

**CITY OF ABERDEEN
REQUEST FOR
TEMPORARY, FULL-TIME VENDOR SERVICE CONTRACT**

The City of Aberdeen is seeking to hire a **Vendor** who can provide services and act as an on-site Coordinator for an existing Temporary Alternative Shelter located at Aberdeen City Hall.

This is a temporary, full-time position. The position is expected to begin on Thursday, January 2, 2020 and end on March 31, 2020. There may be a possibility of a contract extension beyond the March 31st date.

This **Vendor** position is expected to provide on-site staff, Monday through Friday from 8:00 am to 5:00 pm through the term of the contact and will be paid the sum of \$5,000 per month for **Vendor** services.

For a complete list of **Vendor** duties and compensation go to www.aberdeenwa.gov and click on the jobs tab or call (360) 537-3217 and ask for a copy of the TASL Coordinator position description.

Interested **Vendors** shall submit a proposal and resume no later than 5:00 pm on December 20, 2019, late submissions will not be accepted. All proposals will be reviewed by City staff and a **Vendor** will be selected by December 23, 2019. The successful **Vendor** will be notified and is expected to be available to sign a contract for services before December 31, 2019.

For additional information, contact the City of Aberdeen, Community Development Department at (360) 537-3217 and ask to speak with either Lisa Scott or Bill Sidor.

Following are the proposed duties and compensation for a vendor to provide services as the City's Coordinator of the existing Temporary Alternative Shelter Location ("TASL"). The TASL is permitted under a Temporary Use Permit which currently expires on March 15, 2020. Due to the nature of operations of the TASL, the City anticipates the term of any contract let would be through March 30, 2020 to support either transition to a longer-term location or a simple termination of the TASL.

The vendor is expected to provide on-site staff Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. through the term of the contract.

The selected vendor shall provide a mobile phone for use at the location. The number shall be provided to the City to allow immediate communication as needed. Any computer or peripherals necessary for reports or other purposes is the responsibility of the vendor.

The City shall provide access to a lock-able location ("guard shed") which is shared with on-site security. The guard shed has electricity and a portable heater. There is a door and two windows to provide access to the TASL, each of which can be locked. The City will also provide a file cabinet with locks, in which required documentation will be stored.

The site has a separate portable toilet facility, which is only shared with on-site security.

EXHIBIT A – DUTIES

1. Coordinate with on-site security as needed to ensure efficient and professional practices to maintain public health, safety and welfare at the TASL.
2. Register TASL participants using City-provided operating procedures and forms.
 1. Review rules with participants and obtain written agreement they will abide by the same
 2. Document shelter to which participants are assigned
 3. Issue one sleeping bag per participant and ensure that sleeping bags are checked back in when a TASL member is no longer participating in TASL
 4. Maintain records documenting participant agreement, shelter assignment, sleeping bag issued, etc.
 5. Maintain documentation the participant has registered with Coastal Community Action Program (“CCAP”) coordinated entry program.
3. Monitor and register guests or visitors using City-provided procedures and forms.
 1. Ensure all guests or visitors have signed in and out of the TASL
 2. Ensure that no guests or visitors are on-site outside of posted visiting hours.
4. Monitor TASL participants and guests or visitors to ensure all persons are complying with posted rules of conduct of the location, including warnings and expulsions and appeals procedures.
 1. Issue warning notices as needed
 2. Maintain documentation regarding how many warnings have been issued to participants
 3. Issue notices of expulsion.
 4. Contact Aberdeen Police Department as needed for assistance.
5. Maintain operational efficiency of TASL
 1. Coordinate with **LeMay Solid Waste** to service dumpster as needed
 2. Coordinate with **House Brothers** to service portable toilets as needed
 3. Coordinate with **Valley Dry Cleaners**, and communicate with participants, regarding regularly scheduled laundry service for sleeping bags issued by the City to participants
6. Report to Community Development Director and Code Enforcement
 1. Provide weekly reports of activity, including emergency service responses, at the TASL
 2. As needed, notify Community Development Director and Code Enforcement when participants are removed from TASL so the site may be cleaned and personal property removed and stored according to City policies.
 3. As needed, notify Community Development Director and Code Enforcement when shelters need to be replaced so they may coordinate replacement in a timely manner.

EXHIBIT B – COMPENSATION

1. **COMPENSATION.** The vendor will be paid up to \$5,000 per month to perform the duties outlined above.
2. **INVOICE.** Vendor shall invoice once per month, with payment issued by the City within 30 days of invoice.
3. **INSURANCE.** Vendor shall provide proof of general commercial and liability insurance to the City.
3. **NO OTHER COMPENSATION.** The compensation set out above shall be the vendor's sole compensation under this Agreement.
4. **TAXES.** All applicable taxes are the responsibility of the vendor.