



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: April 20, 2022

SUBJECT: Pence Contractors: Sheriff's Office 2nd Floor Remodel

RECOMMENDED MOTION:

Move approval of County Administrator signature of services contract in the amount of \$171,500 with Pence Contractors, LLC for a remodel on the 2nd floor of the Sheriff's Office Administration Building.

BACKGROUND AND POLICY IMPLICATIONS:

Pence Contractors to provide all materials and labor to remodel offices and conference room on second floor in existing Sheriff's Office administration building (Station 10) located at 63333 West Highway 20 in Bend, Oregon. This project enables more efficient use of existing lobby, reception and conference room space by converting existing conference room and reception area into three private offices, and open lobby space into new conference room.

Scope of work is based on drawings and specifications prepared by Pinnacle Architecture, Inc. and its sub-consultants titled "Permit Set" and dated January 12, 2022. The Facilities Department conducted an informal solicitation process with three firms responding. Pence Contractors provided the lowest responsive proposal. This project is budgeted in Sheriff's Office Fund 2550150 430312 for FY 22.

BUDGET IMPACTS:

If approved, the County will enter services contract with Pence Contractors, LLC for \$170,500.

ATTENDANCE:

Lee Randall, Facilities Director
Captain Paul Garrison, DCSO