

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Jim Van Nest		2. Telephone No. 823-5680	3. Bureau/Office/Dept. Internal Business Services
4a. To be filed (date): February 6, 2014	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: January 22, 2013
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 participating agreements for facilities maintenance, lighting products, and industrial supplies with W.W. Grainger, Inc., and the Fastenal Company, for a 3-year total not to exceed \$2,100,000 each. (Procurement Report No. 116376)

2) Purpose of the Proposed Legislation: The purpose of this legislation is to authorize participating agreements with W.W. Grainger, Inc., and the Fastenal Company to provide facilities maintenance, lighting products, and industrial supplies. The participating agreements will support all bureaus within the City to allow continued efficient and cost effective purchasing of these types of supply items.

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 checked="" 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 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 change in revenue generation is anticipated.

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**.)

There are no costs to the City related to this legislation. The supplies needed will be ordered by each bureau on an as-needed basis under the participating agreements and will be funded

in the approved FY 13/14 budgets of each bureau, and funding for subsequent years will be included in their requested budgets.

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.)* No
- **Will positions be created or eliminated in *future years* as a result of this legislation?**
No

(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.

9) If "YES," please answer the following questions:

- a) **What impacts are anticipated in the community from this proposed Council item?** None, as the supplies purchased are limited to internal business operations.
- 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 contractors certified with the State of Oregon as minority, women, and emerging small businesses. They became involved when the public notice was posted on the Oregon Procurement Information Network (ORPIN) by the Oregon State Procurement Office on October 22, 2010.

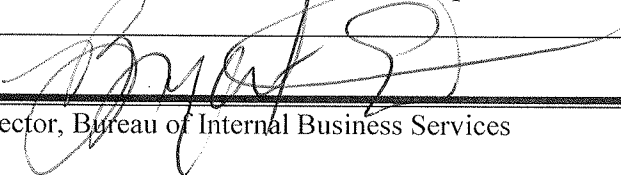
c) How did public involvement shape the outcome of this Council item? Potential proposers were able to review the competitive solicitation, ask questions, provide comments, and submit a proposal to the competitive Request for Proposals (RFP).

d) Who designed and implemented the public involvement related to this Council item? The Oregon State Procurement Office posted the competitive procurement notification on their ORPIN system which includes numerous 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): Jim Van Nest, Strategic Sourcing Program Coordinator, 503-823-5680, James.VanNest@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No future public involvement is anticipated or necessary for this item.

 1/31/14

Director, Bureau of Internal Business Services



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Fred Miller, Interim Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

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FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

DATE: January 16, 2014
TO: Mayor Charlie Hales
FROM: Christine Moody, Chief Procurement Officer *CM*

RE: Authorize participating agreements for facilities maintenance, lighting products, and industrial supplies with W.W. Grainger, Inc., and the Fastenal Company, for a 3-year total not to exceed \$2,100,000 each. (Procurement Report No. 116376)

1. **INTENDED THURSDAY FILING DATE:** February 6, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** February 19, 2014
3. **CONTACT NAME & NUMBER:** Christine Moody x31095
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**
6. **ONE (1) ORIGINAL OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **N/A**

7. **BACKGROUND/ANALYSIS:**

The Office of Management and Finance, Bureau of Internal Business Services, Procurement Services is responsible for developing and managing citywide price agreements as part of its ongoing strategic sourcing efforts.

On October 22, 2010, the State of Oregon, Department of Administrative Services announced on their Oregon Procurement Information Network (ORPIN) a competitive Request for Proposals (RFP) as conducted by the State of Nevada. Through this RFP process contracts were competitively awarded in accordance with Oregon State Statute. As a result, the State of Oregon Department of Administrative Services entered into participating agreements with W.W. Grainger, Inc. and the Fastenal Company through the Western States Contracting Alliance (WSCA). These agreements allow governmental agencies within the state to utilize such services. In accordance with City Code 5.33.160, the City may participate in Permissive Cooperative Procurements to establish contracts or price agreements for the acquisition of goods or services.

In accordance with Portland City Code 5.33.120.C, a notice was posted on January 13, 2014, stating the City intended to award participating agreements to W. W. Grainger, Inc and Fastenal Company and no objectionable responses were received. W.W. Grainger, Inc., has a current City of Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through 1-05-16. The Fastenal Company also has a current City of Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through 10-14-2015. The level of confidence in the cost estimates for these price agreements is high as there is good historical information showing purchases made for these types of supplies by the city.

Authorizing the participating agreements for W.W. Grainger, Inc. and Fastenal Company will allow the City of Portland to continue their efficient and cost effective ordering of facility maintenance and industrial supplies to meet its operational needs.

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.

Legal issues - none known
Controversial issues – none known
Citizen participation – none
Link to current city policies – none
Other governmental participation – none

8. FINANCIAL IMPACT:

Based on historical spend it is anticipated that the costs for each agreement will not exceed \$2,100,000 over the next three (3) years. Funding will be available from bureau adopted budgets using the agreements.

9. RECOMMENDATION/ACTION REQUESTED:

Authorize participating agreements for facilities maintenance, lighting products, and industrial supplies with W.W. Grainger, Inc. and the Fastenal Company, for a 3-year period with totals not to exceed \$2,100,000 each.