



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Police Department Building Update Phase 2 (Cabinets and Storage Installation)

Preferred Agenda: October 22, 2024

Submitted By: Jason Ogden, Interim City Manager/Chief of Police

Reviewed By: Jason Ogden, Interim City Manager/Chief of Police

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: ORS 279A.205, ORS 279A.220 (Oregon Cooperative Procurement Law)

Towards Council Goal: Be an Effective & Efficient Government

- Continue the improvement of city facilities to support efficient operations.
- Utilize cooperative procurement to maximize cost-effectiveness.

Attachments: Proposal from Spacesaver Specialists as well as the Sourcewell Contract Information within the proposal

Purpose of this RCA:

To seek approval from the City Council for the installation of new cabinets and storage systems in the Sweet Home Police Department as part of Phase 2 of the ongoing building renovation project. The contract will be fulfilled using a Sourcewell cooperative purchasing agreement to ensure competitive pricing and compliance with Oregon procurement laws.

Background/Context:

The Sweet Home Police Department (SHPD) underwent significant updates during Phase 1 of the building renovation, which included roof repairs, HVAC upgrades, interior painting, and new flooring. Now in Phase 2, the focus shifts to completing the interior with the installation of cabinets and storage solutions in critical areas such as the Report Room, Evidence Room, Dispatch, and others. This improvement is necessary to enhance the functionality of the facility, providing better organization and storage capacity for the department's operational needs.

Spacesaver Specialists has been selected to provide the shelving, lockers, and cabinetry based on their expertise in law enforcement storage solutions. The procurement will be handled through Sourcewell, a cooperative purchasing program, leveraging contract #110923-SPC for member #180222 (City of Sweet Home). This approach ensures compliance with procurement regulations and secures competitive pricing.

The Challenge/Problem:

The SHPD needs updated and secure storage solutions in key operational areas to improve efficiency and safety. Current facilities lack adequate storage, creating organizational challenges and limiting the department's ability to maintain a streamlined workflow.

Stakeholders:

- **Community:** Enhancing the police department's infrastructure will ensure better service delivery, indirectly benefiting public safety.
- **Police Department Staff:** Updated facilities will improve daily operations, providing officers with the necessary tools to serve the community effectively.
- **City Council:** Approval supports long-term planning for city facilities and fulfills commitments made during Phase 1 of the renovation project.

Issues and Financial Impacts:

The total project cost of \$103,138 has been budgeted for the current fiscal year. No additional funding will be required beyond what has been allocated. Payment terms include 35% down, 35% upon shipping, and 30% upon completion, per the contract with Spacesaver Specialists.

Elements of a Stable Solution:

A stable solution for the completion of Phase 2 of the Sweet Home Police Department building updates involves:

1. **Procurement through Reputable Source:**
Utilizing Sourcewell for the procurement of cabinets and storage solutions ensures compliance with state cooperative purchasing laws, securing competitive pricing and reducing procurement risk.
2. **Experienced Vendor with Proven Solutions:**
Spacesaver Specialists have been chosen based on their expertise in law enforcement storage systems, ensuring that the installed cabinets and shelving meet the operational needs of the department.
3. **Improved Operational Efficiency:**
The new storage solutions will optimize space usage in critical areas such as the Report Room, Dispatch, Evidence Processing, and other parts of the department, which will lead to better organization and workflow for the staff.
4. **Cost Control and Budget Alignment:**
The total project cost of \$103,138 is within the department's budget for the fiscal year, minimizing the risk of cost overruns. Payment terms are clearly defined, ensuring that costs are managed at each phase of the project.
5. **Compliance with Legal and Regulatory Requirements:**
By adhering to Oregon's cooperative procurement laws (ORS 279A.205 and ORS 279A.220), the project is in full compliance with legal statutes, avoiding potential procurement issues and ensuring transparency.
6. **Minimization of Disruption:**
The work will be carried out during normal business hours, with minimal disruption to police department operations, allowing for continuity in services while the upgrades are being made.
7. **Long-Term Durability and Usability:**
The materials and designs chosen for the cabinets and storage are intended for long-term use, minimizing the need for future repairs or replacements, which helps reduce long-term maintenance costs.

Options:

1. **Deny the request:** This will delay the completion of the department renovation phase 2.
2. **Explore other procurement options:** The City Council could have staff look at other procurement options, which may cause delays and potential cost increases.
3. **Approve the contract with Spacesaver Specialists:** Move to approve the contract and proceed with the installation of cabinets and storage in the police department.