

For Council Meeting of: October 1, 2007
Agenda Item No.: 4.3 (b)

TO: MAYOR AND CITY COUNCIL

THROUGH:  ROBERT G. WELLS, CITY MANAGER

FROM: TONY MOUNTS, DIRECTOR OF ADMINISTRATIVE SERVICES 

SUBJECT: PURCHASES APPROVED ADMINISTRATIVELY —
(August 28, 2007 thru September 18, 2007)

RECOMMENDATION:

None; Information Only

BACKGROUND:

Administrative award, renewal and modification of contracts occurs each week through the review of the Weekly Purchasing Report presented by the Purchasing Administrator to the City Manager or his designee during a regularly scheduled Tuesday purchasing activity review session. All completed procurement transactions, recommended for award by User Departments, with a value of \$25,000 and over are presented in the Weekly Purchasing Report and reviewed for compliance to City Purchasing Rules during the review session. This Monthly Purchasing Report is a compilation of the prior month's administratively awarded contracting activities.

FACTS & FINDINGS:

The following purchases were approved administratively during the time period referenced above:

	Business Entity	Description	Amount	Fund
1	Mead & Hunt, Inc.	CD: Consultant of Record (COR) - Provide Architectural Engineering Services for Salem Municipal Airport - FY 07/08 (Change Order #1) ¹	\$50,000.00	A
		Sub-Total	\$50,000.00	
2	DKS Associates	PW: Consultant of Record (COR) - Traffic Engineering - Primary Consultant - FY 07/08	\$500,000.00	CI

	Business Entity	Description	Amount	Fund
3	Kittelson & Associates	PW: Consultant of Record (COR) - Traffic Engineering - Alternate Consultant - FY 07/08	\$500,000.00	CI
4	Oshkosh Truck Corporation	Fire: Index B Airport Rescue and Firefighting Vehicle	\$583,286.00	CI
		Sub-Total	\$1,583,286.00	
5	Northwest Human Services, Inc.	CS: Youth Runaway Shelter	\$40,685.00	CR
6	Salem Housing Authority	CS: Emergency Interim Housing	\$44,239.00	CR
7	Women's Crisis Service	CS: Prevention of Domestic and Sexual Violence	\$65,982.00	CR
8	Young Women's Christian Association (YWCA) of Salem	CS: Resource Assistance	\$65,879.00	CR
		Sub-Total	\$216,785.00	
9	Allied Waste Services	AS: Downtown Garbage Can Service - FY 07/08	\$35,000.00	DP
		Sub-Total	\$35,000.00	
10	Barney & Worth, Inc.	CD: Salem Vision 2020 Communications Plans	\$44,455.00	G
11	Comsys Services, LLC	IT: Information Services Personnel Support (Change Order #1) ²	\$25,000.00	G
12	Group MacKenzie	AS: Consultant of Record (COR) - Architectural Services - Primary Consultant - FY 07/08	\$250,000.00	G
13	HDR	UD: Consultant of Record (COR) - Real Estate Services - Rotation List - FY 07/08	\$200,000.00	G
14	IPC Command Systems, Inc.	IT: Annual Maintenance for Priors RMS effective 10/1/07 - 9/30/08 (Sole Source)	\$123,813.25	G
15	J.J. & Associates	IT: Information Services Personnel Support (Change Order #1) ³	\$25,000.00	G

	Business Entity	Description	Amount	Fund
16	Marion Polk Food Share	CS: Emergency Social Services Funding - FY 07/08	\$122,000.00	G
17	Mid-Willamette Valley Council of Government	City Manager: Membership and Economic Development Fee - FY 07/08 (Intergovernmental)	\$37,140.00	G
18	Northwest Human Services, Inc.	CS: Emergency Social Services Crisis Intervention Funding - FY 07/08	\$161,255.00	G
19	Pacific Coast Elevator Corporation d.b.a. Northwest Elevator Co.	AS: Elevator Maintenance and Upgrades - FY 07/08	\$45,000.00	G
20	Right of Way Associates	UD: Consultant of Record (COR) - Real Estate Services - Rotation List - FY 07/08	\$200,000.00	G
21	Salem Housing Authority	CS: Emergency Social Services Crisis Intervention Funding - FY 07/08	\$44,460.00	G
22	Studio 3 Architecture	AS: Consultant of Record (COR) - Architectural Services - Alternate Consultant - FY 07/08	\$250,000.00	G
23	Universal Field Services	UD: Consultant of Record (COR) - Real Estate Services - Rotation List - FY 07/08	\$200,000.00	G
24	YMCA	CS: No Meth - Not in my Neighborhood	\$25,000.00	G
		Sub-Total	\$1,753,123.25	
25	Bark Boys	AS: Bark Dust - Delivered - FY 07/08	\$26,250.00	IS
		Sub-Total	\$26,250.00	
26	1 st Premier Properties, LLC	PW: Lease Agreement Renewal for Salmon Run - FY 07/08	\$200,087.76	PW
27	3DI West	PW: Updated Orthophoto Images and Contours (Sole Source)	\$138,000.00	PW
28	Special Asphalt Products	PW: Crack Seal Material - FY 07/08	\$30,000.00	PW

	Business Entity	Description	Amount	Fund
29	West Consultants	PW: Operations Complex Mill Creek Administrative Floodway Analysis	\$72,394.98	PW
		<i>Sub-Total</i>	\$440,482.74	
30	Fireman's Fund Insurance	HR: Inland Marine Insurance - FY 07/08	\$35,204.00	SI
31	JBL & K Risk Services	HR: Insurance - FY 07/08 (Change Order #1) ⁴	(\$35,204.00)	SI
		<i>Sub-Total</i>	0.00	
32	Cues, Inc.	PW: TV Van Rental (6 Months)	\$44,300.00	U
		<i>Sub-Total</i>	\$44,300.00	
33	IPC Command Systems, Inc.	Police: Maintenance Contract for CAD System (Sole Source)	\$77,134.00	WVCC
34	Public Safety Technologies, Inc.	Police: Technical Support and Software for RADCOM Software - FY 07/08 (Sole Source)	\$32,250.00	WVCC
		<i>Sub-Total</i>	\$109,384.00	
35	Invensys, Inc.	PW: Consulting Services for Control Logic and System Architecture for Willow Lake Projects (Sole Source)	\$130,390.00 \$25,000.00	CI U
36	League of Oregon Cities	City Manager: Annual Dues - FY 07/08 (Intergovernmental)	\$63,717.17 \$7,452.30	G U
37	ESRI	City Wide: Annual Software Support for GIS Software (Sole Source)	\$51,176.71	Various

A	=	Airport Fund	\$50,000.00
CI	=	Capital Improvement Fund	\$1,713,676.00
CR	=	Community Renewal	\$216,785.00
DP	=	Downtown Parking	\$35,000.00
G	=	General Fund	\$1,816,840.42
IS	=	Internal Services Fund	\$26,250.00
PW	=	Public Works Fund	\$440,482.74
U	=	Utilities Fund	\$76,752.30
WVCC	=	Willamette Valley Communications Center	\$109,384.00
Various	=	\$51,176.71

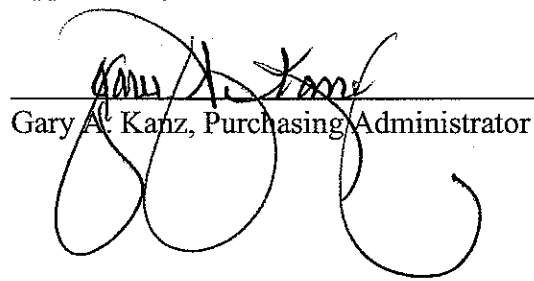
Total **\$4,536,347.17**

Prepared by:



Shawna Carter, Administrative Analyst

Approved by:



Gary A. Kanz, Purchasing Administrator

END NOTES TO CHANGE ORDERS

1. Change Order #1 increases \$50,000.00: Provides for engineer design of a new taxi lane to allow additional hangar construction as needed airport improvements.
2. Change Order #1 increases \$25,000.00: Provides for additional services due to underestimating annual need.
3. Change Order #1 increases \$25,000.00: Provides for additional services due to underestimating annual need.
4. Change Order #1 decreases \$35,204.00: Provides for the moving of funds to Fireman's Fund Insurance for inland marine insurance.