

BEFORE THE CONTRACT REVIEW BOARD
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO. 91-1514
AN EXEMPTION TO METRO CODE)	
CHAPTER 2.04.041(c), COMPETITIVE)	INTRODUCED BY RENA CUSMA,
BIDDING PROCEDURES, AND)	EXECUTIVE OFFICER
AUTHORIZING A SOLE-SOURCE)	
CONTRACT WITH OFFICE INTERIORS)	
FOR PURCHASE OF PANELS FOR)	
TRANSPORTATION DEPARTMENT)	

WHEREAS, there is no other company on the west coast other than Office Interiors that can order the panels from Cory Hebert; and

WHEREAS, the panels are needed to complete an office plan using Cory Hebert panels previously purchased, and are therefore an integral part of a component system; and

WHEREAS, Cory Hebert is not actively seeking west coast sales and has only sold through Office Interiors. Other vendors have been contacted and cannot supply same. Matching panels are required in order to utilize existing furnishings, and complete replacement of all furnishings would cost considerably more and is not advisable at this time.

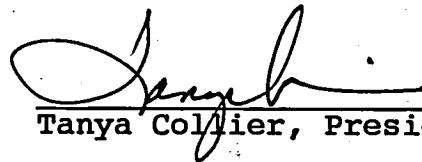
WHEREAS, the Transportation Department requires these panels and components in their new location and as a functional alternative to private offices.

WHEREAS, the Executive Officer has reviewed the purchase order for Office Interiors to provide panels and hereby forwards the purchase order to the Council for approval; now, therefore,

BE IT RESOLVED

The Contract Review Board hereby exempts the attached purchase order (Exhibit "A" hereto) to Office Interiors from the competitive bidding requirement pursuant to Metro Code Chapter 2.04.060.

ADOPTED by the Contract Review Board of the
Metropolitan Service District this 10th day of October,
1991.



Tanya Collier, Presiding Officer



METRO

Billing address:
 2000 SW First Ave.
 Portland, OR 97201-5398
 (503)221-1646

Purchase Order

PLEASE PRESS FIRMLY

To:

 Office Interiors

 P. O. Box 2279

 Portland, OR 97208

Date of order	Purchase order number
September 26, 1991	7324
Purchase order number <i>must</i> appear on all bills of lading, packing slips, invoices and correspondence.	

Ship to:

Metro Washington Park Zoo
 4001 SW Canyon Rd. Portland, OR 97221

Metro Center
 2000 SW First Ave., Portland, OR 97201-5398

Metro ERC
 777 Martin Luther King Jr. Blvd. Portland, OR 97232

Other Facility _____

Attention/ Dept. _____

<input type="checkbox"/> Confirming	<input checked="" type="checkbox"/> DBE/WBE unavailable
<input type="checkbox"/> Non-confirming	<input type="checkbox"/> DBE certified
<input type="checkbox"/> Delivery required	<input type="checkbox"/> WBE certified

Important notice

By acceptance of this purchase order, vendor acknowledges that he/she has read and agrees to the conditions printed on the reverse side of this document.

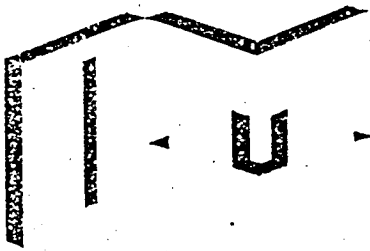
Please submit invoices in duplicate to the Metro Accounting Division, 2000 SW First Ave., Portland, OR 97201-5398.

Do not back order without our approval.

Enclose an itemized packing list showing purchase order number with each shipment.

If shipped prepaid and freight added to invoice you must mail us the receipted freight bill to support freight charges. We must have this before we can pay your invoices.

QUANTITY ORDERED	QUANTITY RECEIVED	DESCRIPTION	UNIT PRICE	TOTAL	ACCOUNT NUMBER				
					Fund	Cost Center	Object	Project	Sub Code
		See Attached Panel		2500.00	140	121100	571500	42590	
		List For Transportation		5800.00	140	122200	571500	45810	
				26057.20	610	041400	571500	00000	



OFFICE INTERIORS, INC.

RECEIVED

SEP 25 1991

METRO FINANCE & MANAGEMENT
INFORMATION DEPARTMENT

September 23, 1991

Revised 9/27/91

TRANSPORTATION	EACH	EXTENDED
(1) ea. WW12040-OP 20 x 40 Non-Powered Panel	\$154.20	\$154.20
(1) ea. W1020-TCO.20" Top Cover		
(5) ea. WW13240-OP 32 x 40 Non-Powered Panels	\$212.40	\$1,062.00
(5) ea. W1032TCO 32" Top Cover		
(1) ea. WW13840-OP 38 x 40 Non-Powered Panel		250.20
(1) ea. W1038TCO 38" Top Cover		
(4) ea. W10001-OP40 40" Connector	21.60	86.40
(2) ea. W1000L-OP40 40" 2-Way Connector	21.60	43.20
(1) ea. W1HL4T-OP-40" Hi/Lo		54.60
(3) ea. WW13246-OP 32 x 46 Non-Powered Panels	219.60	658.80
(3) ea. W1032TCO 32" Top Covers		
(1) ea. W10001-OP46 46" Connector		21.60
(1) ea. W1000L-OP46 46" 2-Way Connector		21.60
(1) ea. W1HL4T-OP46 46" Hi/Lo		54.60
(28) ea. WW2060-OP 20 x 60 Non-Powered Panels	208.80	5,846.40
(28) ea. W1020TCO 20" Top Covers		
(5) ea. W12660-OP 26 x 60 Non-Powered Panels	229.20	1,146.00
(5) ea. W1026TCO 26" Top Covers		

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Metro, Continued
September 23, 1991

	<u>EACH</u>	<u>EXTENDED</u>
(56) ea. WW13260-OP 32 x 60 Non-Powered Panels	\$267.00	\$14,952.00
(56) ea. W1032TCO 32" Top Covers		
(14) ea. WW13860-OP 38 x 60 Non-Powered Panels	304.20	4,258.80
(14) ea. W1038TCO 38" Top Covers		
(10) ea. WW14460-OP 44 x 60 Non-Powered Panels	341.40	3,414.00
(10) ea. W1044TCO 44" Top Covers		
(72) ea. W10001-OP60 60" Connectors	21.60	1,555.20
(21) ea. W1000L-OP60 60" 2-Way Connectors	21.60	453.60
(10) ea. W1000T-OP60 60" 3-Way Connectors	21.60	216.00
(3) ea. W1000X-OP 60" 4-Way Connectors	36.00	108.00

		\$ 34,357.20

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 91-1514 FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO METRO CODE CHAPTER 2.04.041(c), COMPETITIVE BIDDING PROCEDURES, AND AUTHORIZING A SOLE-SOURCE CONTRACT WITH OFFICE INTERIORS FOR PURCHASE OF PANELS FOR TRANSPORTATION DEPARTMENT.

Date: September 26, 1991

Presented by: Jennifer Sims

PROPOSED ACTION

Adoption of Resolution No. 91-1514, authorizing an exemption to competitive bidding procedures and authorizing the execution of a purchase order for the purchase of panels for the Transportation Department.

FACTUAL BACKGROUND AND ANALYSIS

With the growth in employees authorized for the current 1991-92 fiscal year, space in the building at 2000 SW First Avenue has become overcrowded. To alleviate this, a number of shifts in office space have occurred. One of these is the move of the Transportation Department to a nearby building at 1881 SW Front Avenue. This move will give Transportation the needed growth space for their additional employees. The office space vacated by Transportation will be utilized by Regional Facilities to consolidate their operations currently in separate locations, and allows Solid Waste to expand.

To reduce costs involved in setting up individual offices for Transportation, fewer enclosed offices are being constructed in the new office space. Enclosed spaces for existing and new employees are being created through the use of moveable panels. The existing panels in Transportation were originally purchased from Cory Hebert through a local company, Office Interiors. This additional panel purchase is intended to maintain the existing standard of panels already in use in many office areas of the building.

Sole-Source Justification

The proposed panel purchase is considered a sole-source purchase because there is no other company on the west coast other than Office Interiors that can order the panels from Cory Hebert, and the panels are needed to complete an office plan using Cory Hebert panels previously purchased and are therefore an integral part of a component system.

Budget Impact

A total of \$34,357.20 is needed for the purchase of new panels for Transportation. The capital budget for Transportation contains \$8,300.00 approved for the new employee work stations in the fiscal year 1991-92 budget. The balance of \$26,057.20 will be funded from the Support Services budget. The proposed purchase costs are summarized below:

-	Total cost of proposed panel purchase	\$34,357.20
-	Budgeted amount from Transportation	\$8,300.00
-	Support Services funds	<u>\$26,057.20</u>
	Total	\$34,357.20

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 91-1514.

FINANCE COMMITTEE REPORT

RESOLUTION NO. 91-1514, AUTHORIZING AN EXEMPTION TO METRO CODE PROVISIONS REGARDING COMPETITIVE BIDDING, AND AUTHORIZING A SOLE-SOURCE CONTRACT WITH OFFICE INTERIORS FOR PURCHASE OF PANELS FOR TRANSPORTATION DEPARTMENT

Date: October 7, 1991

Presented By: Councilor Hansen

COMMITTEE RECOMMENDATION: At its October 3, 1991 meeting the Committee voted unanimously to recommend Council approval of Resolution No. 91-1514. All Committee members were present and voting.

COMMITTEE DISCUSSION/ISSUES: Ms. Jennifer Sims presented the Staff Report. She indicated that in 1986 when Metro moved to its current location the Cory Hebert panel system was established as the agency standard. The purpose of this resolution is to meet Metro Code requirements so Cory Hebert panels may be purchased for the Transportation Department which has moved to its new location in the adjacent building. A sole-source contract is necessary because the Cory Hebert panels may be purchased only through Office Interiors. She pointed out that more panels are needed than originally anticipated in the FY 1991-92 Budget because additional FTE have been added upon receipt of a Federal grant, fewer built in offices were constructed in the new space and the Transportation Department underestimated the need.

In response to Committee questions, Ms. Sims stated that the panels may be moved to any new space the District acquire and that new panels were not included in the FF&E estimates done for the Sears project. Ms. Sims reiterated that approval of this resolution would commit the District to approximately \$26,000 of expenditure over the \$8,000 included in the FY 1991-92 Transportation Department budget. Council Staff pointed out that a budget and appropriation ordinance should be forthcoming shortly for Council consideration and approval.