

**Personal Services Contract for  
Operations, Maintenance, and Management Services**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Sweet Home, a municipal corporation in the State of Oregon, with its mailing address at 3225 Main St, Sweet Home OR, 97386 (hereinafter the "OWNER")

and

[ \_\_\_\_\_ ], with its principal address at [ \_\_\_\_\_ ]  
(hereinafter "COMPANY").

**WHEREAS**, OWNER owns and provides for the operation of a wastewater system, including maintenance, repair, expansion administration, billing, collection, customer service and permitting functions]; and,

**WHEREAS**, OWNER owns and provides for the operation of a water system, including maintenance, repair, expansion administration, billing, distribution, customer service and permitting functions]; and,

**WHEREAS**, OWNER desires to employ Company to perform the [operation, maintenance, repair functions] for the compensation provided for herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, OWNER and COMPANY agree as follows:

**1. General**

1.1 Definitions of words and phrases used in this Agreement and the attachments are contained in Exhibit A.

1.2 The following exhibits are hereby incorporated by reference into this Contract:

- 1.3 Exhibit A – Definitions
- 1.4 Exhibit B – Oregon Public Contracting Requirements
- 1.5 Exhibit C – Scope of Services
- 1.6 Exhibit D – NPDES Permit and Wastewater Treatment Characteristics
- 1.7 Exhibit E – Request for Proposals
- 1.8 Exhibit F – COMPANY's Proposal

1.9 All land, buildings, facilities, easements, licenses, rights-of-way, equipment and vehicles presently or hereinafter acquired or owned by OWNER shall remain the exclusive property of OWNER unless specifically provided for otherwise in this Agreement.

1.10 This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

- 1.11 This Agreement shall be binding upon the successors and assigns of each of the parties, but neither party shall assign this Agreement without the prior written consent of the other party. Consent shall not be unreasonably withheld.
- 1.12 All notices shall be in writing and transmitted to the party's address stated above. All notices shall be deemed given when delivered, if delivered personally or by courier mail service, i.e., Federal Express or Airborne Express, delivered after such notice has been deposited in the United States mail postage prepaid, if mailed certified or registered U.S. mail, return receipt requested; or received by the party for which notice is intended if given in any other manner.
- 1.13 This Agreement, including Exhibits A through F, is the entire Agreement between the parties. This Agreement may be modified only by written agreement signed by both parties. Wherever used, the terms "COMPANY" and "OWNER" shall include the respective officers, agents, directors, elected or appointed officials and employees and, where appropriate, subcontractors or anyone acting on their behalf.
- 1.14 If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- 1.15 It is understood that the relationship of COMPANY to the OWNER is that of independent contractor. The services provided under this Agreement are of a professional nature and shall be performed in accordance with good and accepted industry practices for contract operators similarly situated. However, such services shall not be considered engineering services and nothing herein is intended to imply that COMPANY is to supply professional engineering services to OWNER unless specifically stated in this Agreement to the contrary.
- 1.16 If any litigation is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees which are directly attributed to such litigation in addition to any other relief to which it may be entitled.
- 1.17 Nothing in this Agreement shall be construed to create in any third party or in favor of any third party any right(s), license(s), power(s) or privilege(s).
- 1.18 Prior to the commencement of work under this Agreement, each party shall designate in writing an employee or other representative of the designating party who shall have full authority to approve changes in the Scope of Services and compensation therefore, execute written Change Orders reflecting such changes, render decisions promptly, and furnish information expeditiously to the other party when necessary.
- 1.19 This Agreement shall be interpreted in accordance with its plain meaning and not strictly for or against either party hereto.
- 1.20 The provisions of Sections 1 (General), 8 (Indemnity, Liability and Insurance), 9 (Term, Termination, and Default), and 10 (Disputes and Force Majeure) shall survive the expiration or termination of this Agreement.

- 1.14 This Agreement includes fulfilling the requirements identified in the Scope of Services listed in Exhibit C.
- 1.21 This Agreement may be executed and delivered (including by facsimile transmission, pdf or other means of electronic signature) in any number of counterparts, each of which will be deemed an original, but all of which together will constitute but one and the same instrument.

## **2. COMPANY's Services – General**

- 2.1 Within fifteen (15) days after COMPANY begins service under this Agreement, COMPANY will provide a physical inventory of the OWNER's equipment in use at the Project and a general statement as to the condition of each vehicle or piece of equipment.
- 2.2 COMPANY will provide OWNER with a physical inventory of chemicals and other consumables on hand when COMPANY begins services under this Agreement. COMPANY will provide OWNER with the same quantity of chemicals or equivalent upon termination of this Agreement.
- 2.3 Visits may be made at a reasonable time by OWNER's officers so designated by the OWNER's representative. Keys for the Project shall be provided to OWNER by COMPANY for such visits. All visitors to the Project shall comply with COMPANY's operating and safety procedures.
- 2.4 In any emergency affecting the safety of persons or property, COMPANY may act without written amendment or change order, at COMPANY's discretion, to prevent threatened damage, injury or loss. COMPANY shall be compensated by OWNER for any such emergency work notwithstanding the lack of a written amendment. Such compensation shall include COMPANY's non-labor direct Costs for the emergency work. Nothing contained in this Section shall impose upon COMPANY a duty to perform any emergency work absent a change order and failure to perform any such emergency work shall not impose upon COMPANY any liability for errors and omissions.

## **3. COMPANY's Scope of Services – Wastewater & Water**

- 3.1 Exhibit C shall apply to COMPANY's O&M services for the OWNER's wastewater treatment system and water treatment system.

## **4. OWNER's Duties**

- 4.1 The OWNER shall fund all necessary Capital Expenditures, which will be performed by COMPANY under a written change order to this Agreement. Priority shall be given to safety and the ADA related expenses described in Section 2.10. Any loss, damage, or injury resulting from OWNER's failure to provide capital improvements and/or funds in excess of the Maintenance and Repair Limit when reasonably requested by COMPANY shall be the sole responsibility of OWNER.

- 4.2 The OWNER shall keep in force all Project warranties, guarantees, easements and licenses that have been granted to OWNER and are not transferred to COMPANY under this Agreement.
- 4.3 The OWNER shall pay all sales, excise, *ad valorem*, property, franchise, occupational and disposal taxes, or other taxes associated with the Project other than taxes imposed upon COMPANY's net income and/or payroll taxes for COMPANY employees. In the event COMPANY is required to pay any sales tax or use taxes on the value of the services provided by COMPANY hereunder or the services provided by any subcontractor of COMPANY, such payments shall be reimbursed by the OWNER unless the OWNER furnishes a valid and properly executed exemption certificate relieving the OWNER and COMPANY of the obligation for such taxes. In the event the OWNER furnishes an exemption certificate which is invalid or not applicable to services by COMPANY, the OWNER shall indemnify COMPANY for any taxes, interest, penalties, and increment costs, expenses or fees which it may incur as a result of COMPANY's reliance on such certificate.
- 4.4 The OWNER shall provide COMPANY, within a reasonable time after request and on an "as available" basis, with the temporary use of any piece of OWNER's heavy equipment that is available so that COMPANY may discharge its obligations under this Agreement in the most cost effective manner.
- 4.5 OWNER warrants that during the interim period between the initial Project inspection by COMPANY and the Commencement Date, the plants, facilities and equipment have been operated only in the normal course of business, all scheduled and proper maintenance have been performed and there are no issues known to OWNER regarding the condition of the Project, and facilities composing the Project and/or any equipment used by the Project. OWNER warrants and agrees that it will turn over the plants, facilities and equipment to COMPANY in good working order and in compliance with the NPDES Permit(s) and all other applicable laws, rules and regulations.
- 4.6 The OWNER shall continue to be responsible and pay for the general administration and enforcement of (i) the water distribution and wastewater collection systems, and (ii) long-term System and Service Area planning. Typical administration costs associated with the above activities include costs such as the services of the auditor, lawyer, and liability insurance.

## 5. Compensation

- 5.1 COMPANY's compensation under this Agreement shall consist of an Annual Fee. The Annual Fee for the period \_\_\_\_\_ through \_\_\_\_\_ shall be \$\_\_\_\_\_.
- 5.2 The services being provided under this Agreement are based on reasonably expected overtime for normal breakdowns or services required after hours. Any additional expenses including straight or over time wages caused by severe weather, a disaster or unplanned event that may be recovered through billing any third party including the State or Federal Government FEMA funds will be billed to the OWNER for reimbursement
- 5.3 The Annual Fee shall be negotiated each year at least four (4) months prior to the anniversary of this Agreement's effective date. Should OWNER and COMPANY fail to

agree, the Annual Fee (and Maintenance and Repair Limit included therein) will be adjusted by multiplying the existing Annual Fee by the percentage increase in the Consumer Price Index for all Urban Consumers (U.S. City Average) as published by the U. S. Department of Labor Statistics for the twelve (12) months prior to the beginning of the period for which an adjusted Annual Fee is being calculated not to exceed \_\_\_\_%.

## **6. Payment of Compensation**

- 6.1 One-twelfth (1/12) of the Annual Fee for the current year shall be due and payable on the first of the month for each month that services are provided.
- 6.2 All other compensation to COMPANY is due upon receipt of COMPANY's invoice and payable within thirty (30) days.
- 6.3 OWNER shall pay interest at an annual rate equal to \_\_\_\_\_, said rate of interest not to exceed any limitation provided by law, on payments not paid and received within thirty (30) calendar days of the due date, such interest being calculated from the due date of the payment. In the event the charges hereunder might exceed any limitation provided by law, such charges shall be reduced to the highest rate or amount within such limitation.

## **7. Scope Changes**

- 7.1 A Change in Scope of services shall occur when and as COMPANY's costs of providing services under this Agreement change as a result of:
  - 7.1.1 any change in Project operations or personnel minimum qualifications, or other cost which is a result of an Unforeseen Circumstance;
  - 7.1.2 increases or decreases of not less than ten percent (10%) in the influent flow or loadings as demonstrated by a twelve month floating average compared to the twelve month period ending on the effective date of this Agreement (baseline flow and loading information is located in Exhibit D); or increases or decreases of not less than ten percent (10%) in the raw water flow, or raw water characteristics as demonstrated by the twelve month average.
  - 7.1.3 OWNER's request of COMPANY and COMPANY's consent to provide additional services.
- 7.2 For Changes in Scope described in Sections 7.1.1 and 7.1.2, the Annual Fee shall be increased (or decreased) by an amount equal to COMPANY's additional (reduced) Cost associated with the Change in Scope plus ten percent (10%). Modifications of the Annual Fee as a result of conditions described in Section 7.1.2 shall be retroactive to the beginning of the twelve-month comparison period.
- 7.3 OWNER and COMPANY shall negotiate an increase in COMPANY's Annual Fee for Changes in Scope based on Section 7.1.3.

## **8. Indemnity, Liability and Insurance**

- 8.1 During the term of this Contract, COMPANY shall maintain, at its own expense, the following types of insurance in the following amounts:
- a. Comprehensive general liability insurance, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards, if applicable):
    - Worker's Compensation \$2,000,000 policy limit and \$2,000,000 employee limit.
    - Business Automobile Liability \$2,000,000 combined single limit coverage.
    - Commercial General Liability \$5,000,000 per occurrence and \$10,000,000 aggregate.
    - Pollution Liability \$2,000,000 per claim and aggregate
    - Umbrella Liability Coverage \$4,000,000 per claims and in the aggregate.Coverage shall also include contractual liability coverage for the indemnity provided under this contract.
  - b. The limits required in this Section 8.1 may be met with a combination of underlying and umbrella coverage.
- 8.2 Except as required in 8.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.
- 8.3 Policies shall provide that OWNER, its council, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 8.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 8.4 All coverages under Section 8.1 shall be primary over any insurance OWNER may carry on its own.
- 8.5 All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to OWNER and that are qualified to do business in the state of Oregon.
- 8.6 COMPANY shall furnish OWNER with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by OWNER, COMPANY shall furnish OWNER with executed copies of such policies of insurance. COMPANY shall furnish OWNER with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.
- 8.7 All liability insurance, except for Workers' Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Contract must include an additional insured endorsement with the certificate of insurance specifying the OWNER of Sweet Home, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's activities to

be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent and attached to Certificate of Insurance.

- 8.8 COMPANY, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.
- 8.9 COMPANY warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. COMPANY shall indemnify OWNER for any liability incurred by OWNER as a result of COMPANY's breach of the warranty under this paragraph.
- 8.10 COMPANY hereby agrees to indemnify and hold OWNER harmless from any liability or damages for bodily injury, including death, property damages and pollution damages which may arise from COMPANY's negligence or willful misconduct under this Agreement; provided, COMPANY shall be liable only for that percentage of total damages that corresponds to its percentage of total negligence or fault.
- 8.11 COMPANY shall be liable for those fines or civil penalties imposed by a regulatory or enforcement agency for violations occurring on or after \_\_\_\_\_, 20[\_\_\_], of the effluent quality requirements provided for in Exhibit D that are a result of COMPANY's negligence or willful misconduct.
- 8.12 OWNER shall be liable for those fines or civil penalties imposed by any regulatory or enforcement agencies on OWNER and/or COMPANY that are not a result of COMPANY's negligence or are otherwise directly related to the ownership of the Project and shall indemnify and hold COMPANY harmless from the payment of any such fines and/or penalties.

## **9. Term, Termination and Default**

- 9.1 The initial term of this Agreement shall be \_\_\_\_\_ (\_\_\_) years commencing \_\_\_\_\_ ("Initial Term"). Thereafter, this Agreement shall be automatically renewed for successive terms of \_\_\_\_\_ (\_\_\_) years each unless canceled in writing by either party no less than one hundred and twenty (120) days prior to expiration.
- 9.2 Owner may terminate this Agreement for convenience with at least six (6) months prior written notice of termination. In the event that Owner terminates the Agreement in accordance with the terms of this section before the end of the 5 year contract term, Owner shall pay \_\_\_\_\_ a demobilization fee equal to \_\_\_% of the current base fee.
- 9.3 A party may terminate this Agreement for a material breach of the Agreement by the other party; only after giving written notice of breach; and, except in case of a breach by OWNER for nonpayment of COMPANY's invoices, in which case termination may be

immediate by COMPANY, only after allowing the other party thirty (30) days to cure or commence taking reasonable steps to cure the breach.

- 9.4 In the event that this Agreement is terminated for any reason prior to the ending date of the Initial Term, OWNER shall pay to COMPANY any funds identified in Section 7.2 that have not been paid to COMPANY through the date of termination.
- 9.5 Upon notice of termination by OWNER, COMPANY shall assist OWNER in assuming operation of the Project. If additional Cost is incurred by COMPANY at request of OWNER, OWNER shall pay COMPANY such Cost within 15 days of invoice receipt.
- 9.6 Upon termination of this Agreement and all renewals and extensions of it, COMPANY will return the Project to OWNER in the same condition as it was upon the effective date of this Agreement, ordinary wear and tear excepted. Equipment and other personal property purchased by COMPANY for use in the operation or maintenance of the Project shall remain the property of COMPANY upon termination of this Agreement unless the property was directly paid for by OWNER or OWNER specifically reimbursed COMPANY for the cost incurred to purchase the property or this Agreement provides to the contrary.

## **10. Disputes and Force Majeure**

- 10.1 In the event activities by employee groups or unions cause a disruption in COMPANY's ability to perform at the Project, OWNER, with COMPANY's assistance or COMPANY at its own option, may seek appropriate injunctive court orders. During any such disruption, COMPANY shall operate the facilities on a best efforts basis until any such disruptions cease.
- 10.2 Neither party shall be liable for its failure to perform its obligations under this Agreement if such failure is due to any Unforeseen Circumstances beyond its reasonable control or force majeure. However, this Section may not be used by either party to avoid, delay or otherwise affect any payments due to the other party.

## **11. Governing Law; Jurisdiction; Venue**

- 11.1 This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between OWNER and COMPANY that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Polk County for the state of Oregon; provided, however, if a Claim 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. COMPANY BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of OWNER's protections under the Oregon Tort Claims Act.

Both parties indicate their approval of this Agreement by their signatures below, and each party warrants that all corporate or governmental action necessary to bind the parties to the terms of this Agreement has been and will be taken.



CITY OF SWEET HOME

COMPANY

By: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

Name: Ray Towry

Name: \_\_\_\_\_

Title: City Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted & Approved by the Council.  
City Manager approves as to form.

**CERTIFICATE OF COUNSEL**

The undersigned, as counsel for the \_\_\_\_\_ (“OWNER”) in this transaction, hereby certifies that (s)he has examined the circumstances surrounding the selection of [COMPANY ENTITY] (“COMPANY”) and the award and letting of the foregoing contract to COMPANY by OWNER, and has found that said selection and award process comply with the procurement laws of the State of \_\_\_\_\_ and OWNER.

\_\_\_\_\_  
Counsel for OWNER

Date: \_\_\_\_\_

## Exhibit A

### Definitions

- A.1 “Adequate Nutrients” means plant influent nitrogen, phosphorus and iron contents proportional to BOD<sub>5</sub> in the ratio of five (5) parts nitrogen, one (1) part phosphorus, and one-half (0.5) part iron for each one hundred (100) parts BOD<sub>5</sub>.
- A.2 “Annual Fee” means a predetermined, fixed sum for COMPANY’s services. The Annual Fee includes Cost and profit.
- A.3 “Biologically Toxic Substances” means any substance or combination of substances contained in the plant influent in sufficiently high concentration so as to interfere with the biological processes necessary for the removal of the organic and chemical constituents of the wastewater required to meet the discharge requirements of OWNER’s Certificate of Approval. Biologically toxic substances include, but are not limited to, heavy metals, phenols, cyanides, pesticides and herbicides.
- A.4 “Capital Expenditures” means any expenditures for (1) the purchase of new equipment or facility items that cost more than One Thousand Dollars (\$1,000); or (2) major repairs which significantly extend equipment or facility service life and cost more than Two Thousand Dollars (\$2,000) or (3) expenditures that are planned, nonroutine and budgeted by OWNER.
- A.5 “Commencement Date” shall mean \_\_\_\_\_.
- A.6 “Cost” means all Direct Cost and indirect cost determined on an accrual basis in accordance with generally accepted accounting principles.
- A.7 “Direct Cost” means the actual cost incurred for the direct benefit of the Project including, but not limited to, expenditures for project management and labor, employee benefits, chemicals, lab supplies, repairs, repair parts, maintenance parts, safety supplies, gasoline, oil, equipment rental, legal and professional services, quality assurance, travel, office supplies, other supplies, uniforms, telephone, postage, utilities, tools, memberships and training supplies.
- A.8 “Maintenance” means those routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or by COMPANY to maximize the service life of the equipment, sewer, vehicles and facilities.
- A.9 “Maintenance and Repair Limit” means the total Maintenance and Repair expenditures that COMPANY has included in the Annual Fee. Such expenditures exclude any labor costs for COMPANY’s staff assigned to the Project. COMPANY’s specialized maintenance personnel, not assigned at the Project, who provide such specialized services such as, but not limited to, vibration, thermographic and electrical analyses, instrumentation maintenance and repair will be charged to the Maintenance and Repair Limit.
- A.10 “Project” means all equipment, vehicles, grounds, rights of way, and facilities described in Exhibit C and, where appropriate, the operations and maintenance of such.

- A.11 “Repairs” means those nonroutine/nonrepetitive activities required for operational continuity, safety and performance generally due to failure or to avert a failure of the equipment, sewer, vehicles or facilities or some component thereof.
- A.12 “Unforeseen Circumstances” shall mean any event or condition which has an effect on the rights or obligations of the parties under this Agreement, or upon the Project, which is beyond the reasonable control of the party relying thereon and constitutes a justification for a delay in or non-performance of action required by this Agreement, including but not limited to (i) an act of God, landslide, lightning, earthquake, tornado, fire, explosion, flood, failure to possess sufficient property rights, acts of the public enemy, war, blockade, sabotage, insurrection, riot or civil disturbance, (ii) preliminary or final order of any local, state, administrative agency or governmental body of competent jurisdiction, (iii) any change in law, regulation, rule, requirement, interpretation or statute adopted, promulgated, issued or otherwise specifically modified or changed by any local, state or governmental body, (iv) labor disputes, strikes, work slowdowns or work stoppages, but excluding labor disputes, strikes, work slowdowns or work stoppages by employees of COMPANY; and (v) loss of or inability to obtain service from a utility necessary to furnish power for the operation and maintenance of the Project.

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## Exhibit B

### Oregon Public Contracting Requirements

#### ORS CHAPTERS 279B AND 279C REQUIREMENTS

B.1 COMPANY shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.

B.2 COMPANY shall promptly pay all contributions or amounts due the Industrial Accident Fund from such COMPANY or Subcontractor incurred in the performance of the contract.

B.3 COMPANY shall not permit any lien or claim to be filed or prosecuted against the OWNER on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.

B.4 COMPANY and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

B.5 If COMPANY fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the COMPANY or a Subcontractor by any person in connection with the contract as such claim becomes due, the OWNER may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due COMPANY by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the COMPANY or his surety from his or its obligation with respect to any unpaid claim. If the OWNER is unable to determine the validity of any claim for labor or material furnished, the OWNER may withhold from any current payment due COMPANY an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

B.6 COMPANY shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such COMPANY, of all sums which the COMPANY agrees to pay for such services and all monies and sums which the COMPANY collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

B.7 COMPANY shall pay COMPANY's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

B.8 The COMPANY must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

B.9 All subject employers working under the COMPANY are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

B.10 All sums due the State Unemployment Compensation Fund from the COMPANY or any Subcontractor in connection with the performance of the contract shall be promptly so paid.

B.11 The contract may be canceled at the election of OWNER for any willful failure on the part of COMPANY to faithfully perform the contract according to its terms.

B.12 COMPANY certifies compliance with all applicable Oregon tax laws, in accordance with ORS

305.385.

B.13 COMPANY certifies that it has not discriminated against minorities, women or emerging small business enterprises in obtaining any required subcontractors.

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Exhibit C  
Scope of Services

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Exhibit D

NPDES PERMIT AND  
WASTEWATER TREATMENT CHARACTERISTICS

C.1 COMPANY will operate so that effluent will meet the requirement of NPDES Permit No. 101657 (issued April 22, 2005), a full and complete copy of which is adopted by reference herein as of the date hereof. COMPANY shall be responsible for meeting the effluent quality requirements of the Permit unless one or more of the following occurs: (1) the wastewater influent does not contain Adequate Nutrients to support operation of Project biological processes and/or contains Biologically Toxic Substances which cannot be removed by the existing process and facilities; (2) dischargers into OWNER's sewer system violate any or all regulations as stated in OWNER's Industrial Water and Sewer Ordinance(s) or as required by law; (3) the flow or influent BOD<sub>5</sub> and/or suspended solids exceeds the Project design parameters which are \_\_\_\_\_ million gallons of flow per day, \_\_\_\_\_ pounds of BOD<sub>5</sub> per day monthly average, \_\_\_\_\_ pounds of suspended solids per day on a monthly average and a daily peaking factor of \_\_\_\_\_ times flow; (4) if the wastewater treatment facility and/or associated appurtenances is inoperable or can operate only at a reduced capacity on account of construction activities, fire, flood, adverse weather conditions, labor disputes or other causes beyond COMPANY's control.

C.2 COMPANY shall not be responsible for fines or legal action as a result of discharge violations within the period that influent exceeds design parameters, does not contain Adequate Nutrients, contains Biologically Toxic Substances or is inoperable, and the subsequent recovery period.

C.3 The Annual Fee for services under this Agreement is based upon the following:

Project influent characteristics as best they can be established from the few records available:

Flow	0.0677 mgd
BOD <sub>5</sub>	92.1 lb/day monthly average
TSS	139.9 lb/day monthly average

\_\_\_\_\_ The above characteristics are the actual seven (7) months' average for the period ended. Any change of 10 percent (10%) or more in any of these characteristics, based upon a twelve (12) month moving average, will constitute a Change in Scope (See Article 9).

Exhibit E  
Request for Proposals

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Exhibit F  
COMPANY's Proposal

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