 30.285.
5. **Subcontractors and Assignment.** Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all terms and conditions of this agreement as well as applicable OSHA regulations and requirements.
6. **Work is Property of City.** All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. **Term.**
- A. This Agreement will run from the Effective Date until December 31, 2024. If the term ends on a specific date, the Agreement will terminate at 5pm on that date.
 - B. This Agreement may be terminated by:
 - 1. Mutual written consent of the parties.
 - 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 - 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If Contractor fails to abide by the terms of this Agreement.
 - c. If services are no longer required.

8. Professional Standards and Compliance with Laws. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

By entering into this agreement, the Contractor represents and warrants that they have complied with the tax laws of the State of Oregon and the City of Canby. Further, for the duration of this contract, Contractor promises to continue to comply with said State and local tax laws. Any failure to comply with tax laws will be considered a default of this contract and could result in the immediate termination of this agreement and/or other sought damages or other such relief under applicable law.

Without limiting its obligation to comply with all applicable laws, Contractor will comply with the following laws, which the State of Oregon requires to be expressly incorporated into this Agreement: ORS 279B.220; ORS 279B.230; and ORS 279B.235.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:

A. For Comprehensive General Liability Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis.

B. For Automobile Insurance, Contractor shall provide a Certificate of Insurance naming the City of Canby as an additional named insured showing policy limits of not less than \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage on an occurrence basis for any vehicle used for City business or use otherwise related to this contract.

C. ~~For Professional Liability—errors and omissions—a \$2,000,000 Combined Single Limit for Bodily Injury/Property Damage limit. (Required for Architects, Appraisers, Attorneys, Consultants, Engineers, Planners, Programmers, etc.).~~ For purposes of professional liability, Contractor shall provide proof of a Certificate of Insurance naming the City of Canby as a Certificate Holder. Professional liability not required as a part of this agreement.

D. For Worker's Compensation, Contractor shall provide a Certificate of Insurance naming the City of Canby as a Certificate Holder showing Worker's Compensation Insurance with statutory limits of coverage. Procuring of such required insurance at the above-stated levels shall not be

construed to limit the Contractor's liability hereunder. The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, loss, expense or related costs caused by or related to Contractor's negligence or neglect connected with this Agreement, and Contractor shall indemnify, defend and hold the City of Canby harmless from and against such damages, injuries, losses, expenses or costs.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys' fees, costs, and expenses as may be set by the court both at trial and all appeals there from.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, electronically, faxed, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.
13. Applicable Law and Venue. The laws of the State of Oregon govern this Agreement, without regard to conflict of laws principles. Any dispute arising out of or related to this Agreement between the parties will be resolved in the Circuit Court of the State of Oregon, Clackamas County. The parties agree to the personal jurisdiction of Clackamas County Circuit Court.
14. Entire Agreement. This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.
15. Savings Clause. Should any provision of this Agreement be found to be in conflict with any federal or Oregon state law, or final controlling decision of any Court of competent jurisdiction, or ruling or decision of any controlling administrative agency, all other provisions of this Agreement shall remain in full force and effect.
16. Records. Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed. In addition, Contractor shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing

retention requirement.

17. Third-Party Beneficiaries. The only parties to this Agreement are the City of Canby and the Contractor. No third-parties are intended to benefit from this Agreement, by implication or otherwise.
18. No Waiver. A waiver of any provision of this Agreement will only be effective if it is made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

CITY: Eileen Stein, Interim City Administrator
City of Canby
PO Box 930
Canby, OR 97013

CONTRACTOR: Terell Weg, President & CEO
MSNW Group, LLC
2257 Northgate Spur
Ferndale, WA 98248

Please submit invoices to: Attn: Accounts Payable
City of Canby
PO Box 930
Canby, OR 97013
ap@canbyoregon.gov

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF CANBY

By: 

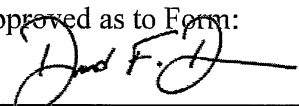
By:

Date: 12/04/2023

Date:

Subcontractors will be used ☒ Yes ☐ No (If Yes, please complete List of Subcontractors attached to this Agreement)

Approved as to Form:


David Doughman, Interim City Attorney

8/4/23

LIST OF SUBCONTRACTORS

As per Section 5 of the Personal Services Agreement, the following businesses will be subcontractors. Subcontractors are required to have a City of Canby Business License prior to commencing work under this contract.

[illegible]

The City hereby approves the above listed subcontractors.

City of Canby

Date

SIGNATURE CERTIFICATE

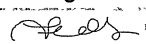


REFERENCE NUMBER

5E3F8C3A-D9DF-4E99-AABB-090BB1B80712

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 5E3F8C3A-D9DF-4E99-AABB-090BB1B80712	Document Name Beth Pons
Transaction Type Packager	Filename Exhibit_A_-_MSNW_Group_COC_FacilityServicesContract-citysigned.pdf
Sent At 12/04/2023 17:03 EST	Pages 14 pages
Executed At 12/04/2023 17:39 EST	Content Type application/pdf
Identity Method email	File Size 2.55 MB
Distribution Method email	Original Checksum bf1ec899edb4149ddebd69c30fff3e504be7e6af7e18f0e823f3ce274df71b72
Signed Checksum e3a730056f4acba099e1f99abfee1469b6fe53a28a8eb337413db47906aeeaf	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Terell Weg	Status signed	Viewed At 12/04/2023 17:38 EST
Email t.weg@msnwgroupp.com	Multi-factor Digital Fingerprint Checksum d43b9394e22d741214d1ce4d119a0bdf98e5bde3b3e58babcb833334cce32db05	Identity Authenticated At 12/04/2023 17:39 EST
Components 4	IP Address 74.220.255.142	Signed At 12/04/2023 17:39 EST
	Device Microsoft Edge via Windows	
	Drawn Signature 	
	Signature Reference ID 612E59A5	
	Signature Biometric Count 2	

AUDITS

TIMESTAMP	AUDIT
12/04/2023 17:03 EST	Megan Pen (m.pen@msnw.org) created document 'Beth_Pons.pdf' on Chrome via Windows from 68.117.121.171.
12/04/2023 17:03 EST	Terell Weg (t.weg@msnwgroupp.com) was emailed a link to sign.
12/04/2023 17:38 EST	Terell Weg (t.weg@msnwgroupp.com) viewed the document on Microsoft Edge via Windows from 74.220.255.142.
12/04/2023 17:39 EST	Terell Weg (t.weg@msnwgroupp.com) authenticated via email on Microsoft Edge via Windows from 74.220.255.142.
12/04/2023 17:39 EST	Terell Weg (t.weg@msnwgroupp.com) signed the document on Microsoft Edge via Windows from 74.220.255.142.