

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Rich Attridge, Project Manager	2. Telephone No. 3-5566	3. Bureau/Office/Dept. OMF-Internal Business Services-Facilities Services
4a. To be filed (date):	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst:
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

1) Legislation Title:

Authorize contract with Spacesaver Specialist, Inc. in the amount of \$659,264 to provide and install high-density shelving at the Archives Center.

2) Purpose of the Proposed Legislation:

This ordinance will authorize a contract with Spacesaver Specialist, Inc. in the amount of \$659,264 to provide and install high-density shelving at the Archives Center with 10 years maintenance.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input checked="" type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

No

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)*

The City agrees to pay Spacesaver Specialist, Inc. in the amount of \$659,264 for accomplishment of the installation and for 10 years maintenance.

The total costs are covered in the project budget to be funded out of the Archives Space Acquisition Project bond proceeds. This project is included in the current Facilities budget.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

None

- **Will positions be created or eliminated in *future years* as a result of this legislation?**

None

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☒ **YES:** Please proceed to Question #9.

☐ **NO:** Please, explain why below; and proceed to Question #10.

This is a routine project included in the FY 2011-12 Adopted Budget.

9) If “YES,” please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

Currently the City is unable to efficiently store certain archival items and documents. The high density storage will allow for better access by City staff and interested community members.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

The goods and services contracting community, including vendors certified with the State of Oregon as minority, women, and emerging small businesses. They became involved with the project was posted on November 7, 2011.

c) How did public involvement shape the outcome of this Council item?

Based upon the public posting, no opposing comments were received.

d) Who designed and implemented the public involvement related to this Council item?

Procurement Services posted a Notice of Intent to Award to Spacesaver Specialists, Inc. for a high density shelving system and the City received no opposing comments. The posting was open to the contracting community, including contractors certified with the State as minority, women, and emerging small businesses.

e) Primary contact for more information on this public involvement process (name, title, phone, email):

Denice Henshaw, Sr Procurement Specialist, 503-823-2299,
denice.henshaw@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please

describe why or why not.

No additional public involvement is anticipated or required.



JEFFREY B. BAER, DIRECTOR, BUREAU OF INTERNAL BUSINESS SERVICES

BUREAU DIRECTOR (Typed name and signature)



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
1120 S.W. Fifth Avenue, Rm. 750
Portland, Oregon 97204-1912
(503) 823-5047
FAX (503) 823-6865
TTY (503) 823-6868

DATE: November 29, 2011

TO: Mayor Sam Adams

FROM: Christine Moody, Chief Procurement Officer

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: REPORT TITLE: Authorize contract with Spacesaver Specialist, Inc. in the amount of \$659,264 to provide and install high-density shelving at the Portland Archives Center.

1. INTENDED THURSDAY FILING DATE: December 8, 2011

2. REQUESTED COUNCIL AGENDA DATE: December 14, 2011

3. CONTACT NAME & NUMBER: Christine Moody, (503) 823-1095 *CM*

4. PLACE ON: XX CONSENT ____ REGULAR

5. BUDGET IMPACT STATEMENT ATTACHED: XX Y ____ N ____ N/A

6. ONE (1) ORIGINAL COPY OF PRICE AGREEMENTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED: ____ Yes ____ No XX N/A

7. BACKGROUND/ANALYSIS

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 it 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 Spacesaver distributor. The total cost for the high density shelving system with a ten year

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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.

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.

8. FINANCIAL IMPACT

The funds for the high density shelving system are available in the FY 2011-12 adopted budget at a cost of \$659,264.00.

9. RECOMMENDATION/ACTION REQUESTED

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.