

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: January 12, 2022

Department: Facilities

Contractor/Supplier/Consultant Name: SunWest Builders

Contractor Contact: Adam Bowles **Contractor Phone #:** 541-548-7341

Type of Document: Services Agreement: not-to-exceed contract with savings returned to the County

Goods and/or Services: Labor and materials for remodel construction

Background & History:

In October of 2019 the Facilities Department conducted a competitive procurement through an informal process for remodel of the Facilities and Property Management portion of the Facilities/IT Warehouse. The project was delayed due to a discrepancy between City of Bend records and County Facilities Department records which resulted in an assessment of approximately \$60,000 in City of Bend System Development Charges (SDC). After a prolonged appeal, the issue was resolved through the discovery of documents in the City's archives which corroborated the County's position. Associated charges have been reduced to approximately \$6,000 allowing the project to proceed after a significant delay.

The delay did result in increased material and labor costs which are captured in the revised cost proposal from SunWest Builders. The scope of work will result in a net gain of (3) offices, custodial staff space, shared Property Management/Facilities conference room, improved copy and office storage areas, mezzanine storage for both Archives and Facilities, and increased office space for Property Management. Additional remodel work is being performed and managed by Facilities Department staff which will add (3) restrooms to meet current code requirements and better meet the needs of all departments in the building: Information Technology, Property Management, Facilities Department, and Clerk's Office archives.

Agreement Starting Date: January 17, 2022 **Ending Date:** December 31, 2022

Annual Value or Total Payment: \$289,398

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: 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

Departmental Contact and Title: Lee Randall, Director **Phone #:**541-617-4711

Department Director Approval: _____
Signature Date

Distribution of Document: Please return all documents to the Facilities Department.

Official Review:

County Signature Required (check one):

- BOCC if >\$150K
 Administrator (if >\$25K but <\$150K *based on approval of BOCC at 1/12/22 meeting.*)
 Department Director (if <\$25K)

Legal Review _____ Date _____

Document Number **2021-998**