

W. S. D. I.

AGENDA COVER MEMORANDUM

TO: Board of County Commissioners
DEPARTMENT: Lane County Sheriff's Office
PRESENTED BY: Judy Simpson
SUBJECT: **IN THE MATTER OF APPROVING EXECUTION OF PURCHASE ORDERS 218561 AND 21XXXX FOR THE PURCHASE OF SHERIFF'S OFFICE VEHICLES UTILIZING STATE OF OREGON PRICE AGREEMENTS**

I. MOTION

MOVE TO APPROVE THE ORDER IN THE MATTER OF APPROVING EXECUTION OF PURCHASE ORDERS 218561 AND 21XXXX FOR THE PURCHASE OF VEHICLES

ISSUE/PROBLEM

Lane County Sheriff's Office requires Board of Commissioners execution approval prior to purchasing vehicles totaling more than \$50,000 utilizing purchase orders.

II. DISCUSSION

A. Background

Purchase Order (PO) 218561 has been prepared to order seven (7) 2005 Chevrolet Tahoes with Police Package in an amount of \$206,391.50 from Bruce Chevrolet.

The vehicle purchase is covered by State Price Agreement Number 2005. Accordingly, no additional competitive selection is required.

A second PO will be prepared to order eight (8) 2005 Crown Victoria Police Vehicles in an amount not to exceed \$168,000 from Gresham Ford.

The vehicle purchase is covered by State Price Agreement Number 3196. No additional competitive selection is required.

Lane Manual (LM) 21.129 (2) and Lane County Administrative Procedures Manual (APM), Chapter 2, Section 1, states "Purchases of more than \$50,000 can be made by purchase order only in implementation of an appropriately awarded written contract". Additionally the APM states "or if authorized by action of the Board of County Commissioners".

Per State of Oregon Price Agreement language, "The terms and conditions of said price agreement apply to this purchase and take precedence over all other terms and conditions written or implied".

Per Lane Manual 21.129 (5), the Director of the Department of Management Services is delegated authority to execute all purchase orders. He may further delegate such authority in writing.

B. Analysis

The Oregon State Price Agreement is an appropriately awarded contract, and County Purchasing contracts with the State for the right to use this service. Purchase Orders in this case are an appropriate form to utilize.

The Sheriff's Office purchases "green" vehicles, and the window of opportunity to purchase green vehicles is available approximately one (1) week each year. Missing the "window of opportunity" means utilizing patrol vehicles determined to be in replacement condition for an extra year – some with greater than 100,000 miles.

C. Alternatives/Options

1. Adopt the Order to approve execution of the purchase orders.
2. Do not approve the order.

D. Recommendations

Recommends Board approval of proposed Board Order.

E. Timing

As stated above.

III. IMPLEMENTATION/FOLLOW-UP

None Anticipated

IV. ATTACHMENTS

1. Proposed Board Order No. _____.

IN THE BOARD OF COUNTY COMMISSIONERS OF Lane County, OREGON

ORDER NO.

**)IN THE MATTER OF APPROVING EXECUTION
)OF PURCHASE ORDERS 218561 AND 21XXXX
)FOR THE PUCHASE OF SHERIFF'S OFFICE
)VEHICLES**

The Board of County Commissioners of Lane County orders as follows:

THIS MATTER having come before the Board of County Commissioners for delegating authority to execute Purchase Orders (PO) 218561 and 21xxxx for the purchase of vehicles for the Sheriff's Office utilizing State of Oregon Price Agreements.

WHEREAS, utilizing State Price Agreements satisfies the requirements of competitive selection.

WHEREAS, Lane County's Administrative Procedures Manual (APM), Chapter 2, Section 1, I., authorizes purchases of more than \$50,000 utilizing a PO if authorized by the Board of County Commissioners.

THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners approve execution by the Director of Management Services' delegate of POs 218561 and 21xxxx.

Signed this day of 2004

Chair, Board of County Commissioners

APPROVED AS TO FORM

Date 10/12/04 lane county

Haidlaw
OFFICE OF LEGAL COUNSEL