

**DESCHUTES COUNTY DOCUMENT SUMMARY**

This form is required to be submitted with all contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If this form is not included with the document, the document will be returned to the Department.

Please complete all sections **above** the Official Review line.

**Date:** 03/12/2025 **Department:** Natural Resources

**Document Number:** 2025-212

**Type of Document:** Amend Notice of Intent to Award (e.g., grant\*, IGA, services agreement)

*If an amendment, which Document No. is being amended?* 2025-212

**Starting Date:** 3/6/2025 **Ending Date:** 3/31/2025

**Contractor/Supplier/Consultant Name:** \_\_\_\_\_

**Annual Value or Total Payment:** \_\_\_\_\_

**Purpose of Document:** \_\_\_\_\_

Each year Deschutes County issues an RFP for a pool of fuel reduction contractors. The contractor pool identifies contractors who are interested in bidding on fuel reduction projects throughout the year. Once projects are identified the contractor pool allows for quicker turnaround of bids and contract awards. One applicant was missing and needs to be added to Exhibit A.

Insurance certificate received (check box and add certificate to document or note N/A)

Insurance expiration date: \_\_\_\_\_ Risk Mgmt review/date: \_\_\_\_\_

Contract initiation method:

RFP, solicitation or bid process

Informal quotes (<\$150K)

Exempt from RFP, solicitation or bid process (specify below – see DCC §2.37)

\_\_\_\_\_

**Does this contract or agreement require payment to a vendor?**  Yes  No

If **Yes**, is the vendor registered in Munis?  Yes  No

**Funding Source:** Included in current budget?  Yes  No

Cost Center/Project String: \_\_\_\_\_

If **No**, is a budget amendment required?  Yes  No

**Departmental Contact and Title:** Kevin Moriarty **Phone #:** 541-668-1769

**Department Director Approval:** Kevin Moriarty 03/12/2025  
Signature Date

\*if a grant, see signature authority section on next page

**Distribution of Document:** Who gets the document after it has been signed?

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**Official Review:**

County signature required (check one):

- BOCC (more than \$250,000) – BOARD AGENDA Item
- County Administrator (up to \$250,000)
- Department Head/Director (up to \$50,000)

For grants, signature required (check one):

- BOCC (more than \$50,000) – BOARD AGENDA Item
- County Administrator (up to \$50,000 if no match required and no new staff hired)
- Department Director (up to \$10,000 if no match required and no new staff hired)

Legal Review \_\_\_\_\_ Date \_\_\_\_\_