

BEFORE THE CONTRACT REVIEW BOARD
OF THE METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING AN)
EXEMPTION TO METRO CODE CHAPTER)
2.04.043 COMPETITIVE BIDDING)
PROCEDURES AND AUTHORIZING A SOLE)
SOURCE AGREEMENT WITH DUN &)
BRADSTREET CORP. FOR THE PURCHASE)
OF CREDIT REPORTING SERVICES)

RESOLUTION NO. 92-1728

Introduced by Rena Cusma,
Executive Officer

WHEREAS, Metropolitan Service District Code 5.02.060(c) permits individuals to apply for a credit account with Metro for the purpose of disposal of solid waste on a credit basis; and

WHEREAS, To assist the Credit Manager in determining which credit applicants are able to pay Metro for their monthly accrued solid waste disposal charges a complete credit investigation is initiated; and

WHEREAS, Information from a credit reporting agency is a component of this credit investigation; and


WHEREAS, Dun & Bradstreet Corp. is the sole source for this type commercial credit information; now, therefore,

BE IT RESOLVED,

That based on the findings as stated in the Staff Report, the Contract Review Board hereby exempts the attached contract (Exhibit A hereto) with Dun & Bradstreet Corp. from the competitive bidding requirements under Metro Code Chapter 2.04.043 for the purchase of credit reporting services.

ADOPTED by the Contract Review Board of the Metropolitan Service District this

22nd day of December, 1992.



Jim Gardner, Presiding Officer



GRANT/CONTRACT SUMMARY

METROPOLITAN SERVICE DISTRICT

GRANT/CONTRACT NO. _____

BUDGET CODE NO. 610 - 04 - 14 - 30 - 524190

FUND: Support Service DEPARTMENT: _____

(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 Credit Reporting Services

2. TYPE OF EXPENSE

<input checked="" type="checkbox"/> PERSONAL SERVICES	<input type="checkbox"/> LABOR AND MATERIALS	<input type="checkbox"/> PROCUREMENT
<input type="checkbox"/> PASS THROUGH AGREEMENT	<input type="checkbox"/> INTER-GOVERNMENTAL AGREEMENT	<input type="checkbox"/> CONSTRUCTION
		<input type="checkbox"/> OTHER

OR

TYPE OF REVENUE GRANT CONTRACT OTHER

3. TYPE OF ACTION

<input type="checkbox"/> CHANGE IN COST	<input type="checkbox"/> CHANGE IN WORK SCOPE
<input type="checkbox"/> CHANGE IN TIMING	<input checked="" type="checkbox"/> NEW CONTRACT

4. PARTIES Metro and Dun & Bradstreet

5. EFFECTIVE DATE 1-1-92 TERMINATION DATE 12-31-93
(THIS IS A CHANGE FROM _____)

6. EXTENT OF TOTAL COMMITMENT:

ORIGINAL/NEW	\$ _____
PREV. AMEND	_____
THIS AMEND	_____
TOTAL	\$ _____

7. BUDGET INFORMATION

92-93

A. AMOUNT OF GRANT/CONTRACT TO BE SPENT IN FISCAL YEAR 198-8 \$ _____

B. BUDGET LINE ITEM NAME Misc Prof. Services AMOUNT APPROPRIATED FOR CONTRACT \$ 6,000

C. ESTIMATED TOTAL LINE ITEM APPROPRIATION REMAINING AS OF _____, 1919 \$ _____

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

N/A see Staff Report and Resolution \$ _____ MBE
SUBMITTED BY _____ AMOUNT _____

_____ \$ _____ MBE
SUBMITTED BY _____ AMOUNT _____

_____ \$ _____ MBE
SUBMITTED BY _____ AMOUNT _____

9. NUMBER AND LOCATION OF ORIGINALS (3) Dun + Bradstreet / FMI / Procurement Division

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 _____ | <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 _____ DEPARTMENT HEAD _____ FISCAL REVIEW _____ BUDGET REVIEW	CONTRACT REVIEW BOARD (IF REQUIRED) DATE _____ 1. _____ COUNCILOR 2. _____ COUNCILOR 3. _____ COUNCILOR	COUNCIL REVIEW (IF REQUIRED) _____ DATE
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LEGAL COUNSEL REVIEW AS NEEDED:

A. DEVIATION TO CONTRACT FORM _____

B. CONTRACTS OVER \$10,000 _____

C. CONTRACTS BETWEEN GOVERNMENT AGENCIES _____

Basic Service Agreement

Dun & Bradstreet Information Services

- New
- Renewal**

Dun & Bradstreet, Inc. ("D&B") and the undersigned subscriber agree that for the one-year period beginning 1-1, 1993 D&B shall provide the subscriber with the availability and use of up to the number of Units specified and a license to use the D&B information and software

selected, including the right to use the selected reference materials for the Geographic Area designated. The subscriber agrees to pay D&B according to the payment terms selected.

- Supplement

Supplement our current Agreement dated _____, 19____ to cover the services indicated at right.

Response Units @ \$40.00 each \$ _____
Less Discount, \$ _____ = Net Price \$ _____

Inquiry Service Subscription Packages

Geographic Area

- National
- Regional 05

Payment Options

- Annual
- Quarterly
- Monthly

Basic Program Includes:

100 Units of Service
D&B Reports Magazine
Customer Service 800#

Local Training
Electronic Access Codes
Reference Service
(see below)

Reference Service Options

- Electronic Reference Look-ups**
- National
 - Regional
 - 200
 - 100

Additional Response Units

- 20
- 10

Printed Reference Books

- Reference Books
- Reference Book of Manf
- Apparel Trades Books
- Other _____

CD-ROM

- Duns Reference Plus
- Duns Reference Plus-LAN

Issues: Reference Books
Ref. Book of Manufacturers
Apparel Trades Books

- Jan. 93
- Spring
- Feb. 19

- Mar. 19
- Fall
- May 19

Frequency: 7/93
 May 19 July 19 Sep. 19 Nov.

Subtotal Basic Service: \$ _____

Additional Service

50 Additional Response Units @ \$40.00 each \$ _____
Less Discount \$ _____
= Net Price \$ 1002.50

150 Total Response Units

Total Basic Service: \$ 3232.50

Key Alert Profile

- Public Record Filings
- Financial
- Operational

- UCC
- Rating

- PAYDEX®
- 6-digit ID # _____

- Changes sent via
- Mail Delivery
- Electronic delivery

Preference Services

- Credit Advisor (CAS) Preference
- BIPAR® Service
- Bankers Advisor (BAS) Preference

- Credit Clearing House:
 - Schedule A
 - Schedule B

- Duns Underwriting Guide (DUG) Preference
- DUG Preference Plus Option C

- DUG Option C on designated "Careful Analysis" Accounts

International Services

(Designate) _____
(Designate) _____

\$ _____

Software

Title of software: _____

Initial license fee: \$ _____
Renewal license fee: \$ _____

Access Systems

The subscriber elects to use the access systems checked and requests D&B to issue access codes therefor. The subscriber agrees to be responsible for all use of its access codes.

- DunsDial®
- DunsPrint®
- International

- DunsVoice®-Type I
- DunsVoice®-Type II

Other

- Monitoring Service
- Duns Analytical & Market Development
- Duns Reference Plus
- Duns Reference Plus-LAN (See attached worksheet)

Other Services: \$ _____
Total Dun & Bradstreet Service: \$ 3232.50

*State and local sales/use taxes will be invoiced where applicable.

Important

Dun & Bradstreet, Inc. and the undersigned subscriber, by signing this Agreement, agree and intend to be bound by the terms hereof, including the Terms of Agreement on the reverse side, which are made part of this Agreement. Subscriber acknowledges receipt of a Product & Service Pricing Guide that sets forth the exchange values of Units purchased under this Agreement.

If the subscriber uses Units in excess of the nun contracted for at a discounted rate, then the sub agrees to pay for them, on demand, at the list ra \$40.00 each (see Terms of Agreement, paragraph

Of the amount shown, \$30 is for an annual subscription to the magazine *D&B Reports*, which not desired may be deducted. Additional annual subscriptions, \$30 each.

Dun & Bradstreet, Inc.

Print D&B Sales Representative Name

Accepted by

Subscriber's Business Name Metropolitan Services District

Attention: Mr. Mrs. Ms.
Street Address: 2000 SW First Ave

City, State: Portland, Oregon Zip 97201

Mailing Address: same

City, State: _____ Zip _____

Telephone No: (503) 221-1646 Fax No. _____

Print Signer's Name Karen Toner Title/Function _____

Authorized Signature X Date _____

Print Manager's Name

Title

Manager's Signature

Date

FINANCE COMMITTEE REPORT

RESOLUTION NO. 92-1728 AUTHORIZING AN EXEMPTION TO COMPETITIVE BIDDING PROCEDURES AND AUTHORIZING A SOLE SOURCE AGREEMENT WITH DUN AND BRADSTREET FOR CREDIT REPORTING SERVICES

Date: December 18, 1992 Presented By: Councilor Van Bergen

COMMITTEE RECOMMENDATION: At its December 17, 1992 meeting the Committee voted unanimously to recommend Council adoption of Resolution No. 92-1728. Present and voting were Councilors Devlin, Gardner, Van Bergen and Wyers. Councilor Hansen was excused.

COMMITTEE DISCUSSION/ISSUES: Karen Feher, Assoc. Management Analyst, gave the Staff Report. Ms. Feher stated that credit reporting services are required by the Metro Code for persons disposing of solid waste at Metro disposal facilities on a credit basis. This is a sole source contract because no other firm provides the service. The contract is for a one year period starting January 1, 1993.

Chair Van Bergen expressed dissatisfaction with the work provided by Dun and Bradstreet and the situation of only having one service provider to consider.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 92-1728 FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO METRO CODE CHAPTER 2.04.043 COMPETITIVE BIDDING PROCEDURES AND AUTHORIZING A SOLE SOURCE AGREEMENT WITH DUN & BRADSTREET CORP. FOR THE PURCHASE OF CREDIT REPORTING SERVICES

DATE: December 5, 1992

Presented by: Karen Feher

PROPOSED ACTION

To approve the sole source contract with Dun & Bradstreet to provide credit reporting services to the Metropolitan Service District.

FACTUAL BACKGROUND AND ANALYSIS

Metro Code 5.02.060(c) states that "Persons wishing to dispose of solid waste at Metro disposal facilities on a credit basis shall be required to first submit and have approved an application for credit on a form provided by Metro." In order for the Credit Manager to determine which credit applicants are able to pay Metro for their solid waste disposal charges, a complete credit investigation is initiated. This credit investigation includes confirmation of listed trade and banking references as well as receipt of information from a credit reporting agency.

Dun & Bradstreet Corp. is the only recognized provider of detailed financial information and reports on companies. The information from their reports is utilized industry wide to judge the credit worthiness of potential customers. The only other company that provides similar information is NACM in their TRW report. We also subscribe to that service. Dun and Bradstreet provides information on larger more established businesses and NACM provides information on smaller local businesses. Both are essential to prudent credit management of the solid waste accounts receivable. Metro's current contract with Dun & Bradstreet expires December 31, 1992.

The expenses for this service have been included in the current budget by the Finance and Management Information Department, Financial Planning Division. The new contract expenses for the calendar year ending December 31, 1993 will be \$3,232.50. The annual budgeted funds for these services is \$6,000.00.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 92-1728.