AGENDA CONSENT CALENDAR MEMO

Memorandum Date: October 25, 2024

Order Date: November 12, 2024

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 a Contract with Cornerstone Associates, Inc. and Delegating Authority to the County Administrator to Execute the Approved Contract (Expense in the Amount of $182,522.73).

I. MOTION

That the contract listed in Exhibit A – November 12, 2024, is approved and the County Administrator is delegated authority to execute the approved contract.

II. DISCUSSION

A. Background Analysis

Under Lane Manual section 20.600.310, the County Administrator's authority to execute contracts is limited to $150,000, 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 contract has 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,
- Contracts for routine operations,
- 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

None identified.

C. Alternative Options

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

b. Do not approve the contracts.

III. RECOMMENDATION

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

IV. ATTACHMENTS

Board Order
Exhibit A – November 12, 2024, Listed Contract

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-11-12-03

In the Matter of Approving a Contract with Cornerstone Associates, Inc. and Delegating Authority to the County Administrator to Execute the Approved Contract (Expense in the Amount of $182,522.73).

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

WHEREAS, the contract listed below has 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 contract 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, this contract exceeds the County Administrator's authority to execute granted in Lane Manual sections 20.600.220 to 20.600.320,

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

1. That the contract listed in Exhibit A – November 12, 2024, is approved and the County Administrator is delegated authority to sign the approved contract.

ADOPTED this 12th day of November, 2024.

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Laurie Trieger, Chair
Lane County Board of Commissioners

Original contract title	**Landscaping and Grounds Maintenance at Lane Events Center**
Contractor/other party	Cornerstone Associates, Inc.
New or amendment	New
Description	Cornerstone Associates Inc., an Oregon Forward Contractor (OFC), will be providing landscaping and grounds maintenance services for Lane Events Center/Lane County Fairgrounds. As required by ORS 279.850(1), if a government agency wants to buy a product or service that appears on the "OFC Procurement List, they must purchase it from an OFC at the price set by the Department, as long as the product or service meets the agency's specific requirements and is available within the necessary timeframe.
Amount	$182,522.73
Expense or revenue	Expense
Term of agreement	Three years (October 31, 2027)
Previous board orders	None
Implications for policy	None Identified
Board goals	Strategic Priority #3 for Lane County, Oregon is to maintain and invest in resilient infrastructure.
Health implications	None