

BEFORE THE COUNCIL INTERNAL AFFAIRS COMMITTEE
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO. 88-995
A PURCHASE CONTRACT WITH ELDER)	
LEASING, INC. FOR THE PURCHASE)	Introduced by Rena Cusma,
OF A MODULAR STRUCTURE)	Executive Officer

WHEREAS, The Zoo currently leases a 24' by 60' modular structure; and

WHEREAS, There is a need for space for relocating the Friends of the Washington Park Zoo Administrator's and support staff offices, and other Zoo division programs; and

WHEREAS, The modular structure currently being leased would, with some modifications, meet the space needs described above; and

WHEREAS, Money was budgeted in the FY 1988-89 budget for this purpose; now, therefore,

BE IT RESOLVED, That a purchase contract with Elder Leasing, Inc. be approved in the amount of \$33,609.44.

ADOPTED by the Council Internal Affairs Committee of the Metropolitan Service District this _____ day of _____, 1988.

NOT CONSIDERED
Mike Ragsdale, Presiding Officer

amn
0250D/554
10/12/88

*Item not approved
by Genl. Council*

STAFF REPORT

REQUEST TO PURCHASE A MODULAR OFFICE BUILDING

Presented By: Allan J. Goff

PROPOSAL:

Currently, the Zoo is leasing a 24' x 60' 1987 Modular Structure. The structure was originally leased to house the tenants of the Administration Building who were relocated during construction and just recently moved back into their new building.

Concurrently, there is a need to relocate the Friends of the Zoo Administrator's Office, including support area and also to provide space for other Zoo division programs. The modular structure's overall space requirements, after some interior modifications, will meet the needs mentioned above.

Competitive bids were not solicited for the following reasons: (1) the lease on the modular structure is pending expiration; (2) the unit is on the premises; and, (3) Elder Leasing, Incorporated is offering us the following Purchase Option:

- a. Sixty percent (60%) of the monthly lease payments are to be applied toward the purchase price of \$41,285. This credit totals \$6,825.60; leaving a balance of \$34,459.40.
- b. In addition to the monthly lease payment credit, \$850 tear down and return delivery charge that would have been charged at the end of the lease period will be credited towards the \$34,459.40 balance; leaving a balance of \$33,609.40.
- c. In consideration of both these options, the purchase price for the modular structure is \$33,609.40.

and, (4) current market cost of a new 24'x60' modular structure is \$40,000 to \$45,000 (phone survey results).

Staff recommends awarding this purchase contract to Elder Leasing, Incorporated for \$33,609.40. Funds for the purchase of this modular structure are in the 88-89 Facilities Management Division Capital Outlay Budget.

EXECUTIVE OFFICER'S RECOMMENDATION:

The Executive Officer recommends approval of the purchase of the modular structure.

AJG:lmm:Contracts/3



GRANT/CONTRACT SUMMARY

METROPOLITAN SERVICE DISTRICT

GRANT/CONTRACT NO. 88-9-786-20 BUDGET CODE NO. 20-03-00-8510-00000
 FUND: 200 DEPARTMENT: Fac. Mgmt. (IF MORE THAN ONE) _____
 SOURCE CODE (IF REVENUE) _____

INSTRUCTIONS

- OBTAIN GRANT/CONTRACT NUMBER FROM CONTRACTS MANAGER. CONTRACT NUMBER SHOULD APPEAR ON THE SUMMARY FORM AND ALL COPIES OF THE CONTRACT.
- COMPLETE SUMMARY FORM.
- IF CONTRACT IS —
 - SOLE SOURCE, ATTACH MEMO DETAILING JUSTIFICATION.
 - UNDER \$2,500, ATTACH MEMO DETAILING NEED FOR CONTRACT AND CONTRACTOR'S CAPABILITIES, BIDS, ETC.
 - OVER \$2,500, ATTACH QUOTES, EVAL. FORM, NOTIFICATION OF REJECTION, ETC.
 - OVER \$50,000, ATTACH AGENDA MANAGEMENT SUMMARY FROM COUNCIL PACKET, BIDS, RFP, ETC.
- PROVIDE PACKET TO CONTRACTS MANAGER FOR PROCESSING

1. PURPOSE OF GRANT/CONTRACT Purchase of modular structure

2. TYPE OF EXPENSE ☐ PERSONAL SERVICES ☐ LABOR AND MATERIALS ☒ PROCUREMENT
☐ PASS THROUGH AGREEMENT ☐ INTER-GOVERNMENTAL AGREEMENT ☐ CONSTRUCTION
☐ OTHER

OR

TYPE OF REVENUE ☐ GRANT ☐ CONTRACT ☐ OTHER

3. TYPE OF ACTION ☐ CHANGE IN COST ☐ CHANGE IN WORK SCOPE
☐ CHANGE IN TIMING ☒ NEW CONTRACT

4. PARTIES Elder Leasing Inc.

5. EFFECTIVE DATE 10/10/88 TERMINATION DATE 10/15/88
 (THIS IS A CHANGE FROM _____)

6. EXTENT OF TOTAL COMMITMENT: ORIGINAL/NEW \$ 33,609.40
 PREV. AMEND _____
 THIS AMEND _____

TOTAL

\$ 33,609.40

7. BUDGET INFORMATION

A. AMOUNT OF GRANT/CONTRACT TO BE SPENT IN FISCAL YEAR 198 8-9 \$ 33,609.40
 B. BUDGET LINE ITEM NAME Bldgs./Exhibits & Enclosures AMOUNT APPROPRIATED FOR CONTRACT \$ 35,600.00
 C. ESTIMATED TOTAL LINE ITEM APPROPRIATION REMAINING AS OF Aug 31, 1988 \$ 235,750.00

8. SUMMARY OF BIDS OR QUOTES (PLEASE INDICATE IF A MINORITY BUSINESS ENTERPRISE)

SUBMITTED BY Sole source - see staff report \$ _____ ☐ MBE
 AMOUNT
 SUBMITTED BY _____ \$ _____ ☐ MBE
 AMOUNT
 SUBMITTED BY _____ \$ _____ ☐ MBE
 AMOUNT

9. NUMBER AND LOCATION OF ORIGINALS 3

10. A. APPROVED BY STATE/FEDERAL AGENCIES? ☐ YES ☐ NO ☒ NOT APPLICABLE
B. IS THIS A DOT/UMTA/FHWA ASSISTED CONTRACT ☐ YES ☒ NO
11. IS CONTRACT OR SUBCONTRACT WITH A MINORITY BUSINESS? ☐ YES ☒ NO
IF YES, WHICH JURISDICTION HAS AWARDED CERTIFICATION _____

12. WILL INSURANCE CERTIFICATE BE REQUIRED? ☐ YES ☒ NO

13. WERE BID AND PERFORMANCE BONDS SUBMITTED? ☐ YES ☒ NOT APPLICABLE

TYPE OF BOND _____ AMOUNT \$ _____

TYPE OF BOND _____ AMOUNT \$ _____

14. LIST OF KNOWN SUBCONTRACTORS (IF APPLICABLE)

NAME _____ SERVICE _____ ☐ MBE

NAME _____ SERVICE _____ ☐ MBE

NAME _____ SERVICE _____ ☐ MBE

NAME _____ SERVICE _____ ☐ MBE

15. IF THE CONTRACT IS OVER \$10,000

A. IS THE CONTRACTOR DOMICILED IN OR REGISTERED TO DO BUSINESS IN THE STATE OF OREGON?

☒ YES ☐ NO

B. IF NO, HAS AN APPLICATION FOR FINAL PAYMENT RELEASE BEEN FORWARDED TO THE CONTRACTOR?

☐ YES DATE _____ INITIAL _____

16. COMMENTS:

GRANT/CONTRACT APPROVAL

INTERNAL REVIEW

DEPARTMENT HEAD

FISCAL REVIEW

BUDGET REVIEW

CONTRACT REVIEW BOARD

(IF REQUIRED) DATE _____

1. _____
COUNCILOR

2. _____
COUNCILOR

3. _____
COUNCILOR

COUNCIL REVIEW

(IF REQUIRED)

DATE _____

LEGAL COUNSEL REVIEW AS NEEDED:

A. DEVIATION TO CONTRACT FORM _____

B. CONTRACTS OVER \$10,000 _____

C. CONTRACTS BETWEEN GOVERNMENT AGENCIES _____