

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: 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 the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

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

Date: March 24, 2022

Department: Facilities

Contractor/Supplier/Consultant Name: Pinnacle Architecture, Inc.

Contractor Contact: Briana Manfrass **Contractor Phone #:** 541-388-9897

Type of Document: Notice of Intent to Award

Goods and/or Services: Architectural Design Services

Background & History:

Pinnacle Architecure, Inc. to provide all materials and services for for design services to update the master plan and provide programming and schematic design for Sheriff's Office projects including jail improvements and expansion of the administration building.

Agreement Starting Date: TBD

Ending Date: TBD

Annual Value or Total Payment: TBD

Insurance Certificate Received (check box)

Insurance Expiration Date:

Check all that apply:

X RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant: N/A

Deadlines for reporting to the grantor: N/A

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: N/A

Contact information for the person responsible for grant compliance: N/A
