

W. 8. D. 2.

AGENDA COVER MEMORANDUM

TO: Board of County Commissioners
DEPARTMENT: Lane County Sheriff's Office
PRESENTED BY: Judy Simpson
SUBJECT: **IN THE MATTER OF RATIFYING EXECUTION OF
PURCHASE ORDER NUMBER 218363 AND
CONTRACT FOR THE PURCHASE OF TWO (2)
FORD F550 VEHICLES IN THE SHERIFF'S OFFICE**

I. MOTION

MOVE TO APPROVE THE ORDER IN THE MATTER OF RATIFYING EXECUTION
OF PURCHASE ORDER 218363 AND CONTRACT FOR THE PURCHASE OF
VEHICLES

ISSUE/PROBLEM

Should the Board of County Commissioners ratify the purchase by the Sheriff's Office of two (2) Ford F550 trucks totaling \$62,732.66.

II. DISCUSSION

A. Background

Purchase Order (PO) 217051 was prepared and entered in PeopleSoft during June 2004 to order two (2) Ford F550 trucks for the Federal Forest Crews in the Sheriff's Office.

Gresham Ford had been awarded the State Price Agreement for F550, 4X4 vehicles starting with the 2002 Model under PA Number 1339, contract period 31 Dec 2001 through 1 August 2004.

The Sheriff's Office (SO) PO was not approved and executed because of the timing of the order against the PA. Manufacturing of 2004 models had ended, and there was not yet a PA in effect for 2005 models.

The SO Fleet Coordinator was given the impression by Gresham Ford that they would roll the price agreement over for the FY 2005 F550s, and therefore, Gresham Ford ordered the vehicles. There was no other state price agreement available for this type of vehicle.

Gresham Ford did not roll the PA over, and the SO was notified in September 2004 the vehicles had been received and delivered to Carco (the vendor who builds and attaches inmate crew carriers to the chassis).

In order to pay Gresham Ford for the two (2) F550s, PO 218363 was executed by the Management Services Director in the amount of \$62,636.66 on the condition quotes would be obtained to assure the lowest price for the two (2) vehicles, a contract would be executed between Gresham Ford and Lane County and ratification would be sought from the Board of County Commissioners.

Vendors were contacted who might have F550s available – none were located with the same specifications at a lower price.

A contract for the purchase of the vehicles has been prepared and executed in the amount of \$62,752.66 (\$45 per vehicle delivery fee to Carco has been included). The contract requires ratification because the contract amount is over the execution authority for the County Administrator without Board approval.

B. Analysis

The Board of County Commissioners should ratify the PO and contract for the purchase of two (2) Ford F550 vehicles.

C. Alternatives/Options

1. Adopt the Order to approve ratification of the purchase order and contract.
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. _____.
2. Purchase Order 218363 in the form of Exhibit A.
3. Contract in the form of Exhibit B.

IN THE BOARD OF COUNTY COMMISSIONERS OF Lane County, OREGON

**ORDER NO.)IN THE MATTER OF RATIFYING EXECUTION
)OF PURCHASE ORDER NUMBER 218363 AND
)CONTRACT FOR THE PURCHASE OF TWO (2) FORD
)F550 VEHICLES IN THE SHERIFF'S OFFICE**

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

THIS MATTER having come before the Board of County Commissioners for ratifying Purchase Order (PO) 218363 and contract for the purchase of two (2) Ford F550 vehicles in the Sheriff's Office.

WHEREAS, the total cost of the vehicles was \$62,752.66.

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.

WHEREAS, Lane Manual 21.145 requires Board of Commissioner approval for execution of contracts exceeding \$50,000.

THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners ratify execution of PO 218363 by the Management Services Director and ratify execution of the contract for same purchase by the County Administrator, in substantial conformity with the attached Exhibits A and B.

Signed this day of 2004

Chair, Board of County Commissioners

APPROVED AS TO FORM

Date 10/11/04 Lane County

J. Laidlaw
OFFICE OF LEGAL COUNSEL

Purchase Order

LANE COUNTY
MANAGEMENT SERVICES
 125 EAST 8TH AVENUE
 EUGENE OR 97401

NET 30
 Unless Otherwise Specified

Purchase Order	Date	Revision	Page
0000218363	09/09/2004		1
Freight Terms			Ship Via
FOB-DEST FREIGHT PREPAY&ADD			BEST WAY

Vendor: 219297
 GRESHAM FORD
 Fax: 503-665-0497
 1940 E POWELL
 GRESHAM. OR 97080 8048

Ship To: LANE COUNTY SHERIFF'S OFFICE
 541-682-4447
 125 EAST EIGHTH AVENUE
 EUGENE OR 97401

For Order Clarification,
 <<<<<< Call
 The "Ship To" #

Bill To: LANE COUNTY SHERIFF'S OFFICE
 541-682-4447
 125 EAST EIGHTH AVENUE
 EUGENE OR 97401

Please include
 PO number
 on all invoices,
 shipments or
 correspondence
 regarding
 this order.

Tax Exempt? N Tax Exempt ID:

Line-Schd Item	Item ID	Description	Quantity	UOM	PO Price	Extended Amt
1 - 1		FORD F550 CHASSIS 4 X 4 6.0L DIESEL AUTO TRANS	2.00	EA	31,318.3300	62,636.66
		EXTERIOR COLOR: 21 OXFORD WHITE				
		INTERIOR COLOR: E MED FLINT				

ATTN: EARL DAY

THIS IS SENT TO CONFIRM AN ALREADY PLACED ORDER
 PLEASE DO NOT DUPLICATE THE SHIPMENT OR ORDER.

DELIVER TO: CARCO INDUSTRIES / TUALATIN

CONTACT: CHI KENNEDY @ 541-912-2929

Total PO Amount 62,636.66

All orders placed & accepted are in accordance with the Lane County Standard Terms & Conditions shown on the reverse side of this page.

Lane Manual Chapters 20 & 21 are the rules, which govern Lane County public contracts unless modified by the Lane County Contract Review Board.

Authorized Signature


For: Lane County, Oregon

--Exhibit B

**LANE COUNTY
PURCHASE CONTRACT**


THIS AGREEMENT is entered into by and between LANE COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and GRESHAM FORD, hereinafter called CONTRACTOR, who mutually contract as follows:

1. **CONTRACTOR agrees and covenants to provide two (2) 2005 Ford F-550 Chassis, 4 X 4, 6.0L Turbo Diesel Engine, 5-Speed Automatic Transmission with Overdrive, Air Conditioning, Trailer Towing Package including 7-Wire Trailer Wires and Exterior Color of 21 Oxford White with Medium Flint Interior to be delivered no later than 1 September 2004. Warranties include the basic three (3) year/36,000 Miles, Diesel Engine – five (5) years/100,000 Miles and Corrosion – five (5) years/Unlimited Miles. CONTRACTOR may deliver such vehicles to Carco Industries by such date.**
2. **COUNTY agrees, in consideration, to pay CONTRACTOR: \$62,636.66 for the two (2) Ford F-550s described in paragraph 1.**
3. **Payments will be duly processed following receipt of invoice. Payment shall normally be made within thirty (30) days of receipt of the invoice.**
4. **Contract period shall be from 1 July 2004 to 30 September 2004.**
5. **CONTRACTOR, its subcontractors, if any, and all employers working under this contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers.**
6. **The applicable provisions of the Lane Manual setting forth standard provisions for public contracts (LM 21.130) are hereby incorporated by reference as if fully set forth herein.**
7. **CONTRACTOR shall not permit any lien or claim to be filed or prosecuted against the COUNTY on account of any labor or material furnished, shall assume responsibility for satisfaction of any lien so filed or prosecuted and shall defend against, indemnify and hold COUNTY harmless from any such lien or claim.**
8. **By execution of this contract, CONTRACTOR certifies under penalty of perjury that:**
 - a. **To the best of CONTRACTOR'S knowledge, CONTRACTOR is not in violation of any tax laws described in ORS 305.380(4); and**
 - b. **CONTRACTOR has not discriminated against minority, women or small business enterprises in obtaining any required subcontract.**

9. All terms and conditions of any purchase order issued by COUNTY covering this purchase shall apply, including any purchase order preceding execution of this agreement. The terms and conditions of such purchase order are incorporated into this agreement.

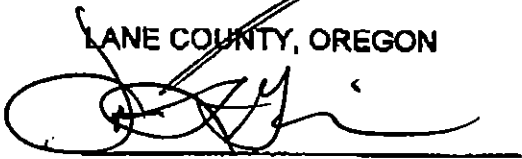
*units delivered on 9/15/04
8-31-04 with a
net due in 30 Days*

CONTRACTOR



Earl Day
Gresham Ford

Date: 9-15-04

LANE COUNTY, OREGON


David Garnick
Acting County Administrator

Date: 9/15/04

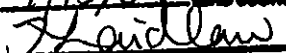

Jan Clements
Sheriff

Date: 09/15/04

Your - PO # 0000218363

*For 2 each F450's as per Specs
with \$45 each delivery fee included*

APPROVED AS TO FORM

Date: 9/15/04 Lane County

OFFICE OF LEGAL COUNSEL

*Total Price \$67,752⁶⁶
\$3,366⁵³ each unit*

*Signature
9/15/04*