

July 14, 2011

12-009

APPROVE AN INTERGOVERNMENTAL AGREEMENT
(IGA) WITH THE NEWBERG SCHOOL DISTRICT TO
PROVIDE MAINTENANCE AND CUSTODIAL
SERVICES FOR THE NEWBERG CENTER

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Tim Donahue, Director, Facilities Maintenance Services

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT:

The PCC Newberg Center (NC) is scheduled to host classes starting the fall term, 2011. Upon its completion, NC will be the most remote center in the Portland Community College (PCC) District, approximately 27 miles from Rock Creek Campus and 18 miles from Sylvania Campus. During the community engagement process of the Newberg project, many of the community agencies expressed interest in partnering with PCC in operating and maintaining NC.

Due to the physical distance of NC from PCC campuses and support services, it makes sense for PCC to explore partnerships that would allow PCC to leverage the resources with local community partners to gain effectiveness and efficiency in operations. In April, the Board delegated authority to the President or his designee to negotiate and execute a partnership agreement with the Chehalem Park and Recreation District (CPRD) subject to the concurrence of College Counsel.

In addition, the College is entering into an IGA with the Newberg School District (District) where as the District will provide custodial and limited building and grounds maintenance staffing to support for NC. PCC will provide all the equipment and supplies to service and operate the facility.

The scope of this agreement includes, but is not limited to: providing custodial services to clean and maintain the 13,000 gross square foot (GSF) facility in NC. The agreement calls for an equivalent of a .75 staff FTE of custodial services effort to clean and operate the building. The services include support for special events and special service requests from the building occupants. In terms of grounds maintenance the District will provide limited support due to the PCC Agreement with the CPRD for the maintenance of the grounds and the landscape at NC. The IGA also includes the District Building Maintenance staff serving as a first line of response in terms of building system failures and/or disruptions.

The IGA will be valid starting July 1, 2011 for three (3) years with two (2) one-year extensions at the College's option, not to exceed five (5) years total term, ending June 30, 2016. The agreement and costs will be revisited annually by PCC and the District. College Counsel has reviewed the IGA and is satisfied that it is ready for execution.

RECOMMENDATION: That the Board of Directors approve the IGA and authorize the District President or his designee to execute the IGA with the Newberg School District under the terms described above, with the total five year cost of the IGA not to exceed \$335,000. Funds will be provided by the General Fund.