

BEFORE THE COUNCIL INTERNAL AFFAIRS COMMITTEE OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING A) RESOLUTION NO. 89-1036
CONTRACT WITH GELCO SPACE FOR THE)
PURCHASE AND SET-UP OF A MODULAR) Introduced by
STRUCTURE) Executive Officer Cusma

WHEREAS, Staff has determined there is a need to purchase a 24' x 60' modular structure to house the Friends of the Zoo Administrator's office, including support areas and also to provide support space for other Zoo educational programs; and

WHEREAS, An advertisement for bids was published and requests for bids were mailed to companies who could provide this structure; and

WHEREAS, Two sealed bids were received and after evaluation by staff it was decided that Gelco Space submitted the lowest responsive bid of \$45,829 for this modular structure; now, therefore,

BE IT RESOLVED,

That the Internal Affairs Committee of the Metropolitan Service District authorizes a contract with Gelco Space.

ADOPTED by the Council Internal Affairs Committee of the Metropolitan Service District this 12th day of January, 1989.



Mike Ragsdale, Presiding Officer

amn
0349D/554
01/05/89

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 Bid AMOUNT \$ 5%
 TYPE OF BOND Performance Bid to be supplied AMOUNT \$ _____
14. LIST OF KNOWN SUBCONTRACTORS (IF APPLICABLE)
- | | | |
|------------|---------------|------------------------------|
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> 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

CONTRACT REVIEW BOARD
(IF REQUIRED) DATE _____

COUNCIL REVIEW
(IF REQUIRED)

DEPARTMENT HEAD _____

1. _____
COUNCILOR

DATE _____

FISCAL REVIEW _____

2. _____
COUNCILOR

BUDGET REVIEW _____

3. _____
COUNCILOR

[Signature]
12-28-88

LEGAL COUNSEL REVIEW AS NEEDED:

A. DEVIATION TO CONTRACT FORM _____

B. CONTRACTS OVER \$10,000 _____

C. CONTRACTS BETWEEN GOVERNMENT AGENCIES _____



GRANT/CONTRACT SUMMARY

METROPOLITAN SERVICE DISTRICT

GRANT/CONTRACT NO. 88-12-344-Z BUDGET CODE NO. 20 03 00 8510 00000
 FUND: 700 DEPARTMENT: Fac. Mgmt (IF MORE THAN ONE) — — — —
 SOURCE CODE (IF REVENUE) — — — —

INSTRUCTIONS

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

1. PURPOSE OF GRANT/CONTRACT Modular structure purchase

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 Gelco Space

5. EFFECTIVE DATE 1/15/2089 TERMINATION DATE 2/15/2089
 (THIS IS A CHANGE FROM _____)

6. EXTENT OF TOTAL COMMITMENT:	ORIGINAL/NEW	\$ <u>45,829</u>
	PREV. AMEND	_____
	THIS AMEND	_____
	TOTAL	\$ <u>45,829</u>

7. BUDGET INFORMATION

A. AMOUNT OF GRANT/CONTRACT TO BE SPENT IN FISCAL YEAR 198 3-89 \$ 45,829
Buildings,
 B. BUDGET LINE ITEM NAME Exh. & Enclos. AMOUNT APPROPRIATED FOR CONTRACT \$ 35,600
 C. ESTIMATED TOTAL LINE ITEM APPROPRIATION REMAINING AS OF 11/30, 19 83 \$ 226,251

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

SUBMITTED BY <u>Gelco Space</u>	\$ <u>45,829</u>	<input type="checkbox"/> MBE
	AMOUNT	
SUBMITTED BY <u>Pacific Mobile Leasing</u>	\$ <u>54,213</u>	<input type="checkbox"/> MBE
	AMOUNT	
SUBMITTED BY _____	\$ _____	<input type="checkbox"/> MBE
	AMOUNT	

9. NUMBER AND LOCATION OF ORIGINALS 3

**SCOPE OF WORK
MODULAR STRUCTURE PROJECT
"ATTACHMENT A"**

GENERAL: Contractor shall supply one modular structure which conforms to specifications listed and attached herein. The modular structure shall be delivered to the site as per the attached site plan and available for occupancy no later than 2/15/89.

STRUCTURE SPECIFICATIONS:

1. Size: One (1) Modular Structure in specifications 24' x 60'
2. License/Tags: Oregon
3. Model Year: 1987 or Newer
4. Certification: Structure must be State certified for use as an office building.
5. Design Loads: Floor: 50 pounds per square foot
Wind: 80 MPH
Roofs: 30 pounds per square foot
6. Delivery/Set-Up: Contractor to provide delivery and set-up near Gate E of the Zoo's western perimeter fence (see attached plan). The Contractor shall hook up all sewer and water connections from the structure to existing site utilities. The Zoo will hook up the electrical service to the panel.
7. Contractor shall:
 - a. Ensure that the modular structure's finish floor elevation matches the Education Building hallway elevation.
 - b. Ensure that all moving operations are concluded prior to 4:00pm to allow for proper security of Zoo grounds.
8. The Zoo will be responsible for removing the existing fencing to provide access for the modular structure and will arrange for the re-installation of new fence material after the moving process is complete.
9. Warranty: Each bidder is requested to furnish with the bid an explanation of both bidder's and manufacturer's warranties on materials and workmanship and indicate any warranty costs to METRO, including shipping costs. Failure to provide this information may result in bid rejection.
10. Certification of Insurance: Contractor shall provide insurance certification per specifications in Public Contract, Article VI.

FACILITIES MANAGEMENT DIVISION
 MODULAR STRUCTURE BID
 12/15/88

SCOPE OF WORK - "ATTACHMENT A"

AREA	LOCATION	SPECIFICATIONS
CLOSET	COAT CLOSET	CLOSET SHELF AND POLE
CABINETS	OFFICE EQUIPMENT ROOM	COFFEE BAR W/CABINETS UNDERNEATH, 1 CABINET W/TWO DRAWERS W/SPCE FOR MICROWAVE ABOVE COUNTER (48"WIDE)
CABINETS	RESTROOM	ONE (1) BATHROOM CABINET W/FORMICA COUNTER TOP
DOORS	EXTERIOR	THREE (3) 3'X 6'8" SWING OUT W 12"X12" WINDOW, PAINTED FINISH, LT. COMMERCIAL STEEL WITH WOOD JAMB; COMPLETE W/PANIC BAR & CLOSURES. ALL DOORS CORED BY OWNER USING DEADBOLTS; CONTRACTOR TO SUPPLY ALL KNOB & HARDWARE MECHANISMS WHICH SHALL BE MANUFACTURED BY BEST OR AN EQUIVALENT.
DOORS	INTERIOR	SEVEN (7) 3'X6'8" PRE-HUNG WOOD, HOLLOW CORE VINYLWRAP, NO LITE, COLONIAL OAK VENEER OR EQUIVALENT. ALL DOORS CORED BY OWNER. CONTRACTOR TO SUPPLY ALL KNOB AND HARDWARE MECHANISMS WHICH SHALL BE MANUFACTURED BY BEST OR AN EQUIVALENT.
ELECTRCL	EXHAUST FAN	ONE (1) 50 CFM-RESTROOM
ELECTRCL	LIGHTS	TWENTY-FOUR (24) 2X4 TROFFER TM W/ADEQUATE LIGHTING OVER EACH WORK SPACE AND HALLWAY AREA; TWO (2) INCANDESCENT PORCH LIGHTS AT EXTERIOR DOORS.
ELECTRCL	METER BASE	N/A
ELECTRCL	PANEL	200 AMP, SINGLE PHASE 240/120
ELECTRCL	PHONE BOXES	TWO (2) REG AND ONE (1) TO ACCEPT MAIN ZOO SWITCHBOARD
ELECTRCL	PHONE BOXES	FOURTEEN (14) STUB DOWN
ELECTRCL	RACEWAY	ROMEX CODE
ELECTRCL	RECEPTACLES	FORTY (40) 20 AMP CIRC., ONE (1) GROUND FAULT RECEPTACLES, FIVE (5) DEDICATED; ONE (1) COPY MACHINE 30 AMP; ONE (1) MICROWAVE.
ELECTRCL	SMOKE ALARM	TWO (2) BATTERY OPERATED SMOKE ALARMS

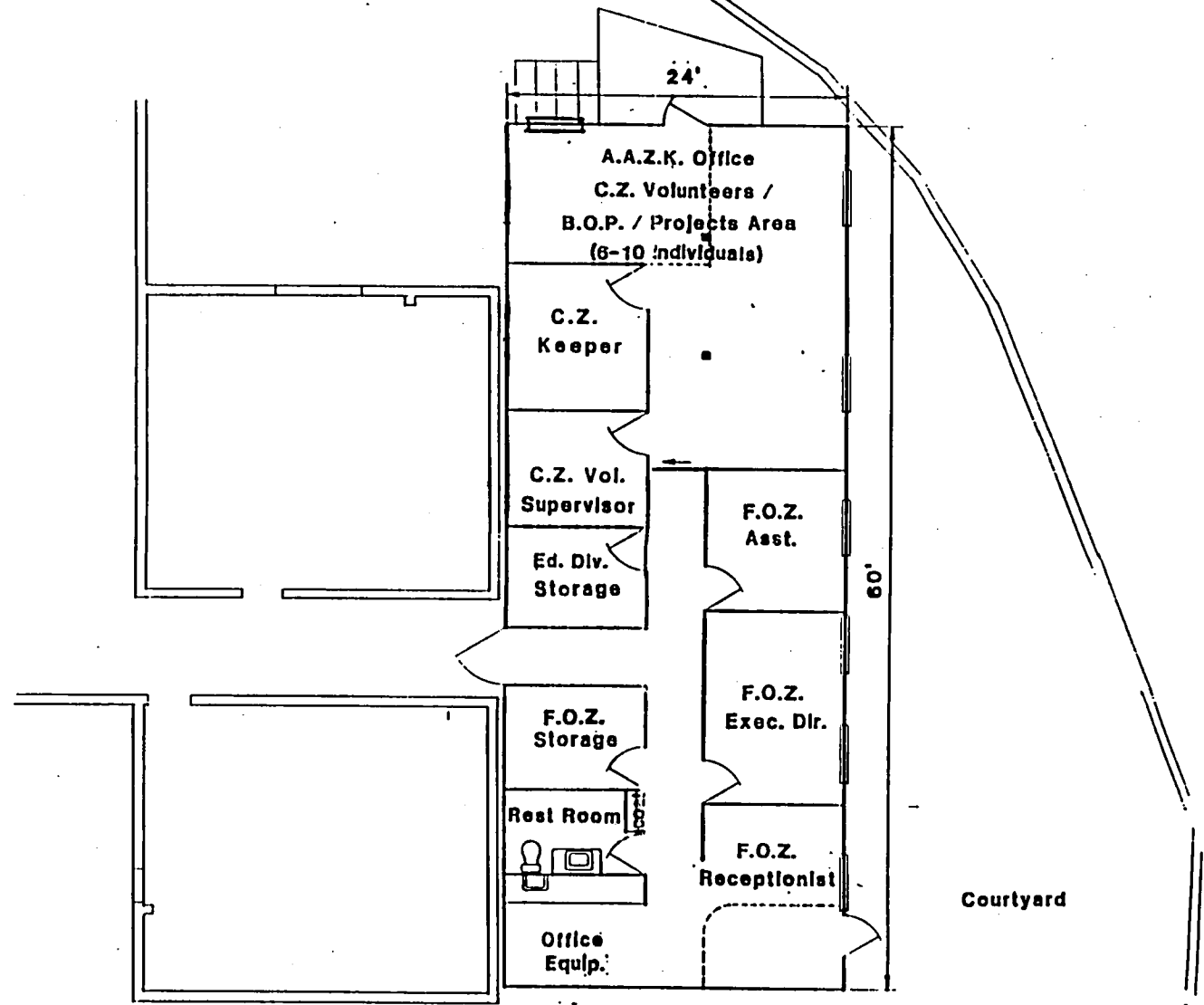
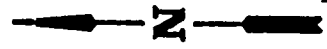
FACILITIES MANAGEMENT DIVISION
MODULAR STRUCTURE BID
12/15/88
PAGE TWO

SCOPE OF WORK - "ATTACHMENT A"

AREA	LOCATION	SPECIFICATIONS
ELECTRCL	SWITCHES	FOURTEEN (14) SP, TWO (2) THREE-WAY
FLOOR	BTM. BD.	TYPAR PROTECTOR
FLOOR	COVER	TECH 18 CARPET COMMERCIAL GRADE (ALL EXCEPT ITEM LISTED BELOW)
FLOOR	COVER	STOCK VINYL (RESTROOM, ENTRY AND 14'X10' PROJECTS AREA AS INDICATED BY DASH LINE ON SHEET #2)
FLOOR	DECKING	5/8" REDEX
FLOOR	INSULATION	R-19
FLOOR	JOISTS	2'X8" @ 16" O.C.
FRAME	AXLES	A & B - 2 BRAKE, ONE IDLER
FRAME	HITCH	DETACH
FRAME	MAIN RAIL	10"
FRAME	SIZE	12' X 60' TRANSVERSE
FRAME	TIRES	A: FOUR TIRES-800 14.5; B: 700-14.5
HVAC	DIFFUSER	T-BAR
HVAC	DUCTING	OVERHEAD GALVANIZED
HVAC	HEAT/AC	EXTERIOR MOUNT; SE END; 1-4 TON 15KW WITH HEAT REGISTERS AS REQUIRED FOR PROPER DISTRIBUTION
HVAC	RETURN AIR	THROUGH ROOM
TRIM	BASE	4" RUBBER IN RESTROOM
TRIM	DOORS	COLONIAL OAK VENEER OR AN EQUIVALENT
TRIM	WINDOWS	1" X 2" WALL MOULDING

PRINT RANGE:A58.D107

AREA	LOCATION	SPECIFICATIONS
PLUMBING	COFFEE RM	REG (IN CABINET) STAINLESS STEEL SINK
PLUMBING	HOT WTR HTR	SIX (6) GALLON HOT WATER HEATER
PLUMBING	RSTRM SINK	15" X 15" SINK
PLUMBING	TOILET	REGULAR W/LOW-VOLUME FLUSH TOILET
RESTROOM	ACCESSORIES	TOILET TISSUE HOLDER; 12" X 16" MIRROR
ROOF	CEILING	T-BAR
ROOF	COVER	COMPOSITION
ROOF	DRAINAGE	GUTTERS ON BOTH 60' SIDES/DOWNSPOUTS ON ALL FOUR CORNERS. SECURE DOWNSPOUTS TO EAST DRAINLINE.
ROOF	FRAMING	2"X8"
ROOF	INSULATION	R-19
ROOF	SHEATHING	1/2" CDX
ROOF	VENTING	AS PER CODE
SKIRTING	FLR TO GRND	FULL T1-11 TO MATCH SIDING; FLOOR TO GROUND
TIE DOWNS	EXTERIOR	PER CITY OF PTLD BUILDING CODES
WALLS	COLUMNS	BUILT INTO WALLS WHERE FEASIBLE
WALLS	FRAMING	2"X4" @16" O.C., 8' HIGH
WALLS	INT FINISH	1/4" LT COLOR WOOD GRAIN PANELING; (NOTE: ENTIRE NORTHERN INTERIOR WALL TO HAVE A ONE HOUR FIRE RATED WALL AS PER LOCAL CODE.)
WALLS	INSULATION	R-11 (EXTERIOR WALLS)
WALLS	INT FINISH	1/4" VINYL (RESTROOMS ONLY)
EXT WALLS	SHEATHING	5/8" T1-11 STAINED AS PER OWNER
WINDOWS	EXTERIOR	SEVEN (7) 46" X 39" DUAL GLAZED MILL FINISH H.S. W MINI BLINDS; COLOR BY OWNER



Scale: 1/8" = 1'-0"

Washington Park Zoo Modular Office Structure



TEMPORARY DRAFTING (D.B.E.)
10220 S.E. Harrison Street
Portland, Oregon 97216

**TERMS OF PAYMENT
MODULAR STRUCTURE PROJECT
"ATTACHMENT B"**

1. Upon completion of the Scope of Work, Contractor is to deliver a duplicate invoice to the Facilities Management Division, Washington Park Zoo, 4001 SW Canyon Road, Portland, OR 97221, with the original invoice being sent to the Metropolitan Service District, 2000 SW First Avenue, Portland, OR 97201.
2. The invoice for Washington Park Zoo, Facilities Management Division, shall be approved, in writing, by the Facilities Management Division Manager, prior to payment by Metro.
3. Contractor shall receive payment for the approved invoice within 30 days after receipt of same from Contractor.
4. The maximum sum payable under this contract is \$45,829.00.

AJG:lmm:Contracts/83

PUBLIC CONTRACT

THIS Contract is entered into between the METROPOLITAN SERVICE DISTRICT, a municipal corporation, whose address is 2000 S.W. First Avenue, Portland, Oregon 97201-5398, hereinafter referred to as "METRO," and Gelco Space, whose address is 523 NE Columbia Blvd, Portland, OR 97211, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

ARTICLE I

SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to METRO the goods described in the Scope of Work attached hereto as Attachment "A." All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

ARTICLE II

TERM OF CONTRACT

The term of this Contract shall be for the period commencing January 15, 1989 through and including February 15, 1989.

ARTICLE III

CONTRACT SUM AND TERMS OF PAYMENT

METRO shall compensate the CONTRACTOR for work performed and/or goods supplied as described in Attachment "B." Metro shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in Attachment "B."

ARTICLE IV

LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR's labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify and hold harmless METRO, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR's subcontractors. Nothing in this Contract shall create any contractual relationship between any subcontractor and METRO.

ARTICLE V

TERMINATION

METRO may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. METRO shall not be liable for indirect or consequential damages. Termination by METRO will not waive any claim or remedies it may have against CONTRACTOR.

ARTICLE VI

INSURANCE

CONTRACTOR shall maintain such insurance as will protect CONTRACTOR from claims under Workers' Compensation Acts and other employee benefits acts covering all of CONTRACTOR's employees

engaged in performing the work under this Contract; and from claims for damages because of bodily injury, including death and damages to property, all with coverage limits satisfactory to METRO. Liability insurance shall have minimum coverage limits of at least the dollar amounts listed in ORS 30.270. Additional coverage may be required in the Scope of Work attached hereto. This insurance must cover CONTRACTOR's operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them. CONTRACTOR shall immediately increase the amounts of liability insurance required to reflect any changes in Oregon Law so that the insurance provided shall cover, at a minimum, the maximum liability limits under the Oregon Tort Claims Act.

If required in the Scope of Work attached hereto, CONTRACTOR shall provide METRO with a certificate of insurance complying with this article and naming METRO as an insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

CONTRACTOR shall not be required to provide the liability insurance described in this Article if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

ARTICLE VII

PUBLIC CONTRACTS

CONTRACTOR shall comply with all applicable provisions of ORS Chapters 187 and 279 and all other conditions and terms

necessary to be inserted into public contracts in the state of Oregon, as if such provisions were a part of this Contract. CONTRACTOR acknowledges receipt of copies of ORS 187.010-.020 and 279.310-.430.

ARTICLE VIII

ATTORNEY'S FEES

In the event of any litigation concerning this Contract, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to any appellate courts.

ARTICLE IX

QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by METRO, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of METRO.

ARTICLE X

OWNERSHIP OF DOCUMENTS

All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by CONTRACTOR pursuant to this agreement are the property of METRO and

it is agreed by the parties hereto that such documents are works made for hire. CONTRACTOR does hereby convey, transfer and grant to METRO all rights of reproduction and the copyright to all such documents.

ARTICLE XI

SUBCONTRACTORS; DISADVANTAGED BUSINESS PROGRAM

CONTRACTOR shall contact METRO prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from METRO before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract. METRO reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR's compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

If required in the Scope of Work, CONTRACTOR agrees to make a good faith effort, as that term is defined in METRO's Disadvantaged Business Program (Section 2.04.160 of the Metro Code) to reach the goals of subcontracting n/a percent of the contract amount to Disadvantaged Businesses and n/a percent of the contract amount to Women-Owned Businesses. METRO reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of this paragraph and METRO's Disadvantaged Business Program.

ARTICLE XII

RIGHT TO WITHHOLD PAYMENTS

METRO shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in METRO's sole opinion, to protect METRO against any loss, damage or claim which may result from CONTRACTOR's performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors. If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in METRO's opinion, violated that provision, METRO shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by METRO under this Article shall become the property of METRO and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

ARTICLE XIII

SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

ARTICLE XIV

INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any bidding documents including, but not limited to, the Advertisement for Bids, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract

are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between METRO and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both METRO and CONTRACTOR. The law of the state of Oregon shall govern the construction and interpretation of this Contract.

ARTICLE XV

ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from METRO.

GELCO SPACE

METROPOLITAN SERVICE DISTRICT

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

YS/gl
7536C/509-4
07/29/87

COMMITTEE REPORT

Agenda Item No. 2

Meeting Date Jan. 12, 1989

CONSIDERATION OF RESOLUTION 89-1036, FOR THE
PURPOSE OF AUTHORIZING A PURCHASE CONTRACT WITH
GELCO SPACE FOR A MODULAR STRUCTURE

Date: January 5, 1989 Presented by: Councilor Sharron Kelley,
Chair, Zoo Committee

COMMITTEE RECOMMENDATION

The Zoo Committee recommends Internal Affairs Committee adoption of Resolution No. 89-1036 and a review by the Finance Committee of the \$10,000 difference between the budgeted line item appropriations and the contract bid. This action taken January 3, 1989.

COMMITTEE DISCUSSION & ISSUES

The Zoo Committee questioned why space for the Friends of the Zoo (FOZ) staff wasn't included in the new Administration Building. Zoo staff stated they plan to relocate the FOZ staff in four to five years and the modular structure could be moved.

The Committee asked if the modular structure was compatible with surrounding structures. The Zoo staff indicated it was.

The Committee noted the low bid of \$45,829 was over the \$35,600 budget line item. The total line item appropriation remaining is \$226,251 as of November 30, 1988.

It should be noted that following the January 3, 1989, Zoo Committee meeting, the Zoo staff found that the \$35,600 amount shown on the Contract Summary form was in error. There are sufficient funds available within the appropriate line item to cover the bid price. Therefore, it is not necessary for this item to go to the Finance Committee.

VOTE

The Committee voted 4 to 0 to recommend Finance Committee approval of the Resolution. Voting: Buchanan, Devlin, Hansen and Kelley. Absent: DeJardin.

RB/amn
0439D/554
01/05/89

STAFF REPORT

CONSIDERATION OF A PURCHASE CONTRACT
WITH GELCO SPACE FOR A MODULAR STRUCTURE

December 29, 1988

Presented by: Allan J. Goff

FACTUAL BACKGROUND AND ANALYSIS

Staff has determined that there is a need to purchase a 24' x 60' modular structure to provide office space for the Friends of the Washington Park Zoo (FOZ) as provided for in the contract between Metro and FOZ. FOZ membership has increased from 2,500 to over 14,000 and the single room currently occupied is no longer sufficient to service the organization. This move will also meet space requirements for the Zoo. The vault room supervisor will occupy the space vacated by FOZ, which is adjacent to the vault, and the modular structure which will abut classroom space in the old educational complex will also house staffing for special educational classes and the children's zoo keepers.

Two bids were received; one for \$45,829; and the other for \$54,213. Gelco Space submitted the low bid listed above.

Staff recommends awarding this purchase contract to Gelco Space for \$45,829, which includes the delivery and set-up fees. 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.