

RESOLUTION NO. 2026-43

A Resolution authorizing the City Manager to extend a Goods and Services Contract with Garten Services, Inc. for janitorial services.

RECITALS:

WHEREAS, on October 25, 2023, the City of McMinnville (City) and Garten Services, Inc., entered into a goods and services contract for City facility janitorial services through and including June 30, 2026 (Original Term); and

WHEREAS, on January 19, 2024, the First Amendment to the Contract was executed increasing the scope of services to the Senior Center and to the Public Safety Building; and

WHEREAS, the Contract allows for two (2) one (1)-year contract extensions; and

WHEREAS, both parties wish to renew the contract for an additional one (1) year term: and

WHEREAS, the City wishes to amend the scope of work by eliminating janitorial services at the Aquatic Center and reducing janitorial services at the Senior Center: and

WHEREAS, the funds for this project are available in the City's approved fiscal year 2026-27 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:


1. That the Goods and Services Contract with Garten Services, Inc. be extended for one (1) one-year term ending June 30, 2027, for a not to exceed amount of \$233,352.00.
2. That the City Manager is hereby authorized and directed to extend the Goods and Services contract with Garten Services, Inc.
3. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

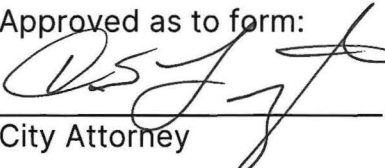
Ayes: Cunningham, Tucholsky, Chenoweth, Geary, Peralta

Nays: _____

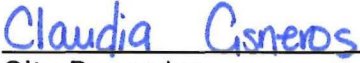
Approved this 23rd day of June, 2026.



MAYOR

Approved as to form:


City Attorney

Attest:


City Recorder

EXHIBITS:

- A. Amendment #2 with Contractor's pricing for FY 206-27 and reduced scope of work

CITY OF McMinnville
SECOND AMENDMENT TO GOODS AND SERVICES CONTRACT

City Facility Janitorial Services
Project 2023-12

This Second Amendment to Goods and Services Contract (“Second Amendment”) is effective the 1st day of July 2026 (“Effective Date”), by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (“City”), and **Garten Services, Inc.**, an Oregon non-profit corporation (“Contractor”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Goods and Services Contract (“Contract”) with Contractor on October 25, 2023 relating to the City Facility Janitorial Services Project (“Project”); and

WHEREAS, the First Amendment to the Contract was executed on January 19, 2024 increasing scope of services to the Senior Center and Public Safety Building; and

WHEREAS, the Contract can be extended for a period of up to two (2) years in one (1) year increments;

WHEREAS, Contractor represents that Contractor is qualified to perform the Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Contractor is prepared to provide such Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The Contract is amended as follows:

Section 1. Scope of work

The scope of work for the Senior Center and the Aquatic Center is hereby amended in accordance with Exhibit A attached hereto.

Section 2 Term

The term of the Contract is hereby extended to July 1, 2026 – June 30, 2027.

Section 3 Compensation

The City agrees to pay Contractor on a time and materials basis, guaranteed not to exceed **Two Hundred Thirty Three Thousand Three Hundred Fifty-two Dollars and No Cents. (\$233,352.00)** for the performance of the Services and Additional Services (“Contract Sum”) in equal monthly installments in accordance with **Exhibit B** attached hereto.

Se) for1. All Other Terms

All of the other terms and conditions of the Contract shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Contract shall apply to this First Amendment.

The Contractor and the City hereby agree to all provisions of this Second Amendment.

CONTRACTOR:

Garten Services, Inc.

By: _____

Print Name: _____

As Its: _____

Employer I.D. No. _____

CITY:

CITY OF McMINNVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

City Attorney
City of McMinnville, Oregon

CITY OF McMinnville, OREGON
CITY FACILITY JANITORIAL SERVICES
Project 2023-12

LOCATION: **SENIOR CENTER**
2250 NE McDaniel Street

DESIGNATED CONTACT: **Erin Guinn, Senior Center Manager**
(503) 474-4965 Erin.Guinn@mcminnvilleoregon.gov

GENERAL CONDITIONS:

1. The required work shall be performed at such times so as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor shall secure the building upon completion of the required work.
3. Consumables: When the contractor supplies consumables, a packing slip is required to be left in the communications book when stock is replenished. The contractor maintains stock levels to avoid shortages.

REQUIRED TASKS:

Note: Use of a brush roll, bagless Hepa filter vacuum is required in all carpeted areas

➤ **FOUR TIMES PER WEEK (MONDAY – THURSDAY)**

GENERAL DUTIES:

Note: Special attention given to restroom facilities cleaning and sanitation

- Clean and sanitize all restroom facilities (toilets, urinals, wash basins, and counter tops).
- Wipe down and sanitize restroom walls, toilet partitions, and doors.
- Wet mop and disinfect restroom floors and cove base.
- Clean and refill all restroom dispensers (check for proper operation).
- Clean restroom mirrors.
- Polish all chrome and stainless steel fixtures and trim.
- Clean and vacuum all carpeted areas (including rooms)
- Dust mop all hard floor areas. Spot mop any spills.
- Gather waste paper from all rooms (including kitchen) and dispose, reline containers.
- Clean up outside doorway areas and remove cigarette filters from cans.
- Empty exterior waste cans.
- Clean entry areas and entrance mats.
- Wet mop kitchen hallway/ back entry area.
- Clean, sanitize, and polish drinking fountains.

- Wet mop and buff Craft Room floor.
- Wet mop and buff dining area. Clean up spill and stains. **The dining area will be cleared on Thursday.**
- Remove fingerprints, smudges, dust, scuff marks, etc. from walls, woodwork, doors, and lightswitches.

➤ **QUARTERLY (Coordinate with Senior Center management one week Notice required)**

- Clean all windows inside and out. (**NOTE: Care must be taken in handling drapes and blinds so as to not water-spot them. Any water on ledges must be wiped up immediately.**) Remove all cobwebs and wash exterior sills when doing windows.
- Strip, seal, and wax all tile and linoleum floors as needed (may require more than quarterly in some areas).
- Clean and wax dining room wood floor

END THIS FACILITY

REVISED WITH AMMENDMENT #2:

- 1. ELIMINATE ANNUAL CARPET CLEANING***
- 2. ELIMINATE GENERAL DUTIES: SPOT CARPTE CLEANING***

CITY OF McMinnville, Oregon
CITY FACILITY JANITORIAL SERVICES
Project 2023-12

LOCATION: **AQUATIC CENTER**
138 NW Park Drive

DESIGNATED CONTACT: **Josh Reusser**
(503) 434-7309

GENERAL CONDITIONS:

1. The required work shall be performed at such times so as to neither inconvenience the employees nor interfere with the events of the building. Generally, work may not be initiated until 30 minutes after closing and must be completed no later than 30 minutes prior to opening. Open and close times vary from day to day and season to season.
2. The Contractor shall secure the building upon completion of the required work. The Aquatic Center places great emphasis on the safety of its patrons, staff and contractors who work at the facility. It must be understood that unsupervised use of the swimming pools is dangerous and may lead to death. Therefore, entry into the swimming pools and/or use of weight room equipment will be considered trespassing and violators will be prosecuted.

REQUIRED TASKS:

➤ **DAILY- MONDAY THROUGH SATURDAY**

WALKWAY & ENTRY:

- Scrub and wash walkway area within 15 feet of front entry doors.
- Pick-up all garbage on walkway within 15 feet of front entry doors.
- Remove any gum on the ground within 15 feet of front entry doors.

VESTIBULE:

- Clean and wash entry mats.
- Sweep up debris.
- Dry mop the vestibule. Do not hose vestibule or get the landing mat wet.

LOCKER ROOMS, PUBLIC RESTROOMS AND LOBBY:

- To prevent the buildup of mold, mildew, scum, minerals, etc., thoroughly scrub/clean and disinfect shower area including walls, floor tiles and shower posts. Keep shower floors and walls clean and bright with no sign of build up as mentioned above.
- Clean drain traps.
- To prevent the buildup of mold, mildew, scum, minerals, etc., thoroughly scrub/clean and disinfect all locker room, public restroom and lobby floors (including baseboards).

- Clean and sanitize all toilets, urinals, bench tops, counter tops and wash basins.
- Clean and polish all chrome and stainless steel surfaces.
- Spot wash restrooms walls, partitions, cabinets and doors. Remove all graffiti.
- Wipe down/clean locker room and public restroom mirrors.
- Thoroughly clean vending area (benches and window sills) in main lobby.
- Clean, sanitize and polish the drinking fountain in the lobby.
- Remove gum from all floor areas.

WEIGHT ROOM:

- Vacuum floor thoroughly including between and behind equipment.
- Wipe down, scrub and disinfect all vinyl and mat surfaces.
- Disinfect and clean all workout machines.
- Clean mirrors and windows facing pool.
- Clean, sanitize and polish drinking fountain.

END THIS FACILITY

DELETED AMMENDMENT #2

Exhibit B

Updated Janitorial Payment Schedule

6/15/2026

Contract to be extended to 6/30/2026

City Facility	Current Contract Cost per Year	FY 26-27 Cost
CITY HALL 230 NE Second Street	\$ 13,073.04	\$ 13,727.04
CDC 231 NE Fifth Street	\$ 10,458.72	\$ 10,980.96
LIBRARY 225 NW Adams Street	\$ 43,626.36	\$ 45,807.96
COMMUNITY CENTER 600 NE Evans Street	\$ 64,160.04	\$ 67,368.84
SENIOR CENTER 2250 NE McDaniel Lane	\$ 21,237.84	\$ 16,993.20
PUBLIC WORKS 1900 NE Riverside Drive	\$ 5,076.72	\$ 5,330.64
WRF 3500 NE Clearwater Drive	\$ 14,377.68	\$ 15,088.20
AQUATIC CENTER 138 NW Park Drive	\$ 47,772.36	\$ -
PUBLIC SAFETY BUILDING 121 SW Second Street	\$ 40,509.84	\$ 42,650.28
CIVIC HALL 200 NE Second Street	\$ 13,196.88	\$ 13,856.88
PARKING GARAGE NE 5 th and Evans	\$ 1,484.28	\$ 1,548.00
EXCEPTIONAL SERVICES per hour	\$ 40.94	\$ 49.06

Total Annual Costs \$ 274,973.76 \$ 233,352.00