AGENDA CONSENT CALENDAR MEMO

Memorandum Date: November 17, 2023

Order Date: December 5, 2023

TO: Board of County Commissioners

DEPARTMENT: Lane County Public Works

PRESENTED BY: Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER / In the Matter of Approving Four Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Garten Services, Inc., Expense in the amount of $17,000.00; Valley Tel Service, Inc., Expense in the amount of $40,510.50. Classic Design and Construction, LLC., Expense in the amount of $445,755.00; Proper Built Inc., Expense in the amount of $307,845.00.

I. MOTION

That the contract listed in Exhibit A – December 5, 2023, is approved and the County Administrator is delegated authority to execute the approved contracts and amendments.

II. DISCUSSION

A. Background Analysis

Under Lane Manual sections 20.610, 20.650, 20.660, and 20.665, the County Administrator's authority to execute amendments to contracts is limited to 50% of the original contract amount, unless an exception applies. The proposed contract described in the attached Exhibit A requires delegation of additional authority to the County Administrator for execution.

The attached contracts and amendments have been submitted by Public Works based upon information submitted by the identified Public Works divisions. To submit such contracts, grants, and amendments, the Department must describe how the agreements meet the criteria for consideration on the consent agenda, generally those related to:

- Intergovernmental Agreements (IGA) that continue an existing long-term relationship with another public entity, for substantially the same subject matter, whether as a new or extended contract,
- Extensions of existing contracts or subcontracts for not more than one year, when renewal is provided for in the terms of the original contract, and
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

B. Health Implications

Details regarding the health implications and impacted areas of specific contracts and amendments is specified under contract described in Exhibit A.

C. Alternative Options

a. Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to execute the contracts and amendments.

b. Do not approve the contract.

III. RECOMMENDATION

Lane County Public Works recommends Option #1 – Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to sign the contracts and amendments.

IV. ATTACHMENTS

Board Order
Exhibit A – December 5, 2023, Contracts and Amendments List

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-12-05-04

In the Matter of Approving Four Public Works Contracts and Amendments and Delegating Authority to the County Administrator to Execute the Approved Contracts and Amendments for Garten Services, Inc., Expense in the amount of $17,000.00; Valley Tel Service, Inc., Expense in the amount of $40,510.50; Classic Design and Construction, LLC., Expense in the amount of $445,755.00; Proper Built Inc., Expense in the amount of $307,845.00.

WHEREAS, Lane Manual Chapter 20 sets forth the County's policies regarding award, acceptance, and amendment of grants and contracts; and

WHEREAS, all of the contracts or grants listed below have been accepted or award in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all the projects and services covered by the contracts, amendments, and grants listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contracts, amendments, and grants exceed the County Administrator's authority to execute granted in Lane Manual sections 20.650 to 20.665,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the contract listed in Exhibit A – December 5, 2023, is approved and the County Administrator is delegated authority to sign the approved contract.

ADOPTED this 5th day of December, 2023.

Pat Farr, Chair
Lane County Board of Commissioners

EXHIBIT A – December 5, 2023, List of Contracts, Grants and Amendments

PUBLIC WORKS

Original contract title	**Mixed Paper Recycling Services for Lane County Facilities**
Contractor/other party	Garten Services, Inc
New or amendment	Amendment #1 / Key Id #55908 / PW20122201
Description	Contractor will provide mixed paper recycling services at Lane County Facilities.
Amount	Increase funds by $17,000.00; Gross total in the amount of $101,221.25.
Expense or revenue	Expense
Term of agreement	Increase term by six-months, new expiration date 06/30/2024; original term 01/01/2021 – 12/31/2023.
Previous board orders	N/A
Implications for policy	None
Board goals	Strategic Priority #3, Goal to maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.
Health implications	None

Original contract title	**Howard Burford Recreation Area (HBRA) Video Surveillance Solutions.**
Contractor/other party	Valley Tel Service, Inc.
New or amendment	New
Description	Install, maintain, and train County staff to operate a video surveillance system at Mt. Pisgah with the Howard Buford Recreation Area.
Amount	$40,510.50
Expense or revenue	Expense
Term of agreement	November 1, 2023 - December 31, 2028
Previous board orders	N/A
Implications for policy	None
Board goals	Strategic Priority #3, Goal to maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment for life, and local economic success.
Health implications	None

Original contract title	**Armitage Park Maintenance Shop**
Contractor/other party:	Classic Design and Construction LLC
New or amendment:	New
Description:	Demolish the existing maintenance shop. Install a new prefabricated metal building to serve as the maintenance shop at the park.
Amount:	$445,755.00
Expense or revenue:	Expense
Term of agreement:	12/5/2023 – 6/28/2024
Previous board orders	N/A
Implications for policy	None
Board goals:	Strategic Priority #3, Goal to maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment for life, and local economic success.
Health implications	None

Original contract title	**Lane Events Center Wheeler Pavilion Restroom Improvements**
Contractor/other party:	Proper Built Inc
New or amendment:	New
Description:	Demolish the existing fixtures within the restrooms. Construct and install new systems and fixtures to create an accessible restroom.
Amount:	$307,845.00
Expense or revenue:	Expense
Term of agreement:	12/5/2023 – 5/1/2024
Previous board orders	N/A
Implications for policy	None
Board goals:	Strategic Priority #3, Goal to maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment for life, and local economic success.
Health implications	None

End of Exhibit A