



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor

Jack D. Graham, Chief Administrative Officer

Jeffrey B. Baer, Director, Bureau of Internal Business Services

Christine Moody
Chief Procurement Officer

Procurement Services

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CONSENT

November 29, 2011

TO THE COUNCIL:

The Portland Archives Center (PARC) is the repository of all City documents archived for historical and legal purposes in accordance with records retention and preservation policies and guidelines. The old PARC building did not have enough capacity to store the City of Portland's (City) documents and in 2010 the new PARC building was constructed to provide additional capacity. The new location also provides a more accessible and centralized repository of these documents. High density shelving was originally part of the budget for construction and move to the new building, however due to budget constraints it was determined not to include the shelving within the construction project. The space to install the shelving was constructed and is vacant at this time. Upon completion of the project it was determined funding was available to purchase the needed shelving systems. The new shelving will maximize the storage of documents and other City archival records thereby increasing the capacity of PARC as was originally planned.

The City is authorized under Portland City Code (PCC) 5.33.160, Permissive Cooperative Procurement to place orders against contracts issued by other governmental agencies. The National Joint Powers Alliance (NJPA), a consortium of governmental agencies, conducted a cooperative procurement in accordance with PCC 5.33.160 and established a contract with Krueger International, Inc./Spacesaver. As a member of the NJPA, the City may enter into such a cooperative procurement and utilize the contracts established through NJPA. On November 7, 2011, a Notice of Intent to Award to Spacesaver Specialists, Inc. for a high density shelving system was posted and the City received no opposing comments. Spacesaver Specialists, Inc. is the local distributor. The total cost for the high density shelving system with a ten year maintenance agreement is \$659,264.00.

Spacesaver Specialists, Inc. is currently in compliance under Account Number 355682 with the City of Portland Business License requirement, valid EEO certification through September 29, 2013, and is in Full Compliance with the City's Equal Benefits Ordinance. The company is located in Tualatin, Oregon and is not an Oregon state certified MWESB contractor. Confidence in the cost estimate is Optimal. Funds are available in the FY 2011-12 adopted budget.

The Chief Procurement Officer recommends that a contract be executed using the NJPA Agreement No. 052910 to Spacesaver Specialists, Inc. for high density shelving for a contractual total of \$659,264.00. Funds are available in the FY 2011-12 adopted budget.

Recommended by:



Christine Moody

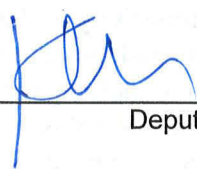

Chief Procurement Officer

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Agenda No.
REPORT NO.
Title

Authorize contract with Spacesaver Specialist^s, Inc. in the amount of \$659,264 to provide and install high-density shelving at the Portland Archives Center. (Procurement Report)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Sam Adams</p>	<p>CLERK USE: DATE FILED <u>DEC 09 2011</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p>LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By:  Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Internal Business Services, Bureau Head: Jeff Baer </p>	<p>ACTION TAKEN:</p> <p>DEC 14 2011 ACCEPTED PREPARE CONTRACT</p>
<p>Prepared by: Denice Henshaw, CPPB Date Prepared: 11/16/11</p>	
<p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Council Meeting Date</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	✓	
2. Fish	✓	
3. Saltzman	✓	
4. Leonard	✓	
Adams	✓	