

BEFORE THE CONTRACT REVIEW BOARD OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF EXEMPTING AN)
AGREEMENT WITH ENVIRONETICS, INC.)
FROM FORMAL BIDDING)
REQUIREMENTS)

RESOLUTION NO. 92-1730 -B

Introduced by Rena Cusma
Executive Officer

WHEREAS, the Metro Regional Center Project includes the procurement of some systems office furnishings for the open office area of the new building; and

WHEREAS, Metro has conducted a modified bid process to determine what is the lowest cost source of systems office furnishings for both its immediate needs and for future orders, and;

WHEREAS, Environetics, Inc of Lake Oswego (Herman Miller product) has submitted the lowest bid for Metro's immediate needs for systems office furniture in the amount of \$147, 846.54, and;

WHEREAS, the State of Oregon has established a Requirements Contract with Environetics, Inc. to provide Herman Miller product; and

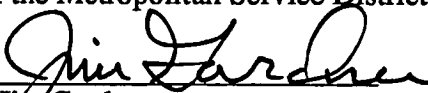
WHEREAS, the Requirements Contract provides for other government agencies to take advantage of the discounted pricing reflected in the Contract by way of a standard Intergovernmental Agreement which Metro has previously authorized pursuant to Metro Code 2.04.040 (a); and

WHEREAS, Metro has conducted a fiscal analysis which identifies the Herman Miller product as the least costly alternative and has determined that the Herman Miller product is a widely used, quality product; now therefore,

BE IT RESOLVED,

- (1) that the Contract Review Board of the Metropolitan Service District hereby exempts from the formal bidding requirement an agreement with Environetics, Inc. in an amount not to exceed \$147,846.54 for the purposes of purchasing systems furniture;
- (2) that the Contract Review Board finds that the agreement has been established through alternative competitive procedures that did not reduce competition or encourage favoritism, saved time and resulted in minimized product pricing and increased savings to Metro because Metro has the ability to purchase its immediate needs at the lowest possible price and has the ability to make future purchases as needed through the State of Oregon as authorized by Metro Code 2.04.040 (a);

ADOPTED by the Contract Review Board of the Metropolitan Service District this 22nd
day of December, 1992.


Jim Gardner
Presiding Officer

BID SUMMARY
DECEMBER 22, 1992
PANEL SYSTEM

OFFICE INTERIORS

Product - Haworth

Unigroup Standard (.70 NRC)

\$159,934.76

Unigroup High Performance (.85 NRC)

\$164,159.68

SMITH BROTHERS

Product - Steelcase

64-11/16" High; 72" Binder Binds

\$157,149.86

Optional Backer Boards

\$1386.00

CORPORATE ENVIRONMENTS

Product - Knoll

\$172,106.00

ENVIRONETICS

Product - Herman-Miller

Option A:

Series 1 Panel & Connectors; Flipper Door

Units; Task Lights

\$133,184.76

total product

\$ 14,661.78

total install

\$147,846.54

total

Option B:

Series 2 Panels; Flipper Door Units; Task

Lights

\$141,541.52

total product

\$ 15,330.32

total install

\$156,871.84

total

BEFORE THE CONTRACT REVIEW BOARD OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING AN)
AGREEMENT WITH STEELCASE AND)
SMITH BROTHERS OFFICE)
ENVIRONMENTS INC. AND AN)
INTERGOVERNMENTAL AGREEMENT)
WITH WASHINGTON COUNTY)
)

RESOLUTION NO. 92-1730 -A

Introduced by Rena Cusma
Executive Officer

WHEREAS, the Metro Regional Center Project includes the procurement of some systems office furnishings for the open office area of the new building; and

WHEREAS, Washington County has established a Requirements Contract with Steelcase and Smith Brothers Office Environments, Inc. to provide Steelcase product; and

WHEREAS, the Requirements Contract provides for other government agencies to take advantage of the discounted pricing reflected in the Contract by way of an Intergovernmental Agreement which is Attachment A; and

WHEREAS, Metro has conducted a fiscal analysis which identifies the Steelcase product as the least costly alternative and has determined that the Steelcase product is a widely used, quality product; now therefore,

BE IT RESOLVED,

- (1) that the Contract Review Board of the Metropolitan Service District hereby authorizes the execution of an Intergovernmental Agreement with Washington County in a form substantially similar to the attached Attachment A for the purposes of purchasing systems furniture from the Requirements Contract with Steelcase and Smith Brothers;
- (2) that the Contract Review Board recognizes that purchases from the Washington County Requirements Contract will not reduce competition, will save time and will result in minimal product pricing;
- (3) [~~and that purchases made through the Washington County procurement system pursuant to the Intergovernmental Agreement are exempt from competitive bidding requirements.~~]
the Agreement for purchase of systems office furnishings for the Metro Regional Center with Steelcase and Smith Brothers Office Environments Inc. in an amount not to exceed \$455,724 is hereby exempted from the requirement of formal bidding pursuant to Metro Code Section 2.04.041 (c).

ADOPTED by the Contract Review Board of the Metropolitan Service District this _____ day of December, 1992.

Jim Gardner
Presiding Officer

ATTACHMENT A

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 1992, by and between WASHINGTON COUNTY, Oregon, and the METROPOLITAN SERVICE DISTRICT ("Metro"). This agreement will remain in full force and effect until sixty (60) days following either party delivering written notice requesting termination upon the other party.

WHEREAS, ORS 190.010 authorizes units of local governments to enter into agreements with each other for the performance of any or all functions and activities that a party to the agreement has authority to perform; and

WHEREAS, both Washington County and Metro find it desirous to enter into this agreement in order to reduce costs of acquisition of materials and/or services which benefit both parties; and

WHEREAS, it is understood that the utilization of the services authorized by this agreement is elective on the part of both parties; and

WHEREAS, upon one party's award of a contract for various materials and/or services, the other party may purchase under the awarded contract also; and

WHEREAS, this agreement shall only apply where consistent with the contracts awarded by both Governmental Bodies; and

WHEREAS, upon one party's election to purchase under an awarded contract of the other, all actions for that purchase shall be the responsibility of that party and not the awarding party; and

WHEREAS, no fees, no transfer of personnel and no transfer of possession of or title to real or personal property is required; and

WHEREAS, all the foregoing is hereby agreed upon by both parties and executed by the duly authorized signatures below:

WASHINGTON COUNTY, OREGON

Date: _____

Signature

Title

METROPOLITAN SERVICE DISTRICT

Date: _____

Signature

Title

Metro Headquarters
 Project No. 92003
 November 4, 1992

SYSTEMS RECAP

Qty.	Work Station Type	Knoll Equity	Knoll Morrison	Invironments	Haworth (Thayer)	Haworth (Office Int.)	H. Miller As New	H. Miller AO 1	Steelcase (CFI)
Bid Package Total									
	(Inclusions Vary):	880,308	765,427	488,849	-0-		399,071.22	361,841.37	346,786.02
	Total Stations Bid:	(209)	(209)	(196)			(186)	(186)	(192)
ADJUSTED BIDS									
10	A	1,310	1,545	1,636	1,890.35	1,707.52	1,424.39	1,292.50	1,152.06
31	B	2,557	3,202	2,793	3,031.24	2,543.21	3,157.96	2,838.86	3,069.96
84	C	2,683	2,889	2,692	3,203.56	2,630.78	2,689.49	2,420.41	2,409.18
84	D	1,775	2,174	1,839	2,015.40	2,326.32	1,986.94	1,809.43	1,746.00
209		514,353 *1	647,902*2	517,259*2	551,264.58	548,894.14	504,960.78	456,076.72	455,724.48*3
		514,353*1	647,902*2	517,259*2		(576,338.84)*4	(530,208.81)*4	(478,880.55)*4	455,724.48*3

16" Tackboard *
 "A" Back Panel Included *
 Two Panel Runs in "C" *
 No Panels in "D" *
 No Installation Amount (5% of Net Allowance)

*1 Total including seating, filing, installation.
 *2 Total including filing, installation.
 *3 Total install.
 *4 Total installed - 5% Added.

ATTACHMENT B

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STAFF REPORT

Meeting Date: December 8, 1992

CONSIDERATION OF RESOLUTION 92-1730 - A FOR THE PURPOSE OF AUTHORIZING AN AGREEMENT WITH STEELCASE AND SMITH BROTHERS OFFICE ENVIRONMENTS INC. AND AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY

Date: December 7, 1992

Presented by: Berit Stevenson

FACTUAL BACKGROUND AND ANALYSIS

The Metro Regional Center project staff have worked with the project design team and with Metro's FF&E review committee to determine the need and the specifications for systems furniture for the open office system in the new Regional Center. At the last Regional Facilities Committee meeting, staff briefed the Committee on the proposed FF&E purchasing which included the systems furniture and received authorization to proceed with the procurement process.

During the course of staff development of needs and specifications, a fiscal analysis was completed which resulted in pricing from eight different manufacturers and/or products. Some of these pricing options included re-manufactured product which resulted in higher costs than new product. These prices were based on purchase of the entire system which would include panels, overhead storage, work surface, pedestals and tackboard. The current plan for purchase of office furniture is to scale down the initial purchase by purchasing only the panels and overhead storage units at this time. It is expected that this scaled down purchase of office system furniture would cost \$225,000 to \$250,000. The lowest cost option was Steelcase product which is widely used manufacturer of office furniture. See Attachment B.

The Metro code, at Section 2.04.040, states that Metro may enter into an intergovernmental agreement with the State of Oregon to make purchases from the State Price Agreement established by the State of Oregon by competitive bid. Once an intergovernmental agreement is executed, Metro can purchase directly from the Pricing Agreement, thereby "piggy-backing" the State's competitive bid process. This procedure allows expedited purchases, reduces the cost to Metro of going through a bidding process and allows better pricing due to the volume discount which is available in requirements contracting. Unfortunately, the State of Oregon does not maintain a requirements contract for systems office furniture.

Steelcase product is however available on a requirements contract for furnishings entered into between Washington County, Steelcase and Smith Brothers Office Environments who is a local Steelcase representative. This requirements contract was competitively bid by Washington County when it was established.

In order to take advantage of the requirements contract which has been established by Washington County, it is necessary that the Metro Contract Review Board

authorize an Intergovernmental Agreement. This would allow Metro to purchase the Steelcase product directly from Smith Brothers. This purchase will maintain the project's schedule of move-in in early April 1993, will result in the lowest cost to Metro and will ensure a product which is widely recognized as high quality, economical office furnishings. The Washington County Requirements contract does not expire until August 31, 1995, thereby allowing Metro to achieve the dicounted pricing both for the inital purchase and for any additional purchases throught August 31, 1995. A copy of the proposed Intergovernmental Agreement is attached as Attachment A.

BUDGET IMPACT

The previously conducted budget excercise establishes that the Steelcase product is the least cost alternative. The funds for the purchase of this systems furniture is included in the Metro Headquarters Project budget.

RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 92-1730 - A by the Metro Contract Review Board.

REGIONAL FACILITIES COMMITTEE REPORT

RESOLUTION NO. 92-1730A, AUTHORIZING AN AGREEMENT WITH STEELCASE AND SMITH BROTHERS OFFICE ENVIRONMENTS, INC., AND AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY.

Date: December 17, 1992

Presented by: Councilor McLain

COMMITTEE RECOMMENDATION: At its December 8, 1992 meeting the Regional Facilities Committee voted 4-0 to recommend Council adoption of Resolution No. 92-1730A. Voting were Councilors McLain, Gronke, McFarland, and Washington. Councilor Collier was absent.

COMMITTEE DISCUSSION/ISSUES: Metro Regional Center Project Manager Berit Stevenson presented the staff report. The resolution would authorize Metro to enter into an Intergovernmental Agreement with Washington County to allow Metro to purchase office equipment from the County's requirements contract with Smith Brothers for Steelcase brand equipment. The equipment to be purchased is primarily office panels and overhead storage units; staff had earlier identified Steelcase as the preferred manufacturer of this equipment, based on cost and quality. Steelcase is widely used as a provider of such equipment, and the cost for the Steelcase equipment was the lowest among eight brands that submitted preliminary bids.

An Intergovernmental Agreement is necessary because Metro Code only allows utilization of the State of Oregon bid list, and the State does not include this type of equipment on its list. Ms. Stevenson pointed out, however, that Washington County underwent a formal bid process which identified Steelcase and Smith Brothers as its preferred provider, and added that the State buys such equipment using the Washington County requirements contract.

Councilor Gronke said he agreed with Ms. Stevenson's assertions regarding the process and supported the resolution. He added that he has some experience with Steelcase equipment, which he has found to be satisfactory.

Council Analyst Casey Short asked for the committee's approval to work with counsel to determine whether the resolution required technical modification to bring it into compliance with Metro Code and procedures. He said his concern was based on having little time to review the resolution before the committee considered it, and the review he had been able to give it raised some questions about its format. The committee authorized him to make technical amendments to the resolution if deemed necessary, and have the resolution come to Council as No. 92-1730A.

The changes shown in the version of the resolution before Council are a result of recommendations from counsel.

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INTERGOVERNMENTAL AGREEMENT)
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ADOPTED by the Council of the Metropolitan Service District this _____ day of December, 1992.

Jim Gardner
Presiding Officer

STAFF REPORT

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AGREEMENT WITH WASHINGTON COUNTY

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RECOMMENDATION

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