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191496

Emergency Ordinance

*Issue payment to Rose City Furnishings not to exceed \$161,536 for the purchase of office furniture

Passed

The City of Portland ordains:

Section 1. The Council finds:

1. In February 2020, Portland Fire and Rescue ("PF&R") put into effect "Office Furniture Procurement Policy and Process". The policy was targeted for a subset of PF&R staff who are responsible for purchasing in the bureau to ensure compliance with the City's procurement code (PCC 5.33) and applicable purchasing policies.
2. October 2021, the then-Commissioner-in-Charge's Office launched the Community Health Division (CHD) that included Portland Street Response (PSR) Community Health and Treat (CHAT) within the bureau of Portland Fire & Rescue (PF&R); adding more than 70 FTE to the division.
3. Due to administrative staff shortages, many tasks required to stand-up new offices were performed by program staff who had not been adequately trained in the City's procurement policies or PF&R's "Office Furniture Procurement Policy and Process."
4. In May 2022, CHD staff initiated direct purchases for furniture from Rose City Furnishings for the new community health programs. The process CHD staff employed did not align with the City's procurement policies, which requires that the purchase be made through an existing competitively awarded furniture contract.
5. Between August and December of 2022, CHD purchased office furniture from Rose City Furnishings [\[WK1\]](#), for multiple orders that totaled \$161,536 in expenditures. Once alerted to the concern, PF&R management immediately stopped further orders and began working with OMF Procurement Services to follow appropriate purchasing process for furniture moving forward. Because the initial procurement was not in adherence to City procurement policies, Council authorization is now required to ratify and pay for the furniture that had already been delivered to and accepted by the City.
6. PF&R is seeking authorization through an emergency ordinance to have the ability to pay the vendor, a small, local business, and come to

Introduced by

[Commissioner Rene Gonzalez](#)

Bureau

[Portland Fire & Rescue](#)

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Requested Agenda Type

Consent

Date and Time Information

Requested Council Date

October 18, 2023

a resolution on this matter as quickly as possible.

7. Resulting from this situation, PF&R recognized the training needed by CHD program staff and developed enhanced business controls and communicated policies to avoid future miscommunications. Additional procurement process and policy training for PF&R staff is underway.

NOW, THEREFORE, the Council directs:

- A. The Mayor and City Auditor are hereby authorized to draw and deliver payments in the amount of \$161,536 to Rose City Furnishings to pay for services rendered.

Section 2. The Council declares that an emergency exists because a delay in proceeding with the solicitation will further delay payment; therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed by Council

October 18, 2023

Auditor of the City of Portland

Simone Rede

Impact Statement

Purpose of Proposed Legislation and Background Information

Purpose of proposed legislation and background information:

- Payment to Rose City Furnishings and Pro Forma for the purchase of office furniture for PSR leased office buildings.

Financial and Budgetary Impacts

Payment of \$161,536 is unplanned expense in FY 2023-24 as it was expense incurred in FY 2023-24. The Bureau will fund the expense from our Community Health EM&S budget.

Community Impacts and Community Involvement

None

100% Renewable Goal

NA

Budget Office Financial Impact Analysis

This ordinance authorizes a purchase, and does not affect General Fund discretionary appropriations. PF&R will absorb this cost within its existing materials & services budget.

Agenda Items

882 Consent Agenda in [October 18, 2023 Council Agenda](https://www.portland.gov/council/agenda/2023/10/18)
(<https://www.portland.gov/council/agenda/2023/10/18>)

Passed

Agenda item 882 was pulled from the Consent Agenda for discussion.

Commissioner Mingus Mapps Yea

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Absent

Commissioner Rene Gonzalez Yea

Mayor Ted Wheeler Yea