



CONTRACT ROUTING FORM

(Contract must be signed by the non-City party before or within routing process)

Pride of Montana Inc

PARTY TO THE CONTRACT: _____

Custodial services at City Hall - 316 N 26th St

PURPOSE OF CONTRACT: _____

PROCUREMENT COMPETED BY:

Written quotes

Competitive bid

Request for proposals

Cooperative contract _____

Contract #

Sole source justification

Other (please describe or N/A):

John Caterino

Requestor: Name: _____

Admin - Facilities

Dept: _____

406-855-8454

Phone #: _____

Competition documentation attached
(i.e. signed quote form, legal ad, sole source form, cooperative contract, etc.)

Insurance certificate(s) attached

Council memo attached _____

Date of award

Signed by vendor (also check if signing in DocuSign)



SERVICES AGREEMENT

THIS AGREEMENT is made and entered into 07/01/2025, by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and **PRIDE OF MONTANA INC.**, of 175 N 27TH St., Suite 1310, Billings, MT 59101 hereinafter referred to as "**CONTRACTOR**."

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE:** **CITY** agrees to hire **CONTRACTOR** as an independent contractor to perform the services of custodial services described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective upon the date of its execution and will terminate on April 30, 2028. The parties may extend this **AGREEMENT**, by mutual written concurrence for two one-year renewal options. Renewals must be signed no later than the final day of each term.
3. **SCOPE OF WORK:** The **CONTRACTOR** shall perform the services set forth in Exhibit "A". In performing these services, the **CONTRACTOR** shall comply with all applicable federal, state and local statutes, rules and ordinances. These services and all duties incidental or necessary therefore shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.
5. **PAYMENT:** **CITY** agrees to pay **CONTRACTOR** an amount not to exceed six hundred fourteen thousand thirty-eight dollars and nineteen cents (\$614,038.19) for the work described in the Scope of Work in Exhibit "A". **CITY** will pay **CONTRACTOR** in twelve equal monthly payments in each **AGREEMENT** year as set forth in the pricing breakdown below. **CITY** will issue payment to **CONTRACTOR** within 30 days of receiving **CONTRACTOR's** monthly invoice. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the **CITY** to **CONTRACTOR** and will become an extra charge over and above the contract amount. The parties must agree in writing upon any extra charges before any extra charges are incurred.



Year	Price	Monthly Payments
1	\$198,660.00	\$16,555.00
2	\$204,619.80	\$17,051.65
3	\$210,758.39	11 payments of \$17,563.20, and 12 th payment of \$17,563.19
4	\$217,081.15	11 payments of \$18,090.09, and 12 th payment of \$18,090.16
5	\$223,593.58	11 payments of \$18,632.80, and 12 th payment of \$18,632.78

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONTRACTOR'S** discretion.

6. **INDEPENDENT CONTRACTOR STATUS:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this **AGREEMENT**. The parties agree that neither **CONTRACTOR** nor any of **CONTRACTOR'S** owners, officers, employees or agents are employees of the **CITY** for any purpose. **CONTRACTOR** and **CONTRACTOR'S** owners, officers, employees or agents are not subject to the terms and provisions of the **CITY'S** personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

7. **INDEMNITY:**

The **CONTRACTOR** SHALL:

- A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CONTRACTOR** or its owners, officers, agents or employees.
- B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees, expert fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- C. Where claims, lawsuits or liability, including reasonable attorneys' fees, expert fees and costs arise from any wrongful, reckless or negligent act of both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall



indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees, expert fees and costs, to the extent caused by the **CONTRACTOR'S** or any subcontractor's wrongful, reckless or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

- D. Indemnify and hold **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional, reckless or negligent act on the part of **CITY** or its agents or employees.
- E. Not indemnify and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful, reckless or negligent acts, error or omission of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** wrongful, reckless or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

8. INSURANCE:

- A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONTRACTOR** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Automobile liability -- \$1,500,000 per accident.



Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

CONTRACTOR shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

CONTRACTOR shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

CONTRACTOR shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as an independent contractor under Title 39, Chapter 71, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

9. **COMPLIANCE WITH LAWS:** **CONTRACTOR** agrees to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations. **CONTRACTOR** agrees to purchase a **CITY** business license.
10. **PREVAILING WAGE RATES:** Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of \$25,000, contain a provision stating for each job classification the standard prevailing wage



rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at <http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates>.

11. NONDISCRIMINATION:

- A. **CONTRACTOR** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONTRACTOR** is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONTRACTOR** subjects subcontractors to the same



provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONTRACTOR** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

- B. The **CONTRACTOR** shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status

The **CONTRACTOR** and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The **CONTRACTOR** and any subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a



formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the **CONTRACTOR'S** legal duty to furnish information.

- C. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The **CONTRACTOR** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- E. The **CONTRACTOR** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination. This includes complying with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The **CONTRACTOR** shall include the provisions of Subsections A through F of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONTRACTOR** under this **AGREEMENT**. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the



contractor may request the United States to enter into such litigation to protect the interests of the United States.

H. The **CONTRACTOR** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12. **CONTRACTOR PERSONNEL:** A list of personnel who will be onsite for work shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution, including:
 - A. First and last name;
 - B. Duration onsite; and,
 - C. Personnel responsibilities.
13. **BACKGROUND CHECKS:** **CONTRACTOR** to have all employees fingerprint-based felony background check and CJIN certification approved before working in Police, Courts, City Attorney, and IT areas of City Hall.
14. **SAFETY PROGRAM:** **CONTRACTOR** to provide **CITY** with safety program within 10 business days of contract execution.
15. **TERMINATION:** This **AGREEMENT** may be terminated by either party for any reason and at any time upon giving the other party thirty (30) days' prior written notice of termination, with the effective date of termination occurring thirty (30) days following the date of the written notice. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this **AGREEMENT**.
16. **LIAISON:** The **CITY's** designated liaison for this **AGREEMENT** is John Caterino and the **CONTRACTOR's** designated liaison for this **AGREEMENT** is Tom Iverson.
17. **GOVERNING LAW AND VENUE:** This **AGREEMENT** shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this **AGREEMENT** shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.
18. **SEVERABILITY:** Any provision or part of the **AGREEMENT** held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the **CITY** and the **CONTRACTOR**, who agree that the **AGREEMENT** shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the parties as pertains to the stricken provision.



19. **SUCCESSORS AND ASSIGNS:** Neither the **CITY** nor the **CONTRACTOR** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.
20. **OWNERSHIP OF DOCUMENTS:** All documents, data, drawings, specifications, software applications and other products or materials produced by the **CONTRACTOR** in connection with the services rendered under this **AGREEMENT** shall be the property of the **CITY** whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the **CITY** at its request and may be used by the **CITY** as it sees fit. The **CITY** agrees that if the documents, products, and materials prepared by the **CONTRACTOR** are used for purposes other than those intended by the **AGREEMENT**, the **CITY** does so at its sole risk and agrees to hold the **CONTRACTOR** harmless for such use. All or any portions of materials, products and documents produced under this **AGREEMENT** may be used by the **CONTRACTOR** upon confirmation from the **CITY** that they are subject to disclosure under the Public Disclosure Act. All services performed under this **AGREEMENT** will be conducted solely for the benefit of the **CITY** and will not be used for any other purpose without written consent of the **CITY**. Any information relating to the services will not be released without the written permission of the **CITY**. The **CONTRACTOR** shall preserve the confidentiality of all **CITY** documents and data accessed for use in **CONTRACTOR**'s work product.



IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

PRIDE OF MONTANA INC.

Signed by: William A. Cole
2CA11D5423334EE...
WILLIAM A. COLE,
MAYOR

Signed by: Tom Iverson
3BB83D0EC68548B...
SIGNATURE

Tom Iverson

APPROVED AS TO FORM:

PRINT NAME

DocuSigned by: Todd Corne
4DBF6941AA01405...
CITY ATTORNEY'S OFFICE

President
PRINT TITLE

ATTEST:

Signed by: Denise Bohlman
D503C2218DC34F0...
DENISE BOHLMAN, CITY CLERK



EXHIBIT A – CLEANING SCOPE

All services to be rendered at

Site Name: City Hall

Site Address: 316 N 26th St., Billings, MT 59101

Tax ID: A00251

Item: Custodial Services

Services to be provided Monday through Friday, less City holidays, and include 3 hours of day porting. Hours of operations: 1pm-4pm for day porting. 5pm and on for nightly services.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Vacuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect urinals and toilets	5			
Clean/disinfect sinks, sink fixtures, and brightwork	5			
Clean mirrors	5			
Mop floors, dust and vacuum as needed	5			
Spot clean as necessary	5			
Spot clean/disinfect walls, urinal partitions, and toilet partitions	1			
Clean/disinfect shower stalls and walls		1		
Deep clean of grout and tile			1	
Machine scrub floors				2
Deep clean shower stalls				1



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Break Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Spot clean LVP flooring	5			
Clean/disinfect sinks and countertops	5			
Clean/disinfect door hardware	5			
Clean windows	5			
Wipe down tables	5			
Wipe chairs		1		

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Offices, Workstations, Private Areas				
Vacuum carpet floors	5			
Spot clean as necessary	5			
Wipe door handles	1			
Clean windows	1			
Wipe partition tops and glass ledges	1			
Dust windowsills		2		
Dust surfaces between shoulder and knees, as necessary		1		
Dust surfaces above shoulder and below knees, as necessary		1		



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Entry Ways and Lobbies				
Empty trash and replace can liners	5			
Mop terrazzo floors and vacuum carpet	5			
Clean glass entry doors inside/outside	5			
Vacuum carpet floor mats	5			
Spot clean as necessary	5			
Shampoo carpet				1

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Hallways/Common Areas				
Mop terrazzo and tile floors, and vacuum carpet	5			
Spot clean lobby furniture	5			
Spot clean walls from floor to shoulder	1			
Clean baseboards		1		



Area	Frequency		
	Weekly	Monthly	Quarterly
Elevators			Yearly
Vacuum floors	5		
Wipe elevator controls	5		
Spot clean interior car and hall doors as necessary	5		

Area	Frequency		
	Weekly	Monthly	Quarterly
Courtrooms			Yearly
Vacuum floors	5		
Wipe benches	5		
Wipe counter	5		
Clean/disinfect door hardware	5		

Area	Frequency		
	Weekly	Monthly	Quarterly
Meeting Rooms			Yearly
Vacuum floors	5		
Wipe tables	5		
Clean glass	5		
Clean/disinfect door hardware	5		



Area	Frequency		
	Weekly	Monthly	Quarterly
Customer Counters			Yearly
Wipe counter	5		
Clean glass	5		
Clean/disinfect door hardware	5		

Area	Frequency		
	Weekly	Monthly	Quarterly
Stairwells			Yearly
Spot clean	5		

Area	Frequency		
	Weekly	Monthly	Quarterly
Council Chambers			Yearly
Vacuum carpet	1		
Clean glass	1		
Wipe chairs, as necessary	1		
Wipe counters	1		
Clean/disinfect door hardware	1		



Floor Areas – Total

Floor	Area
1 st floor	26,159 square feet
2 nd floor	34,295 square feet
3 rd floor	34,295 square feet
4 th floor	34,295 square feet
5 th floor	34,295 square feet

Floor Areas – Total Built Out and Occupied

Floor	Area
1 st floor	19,402 square feet
2 nd floor	29,326 square feet
3 rd floor	18,930 square feet
4 th floor	23,057 square feet
5 th floor	30,162 square feet

Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1 st floor	6,074 square feet
2 nd floor	3,538 square feet
3 rd floor	3,000 square feet
4 th floor	2,254 square feet
5 th floor	3,773 square feet



Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
Lower Basement	3	3	0	0	2
1 st floor	5	7	2	2	0
2 nd floor	9	9	2	2	0
3 rd floor	8	11	3	2	0
4 th floor	10	13	3	2	0
5 th floor	8	10	3	2	0

Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans
Lower Basement	3	3	3	0	0
1 st floor	7	7	7	7	4
2 nd floor	14	10	14	10	4
3 rd floor	2	9	4	9	6
4 th floor	9	13	9	11	7
5 th floor	12	10	10	10	7

Breakrooms – Fixtures and Dispensers

Floor	Soap	Paper Towels	Sinks
Lower Basement	0	0	0
1 st floor	2	2	2
2 nd floor	2	2	2
3 rd floor	0	0	0
4 th floor	3	3	3
5 th floor	4	4	4



Waste Cans

1 st floor	
Size	Quantity
7 gallon	1
16 gallon	10
23 gallon	4
35 gallon	4

2 nd floor	
Size	Quantity
7 gallon	7
16 gallon	6
23 gallon	0
30 gallon	10
35 gallon	17

3 rd floor	
Size	Quantity
7 gallon	0
16 gallon	4
23 gallon	0
35 gallon	0

4 th floor	
Size	Quantity
7 gallon	3
16 gallon	5
23 gallon	0
30 gallon	4
35 gallon	13



5 th floor	
Size	Quantity
7 gallon	7
16 gallon	15
23 gallon	6
30 gallon	10
35 gallon	3

Date: 05/27/2025
Title: Outsourcing of Custodial Services at City Hall
Presented by: John Caterino, Facilities Manager
Department: City Hall Administration
Presentation: No
Legal Review: Yes
Project Number: N/A

RECOMMENDATION

Staff recommends that Council approve and award a contract for the outsourcing of custodial services at New City Hall (316 N. 26th St.) to Pride of Montana, Inc. for \$614,038.19 for a three-year term, with an option to extend for an additional two years for a total contract cost of \$1,054,712.92.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

It is important to note that the terms custodian/custodial and janitor/janitorial are used interchangeably in the Facilities Management industry, but for the purposes of this memo, "custodian/custodial" is defined as a work product that is inclusive of cleaning services and consumables inventory management.

The City strives to adopt cost-effective practices relating to municipal operations for the benefit of taxpaying citizens of Billings. One such operation involves contracting or subcontracting after evaluating the economics involved (reference attachment A). Of primary importance to the City is protecting and maintaining the \$43 million investment Billings taxpayers made in the purchase and renovation of new City Hall. Currently, the Facilities Division provides custodial services at New City Hall. It is becoming increasingly difficult to provide a level of custodial service that meets customer satisfaction while maintaining a cost-effective bottom line. A few variables make this mission challenging:

Expanded amount of space occupied by City Hall tenants

- Increasing cost associated with Facilities Maintenance Support I salaries
- Difficulty hiring qualified personnel
- Ensuring coverage of sick and/or vacation time of staff
- Goal of stabilizing charges for tenants
- Unable to provide adequate amount of supervision time for training, quality control checks, and leadership without a dedicated supervisor position
- Shift coverage at BOC with City Hall personnel

Moving into New City Hall makes things more challenging for custodial services considering the increased amount of area to clean and maintain:

- Old City Hall is approximately 36,000 square feet to clean
- New City Hall is approximately 120,000 square feet to clean
- New City Hall has significantly more public space and restrooms, which require more dedicated attention

Industry benchmark standard for custodial work in an office building is 1 FTE for 28,000 sf (reference attachments B and C). That would require 4.3 FTEs to effectively service New City Hall. In the past four years, the City has willingly sought approval for the addition of 39 Teamster positions when there was justified need and available funding for the positions. The Facilities Division is not equipped to tackle this obstacle under the current staffing model, nor is adding FTEs cost effective at this time. It would require adding and hiring an additional two Facilities Maintenance Support I FTE's at approximately \$123,288 for the first year. This does not account for any additional costs associated with supervision and management of custodial staff.

Knowing the current model and staffing will not provide the level of custodial services we need; we analyzed two options: increase FTEs or outsource this scope of work to a vendor. The Facility Division's goal was to determine the most cost effective and efficient service model, while providing the same or better service that City staff and public visitors expect.

After performing a cost benefit analysis of the two options, it was determined that outsourcing custodial services to a vendor would be more cost effective. Additionally, by outsourcing custodial work, the Division can focus more administrative effort and resources on the core strategic work deliverables of repairs, maintenance, and capital projects.

Benefits of outsourcing include:

- Cost savings of approximately \$77,618 for the first year
 - Vendor guarantees pricing for 5 years with 3% escalator
- Less administrative time spent managing custodial issues, including:
 - Coordination of shift coverage
 - Laundry service
 - Daily check-in and weekly sync meetings
 - Dispenser replacement
 - Safety Data Sheet inventory and updates
- Staffing
 - Vendor recruits, hires, trains, and supervises cleaning crew
 - Management team provides quality control and oversight
 - Facilities will not need to overstaff to ensure proper coverage
 - Facilities will not need to pay shift differential for later shifts
- Results
 - Vendors can have better control over results by using the ISSA 612 standard
- Equipment
 - Vendor will provide all equipment to service building
 - Facilities will not need to maintain, repair, procure, or replace equipment
- Uniforms and Shoes
 - Will not need to pay for uniforms or shoes
 - Approximately \$600 is paid for 11 kits per the Union contract for new hire FTE
 - Facilities Division provides \$100 annual allowance for replacement of worn uniforms
 - Facilities Division reimburses shoes up to \$200 per FTE annually per the Union contract
- Hours
 - Vendor can clean after hours to lessen the impact on City staff during working hours
 - Facilities will not need to pay overtime for coverage during certain City holidays
- Experience
 - Vendor knows how to appropriately build workload to ensure maximum efficiency
 - Vendor knows how to schedule cleaning tasks to provide consistent results

Drawbacks of outsourcing include:

- Will have to bid work via an RFP
- Vendor can give thirty days' notice and terminate contract
- Prevailing wages could fluctuate

Outsourcing and contract management of third-party vendors is not new to the Division. Services that are currently outsourced include snow removal, compulsory systems testing (elevators, FACP), pest control, renovation projects, access control installation, security, lawncare and landscaping, and highly skilled mechanical/electrical/plumbing repairs.

Facilities advertised a Requests for Proposal (RFP) on 01/03 and 01/10/2025 in *Yellowstone County News* and on the City's Website. Proposal submission date was 01/24/2025.

Eight (8) firms attended the pre-bid walk, seven (7) firms submitted Intent to Respond forms, and six (6) firms submitted responses.

A review committee unanimously selected Pride of Montana, Inc., based on the following criteria:

- Thoroughness of response
- History of firm
- Firm experience with similar scope and magnitude
- Qualifications
- Approach and methodology to cleaning

- Personnel and staffing

The City anticipates that four Facilities Division -- Maintenance Support I positions will be impacted by this situation, with three FTE employees being offered Maintenance Support I positions in other City work locations. These FTE employees will not lose their seniority should they accept the position. The fourth impacted FTE employee recently submitted their voluntary resignation to pursue employment elsewhere.

STAKEHOLDERS

City:

- City Council as approving body
- Facilities Division as Contract Administrator
- City Hall Tenants (City Council, Administration, Human Resources, Building, Planning, Engineering, Police, Community Development, Courts, Legal, Code Enforcement, Parking, Finance, IT)

External Parties:

- Pride of Montana, Inc

ALTERNATIVES

Alternatives include:

1. Reject contract and maintain the current staffing levels. If this alternative is selected, the Facilities Division would be unable to provide a standard level of custodial services at New City Hall
2. Keep the current staffing levels and augment custodial services with a vendor, which would be a cost of around \$70,000 annually. This option would also add supervisory time for managing staff and a vendor
3. Reject both City Hall and BOC contracts and approve the Facilities Division to hire additional staff to provide adequate services at both locations.
 - a. This would require adding 2 Facility Maintenance Support I positions and a supervisory position at an estimated cost of \$227,628 for the first year.

FISCAL EFFECTS

Hiring a vendor instead of hiring additional FTEs will save approximately \$77,618 in the first year of the contract. Cost savings will be passed on to Tenants at City Hall by reducing their annual charges.

The pricing in RFP was an annual lump sum for services for 3 years, with options to extend into years 4 and 5. Therefore, the incurred expenses will be as follows:

Year	Price
1	\$198,660.00
2	\$204,619.80
3	\$210,758.39
4	\$217,081.15
5	\$223,593.58

Staff requests that both vendor contracts for City Hall and BOC be approved to realize the maximum cost savings. If City Hall contract is approved and BOC contract is not, there will be additional costs incurred due to reassignment of staff to BOC that is currently shared between the two sites. There will be 3 FTE assigned to BOC instead of the current 2.5 FTE and BOC tenant charges will increase to cover that cost.

Attachments

- Contract - Pride of Montana
- Attachment A - Economic Analysis
- Attachment B - IFMA Benchmark
- Attachment C - Facilities Net Benchmark

MONTANA
PREVAILING WAGE RATES FOR NONCONSTRUCTION SERVICES 2025

Effective: **January 11, 2025**

*Greg Gianforte, Governor
State of Montana*

*Sarah Swanson, Commissioner
Department of Labor & Industry*

To obtain copies of prevailing wage rate schedules, or for information relating to public works projects and payment of prevailing wage rates, visit ESD at erd.dli.mt.gov/labor-standards or contact:

Employment Standards Division
Montana Department of Labor and Industry
P. O. Box 8011
Helena, MT 59604
Phone 406-444-6543

The department welcomes questions, comments, and suggestions from the public. In addition, we'll do our best to provide information in an accessible format, upon request, in compliance with the Americans with Disabilities Act.

MONTANA PREVAILING WAGE REQUIREMENTS

The Commissioner of the Department of Labor and Industry, in accordance with Sections 18-2-401 and 18-2-402 of the Montana Code Annotated (MCA), has determined the standard prevailing rate of wages for the occupations listed in this publication.

The wages specified herein control the prevailing rate of wages for the purposes of Section 18-2-401, et seq., MCA. It is required each employer pay (as a minimum) the rate of wages, including fringe benefits, travel allowance, zone pay and per diem applicable to the district in which the work is being performed as provided in the attached wage determinations.

All Montana Prevailing Wage Rates are available on the Internet at <https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates> or by contacting the department at (406) 444-6543.

In addition, this publication provides general information concerning compliance with Montana's Prevailing Wage Law and the payment of prevailing wages. For detailed compliance information relating to public works contracts and payment of prevailing wage rates, please consult the regulations on the internet at erd.dli.mt.gov/labor-standards or contact the department at (406) 444-6543.

SARAH SWANSON
Commissioner
Department of Labor and Industry
State of Montana

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Food Service and Cooking	17
Motor Vehicle and Construction Equipment Repair and Servicing	17
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A. Date of Publication January 13, 2025

B. Definition of Nonconstruction Services Occupations

Section 18-2-401(9)(a)-(9)(l), MCA defines “nonconstruction services” as “...work performed by an individual, not including management, office, or clerical work, for:

- (a) the maintenance of publicly owned buildings and facilities, including public highways, roads, streets, and alleys;
- (b) custodial or security services for publicly owned buildings and facilities;
- (c) grounds maintenance for publicly owned property;
- (d) the operation of public drinking water supply, waste collection, and waste disposal systems;
- (e) law enforcement, including janitors and prison guards;
- (f) fire protection;
- (g) public or school transportation driving;
- (h) nursing, nurse’s aid services, and medical laboratory technician services;
- (i) material and mail handling;
- (j) food service and cooking;
- (k) motor vehicle and construction equipment repair and servicing; and
- (l) appliance and office machine repair and servicing.”

C. Definition of Public Works Contract

Section 18-2-401(11)(a), MCA defines “public works contract” as “...a contract for construction services let by the state, county, municipality, school district, or political subdivision or for nonconstruction services let by the state, county, municipality, or political subdivision in which the total cost of the contract is in excess of \$25,000...”

D. Prevailing Wage Schedule

This publication covers only Nonconstruction Service occupations and rates. These rates will remain in effect until superseded by a more current publication. Current prevailing wage rate schedules for Heavy, Highway, and Building Construction occupations can be found on the Internet at <https://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates/> or by contacting the department at (406) 444-6543.

E. Rates to Use for Projects

ARM, 24.17.127(1)(c), states “The wage rates applicable to a particular public works project are those in effect at the time the bid specifications are advertised.”

F. Wage Rate Adjustments for Multi-year Contracts

Section 18-2-417, MCA states:

“(1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract.

(2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract.

(3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.”

G. Fringe Benefits

Section 18-2-412, MCA states:

“(1) To fulfill the obligation...a contractor or subcontractor may:

(a) pay the amount of fringe benefits and the basic hourly rate of pay that is part of the standard prevailing rate of wages directly to the worker or employee in cash;

(b) make an irrevocable contribution to a trustee or a third person pursuant to a fringe benefit fund, plan, or program that meets the requirements of the Employee Retirement Income Security Act of 1974 or that is a bona fide program approved by the U. S. department of labor; or

(c) make payments using any combination of methods set forth in subsections (1)(a) and (1)(b) so that the aggregate of payments and contributions is not less than the standard prevailing rate of wages, including fringe benefits and travel allowances, applicable to the district for the particular type of work being performed.

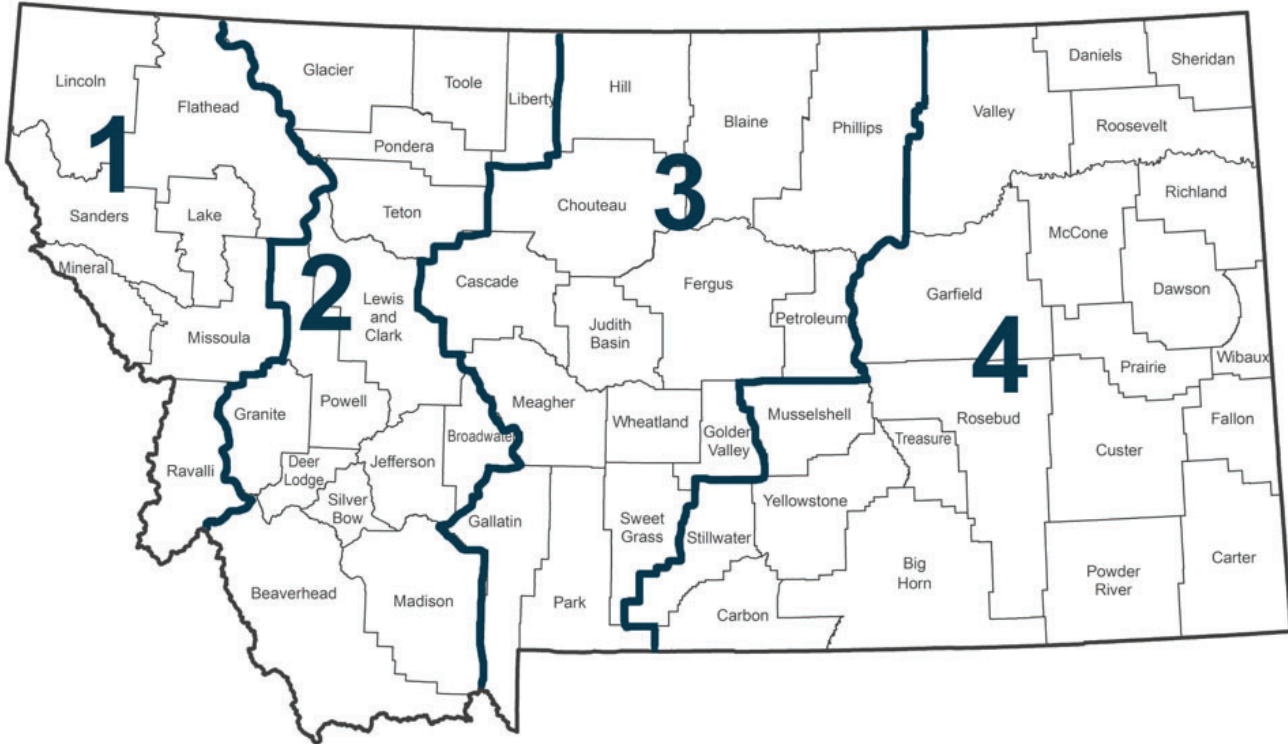
(2) The fringe benefit fund, plan, or program described in subsection (1)(b) must provide benefits to workers or employees for health care, pensions on retirement or death, life insurance, disability and sickness insurance, or bona fide programs that meet the requirements of the Employee Retirement Income Security Act of 1974 or that are approved by the U. S. department of labor.”

Fringe benefits are paid for all hours worked (straight time and overtime hours). However, fringe benefits are not to be considered a part of the hourly rate of pay for calculating overtime, unless there is a collectively bargained agreement in effect that specifies otherwise.

H. Prevailing Wage Districts

Montana counties are aggregated into 4 districts for the purpose of prevailing wage. The prevailing wage districts are composed of the following counties:

Montana Prevailing Wage Districts



I. Dispatch City

ARM, 24.17.103(11), defines dispatch city as “...the courthouse in the city from the following list which is closest to the center of the job: Billings, Bozeman, Butte, Great Falls, Helena, Kalispell, Miles City, Missoula and Sidney.” A dispatch city shall be considered the point of origin only for jobs within the counties identified in that district (as shown below):

- District 1 – Kalispell and Missoula:** includes Flathead, Lake, Lincoln, Mineral, Missoula, Ravalli, and Sanders;
- District 2 – Butte and Helena:** includes Beaverhead, Broadwater, Deer Lodge, Glacier, Granite, Jefferson, Lewis and Clark, Liberty, Madison, Pondera, Powell, Silver Bow, Teton, and Toole;
- District 3 – Bozeman and Great Falls:** includes Blaine, Cascade, Chouteau, Fergus, Gallatin, Golden Valley, Hill, Judith Basin, Meagher, Park, Petroleum, Phillips, Sweet Grass, and Wheatland;
- District 4 – Billings, Miles City and Sidney:** includes Big Horn, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Garfield, McCone, Musselshell, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Treasure, Valley, Wibaux, and Yellowstone.

J. Zone Pay

Zone pay is not travel pay. ARM, 24.17.103(25), defines zone pay as “...an amount added to the base pay; the combined sum then becomes the new base wage rate to be paid for all hours worked on the project. Zone pay must be determined by measuring the road miles one way over the shortest practical maintained route from the dispatch city to the center of the job.” See section I above for a list of dispatch cities.

K. Computing Travel Benefits

ARM, 24.17.103(23), states “ ‘Travel pay,’ also referred to as ‘travel allowance,’ is and must be paid for travel both to and from the job site, except those with special provisions listed under the classification. The rate is determined by measuring the road miles one direction over the shortest practical maintained route from the dispatch city or the employee’s home, whichever is closer, to the center of the job.” See section I above for a list of dispatch cities.

L. Per Diem

ARM, 24.17.103(19), states “ ‘Per diem’ typically covers costs associated with board and lodging expenses. Per diem is paid when an employee is required to work at a location outside the daily commuting distance and is required to stay at that location overnight or longer.”

M. Apprentices

Wage rates for apprentices registered in approved federal or state apprenticeship programs are contained in those programs. Additionally, section 18-2-416(2), MCA states “...The full amount of any applicable fringe benefits must be paid to the apprentice while the apprentice is working on the public works contract.” Apprentices not registered in approved federal or state apprenticeship programs will be paid the appropriate journey level prevailing wage rate when working on a public works contract.

N. Employment Preference

Sections 18-2-403, MCA requires contractors to give preference to the employment of bona fide Montana residents in the performance of work on public works contracts.

O. Occupations Definitions

You can find definitions for these occupations on the following Bureau of Labor Statistics website:
http://www.bls.gov/oes/current/oes_stru.htm

P. Nonconstruction Services Occupations

MAINTENANCE OF PUBLICLY OWNED BUILDINGS AND FACILITIES

ELEVATOR REPAIRERS
MAINTENANCE AND REPAIR WORKERS (GENERAL)
STATIONARY ENGINEERS AND BOILER OPERATORS

CUSTODIAL OR SECURITY SERVICES FOR PUBLICLY OWNED BUILDINGS AND FACILITIES

ENVIRONMENTAL SERVICES WORKERS
JANITORS AND CLEANERS
PARKING ENFORCEMENT WORKERS
PARKING LOT ATTENDANTS
SECURITY AND FIRE ALARM SYSTEMS REPAIRERS
SECURITY GUARDS

GROUNDS MAINTENANCE FOR PUBLICLY OWNED PROPERTY

FALLERS
FOREST AND CONSERVATION TECHNICIANS
FOREST AND CONSERVATION WORKERS
FOREST EQUIPMENT OPERATORS
LANDSCAPING AND GROUNDSKEEPING WORKERS
MATERIAL MOVING WORKERS (ALL OTHER)
MEDIUM TRUCK DRIVERS
PEST CONTROL WORKERS
PESTICIDE HANDLERS, SPRAYERS, AND APPLICATORS (VEGETATION)
TREE TRIMMERS AND PRUNERS

OPERATION OF PUBLIC DRINKING WATER SUPPLY,
WASTE COLLECTION, AND WASTE DISPOSAL SYSTEMS

HEAVY AND TRACTOR TRAILER TRUCK DRIVERS
LANDFILL ATTENDANTS AND EQUIPMENT OPERATORS
RECYCLING AND RECLAMATION WORKERS
REFUSE AND RECYCLABLE MATERIALS COLLECTORS
SEPTIC TANK SERVICERS AND SEWER PIPE CLEANERS
WATER AND WASTEWATER TREATMENT PLANT AND SYSTEM OPERATORS

LAW ENFORCEMENT, INCLUDING CORRECTION AND DETENTION OFFICERS

CORRECTION AND DETENTION OFFICERS
POLICE, FIRE, AND DISPATCHERS
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS

FIRE PROTECTION

FIRE EXTINGUISHER REPAIRERS
FOREST FIREFIGHTERS

PUBLIC OR SCHOOL TRANSPORTATION DRIVING

BUS DRIVERS (SCHOOL OR SPECIAL CLIENT)
BUS DRIVERS (TRANSIST AND INTERCITY)
LIGHT TRUCK OR DELIVERY SERVICES DRIVERS (INCLUDES VAN DRIVERS)

NURSING, NURSE'S AID SERVICES, AND MEDICAL LABORATORY TECHNICIAN SERVICES

BREATH ALCOHOL TECHNICIANS
CLINICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS
EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS
HOME HEALTH AIDES AND PERSONAL CARE AIDES
LICENSED PRACTICAL NURSES
MEDICAL ASSISTANTS
NURSE PRACTITIONERS
NURSING ASSISTANTS
ORDERLIES
PHYSICIANS ASSISTANTS
REGISTERED NURSES

MATERIAL AND MAIL HANDLING

FREIGHT, STOCK, AND MATERIAL HANDLERS

FOOD SERVICE AND COOKING

COOKS (INSTITUTION AND CAFETERIA)
FOOD PREPARATION AND SERVING RELATED WORKERS

MOTOR VEHICLE AND CONSTRUCTION EQUIPMENT REPAIR AND SERVICING

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
CONSTRUCTION EQUIPMENT MECHANICS

APPLIANCE AND OFFICE MACHINE REPAIR AND SERVICING

APPLIANCE MECHANICS
COMPUTER, AUTOMATED TELLER, AND OFFICE MACHINE REPAIRERS
COMPUTER USER SUPPORT SPECIALISTS

WAGE RATES

MAINTENANCE OF PUBLICLY OWNED BUILDINGS AND FACILITIES

ELEVATOR REPAIRERS

No Rate Established

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MAINTENANCE AND REPAIR WORKERS (GENERAL)

	Wage	Benefit
District 1	\$25.06	\$9.96
District 2	\$22.39	\$9.30
District 3	\$23.67	\$9.50
District 4	\$23.07	\$8.68

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STATIONARY ENGINEERS AND BOILER OPERATORS

	Wage	Benefit
District 1	\$27.17	\$11.47
District 2	\$27.17	\$11.47
District 3	\$23.89	\$11.03
District 4	\$23.56	\$10.81

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CUSTODIAL OR SECURITY SERVICES FOR PUBLICLY OWNED BUILDINGS AND FACILITIES

ENVIRONMENTAL SERVICES WORKERS

	Wage	Benefit
District 1	\$18.28	\$6.68
District 2	\$19.82	\$5.67
District 3	\$18.98	\$4.90
District 4	\$17.39	\$7.25

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JANITORS AND CLEANERS

	Wage	Benefit
District 1	\$18.35	\$9.71
District 2	\$20.51	\$7.96
District 3	\$18.43	\$7.94
District 4	\$18.63	\$12.35

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PARKING ENFORCEMENT WORKERS

No Rate Established

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PARKING LOT ATTENDANTS

No Rate Established

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SECURITY AND FIRE ALARM SYSTEMS REPAIRERS

No Rate Established

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SECURITY GUARDS

	Wage	Benefit
District 1	\$17.11	\$10.14
District 2	\$18.00	\$10.36
District 3	\$20.00	\$2.29
District 4	\$15.54	\$2.29

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GROUNDS MAINTENANCE FOR PUBLICLY OWNED PROPERTY

FALLERS

No Rate Established

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FOREST AND CONSERVATION TECHNICIANS

No Rate Established

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FOREST AND CONSERVATION WORKERS

	Wage	Benefit
District 1	\$26.11	\$12.96
District 2	\$27.78	\$12.96
District 3	\$27.78	\$12.96
District 4	\$27.78	\$12.96

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FOREST EQUIPMENT OPERATORS

No Rate Established

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LANDSCAPING AND GROUNDSKEEPING WORKERS

	Wage	Benefit
District 1	\$21.52	\$6.03
District 2	\$20.79	\$2.98
District 3	\$20.23	\$4.30
District 4	\$18.77	\$4.77

Duties Include:

Shovel snow from walks, driveways, or parking lots and spread salt in those areas. Grounds maintenance of cemeteries.

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MATERIAL MOVING WORKERS (ALL OTHER)

	Wage	Benefit
District 1	\$26.97	\$14.04
District 2	\$26.97	\$14.04
District 3	\$23.59	\$14.04
District 4	\$26.40	\$14.04

Occupations Include:

Bulldozer Operator, Freight Elevator Operator, Shovel Operator

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MEDIUM TRUCK DRIVERS

No Rate Established

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PEST CONTROL WORKERS

	Wage	Benefit
District 1	\$18.09	No Rate Established
District 2	\$18.09	No Rate Established
District 3	\$18.09	No Rate Established
District 4	\$18.09	No Rate Established

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PESTICIDE HANDLERS, SPRAYERS, AND APPLICATORS (VEGETATION)

	Wage	Benefit
District 1	\$23.73	\$6.90
District 2	\$18.79	\$6.05
District 3	\$17.49	\$5.34
District 4	\$17.81	\$5.67

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TREE TRIMMERS AND PRUNERS

	Wage	Benefit
District 1	\$29.12	\$9.73
District 2	\$27.76	\$9.73
District 3	\$30.92	\$9.73
District 4	\$30.92	\$9.73

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**OPERATION OF PUBLIC DRINKING WATER SUPPLY,
WASTE COLLECTION, AND WASTE DISPOSAL SYSTEMS**

HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS

	Wage	Benefit
District 1	\$27.26	\$14.09
District 2	\$29.51	\$11.66
District 3	\$28.14	\$12.32
District 4	\$27.83	\$12.95

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LANDFILL ATTENDANTS AND EQUIPMENT OPERATORS

	Wage	Benefit
District 1	\$25.44	\$13.97
District 2	\$23.51	\$11.56
District 3	\$21.40	\$12.13
District 4	\$22.66	\$11.72

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RECYCLING AND RECLAMATION WORKERS

No Rate Established

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REFUSE AND RECYCLABLE MATERIALS COLLECTORS

	Wage	Benefit
District 1	\$15.11	No Rate Established
District 2	\$15.11	No Rate Established
District 3	\$15.11	No Rate Established
District 4	\$15.11	No Rate Established

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SEPTIC TANK SERVICERS AND SEWER PIPE CLEANERS

No Rate Established

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WATER AND WASTEWATER TREATMENT PLANT AND SYSTEM OPERATORS

	Wage	Benefit
District 1	\$24.41	\$11.38
District 2	\$25.61	\$11.89
District 3	\$27.54	\$12.29
District 4	\$27.34	\$12.10

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LAW ENFORCEMENT, INCLUDING CORRECTION AND DETENTION OFFICERS

CORRECTION AND DETENTION OFFICERS

	Wage	Benefit
District 1	\$25.31	\$13.73
District 2	\$23.46	\$10.22
District 3	\$22.98	\$10.46
District 4	\$26.03	\$17.01

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POLICE, FIRE, AND AMBULANCE DISPATCHERS

	Wage	Benefit
District 1	\$24.65	\$11.79
District 2	\$28.75	\$6.23
District 3	\$21.02	\$7.77
District 4	\$24.23	\$10.92

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PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS

No Rate Established

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FIRE PROTECTION

FIRE EXTINGUISHER REPAIRERS

No Rate Established

[↑ Back to Table of Contents](#)

FOREST FIREFIGHTERS

No Rate Established

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PUBLIC OR SCHOOL TRANSPORTATION DRIVING

BUS DRIVERS (SCHOOL OR SPECIAL CLIENT)

	Wage	Benefit
District 1	\$17.97	\$8.45
District 2	\$18.82	\$5.72
District 3	\$19.00	\$8.67
District 4	\$25.45	\$10.24

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BUS DRIVERS (TRANSIT AND INTERCITY)

	Wage	Benefit
District 1	\$26.71	\$13.87
District 2	\$23.71	\$13.79
District 3	\$17.27	\$13.38
District 4	\$23.48	\$13.38

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LIGHT TRUCK OR DELIVERY SERVICES DRIVERS (INCLUDES VAN DRIVERS)

	Wage	Benefit
District 1	\$19.64	\$4.41
District 2	\$19.63	\$4.74
District 3	\$19.77	\$4.41
District 4	\$19.78	\$4.41

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NURSING, NURSE'S AID SERVICES, AND MEDICAL LABORATORY TECHNICIAN SERVICES

BREATH ALCOHOL TECHNICIANS

No Rate Established

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CLINICAL LABORATORY TECHNOLOGISTS AND TECHNICIANS

	Wage	Benefit
District 1	\$35.81	\$8.92
District 2	\$36.55	\$8.68
District 3	\$36.04	\$8.68
District 4	\$31.46	\$10.17

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EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS

	Wage	Benefit
District 1	\$23.77	\$6.01
District 2	\$23.62	\$5.64
District 3	\$23.62	\$5.64
District 4	\$23.77	\$6.01

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HOME HEALTH AIDES AND PERSONAL CARE AIDES

	Wage	Benefit
District 1	\$15.00	\$3.30
District 2	\$16.56	\$4.87
District 3	\$19.25	\$5.51
District 4	\$16.69	\$3.94

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LICENSED PRACTICAL NURSES

	Wage	Benefit
District 1	\$29.67	\$5.46
District 2	\$28.52	\$6.71
District 3	\$26.92	\$6.73
District 4	\$29.31	\$9.82

MEDICAL ASSISTANTS

	Wage	Benefit
District 1	\$20.85	\$5.08
District 2	\$20.06	\$4.60
District 3	\$22.05	\$5.80
District 4	\$23.32	\$9.85

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NURSE PRACTITIONERS

	Wage	Benefit
District 1	\$59.92	\$12.81
District 2	\$62.08	\$11.09
District 3	\$62.46	\$11.15
District 4	\$61.97	\$15.17

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NURSING ASSISTANTS

	Wage	Benefit
District 1	\$18.67	\$3.12
District 2	\$16.59	\$3.03
District 3	\$18.45	\$6.35
District 4	\$19.86	\$7.23

Occupations Include:
Certified Nursing Assistants, Hospital Aides, Infirmary Attendants

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ORDERLIES

No Rate Established

PHYSICIANS ASSISTANTS

	Wage	Benefit
District 1	\$61.82	\$8.75
District 2	\$65.49	\$11.58
District 3	\$67.37	\$11.33
District 4	\$63.78	\$15.08

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REGISTERED NURSES

	Wage	Benefit
District 1	\$37.26	\$9.64
District 2	\$43.83	\$11.30
District 3	\$40.76	\$8.53
District 4	\$40.49	\$11.59

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MATERIAL AND MAIL HANDLING

FREIGHT, STOCK, AND MATERIAL HANDLERS

	Wage	Benefit
District 1	\$16.60	\$6.96
District 2	\$23.49	\$8.58
District 3	\$21.65	\$10.00
District 4	\$20.48	\$9.08

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FOOD SERVICE AND COOKING

COOKS, (INSTITUTION AND CAFETERIA)

	Wage	Benefit
District 1	\$17.50	\$5.56
District 2	\$16.20	\$4.02
District 3	\$17.17	\$5.46
District 4	\$18.17	\$5.18

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FOOD PREPARATION AND SERVING RELATED WORKERS

	Wage	Benefit
District 1	\$14.96	\$4.47
District 2	\$14.01	\$4.47
District 3	\$17.35	\$4.51
District 4	\$16.61	\$7.22

Occupations Include:

Dietary Aides, Counter Attendants, and Dining Room Attendants.

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MOTOR VEHICLE AND CONSTRUCTION EQUIPMENT REPAIR AND SERVICING

AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

	Wage	Benefit
District 1	\$26.48	\$3.13
District 2	\$26.58	\$5.95
District 3	\$27.06	\$6.69
District 4	\$29.55	\$5.44

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BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

	Wage	Benefit
District 1	\$31.84	\$14.78
District 2	\$28.88	\$13.41
District 3	\$27.03	\$11.39
District 4	\$27.18	\$11.48

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CONSTRUCTION EQUIPMENT MECHANICS

No Rate Established

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APPLIANCE AND OFFICE MACHINE REPAIR AND SERVICING

APPLIANCE MECHANICS

No Rate Established

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COMPUTER USER SUPPORT SPECIALISTS

	Wage	Benefit
District 1	\$24.62	\$11.08
District 2	\$26.93	\$11.09
District 3	\$32.32	\$13.78
District 4	\$30.95	\$13.81

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COMPUTER, AUTOMATED TELLER, AND OFFICE MACHINE REPAIRERS

No Rate Established

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REQUEST FOR PROPOSALS: NOTICE

The City of Billings is requesting proposals for **Custodial Services at Billings City Hall and Billings Operations Center**, for Facilities Division, Billings, Montana. Proposals shall be received addressed to City of Billings, John Caterino Facilities Manager, via mail at caterinoj@billingsmt.gov, Billings, MT 59101, (P.O. Box 1178, Billings, MT 59103), via email at caterinoj@billingsmt.gov, until 5:00 PM (MST) on Friday January 24, 2025.

More specific additional information regarding the **Custodial Services at Billings City Hall and Billings Operations Center** can be obtained by contacting John Caterino Facilities Manager, via telephone at (406) 855-8454 or email at caterinoj@billingsmt.gov. The full Request for Proposals may also be found on the City's website at www.billingsmt.gov, by clicking on "Doing Business," and then on "Bids."

Proposers may withdraw their proposal by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

The right is reserved to reject any or all proposals received, to waive irregularities, to postpone the award of the contract for a period of not to exceed ninety (90) days, and to accept that proposal which is in the best interests of the City of Billings, Montana. Award of any contract may be contingent upon approval by Billings City Council.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Published at Billings, Montana, 01/03 & 01/10, 2025.

Denise R. Bohlman
Billings City Clerk
P. O. Box 1178
Billings, MT 59103

Publish: 01/03 & 01/10, 2025
Dept.: Facilities

Certificate Of Completion

Envelope Id: 51A15687-E34A-4C9C-9A19-2B3FA8761D58
Subject: Contract for signatures: Custodial Services at City Hall - Pride of Montana
Source Envelope:
Document Pages: 42
Certificate Pages: 5
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
John Caterino
caterinoj@billingsmt.gov
IP Address: 161.7.21.210

Record Tracking

Status: Original
6/11/2025 3:31:42 PM
Holder: John Caterino
caterinoj@billingsmt.gov
Location: DocuSign

Signer Events

Liz Kampa
kampal@billingsmt.gov
Purchasing Agent
Avery Dennison
Security Level: Email, Account Authentication
(None)

Signature

Completed

Using IP Address: 161.7.21.197

Timestamp

Sent: 6/11/2025 3:35:38 PM
Viewed: 6/12/2025 7:14:09 AM
Signed: 6/12/2025 7:14:51 AM

Electronic Record and Signature Disclosure: Not Offered via Docusign

Tom Iverson
prideofmtinc@aol.com
President
Security Level: Email, Account Authentication
(None)

Signed by:


3BB83D0EC68546B...

Signature Adoption: Pre-selected Style
Using IP Address:
2600:6c44:42f0:89e0:4c49:3885:d4ec:ed0e

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Viewed: 6/13/2025 2:00:01 PM
Signed: 6/13/2025 2:07:59 PM

Electronic Record and Signature Disclosure: Accepted: 6/13/2025 2:00:01 PM ID: 26c2e183-7c17-4a9f-80ec-a36a9b79bbe8

Todd Corne
cornet@billingsmt.gov
Security Level: Email, Account Authentication
(None)

DocuSigned by:


4DBF6941AA01405...

Signature Adoption: Pre-selected Style
Using IP Address: 161.7.21.98

Sent: 6/13/2025 2:08:02 PM
Viewed: 6/13/2025 2:36:47 PM
Signed: 6/13/2025 2:47:12 PM

Electronic Record and Signature Disclosure: Not Offered via Docusign

William A. Cole
coleb@billingsmt.gov
MAYOR
Security Level: Email, Account Authentication
(None)

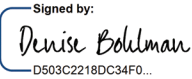
Signed by:


2CA11D5423334EE...

Signature Adoption: Pre-selected Style
Using IP Address: 72.175.160.94

Sent: 6/13/2025 2:47:15 PM
Viewed: 6/13/2025 2:56:59 PM
Signed: 6/13/2025 2:57:18 PM

Electronic Record and Signature Disclosure: Accepted: 12/3/2020 8:46:12 AM ID: 235dd76e-a3c9-4e23-89f5-aedaeb3b241a

Signer Events	Signature	Timestamp
Denise Bohlman bohlmand@billingsmt.gov City Clerk City of Billings Security Level: Email, Account Authentication (None)	 <p>Signed by: Denise Bohlman D503C2218DC34F0...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 161.7.21.146</p>	<p>Sent: 6/13/2025 3:40:40 PM Viewed: 6/13/2025 3:44:13 PM Signed: 6/13/2025 3:49:01 PM</p>

Electronic Record and Signature Disclosure:
Not Offered via DocuSign


In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Liz Kampa kampal@billingsmt.gov Purchasing Agent Avery Dennison Security Level: Email, Account Authentication (None)	 <p>Using IP Address: 161.7.21.162</p>	<p>Sent: 6/13/2025 2:57:21 PM Viewed: 6/13/2025 3:40:40 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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Wynnette Maddox maddoxw@billingsmt.gov Security Level: Email, Account Authentication (None)		<p>Sent: 6/13/2025 3:49:04 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/11/2025 3:35:38 PM
Envelope Updated	Security Checked	6/11/2025 3:43:15 PM
Certified Delivered	Security Checked	6/13/2025 3:44:13 PM
Signing Complete	Security Checked	6/13/2025 3:49:01 PM
Completed	Security Checked	6/13/2025 3:49:04 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO City of Billings (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO City of Billings:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kampal@billingsmt.gov

To advise Carahsoft OBO City of Billings of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kampal@billingsmt.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO City of Billings

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kampal@billingsmt.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO City of Billings

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kampal@billingsmt.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO City of Billings as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO City of Billings during the course of your relationship with Carahsoft OBO City of Billings.