

Board of Directors
Regular Meeting Agenda

Tuesday, November 16, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

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|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from October 19, 2021 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. October 2021 Financial Statements | Fox |
| iv. Director's report | Fox |
| VI. New business | |
| i. Oak tree removal discussion | Fox |
| ii. Review bids Janitorial Services and approve contract (ACTION) | |
| iii. Information Security Policy (ACTION) | Fox |
| iv. Strategic plan discussion and timeline | Fox |
| v. Special District Insurance Services Best Practices Checklist | Fox |
| VII. Agenda items for next meeting | Sheppard |
| VIII. Adjournment | |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

 ORS 192.660 (1) (d) Labor Negotiations

 ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information

Tuesday, November 16, 2021, 7:00pm

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Jean Sheppard President

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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
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| III. Consent agenda (ACTION) | Sheppard |

i. Minutes from October 19, 2021 meeting

Attachment: III. Minutes from the October 19, 2021, regular meeting

- | | |
|--|----------|
| IV. Open forum for the general public | Sheppard |
|--|----------|

V. **Reports**

i. Friends update	Fox
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- The Friends of the Library will be meeting monthly in the library meeting room on the second Monday of the month at 11:00am. There will be no meeting in December.
- The Friends have purchased a wreath to display in the Hood River Library foyer.
- The Friends will send out a membership renewal letter in late November.

ii. Foundation update	Fox
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- The Foundation board will send out a their annual end of year letter this month.
- Library Foundation board member Kalen Gigler has resigned.
- The Library Foundation is exploring creating a brochure and/or bookmarks to highlight their accomplishments and attract new donors and members.

iii. October 2021 Financial Statements	Fox
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The financial statements were not available at the time the board packet was released. I will send the statements when they become available.

• **Administration**

- Our annual audit of the District was completed in October. There were no findings to report and everything looks great. Our auditors will present the audit to the Library Board at the January 18, 2022 board meeting.
- The Pat Hazlehurst Endowment of the Gorge Community Foundation has granted the Hood River County Library District \$10,000 and the Hood River County Reads \$750. The endowment had a balance of \$264,231.04 on August 31, 2021. They were able to grant up to \$11,000 this year. They will fund the following projects:

○ **Library of Things, \$7,000**

- We are going to expand our Library of Things collection. A Library of Things is a collection of items for loan that expands the boundaries of traditionally defined library materials. A natural evolution of the library's existing lending model, this collection supplements the library's approach to meeting the needs of our diverse and growing community. It supports the "sharing economy" and the city's sustainability efforts, as patrons sharing items means less waste. The collection also offers an opportunity to "try before you buy," to save money, and to test out something you might not have come across otherwise. With this collection we aim to offer the physical tools needed to support lifelong learning and creativity, and provide new ways for kids and adults to interact and explore.
- We have recently renovated an area in the Reading Room to house our Library of Things collection and we have room to expand. We currently have food preservation/prep equipment, technology (laptops, hotspots), board games, puzzles, tools, sewing machine, Nintendo Switch gaming system, metal detector, and more.
- We have wish list of many more items we would like to purchase like the following:
 - VHS to digital converter
 - Slide to digital convertor
 - Toy kits for families to check out
 - Educational kits
 - Games and puzzles
 - Musical instruments
 - Lawn games
 - Recreation items: snow shoes, disc golf set, etc.
 - And much more

- **Makerspace, \$3,000**
 - The Hood River County Library District has a Makerspace for all ages to explore technology, crafts, Do-it-yourself tools, and more. Due to the pandemic, we have not been able to have in-person programs in our Makerspace. The Kids program team created a new way for families to use our Makerspace. Kids and Teens can make their own Makerspace kits at the Hood River Library. They can put as many craft materials will fit in a zip lock back and take it home to create their own art. Kits are limited to 1 kit per person per week. The donation will fund purchasing more materials for the take and make kits.
- **Free books, \$1,728**
 - In addition, we have leftover funds from previous projects. We did not need to full amount of the people counters, tablets and laptops. The committee approved using the remaining funds to purchase free books for all ages in underserved areas of our community.
- **Programs and Services**
 - **Bookmobile update**
 - Our Sprinter van is complete and Farber Specialty Vehicles will now turn it into a bookmobile.
 - The program team at the library made the selections for the interior of the vehicle. The walls will be white, cherry laminate for the counter tops and cupboards, and a brown laminate flooring. We will have a blue awning.
 - The next step will be working with a company recommended by Farber to design the exterior graphics. We have purchased a full wrap on the vehicle. They company has designed 95% of the exterior graphics on the bookmobiles produced by Farber. I will work with a team at the library to come up with ideas. The passenger side will have the fruit tree motif with donor names. We'd like to incorporate English and Spanish on the bookmobile, too. The company will present three different design options. I will bring the designs to the board for approval.
 - **Library of Things**
 - **Metal Detectors, Nintendo Switches, Puzzles and More to Checkout!**
 - Fall brings with it a fresh batch of new items to the Library of Things! From a metal detector and sewing machine, to new games and puzzles, and more games for our Nintendo Switches (*Stardew Valley*, *Minecraft*, and *Mario 3d + Bowser's Fury*), there is something for everyone this season. And for those last minute fall projects, we have our cordless drill and wrench set, and vast array of things for food preservation, including our new cider press.

- Click this link for a full list of items or to place a hold in Sage: [Library of Things.](#)
- We have also recently remodeled our Library of Things area (with more improvements to come!). We encourage folks to come in and take a look around--you're certain to find something you need to take home today!
 - Click the links below to see more details and place holds on items.
- **Games. Steam Kits. Nintendo Switch Karaoke Machine.**
 - **Cooking. Baking Cordless Drill. Ice Cream Maker**
 - **Cider Press Metal Detector Sewing Machine**
- Due to the current state of the pandemic, we are currently offering small in-person programs for teens. We will be adding in-person programs for adults in December. We have expanded to 15 participants for programs in the historic reading room and 10 participants for library programs in the meeting room.
- In the near future, we will have toy kits for children to check out for in-house use. This will allow families to come and play again at the library. There will be alcohol wipes available for caregivers to use to wipe down the toys between use. We will not have the train tables out since it will encourage children, often under the age of five, to gather together in close proximity.
- The program staff have been working hard to provide creative programming for this fall. It's a mix of online programs and small in-person outside programs. Please check out our newsletter for a full list of programs in November, <http://conta.cc/2XWJNne>.
- **November programs**
 - **Makerspace kits**
 - Kids and Teens can make their own Makerspace kits at the Hood River Library. Kits are limited to 1 kit per person per week. Kits are take-away only.
 - **Adult programs**
 - **Book Club** - Wednesday, December 1 at 6:30 p.m.in-person at the library! This month's book club selection is [The Vanishing Half](#) by Brit Bennett.
 - **Teen programs**
 - **Magic the Gathering Casual Event – First Wednesday of the month 6 p.m.** Teens will meet in the library Reading Room for an evening of Magic: The Gathering. **Registration is required.**

- **Nanowrimo Write-in Friday, November 19 at 6:30 pm**
 - It's National Novel Writing Month! Come hang out with other writers in the library after hours for some inspiration, comradery, quiet, and maybe some fun office supplies. Open to Teen and Adult writers. **Please register here.**
- **What the Dub Movie Night Saturday, November 27 at 6 p.m.** It's a game night! It's a movie night! It's all of the above! Teens are welcome to our first indoor movie night in forever! We will be meeting in the Atrium upstairs for movie themed games and a movie. Please bring a phone or tablet to join the games. Snacks will depend on mask rules in place. Ages 13 to 20, limit of 10 participants. **Please register here.**
- **Kids programs**
 - **Kids' Book Club Fall '21, *Flora & Ulysses* by Kate DiCamillo**
Wednesday, October 6 - Saturday, November 20. FREE copies will be available in the kids' area, along with a sign-up sheet to receive Book Club updates and instructions on how to enter prize drawings!
 - **Flora & Ulysses Trivia Challenge**
 - **Saturday, November 20 at 2pm on Facebook Live.** Tune in to compete and win amazing, superhero-worthy prizes.
 - **Native American Heritage Month**
 - The children's area will feature a special display including books about Native Americans.
 - **Lending Library Saturdays, 10am to 12pm Odell Mobile Home Park.**
 - In partnership with Hood River County School District, FISH Food Bank, and Michoacan Grill.
 - **Storytime [Facebook]** Thursdays, 10:30 a.m.
 - Our on-line Story Time continues this fall/winter with stories, fun and learning!
 - Following the success of our spring Bird Nerd lessons, Ms. Jana offers first cooking experiences with a new segment called "Stuff on a Plate." Each week, a new skill and simple recipe are covered - in addition to stories! Lessons for November will cover:
 - Rich Hot Chocolate
 - Hash Browns
 - Tortilla Pizza

- Free posters with the Stuff on a Plate schedule are available in the kids' area and near the upstairs circulation desk. If you prefer to have it mailed, please send postal address to **jana@hoodriverlibrary.org**

- **Outreach programs**
 - The kids team continues to distribute free books through the school district meal sites and the FISH Food Bank! The free books were funded by the Library Foundation.

- **Statistics**
 - **Fiscal year 2020-21**
 - Curbside offered
 - July 1, 2020-February 28, 2021 (reduced hours)
 - Library open – appointments
 - March 1, 2021-May 30, 2021 (reduced hours)
 - Library open – regular services and regular hours
 - June 1, 2021-current

 - **Newly registered borrowers**
 - Hood River – 566
 - Cascade Locks – 10
 - Parkdale – 15
 - Total – 591

 - **Registered borrowers**
 - Hood River – 9371
 - Cascade Locks – 281
 - Parkdale – 346
 - Total – 9998

 - **Materials**
 - Books - 66352
 - Books added - 4284

 - Audio items - 3519
 - Audio added - 288

 - Video items - 7885
 - Video added - 450

 - Other items - 180
 - Other items added - 63

 - Spanish language items - 5090

○ **Circulation**

- Adult materials first time checkout
 - Hood River – 20,170
 - Cascade Locks – 1,041
 - Parkdale – 463
 - Total – 21,674
- Adult materials renew
 - Hood River – 13,618
 - Cascade Locks – 642
 - Parkdale – 353
 - Total – 14,613
- Teen materials first time checkout
 - Hood River – 1,638
 - Cascade Locks – 36
 - Parkdale – 71
 - Total – 1,745
- Teen materials renew
 - Hood River – 1,256
 - Cascade Locks – 41
 - Parkdale – 54
 - Total – 1,351
- Children's materials first time checkout
 - Hood River – 24,884
 - Cascade Locks – 734
 - Parkdale – 614
 - Total – 26,232
- Children's materials renew
 - Hood River – 14,972
 - Cascade Locks – 510
 - Parkdale – 274
 - Total – 15,756
- Other circulation
 - 1,572
- Other renewals
 - 1,487
- **Total Circulation physical materials**
 - Hood River – 76,538
 - Cascade Locks – 3,004

- Parkdale – 1,829
 - Other – 3,059
 - **Total – 84,430**
- **Electronic Resources Circulation**
 - Library2Go – Ebooks and Audiobooks
 - Total- 22,240
- **Total Circulation physical and electronic materials**
 - Total – 106,670
- **The District circulated 27% less than we did prior to the pandemic. We checked out nearly double the amount of electronic resources .**
- **Programs**
 - Adult – 29
 - Attendance – 431
 - Teens – 37
 - Attendance – 244
 - Kids-153
 - Attendance-38,907 (Radio Tierra and Outreach)
- **Website visits**
 - 132,101
- **Database use**
 - 3,251
- **Summer Reading Statistics**
 - **In-person**
 - Kids: 36 programs, 2,377 participants
 - Teens: 11 programs, 412
 - Adult: 1 program (Senior Outreach), 15
 - **Virtual**
 - Kids: 13 programs, 4,932 (Facebook storytime and Radio Tierra Storytime)
 - Teens: 1 program, 1 participant
 - Adult: 3 programs, 12 participants
- **Books**
 - Gave away 1,068 books. Thank you to donations from the Friends of the Library, Library Foundation, and patron donations.
- **Take and Make Kits**

- Distributed 630 kits
- **Summer Reading program**
 - **Participants signed up for the program**
 - Kids: 1,692
 - Teens: 46
 - Adults: 58
 - **Beanstack app**
 - 234 people signed up through Beanstack
 - Minutes logged Kids: 40,607
 - Books read: 516 (Adults: 209; Teens: 307)
 - Baby Activities: 31
 - Registrations:
 - Adult 58
 - Teen: 46
 - Kids: 130
- **Odell Lending Library – Meal Site**
 - June – 68
 - July – 176
 - August – 112
 - **Total – 356**
 - Served 372 Burritos (Funded by FISH Food Bank)
- **Volunteers**
 - 21 Teens

VI. New business

i. Oak tree removal discussion

Fox

A patron discovered fungus growing on a large oak tree downhill of the seating area by State St. Our arborist David Braun determined the tree has Armillaria, a common decay fungus in Oregon White Oak that can be associated with significant decay of sapwood and heartwood in the base; the fungus can also actively kill living wood, and so is a serious concern.

Braun could investigate further but it would involve exposing the sound wood underlying the loose bark and decay would make the tree appear significantly hollow on the north side, in an area about 2.5 ft. wide and 4 ft. high (narrowing at the top). This could cause some public concern. Even without removing the loose material, Braun can say that the tree is at a moderate risk level, and likely high risk.

Mitigation may reduce risk over time. We can have the tree assessed further but we still may need to plan on removing the tree in the near future. A major driver in the risk level is the fixed seating area nearby and the walkway that gets a lot of traffic. All indications are that failure is

not imminent (highest failure risk level) at this time but as mentioned above it is in the moderate to likely high risk. Braun reports the tree may last decades, but will need constant monitoring and care and may concern users of the area.

I recommend we remove the tree to protect our patrons. The tree covers our main walkway connecting State and Oak Street and is near a popular seating area. Braun does not do large tree removal at this time. Columbia Tree Service estimates the cost will be \$2,000 if they are granted permission by our neighbor at Stoltz winery to park their truck on their property. Stoltz has allowed them to do this in the past. I seek board approval for removal of the tree.

ii. Review bids Janitorial Services and approve contract (ACTION)

Fox

Attachments:

- VI.ii.a. Contract for Janitorial Services
- VI.ii.b. Contract for Janitorial Services, Exhibit A
- VI.ii.c. Bid Request for Janitorial Services
- VI.ii.d. Bid – Tedene Enterprises (Clean-All Janitorial)

It is time for us to go through the procurement process for our Janitorial Services. Per the Oregon Revised Statutes, here are the guidelines we must follow for this procurement.

- 279B.070 Intermediate procurement.
- Any procurement of goods or services exceeding \$10,000 but not exceeding \$150,000 may be awarded in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS 279A.065.
- A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section.
- When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes or proposals.
- If a contract is awarded, the contracting agency shall award the contract to the offer or whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54]

Thus, under these rules, we can seek informal bids. However, having a Request for bids document is helpful for seeking a bid such as this. Attached as VI.iii.c is the Bid Request for Janitorial Services. I sought bids from local janitorial firms.

Please note we have added weekly janitorial services for the Parkdale library nine months out of the year. OCDC shares a space with the library three months out of the year and will

provide janitorial services for the restrooms during that time period. In the past, library staff have cleaned the library and the owners (Parkdale Rural Fire District) used to provide a weekly cleaning service of the restrooms. Due to the pandemic, they are currently not providing this service.

We currently use Tedene Enterprises (Clean-All Janitorial). Below is a list of firms and their bids:

- Tedene Enterprises (Clean-All Janitorial) - \$2,123 per month.
- Mid-Columbia janitorial services – no bid was submitted.
- Gorge Office Detail – no bid was submitted.
- Opportunity Connections – They decided to not submit a bid at this time because they are not currently performing work in the Hood River area. They asked to be considered next time we seek bids.

I recommend accepting the bid from Tedene Enterprises (Clean-All Janitorial). We have used their services since 2012 and have been satisfied with their work.

If the Board votes to approve the bid, I ask the Board to approve the contract approved by District Lawyer Ruben Cleaveland. The contract will be for December 1, 2021 to November 30, 2022. The contract may be renewed two times for one year periods.

iii. Information Security Policy (ACTION)

Fox

Attachments:

- VI.iii.a. Information Security Policy
- VI.iii.b. Resolution 2021-22.03 - Creating Information Security policy

Special District Insurance Services (SDIS) has asked Special Districts to create an Information Security Policy as part of their Best Practices Checklist. Completing this policy allows us to obtain 2% credit on our general liability and property insurance. SDIS provided a template that I updated with our information. The policy has been approved by District lawyer Ruben Cleaveland.

I request the board approve this policy by resolution. The District will need to implement changes in our current procedures and staff training to ensure we are following the policy. We will make sure everything is in place by January 2022.

iv. Strategic plan discussion and timeline

Fox

It is time for the Library District to create new strategic goals. The District has had two plans in the past for 2012-16 and 2016-21.

Last year we postponed creating next goals due to the pandemic. I recommend we proceed with creating goals for 2022-27. This year I budgeted \$30,000 for the process, which involves hiring a professional consultant. The consultant will facilitate a series of meetings, distilling themes and priorities from each, and will be instrumental in shaping the final document. The plan will address the implications of the proposed priorities and goals for library services,

collections, technology, staffing, facilities, bookmobile and service models. The purpose of the strategic plan is to position the HRCLD to identify and respond to the needs and interests of its community, to engage library patrons, staff, board, and volunteers in the planning process, and to raise awareness of existing and potential library services and resources.

I recommend the following timeline:

- District Board review the following at their December 21, 2021 meeting:
 - Request for bids document for strategic planning facilitation
 - Strategic Goals 2016-21
- Open up the informal bid process January 5th – February 9.
- District Board reviews bid at their February 15 meeting.

According to the Board Governance Plan, section M, the Board shall undertake an annual planning session. I recommend we use our annual planning session to develop our new strategic goals.

I would like to discuss this further at the meeting.

v. Special District Insurance Services Best Practices Checklist Fox

The Special Districts Insurance Services (SDIS) Best Practices Program is available to all SDIS Property Casualty Program participants. Its purpose is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2021 general liability and property insurance contributions by completing requirements. Directors must complete the checklist and then have the checklist reviewed with the governing board. I have completed the checklist and we have qualified for the 10% discount. Please see the attachment for full details.

- Affiliate Organization Membership – Credit 2%
 - Oregon Library Association
- Cybersecurity Risk Mitigation- attend one virtual cybersecurity webinars – Library Director Rachael Fox attended a training. Credit 2%
- Policy (Information Security Policy) – Credit 2%
 - The Board will approve the policy at the November 16, 2021 board meeting.
- Checklist questions-Selected yes to one or more questions on the checklist within the Best Practices Survey – Credit 2%
- SDAO/SDIS Training or Board Practices Assessment – Credit 2%
 - Completed – Library Director Rachael Fox attended a virtual training.

VII. Agenda items for next meeting

Sheppard

- Policy
- Review the request for bids document for strategic planning facilitation

VIII. Adjournment

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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ORS 192.660 (1) (e) Property

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Board of Directors
Regular Meeting Minutes
Supplementary information
Tuesday, October 19, 2021, 7:00pm
Zoom meeting
502 State St, Hood River
Karen Bureker Vice President

Present: Karen Bureker, Brian Hackett, Megan Janik, Sara Marsden, Rachael Fox (staff)

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Meeting ID: 889 8794 2233

I. Additions/deletions from the agenda (ACTION)

Bureker

Library Board Vice President Karen Bureker called the meeting to order at 7:01pm. Marsden made a motion to approve the agenda. Janik seconded. The motion carried unanimously.

II. Actual or potential conflicts of interest

Bureker

None stated.

III. Consent agenda (ACTION)

Bureker

i. Minutes from September 21, 2021 meeting

Janik moved to approve the consent agenda. Marsden seconded. The motion carried unanimously.

IV. Open forum for the general public

Bureker

None present

V. Reports

i. Friends update

Fox

There was nothing to add to the written report.

ii. Foundation update

Fox

There was nothing to add to the written report.

iii. August and September 2021 Financial Statements

Fox

There was nothing to add to the written report.

iv. Director's report

Fox

Fox stated three staff members have changed position and now are all fully trained. Bureker asked how things were going. Fox stated everything is going well with the new staff. Fox worked with staff to reorganize duties with the Assistant Director and Operations Assistant which has allowed Fox to focus on tasks that need attention. Fox is working on updating the Personnel Policy, which is about 30-40 pages. She will have HR Answers review the update and the District lawyer Ruben Cleaveland. The policy will be ready for Board review by the November or December board meeting.

VI. New business

i. Health Care renewal (ACTION)

Fox

Attachment: VI.i. Employee Health Care Benefits Policy

Fox stated she recommended the PacificSource Gold Plan with \$1,000 deductible. Hackett made a motion to approve the selection of PacificSource Gold Plan for medical/vision and dental coverage with \$1,000 deductible. Janik seconded. The motion carried unanimous

ii. Snow removal contract (ACTION)

Fox

Attachment: VI.ii. Snow removal contract [2021-23]

Fox stated the District lawyer Ruben Cleaveland reviewed the contract and made one change. Both parties approved the changes. Marsden made a motion to approve the snow removal contract with Ayles Snow Removal Services. Janik seconded. The motion carried unanimously.

VII. Agenda items for next meeting

Bureker

- Cybersecurity policy
- Special District Insurance Services Best Practices Checklist
- Strategic Plan discussion

VIII. Adjournment

The meeting was adjourned at 7:27pm.

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

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**HOOD RIVER COUNTY LIBRARY DISTRICT
PERSONAL SERVICES CONTRACT
(Janitorial Services)**

DATE: November 16, 2021

PARTIES: Hood River County Library District ("District")
502 State Street
Hood River, OR 97031

Tedene Enterprises, Inc.; DBA Clean-All Janitorial ("Contractor")
1767 12th St. #239
Hood River, OR 97031

RECITALS

Contractor is being engaged to provide janitorial services for all areas of the District's property located at 502 State Street, Hood River, Oregon (12 months) and the library and two restrooms at 7300 Clear Creek Road, Parkdale, Oregon (9 months).

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

1. Statement of Work. Contractor shall provide the services set forth in Exhibit "A" (the "Work"). Upon mutual agreement of the parties, the Statement of Work may be updated and amended from time to time; provided, such changes shall be indicated on a revised Exhibit "A" that is signed by both parties. Contractor shall perform the Work as directed by the Library Director and in accordance with the terms and conditions of this Contract.

In performing the Work, the following shall apply:

- a.** Contractor shall provide all essential cleaning products and equipment. The Contractor shall also have in place an OSHA compliant Material Safety Data Sheet ("MSDS") Program and provide Contractor with a copy to be made available on-site. Contractor must keep the program and Contractor updated if there are changes. Notification of changes must be made immediately.
- b.** District will provide trash bags, toilet paper, soap, paper towels, toilet bowl blocks, feminine products, changing table covers, and toilet seat covers.
- c.** Contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from Contractor. Contractor reserves the right to reject any employee's privilege to work inside or outside the facilities.

Contract for Janitorial Services - Page **1** of **4**

2. All Costs by Contractor: Contractor shall, at its own risk and expense, perform the Work described above and, except as otherwise specified, furnish all labor, equipment and materials required for the proper performance of the Work.

3. Qualified to Provide Work: Contractor has represented, and by entering into this Contract now represents, that Contractor and all personnel assigned to the Work required under this Contract, if any, are fully qualified to perform the service to which they will be assigned in a skilled and workmanlike manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.

4. Contract Term: This Contract becomes effective on December 1, 2021. Unless extended or terminated earlier in accordance with its terms, this Contract terminates on November 30, 2022. This Contract may be extended for up to two (2) one-year terms upon written consent of the parties. Contract termination does not extinguish or prejudice District's right to enforce this Contract with respect to any default by Contractor that has not been cured.

5. Compensation:

a. Contractor shall be paid at the rate of \$2,123 per month for the Hood River building and \$295 per month for the Parkdale Library. Compensation shall not exceed the rate specified without District's prior approval.

b. Contractor shall submit monthly invoices to the District for Work performed. The invoices shall describe all Work performed with particularity and shall itemize and explain all expenses that this Contract requires District to pay and for which Contractor claims reimbursement. Each invoice also shall include the total amount invoiced to date by Contractor prior to the current invoice. Contractor shall send invoices to the District by the tenth of the month for work completed in the prior month. Payments shall be made within 30 days of the date of the invoice. Should the Contract be prematurely terminated, payments will be made for work completed and accepted to date of termination.

6. Ownership of Documents: All documents and other work product created by Contractor pursuant to this Contract shall be the property of District.

7. Indemnification: CONTRACTOR SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE DISTRICT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF CONTRACTOR OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of District.

8. Termination: This Contract may be terminated by either party by giving thirty days written notice to the other party.

9. Independent Contractor Status:

a. Contractor shall perform all Work as an independent Contractor. The District reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the District may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

b. Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the District, as those terms are used in ORS 30.265.

c. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

10. Insurance. Contractor shall maintain general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000.00 for each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the District, its officers and its employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

11. Assignment and SubContracts: Contractor shall not assign this Contract or subContract any portion of the work without the written consent of District. Any attempted assignment or subContract without written consent of District shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subContractors and of all persons employed by them, and the approval by District of any assignment or subContract shall not create any Contractual relation between the assignee or subContractor and District.

11. Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between District and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

12. Merger Clause; Waiver. This Contract and attached exhibits, if any, constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

13. Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties.

14. Attorney Fees. In the event of any action or proceeding to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

15. No Third Party Beneficiaries. The signatories to this Contract are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

16. Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CONTRACTOR:

By: _____
Title: _____

DISTRICT:

Jean Sheppard
District President

EXHIBIT “A”

Page 1 of 2

Statement of Work – Hood River Building

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

6 days per week:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
- Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
- Clean and sanitize staff kitchen counters, sink, floor and tables.
- Clean and sanitize all drinking fountains.
- Fill all soap and paper dispensers.
- Empty all wastebaskets and remove trash from building.
- Clean glass doors
- Clean elevator floor, walls, and buttons outside the elevator.
- Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
- Wet mop or scrub all non-carpet areas in public area (October-April)
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.

3 days per week:

- Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).

2 days per week full building cleaning:

- Sweep or vacuum all non-carpet areas.
- Vacuum all carpet areas.
- Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)

Weekly duties:

- Remove spider webs up to 10'.
- Empty blue recycle bins into large blue bin in staff area.
- Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
- Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.

Twice monthly duties:

Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April)

Monthly duties:

- Dust all library shelving (including top of the short, free standing shelving units)

EXHIBIT “A”

Page 2 of 2

As-needed duties (to be performed during regularly-scheduled cleanings):

- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

Annual duties:

- Extract all carpets (September).
- Deep scrub and recoat vinyl floors in staff area. (July)
- Clean all windows inside and out, excluding the tall north windows in the atrium area (May).

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

Statement of Work – Parkdale Library (October 15-July 15)

Weekly duties:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside library), tables, computer desks, computer keyboards and mice, and end tables.
- Clean and sanitize two bathrooms outside the library, counters, and handles (inside and out), sinks, toilets and changing tables. Wet mop the bathrooms.
- Empty all wastebaskets and remove trash from building.
- Vacuum carpet in the library

Initials_____

Date_____

Initials_____

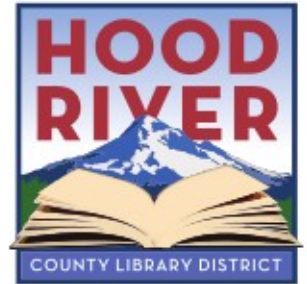
Date_____

Bid request for Janitorial Services

Bid request due: Wednesday, November 10, 2021, at 5:00pm

Mailing address: 502 State St, Hood River, OR 97031

Email: rachael@hoodriverlibrary.org



Hood River County Library District is seeking a qualified cleaning firm to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River (12 months year) and the Parkdale Library at 7300 Clear Creek in Parkdale (9 months year). The bid request specifications as well as information and clarification on this bid request may be obtained by contacting:

Rachael Fox, Library Director
Hood River County Library District
502 State St, Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Questions must be in writing and must be received by 5:00pm on Friday, November 5, 2021.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. The District reserves the right to:

1. Reject any or all bid requests at the sole discretion of the District,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of bid request opening,
3. To waive informalities in bid request,
4. To select the bid request which appears to be in the best interest of the District

I. Statement of Work

A. Purpose of Request

Hood River County Library District is seeking bids from qualified cleaning firms to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River (**12 months year**) and the Parkdale Library at 7300 Clear Creek (**9 months year**). Our objective is to select the firm best qualified to provide regular daily, weekly, and annual janitorial services for the Hood River Library and Parkdale Library.

The cleaning firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed for two terms of one year annually thereafter at the option of the District or Contractor.

B. Description of District

Hood River County Library District serves all of Hood River County, Oregon. The District includes the Hood River Library and two smaller branches in Cascade Locks and Parkdale. This bid request is to clean the Hood River Library facility at 502 State Street in Hood River

502 State Street
Hood River, OR 97031
Parkdale 97056
www.hoodriverlibrary.org

(12 months per year) and the Parkdale Library at 7300 Clear Creek Road Parkdale, Oregon 97041 (9 months per year).

C. Description of the Facility

The Hood River Library at 502 State Street in Hood River is an approximately 17,500 square foot facility on two levels, with stairwells, offices, reception areas, three large restrooms, and multiple reading, research, and lounge areas. The facility is open five days per week, Tuesday through Saturday. The Parkdale Library is located within the Parkdale Community Center at 7300 Clear Creek Road in Parkdale is approximately 750 square feet and has two single room restrooms directly outside the library.

D. Scope of Janitorial Services Required

Statement of Work – Hood River Library

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift. Detailed cleaning expectations are as follows:

6 days per week:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
- Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
- Clean and sanitize staff kitchen counters, sink, floor and tables.
- Clean and sanitize all drinking fountains.
- Fill all soap and paper dispensers.
- Empty all wastebaskets and remove trash from building.
- Clean glass doors
- Clean elevator floor, walls, and buttons outside the elevator.
- Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
- Wet mop or scrub all non-carpet areas in public area (October-April)
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.

3 days per week:

- Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).

2 days per week full building cleaning:

- Sweep or vacuum all non-carpet areas.
- Vacuum all carpet areas.
- Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)

Weekly duties:

- Remove spider webs up to 10'.

- Empty blue recycle bins into large blue bin in staff area.
- Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
- Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.

Twice monthly duties:

- Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April)

Monthly duties:

- Dust all library shelving (including top of the short, free standing shelving units)

As-needed duties (to be performed during regularly-scheduled cleanings):

- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

Annual duties:

- Extract all carpets (September).
- Deep scrub and recoat vinyl floors in staff area. (July)
- Clean all windows inside and out, excluding the tall north windows in the atrium area (May).
- Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

Statement of Work – Parkdale Library (October 15-July 15)

Weekly duties:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside library), tables, computer desks, computer keyboards and mice, and end tables.
- Clean and sanitize two bathrooms outside the library: counters, and handles (inside and out), sinks, toilets and changing tables. Wet mop the bathrooms.
- Empty all wastebaskets and remove trash from building.
- Vacuum carpet in the library

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

E. Contractor and District Expectations

The contractor must provide all essential cleaning products and equipment. The contractor

must also have in place an OSHA-compliant SDS program and provide the District with a copy to be made available on-site. The contractor must keep the program and the District updated if there are changes. Notification of changes must be made immediately.

The contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from the Library Director. The contractor must maintain at its own expense Worker's Compensation and General Liability Insurance and provide acceptable proof of such insurance to the District within thirty days of signing a contract.

The District reserves the right to reject any employee's privilege to work inside or outside the facilities.

The District will provide trash bags, toilet paper, soap, papers towels, toilet bowl blocks, feminine products, changing table covers and toilet seat covers.

F. Contract Period

The contract will cover one calendar year and will include a sixty-day cancellation provision. The District reserves the right to request bid request for janitorial services in future years.

II. Bid Request Submission Procedures

A. Bid Request Submission

The signed bid request must be received by Wednesday, November 10, 2021, 5:00 pm. The bid request must be clearly designated as "Janitorial Bid Request". Emailed bid requests are acceptable. Late Bid request will not be accepted.

B. Summary of Cleaning Firm's Qualifications

C. Firms should describe their recent experience providing janitorial services in high-traffic, publicly-accessible buildings.

D. Facility Walkthrough

Potential bidders may request a walkthrough of the facilities by contacting Library Director Rachael Fox. Walkthroughs must be performed before Friday, October 29, by 5:00pm.

E. Fees Section

1. Provide not-to-exceed fee estimates for the scope of janitorial services requested. The not-to-exceed fees estimates are to include all fees, including travel and out-of-pocket costs.
2. Provide a brief description of any other services that your firm could provide the District and the hourly charge for each service of this type. Such services would be contracted for on an "as needed" basis, to be provided and billed for separately.

F. Opportunity to Comment

Firms may formally protest or comment on this bid request or selection process by submitting a written, signed statement to Rachael Fox, Library Director, Hood River County Library District, at the contact information on page 1. Protests and comments must be received by 5:00pm, November 30, 2021, to be considered. No protest against award because of the

content of specifications shall be considered after this deadline.

G. Addenda

Addenda, if any, will be issued prior to the bid request due date. To ensure receipt of addenda, verify that the District has the name, phone number, email for a contact person for the firm.

H. Equal Employment Compliance Requirement

By submitting this bid request, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

I. Additional Information

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

III. Bid Request Evaluation Procedures

A. Evaluation of Bid Request

The bid request will be evaluated to determine which bid request best meets the needs of the District. Bid requests will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

B. Bid Request Rejection

The District reserves the right to:

1. reject any or all bid requests not in compliance with all public procedures and requirements;
2. reject any bid request(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in bid request submitted;
4. reject all bid request;
5. award any or all parts of any bid request.
6. request references and other data to determine responsiveness.

C. Protest of Award

Any adversely affected proposer has five calendar days from the date of the written notice of award to file a written protest.

IV. General Terms and Conditions

A. Submission and Signing of Bid request

The submission and signing of a bid request shall indicate the intention of the firm to adhere to the provisions described in this bid request.

B. District Clarification of Bid Request

The District reserves the right to obtain clarification of any point in a firm's bid request or to obtain additional information necessary to properly evaluate a particular bid request. Failure of a proposer to respond to such a request for additional information or clarification could

result in rejection of the firm's bid request.

C. Cost of Preparing a Bid Request

The bid request does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a bid request, or in making the necessary studies for the preparation thereof.

V. Bid Request Certifications

Non-Discrimination Clause (ORS 279A.110)

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women, or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by:

Firm Name:

Address:

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: _____

Address: _____

Telephone number: _____

Email address: _____

Submitted by: _____

Authorized Signer

_____ Date

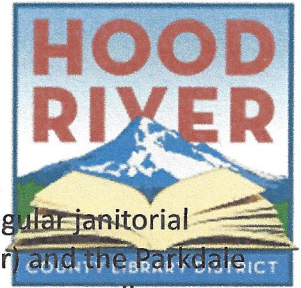
Printed Name

**Bid request
for Janitorial Services**

Bid request due: Wednesday, November 10, 2021, at 5:00pm

Mailing address: 502 State St, Hood River, OR 97031

Email: rachael@hoodriverlibrary.org



Hood River County Library District is seeking a qualified cleaning firm to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River (12 months year) and the Parkdale Library at 7300 Clear Creek in Parkdale (9 months year). The bid request specifications as well as information and clarification on this bid request may be obtained by contacting:

Rachael Fox, Library Director
Hood River County Library District
502 State St, Hood River, OR 97031
rachael@hoodriverlibrary.org
541-387-7062

Questions must be in writing and must be received by 5:00pm on Friday, November 5, 2021.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. The District reserves the right to:

1. Reject any or all bid requests at the sole discretion of the District,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of bid request opening,
3. To waive informalities in bid request,
4. To select the bid request which appears to be in the best interest of the District

I. Statement of Work

A. Purpose of Request

Hood River County Library District is seeking bids from qualified cleaning firms to perform regular janitorial services at the Hood River Library at 502 State Street in Hood River (**12 months year**) and the Parkdale Library at 7300 Clear Creek (**9 months year**). Our objective is to select the firm best qualified to provide regular daily, weekly, and annual janitorial services for the Hood River Library and Parkdale Library.

The cleaning firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed for two terms of one year annually thereafter at the option of the District or Contractor.

B. Description of District

Hood River County Library District serves all of Hood River County, Oregon. The District includes the Hood River Library and two smaller branches in Cascade Locks and Parkdale. This bid request is to

clean the Hood River Library facility at 502 State Street in Hood River (12 months per year) and the Parkdale Library at 7300 Clear Creek Road Parkdale, Oregon 97041 (9 months per year).

C. Description of the Facility

The Hood River Library at 502 State Street in Hood River is an approximately 17,500 square foot facility on two levels, with stairwells, offices, reception areas, three large restrooms, and multiple reading, research, and lounge areas. The facility is open five days per week, Tuesday through Saturday. The Parkdale Library is located within the Parkdale Community Center at 7300 Clear Creek Road in Parkdale is approximately 750 square feet and has two single room restrooms directly outside the library.

D. Scope of Janitorial Services Required

Statement of Work – Hood River Library

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift. Detailed cleaning expectations are as follows:

6 days per week:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside building), tables, computer desks, computer keyboards and mice, end tables, and meeting room tables and meeting room sink.
- Clean and sanitize all bathroom floors, counters, bathroom stall doors and handles (inside and out), sinks, toilets and changing tables.
- Clean and sanitize staff kitchen counters, sink, floor and tables.
- Clean and sanitize all drinking fountains.
- Fill all soap and paper dispensers.
- Empty all wastebaskets and remove trash from building.
- Clean glass doors
- Clean elevator floor, walls, and buttons outside the elevator.
- Clean ADA buttons (Four total located inside/outside long hallway on lower level and two total located inside/outside front door of building).
- Wet mop or scrub all non-carpet areas in public area (October-April)
- Ensure all entrances and marked doors are locked and that non-emergency lights are off.

3 days per week:

- Vacuum or sweep high traffic areas carpet and non-carpet (defined as stairs, entry areas, and hallways).

2 days per week full building cleaning:

- Sweep or vacuum all non-carpet areas.
- Vacuum all carpet areas.
- Wet mop or scrub all non-carpet areas (Public area: May-September, Staff area: year round)

Weekly duties:

- Remove spider webs up to 10'.
- Empty blue recycle bins into large blue bin in staff area.
- Empty garbage cans in the Georgiana Smith Memorial Gardens (May-September).
- Take all recycling bags/containers from designated stations to the centrally-located pickup point and replace each station with empty bags/containers.

Twice monthly duties:

- Empty garbage cans in the Georgiana Smith Memorial Gardens (October-April)

Monthly duties:

- Dust all library shelving (including top of the short, free standing shelving units)

As-needed duties (to be performed during regularly-scheduled cleanings):

- Remove broken glass or sharp material from all surfaces.
- Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling.
- Remove excess water from floors during inclement weather.
- Emptying garbage cans in the Gardens before and after large downtown events including but not limited to Blossom Time (spring), First Friday (May-October), Independence Day (July 4), Library end of Summer Reading party (end of summer), Hops Fest (September), Harvest Fest (October), and Hood River Holidays (December).

Annual duties:

- Extract all carpets (September).
- Deep scrub and recoat vinyl floors in staff area. (July)
- Clean all windows inside and out, excluding the tall north windows in the atrium area (May).
- Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

Statement of Work – Parkdale Library (October 15-July 15)

Weekly duties:

- Sanitize and wipe down all public and staff area counters, door handles (inside and outside library), tables, computer desks, computer keyboards and mice, and end tables.
- Clean and sanitize two bathrooms outside the library: counters, and handles (inside and out), sinks, toilets and changing tables. Wet mop the bathrooms.
- Empty all wastebaskets and remove trash from building.
- Vacuum carpet in the library

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

E. Contractor and District Expectations

The contractor must provide all essential cleaning products and equipment. The contractor must also

Hood River County Library District, Bid request for Janitorial Services, p.4
have in place an OSHA-compliant SDS program and provide the District with a copy to be made available on-site. The contractor must keep the program and the District updated if there are changes. Notification of changes must be made immediately.

The contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from the Library Director. The contractor must maintain at its own expense Worker's Compensation and General Liability Insurance and provide acceptable proof of such insurance to the District within thirty days of signing a contract.

The District reserves the right to reject any employee's privilege to work inside or outside the facilities.

The District will provide trash bags, toilet paper, soap, papers towels, toilet bowl blocks, feminine products, changing table covers and toilet seat covers.

F. Contract Period

The contract will cover one calendar year and will include a sixty-day cancellation provision. The District reserves the right to request bid request for janitorial services in future years.

II. Bid Request Submission Procedures

A. Bid Request Submission

The signed bid request must be received by Wednesday, November 10, 2021, 5:00 pm. The bid request must be clearly designated as "Janitorial Bid Request". Emailed bid requests are acceptable. Late Bid request will not be accepted.

B. Summary of Cleaning Firm's Qualifications

C. Firms should describe their recent experience providing janitorial services in high-traffic, publicly-accessible buildings.

D. Facility Walkthrough

Potential bidders may request a walkthrough of the facilities by contacting Library Director Rachael Fox. Walkthroughs must be performed before Friday, October 29, by 5:00pm.

E. Fees Section

1. Provide not-to-exceed fee estimates for the scope of janitorial services requested. The not-to-exceed fees estimates are to include all fees, including travel and out-of-pocket costs.
2. Provide a brief description of any other services that your firm could provide the District and the hourly charge for each service of this type. Such services would be contracted for on an "as needed" basis, to be provided and billed for separately.

F. Opportunity to Comment

Firms may formally protest or comment on this bid request or selection process by submitting a written, signed statement to Rachael Fox, Library Director, Hood River County Library District, at the contact information on page 1. Protests and comments must be received by 5:00pm, November 30, 2021, to be considered. No protest against award because of the content of specifications shall be considered after this deadline.

G. Addenda

Addenda, if any, will be issued prior to the bid request due date. To ensure receipt of addenda, verify that the District has the name, phone number, email for a contact person for the firm.

H. Equal Employment Compliance Requirement

By submitting this bid request, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

I. Additional Information

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

III. Bid Request Evaluation Procedures

A. Evaluation of Bid Request

The bid request will be evaluated to determine which bid request best meets the needs of the District. Bid requests will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

B. Bid Request Rejection

The District reserves the right to:

1. reject any or all bid requests not in compliance with all public procedures and requirements;
2. reject any bid request(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in bid request submitted;
4. reject all bid request;
5. award any or all parts of any bid request.
6. request references and other data to determine responsiveness.

C. Protest of Award

Any adversely affected proposer has five calendar days from the date of the written notice of award to file a written protest.

IV. General Terms and Conditions

A. Submission and Signing of Bid request

The submission and signing of a bid request shall indicate the intention of the firm to adhere to the provisions described in this bid request.

B. District Clarification of Bid Request

The District reserves the right to obtain clarification of any point in a firm's bid request or to obtain additional information necessary to properly evaluate a particular bid request. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's bid request.

C. Cost of Preparing a Bid Request

The bid request does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a bid request, or in making the necessary studies for the preparation thereof.

V. Bid Request Certifications

Non-Discrimination Clause (ORS 279A.110)

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women, or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by: Billy Cofrances

Firm Name: Tedene Enterprises, Inc. dba Clean-All Janitorial

Address: 1767 12th St #239 Hood River, OR. 97031

VI. Signature Page

The undersigned proposes to perform all work as listed in this bid request, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the bid request has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this bid request:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For bid request, including all requirements and contract terms and conditions thereof. If it's bid request is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this bid request.

Name of firm: Tedene Enterprises, Inc.

Address: 1767 12th St # 239 Hood River OR 97031

Telephone number: 541-386-5773

Email address: tedene@embargo.com

Submitted by: 
Authorized Signer

11.28.21

Date
Paigy Cotranes
Printed Name



Tedene Enterprises, Inc.
Clean-All Janitorial
1767 12th St #239
Hood River, OR. 97031
541.386.5773
tedene@embarqmail.com

Bid request proposal for:

Hood River County Library

502 State St. Hood River, OR. 97031

Clean-All Janitorial's bid The Hood River County Library will be \$2,123 per month for the scope of work requested.

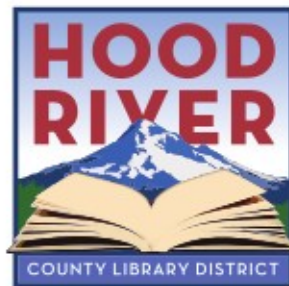
For the Parkdale Library branch the price will be \$295 per month for the scope of work requested.

Any additional work is available upon request for an added charge.

Signatures and dates are included in the proposal request.

Thank you very much for your interest!

Information Security Policy



Introduction

Hood River County Library District seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for an organizational culture of security.

The purpose of this policy is to clearly communicate the organizations security objectives and guidelines to minimize the risk of internal and external threats.

Compliance

Non-compliance with this policy may pose risk to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment or business relationships. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The organization will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

Privileged Access

Access to the organization's systems and applications above and beyond general user access shall be limited to the IT Manager and key administrators.

Data Backup & Recovery

The organization will conduct regular backups of all critical business data. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

Multi-factor Authentication

Multi-factor authentication will be utilized on all systems or services that are external to the organization. This includes email.

Endpoint Protection

All organization servers and workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

Firewall with Security Services

The organization will protect the corporate network from the Internet through the use of a

502 State Street
Hood River - OR 97031
541 386 2535

www.hoodriverlibrary.org

firewall with Intrusion Prevention System (IPS) capability.

Email Security

The organization will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The organization will also not utilize email to send or receive sensitive information.

Wireless

The organization's wireless will be setup utilizing two separate SSID's one for organizationally owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

Password Management

The organization will utilize the following password configuration:

- System account lockout threshold: 15 Minutes
- Invalid login attempts before lockout: 3
- Minimum password length: 12
- Maximum password age: 90 days
- Password history: 7
- Password complexity: On

In addition, the organization will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the organization.

Email Phishing Exercises

The organization will perform simulated phishing exercises used to test and educate users.

Security Awareness Training

The organization's personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before being granted system access
2. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Acceptable Use Policy

The organization will require all users sign an acceptable use policy before accessing organizational resources. This policy governs the use of the company resources and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use. See *Appendix A* for a copy of current Acceptable Use Policy.

Asset Management

An inventory of all the organization's hardware and software will be maintained that documents the following:

- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

Patch Management

All software and operating system updates and patches will be configured to automatically install. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

Securing Remote Workers

The organization allows remote users to use their own devices when working remotely. Staff are required to adhere to the Acceptable Use Policy and the applicable policies outlined in the Employee Handbook.

Mobile Device Management (MDM)

The organization will utilize a tool or service for the administration of mobile devices in the event the mobile device is used to access organizational information (this includes email).

Standard Configuration

The organization will utilize a standard configuration for all endpoints, servers, network devices, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

Vulnerability Scanning

The organization will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

Incident Response

The organization will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:

- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- Users roles and responsibilities.
- Schedule of regular testing of the incident response plan.

Auditing and Logging

The organization will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

Approved by the Board of Directors, November 16, 2021

Last amended, November 16, 2021
Last reviewed, November 16, 2021

Appendix A – Acceptable Use Policy

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at Hood River County Library District. These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromises of network systems and services, and legal issues.

Scope

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the company. This policy is a supplement to the Hood River County Library District Information Security Policy.

General Use

IDs/Passwords:

Access to the organization's IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on organization systems and services.

Password Requirements:

- Minimum password length: 12
- Must have a combination of letters, numbers, and special characters.
- If possible, utilize a password manager to create (much stronger) and unique passwords for each service or account.

Individuals must not:

- Allow anyone else to use their user ID/token and/or password on any organizational IT systems.
 - Exceptions to this must be approved by leadership.
- Leave their password unprotected (for example writing it down).
- Leave their user accounts logged in at an unattended and unlocked computer.
- Perform any unauthorized changes to the organization's IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-company authorized device to the organizations corporate network or IT systems.
- Insert unapproved media (CD, USB thumb drive, SD card) into corporate devices.
- Store organizational data on any non-authorized equipment, or personnel equipment.
- Give or transfer organizational data or software to any person or organization outside of the organization without the authority of leadership.

Internet and Email Use

Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the organization in any way, not in breach of any term and condition of employment and does not place the individual or organization in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Disclose employee, client, and other proprietary information which the employee has access.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the organization considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the organization, alter any information about it, or express any opinion about the organization, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward organizational mail to personal non-organizational email accounts (for example a personal Gmail account).
- Make official commitments through the internet or email on behalf of the organization unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval.
- Remove or disable anti-virus software.
- Use unauthorized services on the internet to store or transmit PII. This includes (Dropbox, Google Drive, personal email accounts, etc.)

Email:

To avoid being a victim of malicious software or phishing attack remember:

- Never download or open attachments from unknown recipients.
- Hover over links to determine if the link is legitimate.
- If it's a specific account asking you to sign into an account don't click a link within the email visit the site directly to login.
- Verify sender. Sometimes the best way to do this is call the sender back to make sure they are the ones who initiated the email.
- Never provide personal information. Legitimate companies will never ask for you to

provide personal information including passwords in an email.

Clean Desk and Clear Screen

In order to reduce the risk of unauthorized access or loss of information, the organization enforces a clear desk and screen policy as follows:

- Maintaining a “clean desk” or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period of time. This will help to ensure that confidential customer information is not inadvertently disclosed.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Ensure that paper-based information is appropriately monitored and protected.
- Ensure that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Only equipment approved by the organization may be used to download personal information locally to the device.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Lock devices in the trunk out of sight while traveling.
- Laptops must be carried as hand luggage when traveling.

Mobile Devices

- Mobile devices such as smartphones and tablets may be used but require approval.
- It is not permitted to save client information locally to a mobile device.
- Mobile devices need to be password protected and encrypted.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

Telephone Equipment Conditions of Use

The use of organizational voice equipment is intended for business use. Personal use of voice equipment is allowed but should be limited. Individuals must not:

- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract

All organizational equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the organization at termination of contract.

All data or intellectual property developed or gained during the period of employment remains the property of Hood River County Library District and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on organizationally owned computers and third-party vendor's systems is the property of Hood River County Library District and there is no official provision for individual data privacy, however wherever possible the organization will avoid opening personal emails.

System logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The organization has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

It is your responsibility to report suspected breaches of security policy without delay to the IT department. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the organization's disciplinary procedures.

Signature

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understand the policy.

(Print your name)

(Signature)

(Date)

Resolution No. 2021-22.03

Resolution creating Information Security Policy

WHEREAS, the Board would like to set rules to ensure the Library District is keeping information secure and to protect against cyber attacks; and

Now, therefore be it RESOLVED, that the Board creates Information Security Policy as presented in the attached document during the Board's meeting of November 16, 2021.

Adopted by the Board of Directors of Hood River County Library District this 16th day of November 2021.

ATTEST:

Jean Sheppard, President

Rachael Fox, Secretary