

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:

Department:

Contractor/Supplier/Consultant Name:

Contractor Contact:

Contractor Phone #:

Type of Document: Quotation Sales Order

Goods and/or Services: Purchase of a pre-engineered metal building

Background & History: The Solid Waste Department is in the design and bid documents development phase for the construction of a new waste transfer facility at the Negus Transfer Station in Redmond. The project will include a large pre-engineered metal building (PEMB) to serve as the waste receiving and reload facility for the transfer station. As the pre-purchase of the PEMP affords both scheduling and cost and efficiencies for the project, the Solid Waste Department has elected to purchase the PEMB independent of the solicitation for the construction of the facility. The building purchase will be facilitated through the Sourcewell cooperative purchasing program, of which Deschutes County is a member of.

This purchase will require Board Chair signature on the Sales Order.

Agreement Starting Date:

Ending Date:

Annual Value or Total Payment:

Insurance Certificate Received (check box)

Insurance Expiration Date:

Check all that apply:

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:

Deadlines for reporting to the grantor:

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: Yes No

Contact information for the person responsible for grant compliance:

Name:

Phone #:

Departmental Contact and Title: Chad Centola, Interim Director Phone #: x7172

Department Director Approval: _____
Signature Date

Distribution of Document: Return the documents to the Solid Waste Department for distribution.

Official Review:

County Signature Required (check one):

- BOCC (if \$150,000 or more) – BOARD AGENDA Item
- County Administrator (if \$25,000 but under \$150,000)
- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review *Chad Centola* Date 10/14/2021

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