

BEFORE THE CONTRACT REVIEW BOARD
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING AN)	RESOLUTION NO. 90-1252
EXEMPTION TO METRO CODE CHAPTER)	
2.04.060 COMPETITIVE BIDDING)	Introduced by the Council
PROCEDURES AND AUTHORIZING A SOLE)	Zoo Committee
SOURCE AGREEMENT WITH CPF MONEY)	
PROCESSING SYSTEMS FOR THE PURCHASE)	
OF A COIN SORTER/COUNTER FOR THE ZOO)		

WHEREAS, The ten year old coin sorter/counter in the Metro Washington Park Zoo Cash Vault provides inaccurate coin counts resulting in clerk inefficiency; and

WHEREAS, Zoo administration has budgeted in fiscal year 1990-91 to replace its current coin sorter/counter with a more technologically advanced and more accurate machine; and

WHEREAS, Brandt is the only brand of coin sorter/counter compatible with the Zoo's existing cash settlement machine; and

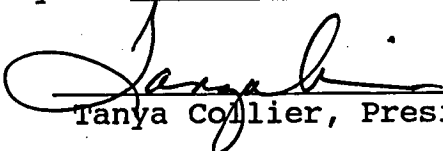
WHEREAS, The sole source of Brandt equipment is CPF Money Processing Systems; and

WHEREAS, A 20 percent discount (worth \$760.00) is available is a new coin sorter/counter is ordered by May 31, 1990; now, therefore,

BE IT RESOLVED,

That the Contract Review Board hereby exempts the purchase from CPF Processing Systems of a coin sorter/counter for the Metro Washington Park Zoo Cash Vault from the competitive bidding requirements under Metro Code Chapter 2.04.060.

ADOPTED by the Contract Review Board of the Metropolitan Service District this 24th day of May, 1990.


Tanya Collier, Presiding Officer



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Purchase Order Request

Date 4-10-90 Prepared by Patricia Mueggler
Fund and organizational unit Zoo Administration

Instructions

1. Please type
 2. Use this form for all purchase orders in excess of \$500.00. Quote form must be attached. Three quotes must be obtained for all purchases over \$500.
 3. Forward this request to the Accounting Division.
- Deliver to Patricia Mueggler, Zoo Administration
4001 S.W. Canyon Rd.
Portland, OR 97221

Vendor Information

Name CPF Money Processing Systems
Address South 5412 Garfield
Spokane, WA 99203

Is this a capital outlay purchase (check one)? ☐ no ☒ yes. If yes, attach a fixed asset form.

☐ DBE certified ☐ WBE certified ☒ DBE/WBE verification performed

Quantity	Description	Unit price	Total	Account number
1	Brandt Model 1400 Coin Sorter/ Counter with interface	3775,00	3775,00	12022112057150000000
1	Magnet	28,00	28,00	12022112057150000000
		Total	3803,00	

Purpose of purchase/comments Three bids unavailable because CPF Money Processing Systems is a sole source. This Brandt model is the only brand compatible with our existing equipment.

Accounting use only

Date received _____ Processed by _____ Purchase order number _____

ZOO COMMITTEE REPORT

RESOLUTION NO. 90-1252, APPROVING A SOLE SOURCE PURCHASE OF A COIN SORTER/COUNTER

Date: May 18, 1990

Presented by: Councilor Gardner

COMMITTEE RECOMMENDATION: At the May 17, 1990, Zoo Committee meeting, Councilors DeJardin, McFarland, Ragsdale and myself voted unanimously to recommend Council adopt Resolution No. 90-1252. Councilor Knowles was excused.

COMMITTEE DISCUSSION/ISSUES: Patricia Mueggler, Zoo Cash Room Supervisor, presented the resolution which approves the sole source purchase of a new coin counter machine for \$3,803. Under Metro Code Chapter 2.04.060, any sole source purchase exceeding \$2,500 requires Contract Review Board exemption to the competitive bidding process.

Ms. Mueggler explained the cash room has three Brandt machines which interface with each other. Unfortunately, no other type of machinery is compatible with the current equipment, requiring replacement of the 10 year old coin sorter with a Brandt model. There is only one vendor of Brandt equipment in the region.

Committee members expressed concern that in the future, when purchasing new equipment, staff should buy pieces which are compatible with more than one brand. If there is only one brand to meet Metro needs, then it should be available from more than one supplier. It was noted, however, there still remains Zoo equipment, such as the cash room machines, which were purchased by the City of Portland prior to Metro taking over the Zoo.

Committee members also noted Code sole source provisions should be re-examined so that small, "straight-forward", non-policy contracts such as this do not have to come before the Council.

jpmfive
b:\901252.cr



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

Date: April 19, 1990
To: Patty Mueggler, ~~Vault~~ Supervisor - Zoo
From: Joann Phillips, Administrative Secretary - Contracts Div.
Regarding: Resolution No. 90-1252 - Coin Sorter/Counter

Patty, please find attached the above resolution you originally submitted to Council. I am aware that you and Amha Hazen, Contracts Administrator, have had some discussion about the necessary changes required prior to resubmitting your revised resolution to Council.

To further assist you I contacted the Council Office and received a copy of a "sample" Staff Report and a "sample" Resolution. Please adhere to them for the appropriate format before filing with the Council. Also included is a general information packet which outlines the materials needed to complete an agenda packet, the responsibilities of the different staff involved, time frames, etc.

If you require any further clarification, please contact Gwen Ware-Barrett, Clerk of the Council.

I hope this is helpful and I'm sorry about the delay in getting this information back to you.

jp

cc: Neil E. Saling, Acting Director - Finance & Administration
Amha M. Hazen, Contracts Administrator
✓ Gwen Ware-Barrett, Clerk of the Council

Attachments