



# Purchasing

::

2013 Annual Report



Multnomah County Purchasing  
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This 2013 Annual Report covers July 1, 2012 through June 30, 2013



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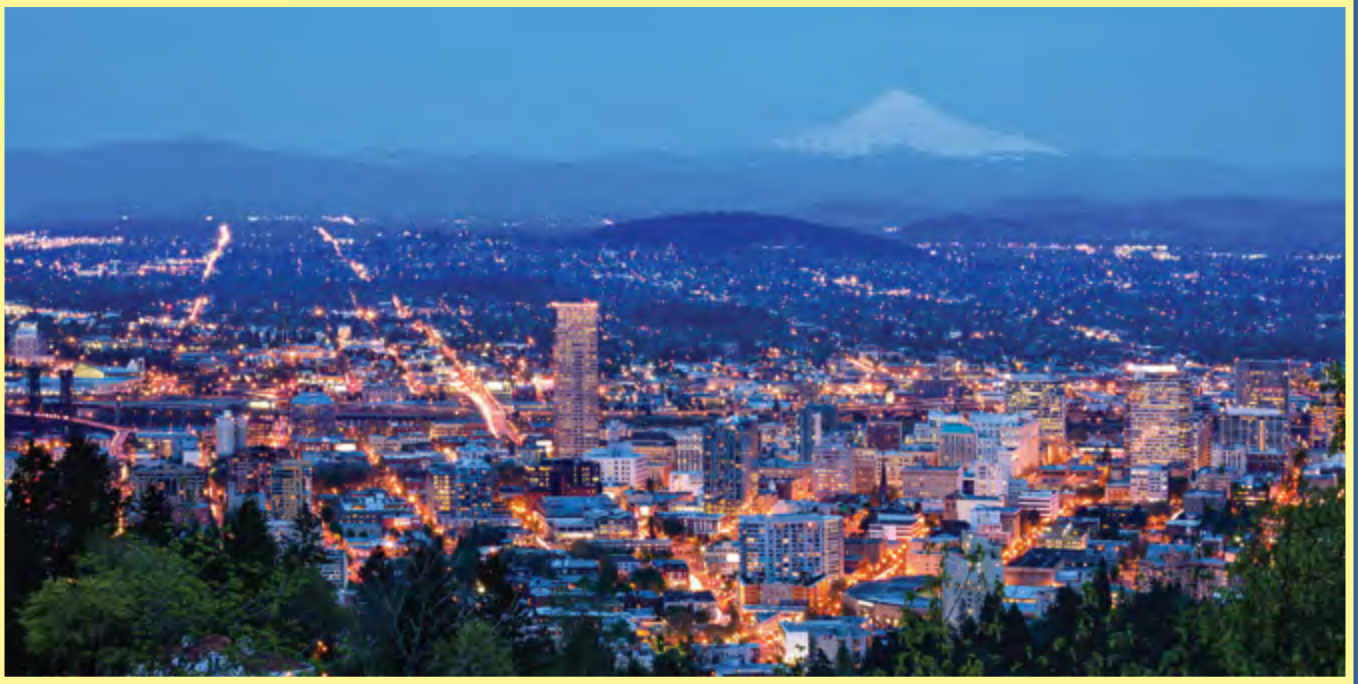
## Message from Purchasing Manager Brian R. Smith

During this past year, Purchasing continued to provide our core procurement and contract support services to internal county clients. In FY 2013, we assisted employees in the purchase of more than \$180 million in goods and services and finalized a combined 737 contracts and amendments. We directly supported more than 323 employees of Minority, Women and Emerging Small Businesses (MWESBs) by providing business and workforce development training.

Multnomah County continues to develop as a leader in the public procurement profession. We continued innovative efforts across both the region and the state to increase collaboration among MWESBs and public agencies. During the year, we earned our Outstanding Agency Accreditation by NIGP: The Institute for Public Procurement. This accreditation process involved examination of how the practices we use measure up against best practices and is currently held by only 85 public agencies nation-wide. It is recognition both of our continuing efforts to improve the way we do business, and of the professional staff who consistently bring highly valued skills and expertise to the County. It is a pleasure and a true honor to work with such dedicated and committed staff.

As we reflect on our success over the last year, we must also prepare ourselves to address future challenges head on. We continue our efforts to build a system responsive to the needs of both vendors and our internal clients so that we continue to provide the value taxpayers expect and build a more just and equitable Multnomah County.





## **PURCHASING'S ROLE**

### **OUR MISSION::**

We purchase goods and services to support the County's diverse needs. We ensure the best value for our citizens by facilitating a fair and transparent process.

### **OUR ROLE::**

The Purchasing team supports County operations by managing County processes for buying goods and services, striving to achieve the best combination of price, quality and service. We support County goals of socio-economic importance by enhancing the sustainability of the County's purchases and maximizing contracting opportunities for all vendors, including Minority, Women, and Emerging Small Businesses (MWESBs). Throughout the year, Purchasing staff support departments Countywide to purchase a wide range of products, as well as both professional and non professional services. These purchases enable the County to provide optimal delivery of services to the community.



## KEY PROCUREMENTS COMPLETED IN FY2013

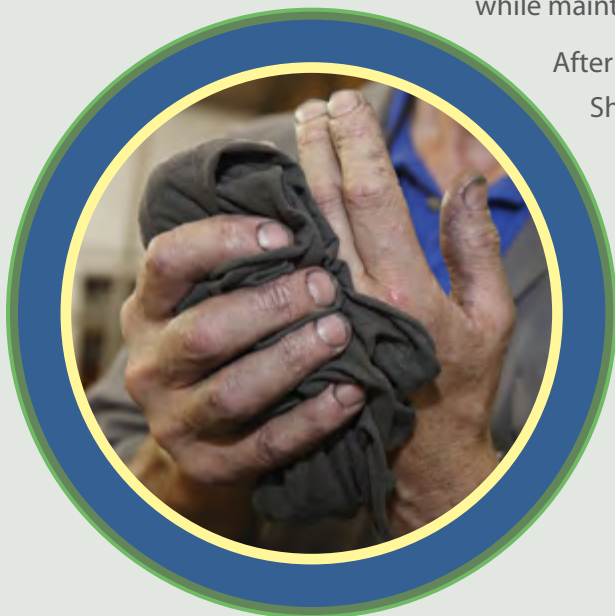
**JAIL KIOSKS – A TECHNOLOGICAL LEAP FORWARD::** The Sheriff's Office Corrections Division currently operates two large Correctional Facilities (MCDC – Multnomah County Detention Center and MCIJ – Multnomah County Inverness Jail). Multnomah County Sheriff's Office (MCSO) operates a day holding facility within the Multnomah County Courthouse for inmates making court appearances.

In order to support approximately 1,200 inmates, the system must provide a variety of services to both the inmates and their visitors. Currently, the Sheriff is:

- :: Using over 300 phones for inmate and visitation communications;
- :: Providing access, check-in, escort and security clearance for almost 3,200 visitations monthly;
- :: Operates an "in-house" inmate commissary service featuring over 160 items that generates over 75,000 orders annually worth over \$750,000; and,
- :: Operates a sophisticated "in-house" inmate banking system – the Inmate Accounting System, which processes over \$2,500,000 annually, gathered from inmates at the time of detention, friends and family deposits and check deposits.

Supporting this system places an enormous workload on MCSO's staff, and a critical need was to explore and provide automated solutions that result in efficient day-to-day jail operation while maintaining the highest safety and security standards.

After conducting a formal Request for Information, the Sheriff's office determined that part of the solution





would be to explore the emerging national use of Kiosks, automated stations was are expected to offer intuitive, easy to use interfaces that require minimal training. Kiosks are relatively new to jail settings but have demonstrated durability and the ability to operate continuously with minimal need for repairs, maintenance, and downtime. Kiosks have the ability to handle phone communications for both inmates and visitors, and can be set up in lobbies to eliminate the need for visitors to enter the secure confines of the facility while offering live, interactive communications. Kiosks jail-side can allow inmates to place commissary orders electronically and provides account status at any time while they are in the facility, eliminating the need for staff to attend to these mundane but critical transactions. Above all, the proposed system had to be easy to use, be secure, optimize staff efficiency and have cost transparency.

In March 2013 Purchasing issued a Request For Proposals for Jail Kiosk Systems and selected the Securus Company to provide a kiosk system. A contract was finalized in late fall and kiosks for the lobby areas are now being installed.



## ENERGY SAVINGS PERFORMANCE CONTRACTING – PUSHING THE SUSTAINABILITY ENVELOPE ::

Sustainability and energy conservation are core values of the County. In recent years, the County has implemented Energy Conservation Measures (ECMs) internally; primarily through its Capital Improvement Program at times of remodeling or equipment replacement, when grants or funding mechanisms are available through programs like the American Recovery and Reinvestment Act, and through the ongoing efforts of its Office of Sustainability. The County continues to explore opportunities to reduce its operational footprint through energy and water conservation as well as renewable power generation.

The County has considered Energy Savings Performance Contracting (ESCO) services for quite some time, including issuing a Request For Information for ESCO and related services in the fall of 2010. The information and responses gathered identified a need for the County to clarify its long-term operational and capital strategy, revise and define the scope of any potential projects, and address procurement procedures that may allow for a successful ongoing relationship to be built with potential ESCOs. Facilities and Property management began working on these needs immediately, creating an Energy Manager position and collecting energy data on many of the almost 100 buildings in the County inventory

On December 6<sup>th</sup>, 2012 the Board of County Commissioners approved Facilities and Property Management's request for the use of an Alternative Contracting Method for an Energy Savings Performance Contract (ESPC) at five representative facilities (including a Corrections, Health, General Office facility and Library). This process allowed Facilities and Property Management to:

- :: Select an ESCO based upon experience, qualifications, and general pricing structure
- :: Develop and fund a contract with the selected ESCO for Technical Energy Audits at each facility





- :: Work with the ESCO to develop a scope of work for a Project Development Plan
- :: Negotiate an ESPC for construction, financing, and follow up services with the selected ESCO

Important considerations included contractor adherence to established County building policies, minimizing customer and staff inconvenience, working cooperatively with the Siemens Building Automation Systems installed in each of the sample buildings, and securing the services of an ESCO that had experience providing detailed energy audits, offering innovative energy savings financial arrangements, sustainable deconstruction and construction experience in a range of building types.

The ESCO Request For Proposals was issued in December 2012 and resulted in the award to Ameresco Quantum, a major State of the Oregon approved ESCO provider. A contract was awarded in early 2013. Ameresco Quantum has just completed the Phase 1 review of the five building types specified in the solicitation and is preparing the delivery of their recommendations and calculations of savings due in March 2014. The County will review the recommendations and, in partnership with the Board will determine which projects to pursue.



## LICENSED CLINICAL STAFFING - MOVING BEYOND INTERNAL RECRUITING ::

The Multnomah County Health Department (MCHD) is Oregon's largest public health department and has provided health services to low-income county residents since 1860. As part of its array of services, MCHD operates seven primary care clinics, a specialty HIV clinic, and three Correction's Health clinics within Multnomah County's correctional facilities. In 2012, MCHD provided services to over 60,000 clients in its primary care clinics, and over 1,300 inmates at its maximum security, medium security and juvenile facilities.

MCHD health care services include medical, dental, and prenatal care; disease management for chronic illnesses; behavioral health services; corrections health; family planning; pharmacy; school-based health services targeted for children and adolescents; specialized care for HIV-positive individuals; and preventive services such as well-child health care, immunizations, and nutrition services. By integrating these health services, MCHD provides clients with continuity of care while improving operational efficiency and maximizing health improvements for special populations. Critical to the entire operation is the recruitment, employment and retention of permanent staffing and filling key areas with temporary staff to allow our system of care to provide consistent care in every contingency.

For several years, Human Resources worked hard to fill critical permanent and temporary licensed healthcare personnel vacancies for all of the Health Department's facilities, with limited success. Competing in this area, with obvious salary differentials and fierce competition from area health providers contributed to the frustrations in meeting current and projected staffing needs.

Looking outside the of the traditional recruitment process, the Health Department began work with





Purchasing in creating a new procurement process to seek out the growing number of companies that provide healthcare personnel on a temporary, on-call and/or permanent basis. Months were spent defining and specifying contractor requirements over a wide range of staffing contingencies. In July 2012 Purchasing released a formal Request for Proposals for staffing assistance. Four separate requirements were identified to meet our needs, including:

- :: Permanent Placement (Medical Doctor/ Doctor of Osteopathic Medicine)
- :: Permanent Placement (Family Nurse Practitioner/Psychiatric Mental Health Nurse Practitioner)
- :: On-Call Placement (MD/DO)
- :: On-Call Placement (Community Health Nurse/Certified Medication Aide/Certified Nursing Assistant/Clinical Medical Assistant/PMHNP)

Seven companies responded to our procurement and six were selected to provide services. Receiving contracts beginning in the fall of 2012.



## GRESHAM LIBRARY REMODEL – BALANCING COST AND SUSTAINABILITY::

One of the biggest challenges confronting Facilities and Property Management (Facilities) is maintaining and improving our almost 100 buildings for both occupants and visitors while maximizing the value of a limited budget. Every penny is carefully scrutinized before bringing out projects to offer to the public. A great example of this is the work done in the Gresham Library Remodel in the summer of 2012.

From the beginning, the Architect, the Library and the Facilities worked closely together in order to balance costs, sustainability and maintainability. Dozens of initial requirements were vetted, modified or recast in order to meet the customer's overall needs and budget. Working closely with the Architect and internal sustainability resources, the Project Manager sought to make sure that we weren't just doing a patch job for the worn but popular facility, and dozens of hours were spent finding ways to maximize value. Work packages were developed and then modified to permit optimal sequencing of work and materials to minimize potential delays and unexpected costs. Extensive research was carried out in only considering surface coatings that would be both durable and safe for the many hundreds of customers using the facility daily. Floor surfacing was carefully considered, as the high daily usage is particularly hard on carpets, and ease of maintenance and durability were critical. Because of familiarity with critical systems, key elements were reserved for the County Trades workforce, including installation of a security system, data and telecom installation or movement, signage and the stacks and furniture reorganization.

In the summer of 2012 Purchasing issued the formal bid which reflected all of the careful attention to detail spent in the development phase of the project. Key features included:

:: Specifying Interior paint with a very low VOC





- :: Selected Carpet was 80% wool with an expected service life of over 10 years beyond current nylon carpets and easier to clean with less toxic chemicals
- :: Carpet installed as tiles, so individual tiles could easily be replaced in case of damage instead of having to replace entire carpet surfaces
- :: Replacement of existing light fixtures with new energy efficient light fixtures
- :: Reconfiguration of the library layout using existing stacks and furniture to minimize costs
- :: A blended approach, which included County Trades, Owner contracted services as well as the Primary Contractor for the project, to ensure best value.

All of these details made for a clearly specified project with little ambiguity or room for interpretation. There were virtually no Contractor clarifications or protest of specifications and four companies responded to our procurement -- the low bidder offered a price that reflected a savings over our initial forecast by almost ten percent. This project has continued with Library Flooring and Re-lamping in closeout status and Interior and Exterior painting 60% complete. This project is on schedule and within budget.



## SAP STAFF AUGMENTATION – WORKFORCE CHALLENGES::

Since 2000 the County has relied on SAP as its enterprise system to support the organizations personnel, payroll, purchasing and accounts payable functions. Business customers of Multnomah County's Department of County Assets - Information Technology Division require seamless SAP Support even as Multnomah County employees retire or leave the County. Additionally, there are times when the SAP support employees do not have sufficient time to address a new project work, or positions remain open longer than anticipated before the County can fill the position – impacting their ability to provide a stable and dependable SAP support base.

By late summer of 2012, it had become obvious that the Information Technology Division was facing a real challenge in getting and keeping competent staff to provide critical SAP support services. Retirements, reassignments, defections to industry and other causes cascaded to seriously deplete the number of SAP qualified support staff and efforts to recruit from within the County had not produced the success that would be required to prevent potentially catastrophic service disruptions. It was time to look to industry to see if they could help IT meets it service needs.

Recognizing there are advantages and disadvantages to using outside Contractor's to fill key County support positions, the goal of the procurement development team was to maximize program flexibility while minimizing the disadvantages, and making sure that every position would be competed among as many Providers as possible. Early on the team recognized that no one company could hope to meet all of the County's diverse needs. Expertise needed included SAP Business Analyst Seniors, Development Analysts, NetWeaver Application Developers, Reporting and Data Warehouse Engineers, Solution Architecture Administrators and Senior Access





Management Administrators, to name a few. To address this, the procurement allowed for the selection of as many as ten agencies. Each would be invited to provide candidates for specific work packages or to fill skill needs.

Additionally, a widespread problem across the industry is the difficulty in dealing with applicant quality, which is known to vary widely. The team addressed this by developing and building into the procurement a Tier System whereby initially accepted Providers who did not perform well on assigned tasks were increasingly restricted from making offers on other related tasks. Initially all Providers would be Tier 1 – Preferred Providers, but over time program evaluations could move them to Tier 2 – Secondary Providers or even Tier 3 – Poor Performers, who would not be contacted to fill new requirements. Industry Providers would be motivated to ensure that each candidate they offered would meet our needs or risk their standing among competitors.

The procurement was released in November 2012 and attracted considerable industry attention, as reflected by the many dozens of questions and suggestions received from over thirty companies around the world. Seventeen proposals were received and eventually the ten top scoring companies received County Contracts, ensuring IT a large, capable pool of Providers to meet both current and future needs. To date the Program has not had to use the contracts resulting from this solicitation, but are poised to exercise them when further staff augmentation is required.



## SOUTHEAST HEALTH CENTER REMODEL – MAJOR FACELIFT FOR A KEY BUILDING::

Doing major rehabilitation work on the one of our older and most used facilities was a major undertaking – virtually gutting the first floor of a structure while allowing continuous operations adds yet another magnitude of complexity to an almost \$1 million dollar project. Could we design it so vendors would undertake the risks?

The Project Manager had to figure out how to schedule all the demolition and construction associated with the conversion of 9,900 SF of the main floor from primarily offices to an expanded public health clinic arrangement. Changes would include:

- :: Complete renovation of the lobby;
- :: Installation of a new pharmacy;
- :: New medical check-in area;
- :: New public restrooms and addition of new staff/patient single occupancy restrooms;
- :: Three new seven person office pods;
- :: Twenty-one new exam rooms;
- :: Four new private offices;
- :: New call center;
- :: Renovated break area; and
- :: New laboratory

Additionally, the project called for new storage and administrative spaces, new finish upgrades in all renovated areas, a new rooftop mechanical unit and new respiratory precaution room.

Alternatives were also included for the upgrade of the existing dental area; HIV/Aids work area remodel and demolition of the existing basement optometry suite and construction of new group visit rooms.





The project, from its inception had one non-negotiable customer requirement – there was no place to move the clinic and all the clinics operate at or near capacity, so the planned work had to be done while the current facility remained in use throughout construction. Not only would the Contractor have to schedule loud or dangerous work for off hours, they would have to continuously monitor to ensure dust and debris did not escape the containment barriers and intrude into the common areas or damage sensitive medical equipment. The Project team and Customer struggled for months as they tried various schemes and schedules to meet this mandate, introducing innovative concepts like dust barrier zones, an expanded work day from early in the morning to late at night, and marshaling areas that minimized the loss of parking in the public parking area.

The procurement was released in the late fall of 2012 and seven Providers offered bids – 2KG Contractors submitted the winning bid of \$946,000 for the entire project, almost \$300,000 below program estimates. This low price reflecting the many work-arounds and planned contingencies that had been worked out prior to bid release, designed to protect the facility and minimize Contractor risk. To date, MWESB vendor utilization on this project is 27%.



## MWESB & SOCIAL EQUITY

At Multnomah County, social equity is deeply imbedded into our policies, contracting efforts, sponsorships, and regional partnerships. With small businesses accounting for 95% of all businesses within the County, they are vital to our economic and community development efforts. Through a number of existing programs, Multnomah County directs financial support to sponsor business and workforce development training for MWESBs and their employees as well as for individuals seeking to enter the construction industry. These efforts are making a positive contribution towards the success and growth of a diverse vendor pool and workforce.

## ECONOMIC & COMMUNITY DEVELOPMENT

Each of the following organizations, and the programs they operate, are focused on helping small businesses and providing a foundation for individuals to build skills and obtain meaningful employment in the construction trades. By providing financial support, staff participation and hands-on business and workforce training opportunities, Multnomah County is contributing to the vitality of the local economy and community.

**TURNER SCHOOL OF CONSTRUCTION ::** This training program is offered to Minority, Women and Emerging Small Business owners in the construction industry on an annual basis. Over a ten week period, participants learn about: effective business plans, banking and financial management, marketing strategies, scheduling and estimating, purchasing, daily operations, safety, billing, risk management, and measuring performance. In FY 2013 Turner School of Construction graduated 31 MWESBs representing a mix of owners and employees of MWESBs. In addition to providing financial support, Multnomah County and other participating public agencies teach one of the seminars, which focuses on doing business with public agencies.





#### **UNIVERSITY OF WASHINGTON MINORITY BUSINESS EXECUTIVE PROGRAM ::**

University of Washington's Michael G. Foster School of Business provides training to minority business professionals in a variety of areas, including: finance and accounting, human resource management, leadership, marketing and brand strategy, relationship marketing and strategic thinking. This program provided training to 27 minority-owned businesses.

**OREGON TRADESWOMEN, INC. ::** Oregon Tradeswomen, Inc. (OTI) provides training opportunities for low-income girls and women by holding the Building Girls Summer Camp and the Trades and Apprenticeship Career Class for Women. Multnomah County helped sponsor the January and March Trades and Apprenticeship Career Classes this past Fiscal Year. A total of, 37 low-income women benefited from the training for careers in the building, construction, mechanical and utility trades. Many graduates of OTI's training programs go on to enroll in apprenticeship programs and to become Journey level trades people.

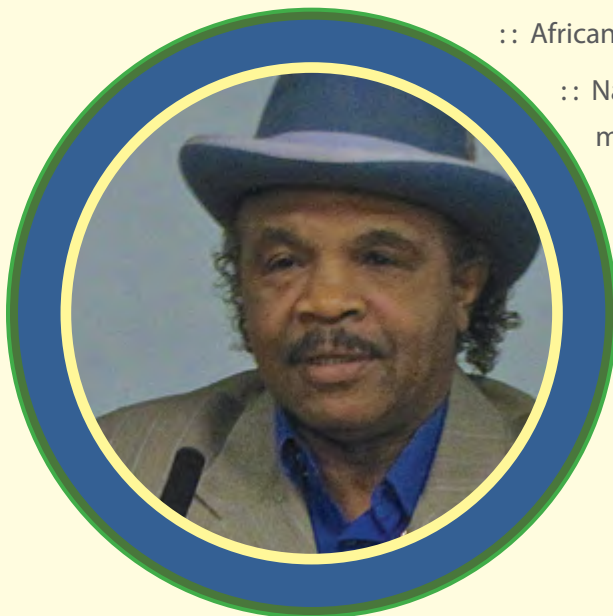
**CONSTRUCTING HOPE ::** Constructing Hope is a nonprofit pre-apprenticeship training program committed to rebuilding lives through training and career placement in the construction industry. The program is focused on providing training for low income individuals. In 2013 Constructing Hope graduated 25 individuals, with many of those gaining employment shortly after graduation. These low-income women and men received hands-on training in: resume writing, interviewing techniques, financial management, blueprint reading, construction math and sustainable building techniques.



**O A M E Y O U T H S U M M I T ::** For the past 14 years OAME has hosted a Youth Academy with more than 600 high school students participating. The Youth Academy aims to engage young people in business practices through a variety of speakers, activities, videos and presentations. During the Summit, participants work in teams to produce a business plan for a hypothetical business that is both profitable and sustainable. OAME, through their Youth Summit, strive to improve the entrepreneurial skills of tomorrow's leaders by sparking an interest in business at a young age.

**O U T R E A C H ::** Throughout the year, Multnomah County staff attends more than 90 community meetings and events to market construction contracting and personal services opportunities to the small business community. Attending community outreach events supports and strengthens our partnerships with diverse organizations and communities. Some of the 90 plus organizations, meetings and events County staff attends to market opportunities include:

- :: Oregon Association of Minority Entrepreneurs numerous meetings and annual tradeshow
- :: National Association of Minority Contractors of Oregon monthly meetings
- :: Hispanic Metropolitan Chamber of Commerce monthly meetings and annual tradeshow
- :: Governor's Marketplace tradeshow
- :: National Institute of Governmental Purchasing & Oregon Public Purchasing Association Reverse Vendor Tradeshow
- :: Philippine American Chamber of Commerce monthly meetings
- :: African American Chamber of Commerce meetings
- :: Native American Chamber of Commerce monthly meetings
- :: Urban Entrepreneurs Network annual Urban Summit







## REGIONAL LEADERSHIP

Multnomah County has taken a leadership role in coordinating regional public sector partners to improve policies and efforts to ensure the long-term success of Minority-owned, Women-owned, and Emerging Small Businesses.

**MWESB SUMMITS::** Since February of 2010, over 20 public agencies at the local, state, and federal level have participated in quarterly meetings along with leadership from Portland Area Minority Chambers of Commerce, and other small businesses organizations.

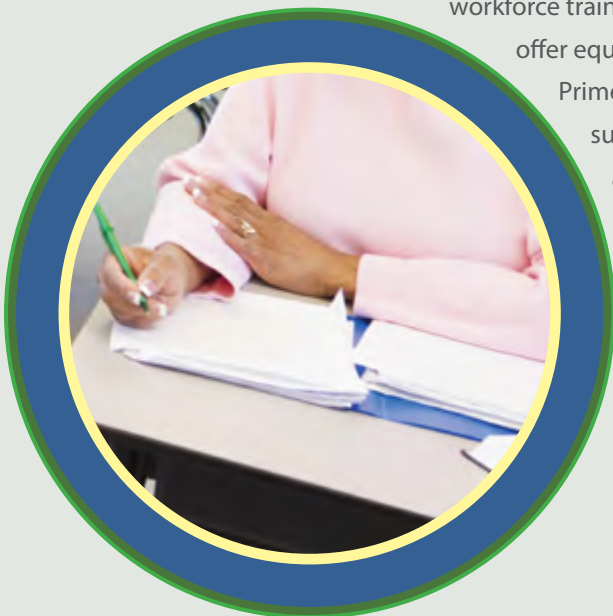
The goal of the MWESB Summit meetings is to share information, collaborate on new and existing policies, identify areas for improvement, and where ever possible, look for opportunities to implement policies and procedures consistently across agencies.

Each Summit is led, facilitated, and co-sponsored by Multnomah County. Since the first Summit meeting in 2010, subsequent meetings have focused on specific topic areas ranging from workforce development, technical assistance, policies, and mentoring. By providing regional leadership, Multnomah County is bolstering economic and community development beyond the geographical boundaries of Multnomah County and ensuring the long-term success of MWESBs across the State of Oregon.

Moving forward, Multnomah County is transitioning this regional effort to the State of Oregon and the Governor's Office.

**WORKFORCE TRAINING & HIRING PROGRAM::** The County requires workforce training on its large construction to ensure the projects offer equal opportunity employment in the construction trades. Prime contractors with contracts of \$200,000 and greater and subcontractors with contracts of \$100,000 and greater are required to ensure 20 percent of their workforce hours, per trade, are performed by State-registered apprentices. Contractors are also required to make efforts to ensure their workforce is reflective of the diversity of Multnomah County.

By requiring apprenticeship participation on formal construction projects, Multnomah County





is helping to set the standard within the industry. By requiring 20 percent participation, per contractor, per trade, the County is seeing a positive effect on apprenticeship demand and is helping create opportunities for tomorrow's workforce.

Apprenticeships typically last between two to five years and involve both a classroom training portion and an on the job training portion. Apprentices typically begin their apprenticeship earning 50 percent of a journey workers rate of pay. As they work through their apprenticeship their wages typically increase 5 percent every six months until they reach the journey worker status.

Over the past fiscal year the majority of training was provided on the Sellwood Bridge Project, highlighted in the Sellwood Bridge section of this report. Four additional large projects met the program requirements and presented meaningful training opportunities for apprentices. These projects include: (1) the Multnomah Building Elevator Upgrade Project; (2) the Multnomah County Pavement Overlay Project; (3) the Southeast Health Clinic Remodel Project and; (4) the Yeon Building Roof Replacement Project.

A combined 40 percent apprenticeship participation was achieved on these four projects, equaling 5,438 hours of training. Sixteen percent of those 5,438 hours were worked by minority male apprentices. Of the 13,264 total hours (journey and apprentice) worked on these four projects nine percent (1,149) were worked by women and 21 percent (2,841) were worked by minorities.

Ethnic and gender diversity will continue to be central components to the County's workforce training efforts. Through County staff attendance at pre-bid and pre-construction meetings the Workforce Training and Hiring Program requirements and objectives are conveyed to the contractor community. Particular emphasis is placed on the program's diversity component – the requirement for contractors to make reasonable efforts to ensure their workforce reflects the diversity (ethnic and gender) of Multnomah County.



## MWESB PARTNERS

Here are a few of the local certified vendors we worked with this year.

**TRI PHASE ELECTRICAL SUPPLY COMPANY, LLC** :: Tri Phase Electrical Supply Company, LLC specializes in providing and installing energy efficient, state-of-the art lighting systems to reduce energy consumption, help the environment and saving their customers money. This Energy Trust of Oregon Trade Ally certified business was awarded a contract to provide lighting efficiency upgrades at numerous County facilities, helping the County reduce its energy consumption and meet its sustainability objectives:



*"I think it's important for people to know that Multnomah County focuses on energy savings, LEED certifications, and supports small WBE business. Thus, buying products with a "100 percent" return on investment."*

~ Linda Newby - Owner, Tri Phase Electric Supply Company, LLC, WBE

**GREEN TRANSPORTATION CO., LLC** :: Green Transportation Co. LLC provides taxi, shuttle and special needs transportation throughout the Portland metropolitan area. They take pride in providing prompt and friendly service and are Multnomah County's transportation provider in support of the Health Department's Healthy Birth Initiative.



*"Our contract with Multnomah County to provide transportation services for the Health Birth Initiative has provided a good opportunity for some steady work. Not only that, but is rewarding to know our company is helping to provide an important service to the community." ~ Co-Owner & Managing Member: Tesfaye Aleme*



**ENERGY COMFORT AND CONSTRUCTION::** Energy Comfort & Construction is a full service company specializing in weatherization.

EC&C was awarded as-needed contracts to provide weatherization measures for low-income client homes throughout Multnomah County. The Department of County Human Services program increases the energy efficiency of low-income client home, supporting the departments mission to increase the livability of homes in part by reducing the client's energy burden:



*"We were excited to be awarded contracts with Multnomah County to provide weatherization services and to assist low-income families in the community. Our company focuses on quality first. It is our goal to save our customers money by reducing their energy costs through reduced consumption. We appreciate all of the opportunities given to us by Multnomah County and we look forward to working together in the coming years."*

~ Graciela Pepelaskov, Owner, Energy Comfort & Construction LLC, MWESB



## SUSTAINABLE PURCHASING

**GOING GREEN TOGETHER::** Multnomah County is committed to integrating sustainability considerations into the way it does business; including the goods and services it buys. The Sustainable Purchasing Program works with Central Purchasing, Strategic Sourcing, and departments to share the tools and resources that guide the County's sustainable purchasing decisions.

**HEALTHY PURCHASING INITIATIVE::** In September of 2012, Multnomah County passed a resolution to begin the Healthy Purchasing Initiative in partnership with the City of Portland to help limit exposure to toxic substances through the purchase of safer products.

The two governments share knowledge and develop best practices around incorporating the **Health Product Declaration** into the procurement and contracting processes, with the goal of showing the market that consumers want to know about product content, as well as call on the manufactures to create healthier alternatives.

The initiative's foundation is the Toxics Reduction Strategy, which was approved in 2006 by Multnomah County and the City of Portland. That strategy initially prompted both governments to take a closer look at materials being used within their facilities.

The Healthy Purchasing Initiative is aimed to accomplish the following goals:

- :: The enhancement of marketplace transparency by providing more information to buyers about chemicals

- :: The adoption of a common and consistent format for chemical disclosure that will help save other entities time and money

- :: The creation of safer environments for the public and public employees based on the avoidance of hazardous chemicals





**HEALTHY PURCHASING COALITION::** Multnomah County is also a partner in collaborating with other regional governments to address healthy purchasing decisions through a Healthy Purchasing Coalition. The Coalition is being led by Oregon Environmental Council and is exploring an array of tools and methodologies for purchasing safer and less toxic goods while driving positive change in the marketplace.

The benefits of this shared effort include saving staff time and money, getting better total value, and ultimately driving innovation that leads to more sustainable goods and services for our employees, clients, and communities.

One of the biggest barriers to choosing safer, less hazardous products is a lack of clear, transparent, and actionable information. When there is more transparency in the marketplace, information that is both accurate and usable, the County is better able to select products that are safer and less hazardous.

The Sustainable Purchasing Program along with the Office of Sustainability also provides Healthy Purchasing Guidance to help integrate healthy purchasing elements into a variety of different procurement tools. Healthy purchasing elements can be included in solicitations, contracts, and in vendor outreach to ensure safer and less toxic products and goods. Within existing business processes and purchasing tools, there are many approaches for ensuring the safest and least toxic products and goods.



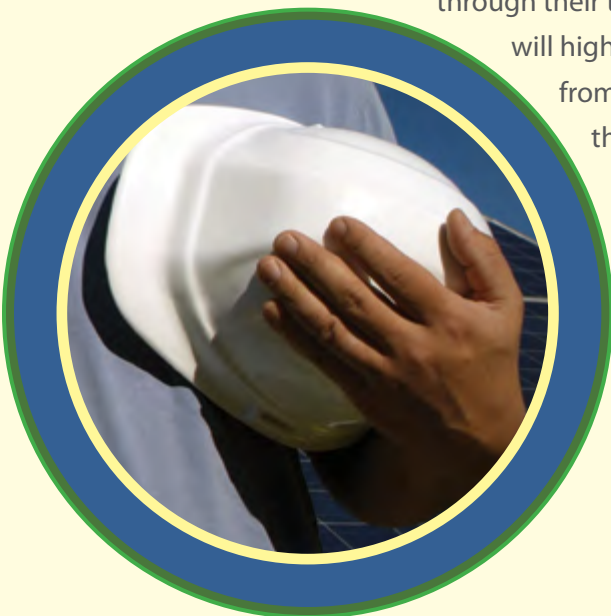
## SELLWOOD BRIDGE PROJECT

Two years into the County's largest ever construction project, replacing the 90-year-old Sellwood Bridge, significant workforce accomplishments are being realized. This ambitious construction project has equally ambitious workforce training and workforce diversity goals built into the project diversity plan. Through a negotiated process, the project partners have put in place aggressive, but achievable workforce training and workforce diversity goals.

The County is building a seismically sound, environmentally-friendly, aesthetically-appealing, cost-conscious bridge. These are fundamental values that were woven throughout the procurement, contracting and ongoing construction processes. However, early on the County realized this project represented a once-in-a-generation opportunity to adopt aggressive social equity goals and to provide meaningful training opportunities for hundreds of apprentices in the bridge building trades.

In collaboration with the County's funding and project partner, the Oregon Department of Transportation, and the selected contractor, Slayden-Sundt Joint Venture (Slayden-Sundt JV), first of its kind goals for a County construction project were developed and built into the construction contract.

The multi-year construction schedule and the large amount of work required to replace the Sellwood Bridge provides the County a unique opportunity to provide apprenticeship training in numerous trades, and to track the progress of individual apprentices as they progress through their training program. At project completion, the County will highlight some of the individuals whose graduation from apprenticeship was at significantly impacted by their participation on the project.





**RESULTS BY TRADE ::** By June, 2013, sixteen contractors had reported hours subject to the Workforce Program on the project in eight trade classifications (Pile Buck, Electrician, Laborer, Operator, Painter, Cement Mason, Iron Worker and Carpenter). With much of the early work centered on preparing the support structures for the temporary bridge, it is not surprising to see just over 40% of the hours worked being performed by Pile Buck workers.

Additional early work has focused on preparing the east and west side bridge approaches, which has involved the partial demolition and structural repairs to a condominium building on the east side of the Willamette River and extensive excavation and soil stabilization efforts on the west side of the Willamette River. These activities have been performed primarily by Operators, Laborers and Carpenters, accounting for approximately 48% of the remaining hours subject to the Workforce Program.

The Pile Buck, Laborer, Operator and Carpenter trades combined for 90% of the hours worked by contractors subject to the Workforce Program requirements and through the end of the fiscal year had worked over 20% of those hours through an apprentice labor force.

As the project progresses, the workforce needs will shift, but the emphasis on providing entry level career opportunities, particularly for women and minority workers, will remain as a foundational value.



## SELLWOOD BRIDGE

As of June 30, 2013

Slayden/ Sundt Joint Venture	Total Hours	# Minority Hours	% Minority Hours	# Female Hours	% Female Hours	# Apprentice Hours	% Apprentice Hours
Total	71,165.83	18,894	27%	10,290	14%	14,328.50	20%

### PATRICIO GOMEZ :: 1st Term Laborer Apprentice

Patricio Gomez is new to the Sellwood Bridge project and new to construction in general. Now four months into his apprenticeship with the Laborer's Union Local #320. Patricio's entire apprenticeship experience has been on the Sellwood Bridge project working for the general contractor, Slayden-Sundt JV. Originally from California Patircio moved to Oregon three years ago and feels the move was a good decision... though he wouldn't mind if it rained a little less. Originally encouraged to consider construction by his father-in-law who owns a construction business, Patricio has embraced the opportunity. So far on the Sellwood project Patricio has been supporting the journey workers, primarily working on erosion control and helping to

take care of the yard. When asked how this first project has been

going for him, Patricio offered: *"All of the project work is interesting... everyone has been very accepting on the job, they listen to what I have to say, even though I'm an apprentice. I've been treated really well."*

Patricio is looking forward to progressing through his apprenticeship and putting the past behind him:

*"This is like a new beginning for me..."*

*I'm trying to turn my life around and I think the future will be positive".*





**JASON SHACKLETON** :: 1st Term Operator Apprentice (*pictured above*)

Jason Shackleton's story is not the typical apprentice experience. First exposed to the industry over twenty years ago through his father-in-law who owned a metal fabrication business Jason stated:



*"I knew I wasn't going to go to college, so (construction) was the next step".* Not long after that Jason moved west from the East coast.

Unlike most apprentices who enter their apprenticeship with little construction experience, Jason joined the Operating Engineers Local #701 apprenticeship program after already having spent many years in the industry. Jason first worked as a Laborer, and then an Iron Worker. Wanting to stay in the industry, and eventually retire comfortably, Jason moved on to the Operating Engineers program.

Having started on the Sellwood Bridge project in early April, has some on-the-job experience. So far on the Sellwood Bridge project Jason has been doing work typical of a drilling company like Malcolm Drilling: operating forklifts and some crane operating. When asked about his experience thus far Jason offered: *"The work has been difficult at times, rewarding at times... sometimes easy. And working for Malcolm Drilling: 'Malcolm is a good company to work for as an apprentice. They treat everyone well'".*



## PURCHASING PROGRAM

**LEADERSHIP ::** Multnomah County Purchasing is actively involved with the National Institute of Governmental Purchasers (NIGP) and with its two local chapters, the Columbia Chapter and the Oregon Public Purchasing Association (OPPA).

The NIGP is a professional organization supporting and promoting the public procurement profession through education, research programs, professional support, technical services and advocacy initiatives.

By teaming with the two local chapters, Multnomah County is able to provide additional training resources, utilize networking and technology to identify contracting opportunities, as well as identify upcoming legislative items of impact to the County's business operations.

Purchasing staff participated on governing boards and committees during FY13 as follows:

Brian Smith serves on the Legislative Committee for OPPA

Brian Smith chairs the Professional Outreach Committee for OPPA

Barry Zimmerman is the Education Director for OPPA

Barry Zimmerman serves on the OPPA Web and Program Committees

Gerald Jelusich co-chairs the Reverse Vendor Trade Show Committee

Lawrence Russell is the Vice President for Columbia Chapter NIGP

Sherry Taylor is Membership Director for Columbia Chapter NIGP

Kathi Braeme-Burr is ProD for Columbia Chapter NIGP

Kathi Braeme-Burr served on the OPPA Program Committee





Additionally, Purchasing staff participated on other boards including:

Sophia Cavalli served on National Association of Counties, Green Purchasing Task Force

Sophia Cavalli served on Oregon Association of Minority Entrepreneurs Advisory Board

## **AWARDS**

During 2013, Purchasing received recognition for NIGP Outstanding Agency Accreditation Achievement.

The Outstanding Agency Accreditation Achievement (OA4) recognizes agencies that lead the public procurement profession through the implementation of best practices. In order to be eligible for accreditation, Purchasing had to demonstrate that Multnomah County uses best practices by meeting benchmarks established by NIGP. Multnomah County Purchasing is OA4-accredited for a total of three years.



## PROFESSIONAL AWARDS AND CERTIFICATIONS

Many members of Purchasing's staff earned local and national recognition:

Brian Smith was selected as the 2013 NIGP National Manager of the Year

Sophia Cavalli received a Leadership Award of the Year from Business Diversity Institute, Inc.

Emilie Schuloff received certification as a Certified Professional Public Buyer.

Doreen Blomé received certification as a Certified Professional Public Buyer.

Lawrence Russell received certification as a Certified Compliance Administrator.

Kathi Braeme-Burr received certification as a Certified Compliance Administrator.

Kathi Braeme-Burr received a certificate of appreciation from Columbia Chapter NIGP.

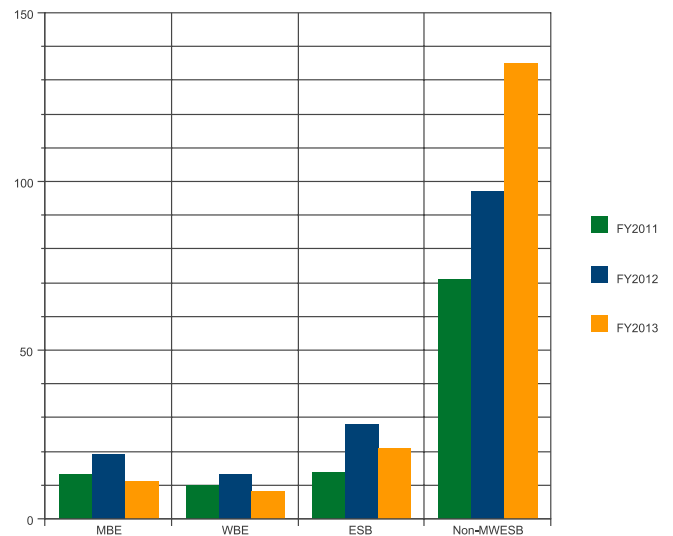
During the fiscal year, Purchasing staff dedicated many hours of study and preparation to pursue professional certifications. As of June 30, 2013, 83% of Purchasing staff held professional certifications.

Ongoing professional education, training and volunteer efforts by Multnomah County's Purchasing professionals reflects their commitment to excellence, continual improvement and service to the community. Likewise, the professional awards and recognition received by Multnomah County Purchasing staff helps strengthen the communities trust in the County as stewards of the public's tax dollars.

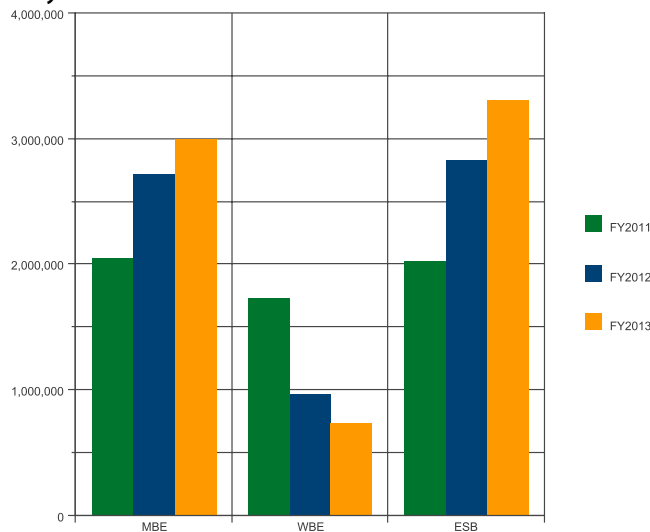
## PERFORMANCE MEASURES

In FY2013 Purchasing Staff supported departments to purchase and contract for a variety of goods and services. As in previous years, health and human services and professional services comprise a significant amount of the awarded contract dollars, however we also saw an increase in construction projects due to large projects including the Gresham Library Remodel and the Southeast Health Center Remodel. The charts on the following pages provide detail on contracting and procurement outcomes for FY2013 in addition to contracting and payment data to MWESB and QRF firms.

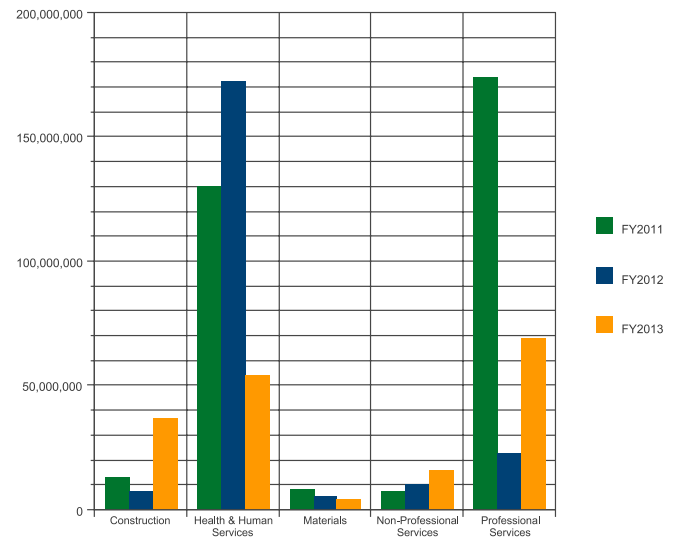
## Prime Contract Awards



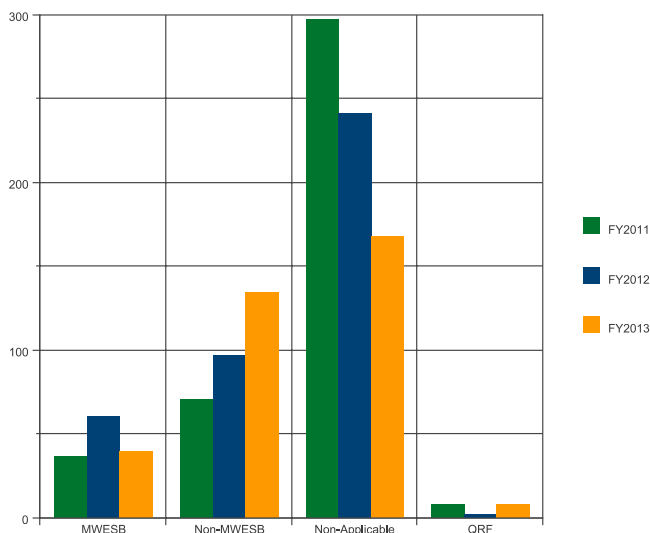
## Payments to MWESBs



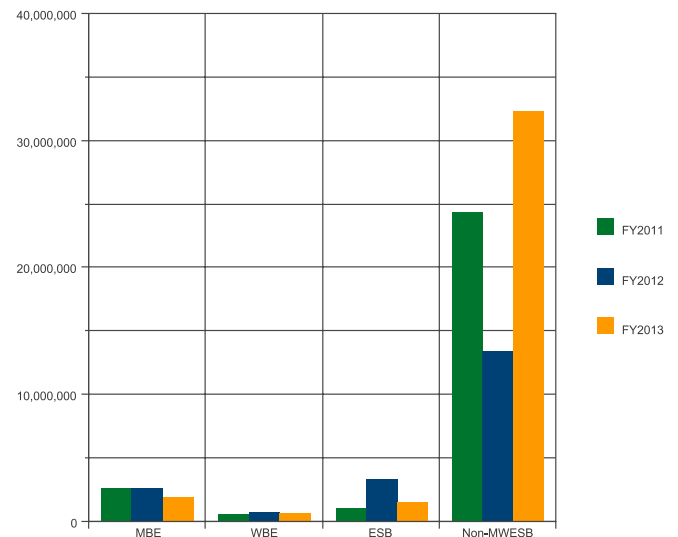
## Contract Dollars Awarded by Category



## Total Number of Contracts



## Prime Dollars Awarded





## TOTAL AWARDS

MWESB, NON-MWESB,  
NON-Applicable and QRF

YEAR	# OF CONTRACTS	\$ AWARDED
FY 2013	343	\$180,191,747
FY 2012	400	\$217,980,386
FY 2011	493	\$332,179,108

## Non-Applicable Awards

YEAR	# OF CONTRACTS	\$ AWARDED
FY 2013	168	\$147,834,101
FY 2012	241	\$197,316,226
FY 2011	297	\$301,953,024

## QRF Contract Awards

YEAR	# OF CONTRACTS	\$ AWARDED
FY 2013	0	\$0
FY 2012	2	\$583,580
FY 2011	3	\$193,136

## CONTRACT AWARDS TO MWESB & QRF FIRMS

	FY2013	FY2012	FY2011
MWESB	40	60	37
Non-MWESB	135	97	71
Non-Applicable	168	241	297
QRF	0	2	8



### MWESB Prime Contract Awards

FY2013				
	# OF CONTRACTS	% OF CONTRACTS	\$ AWARDED	% OF \$ AWARDED
MBE	11	6.29%	\$1,886,058.84	5.83%
WBE	8	4.57%	\$ 623,816.47	1.93%
ESB	21	12.00%	\$1,508,149.19	4.66%
MWESB TOTAL	40	22.86%	\$4,018,024.50	12.42%
NON-MWESB	135	77.14%	\$32,357,646.05	87.58%

FY2012				
	# OF CONTRACTS	% OF CONTRACTS	\$ AWARDED	% OF \$ AWARDED
MBE	19	12.10%	\$2,646,879	13.18%
WBE	13	8.28%	\$ 714,123	3.56%
ESB	28	17.83%	\$3,276,606	16.32%
MWESB TOTAL	60	38.22%	\$6,637,608	33.05%
NON-MWESB	97	61.78%	\$13,442,971	66.95%

FY2011				
	# OF CONTRACTS	% OF CONTRACTS	\$ AWARDED	% OF \$ AWARDED
MBE	13	12.00%	\$2,672,637	9.3%
WBE	10	9.3%	\$ 596,349	2.1%
ESB	14	13.0%	\$1,017,596	3.5%
MWESB TOTAL	37	34.3%	\$4,286,582	14.9%
NON-MWESB	71	65.7%	\$24,429,330	85.1%



## TOTAL PAYMENTS TO MWESB FIRMS

FY2013				
	\$ Paid	% of Total Paid	#of Vendors	% of Total of #of Vendors
MBE	\$3,002,332.69	42.59%	34	32.69%
WBE	\$738,114.10	10.47%	29	27.88%
ESB	\$3,308,751.68	46.94%	41	39.42%
<b>Total</b>	<b>\$7,049,198.47</b>	<b>100.00%</b>	<b>104</b>	<b>100.00%</b>

FY2012				
	\$ Paid	% of Total Paid	#of Vendors	% of Total of #of Vendors
MBE	\$2,713,689	41.66%	34	32.08%
WBE	\$967,606	14.86%	32	30.19%
ESB	\$2,832,024	43.48%	40	37.74%
<b>Total</b>	<b>\$6,513,319</b>	<b>100%</b>	<b>106</b>	<b>100%</b>

FY2011				
	\$ Paid	% of Total Paid	#of Vendors	% of Total of #of Vendors
MBE	\$2,052,908	35.30%	31	29.60%
WBE	\$1,734,627	29.80%	37	35.20%
ESB	\$2,025,991	34.90%	37	35.20%
<b>Total</b>	<b>\$5,813,526</b>	<b>100%</b>	<b>105</b>	<b>100%</b>

## PCRB AND ORS REPORTING

**PCRB Reporting FY2013::** Procurement Reporting: This part of the report contains information pursuant to the following Public Contract Review Board Rules:

**Section 20-0025(d)::** A listing of solicitations awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

No solicitations met this criteria for FY2013



**Section 20-0025(e)::** A listing of Contracts exceeding the dollar limits set forth in Rule 47-0270(1), 48-0210(1) and 49-0160(1) as well as Class II personal services Contracts governed by Administrative Procedure PUR-1 for which only one Bid or Proposal was received. Broadly, these are the formal competitive procurements we conducted which had only one bidder or proposer.

Procurement#	Description	Vendor	Contract #	Dates	Amount
4000000358	IJJ & JJC Detention Electronics Upgrade (Design Build)	Engineered Control Systems, Inc.	4400000319	11/1/12 - 6/30/14	\$2,556,014.00
4000000908	Dental Equipment Installation, Repair, Replacement and Maintenance Services on a Requirements Basis	Hayes Handpiece of Northern Oregon	4400000356	4/1/13 - 3/31/14	\$30,000.00
4000001462	Waitlist Intensive Case Management	Central City Concern	4400000705	7/1/13 - 7/31/17	\$632,130.18
4000001533	Community Detention & Electronic Monitoring for Juvenile Offenders	Volunteers of America Inc.	4400000586	7/1/13 - 6/30/18	\$2,625,000.00
4000001183	Child & Adolescent Outpatient Treatment Services for Sexually Inappropriate Behavior	Morrison Child & Family Services	4400000522	6/1/13 - 2/28/15	\$600,000.00
4000000588	School Based Chess Instruction Program	Chess for Success	4400000397	1/1/13 - 6/30/17	\$134,750.00
4000001065	Mailing Services	Reed/Harris Inc.	4400000402	2/16/16- 2/15/18	\$249,999.99
4000001067	Imaging Conversion Services	Technical Imaging Systems, Inc.	4400000414	5/1/13 - 6/30/18	\$500,000.00
4000001980	Reentry Transition Services	Mercy Corps NW	4400000772	1/1/14 - 12/31/15	\$576,000.00
4000001722	Hot In-Place Recycled (HIR) Asphalt	Gallagher Asphalt Corporations	4400000665	8/14/13 - 3/31/14	\$295,367.67



## SUMMARY OF AWARDED CONTRACTS BY DEPARTMENT

	FY2013	FY2012
County Assets	\$55,532,039.37	\$19,687,978.78
Community Justice	\$1,872,132.15	\$13,083,070.51
Community Services	\$1,781,550.81	\$5,146,809.28
County Human Services	\$48,328,680.56	\$153,549,437.18
County Management	\$64,785,808.47	\$4,866,626.23
District Attorney	\$273,160.92	\$16,200.00
Health	\$5,348,175.20	\$8,915,704.32
Library	\$61,724.00	\$931,595.00
Non-Departmental	\$1,297,743.50	\$11,280,568.02
Sheriff's Office	\$910,731.63	\$502,396.57
<b>TOTALS</b>	<b>\$180,191,746.61</b>	<b>\$217,980,385.89</b>

## APPENDIX 1

Below is a listing of the contracts awarded to MWESB firms in FY2013.

	Contract #	Vendor Name	\$ Amount	Certification
1	4400000494	ACCENT PAINTING	\$32,579.00	ESB
2	4400000502	ACCENT PAINTING	\$52,520.00	ESB
3	4400000512	ALAMAN HENRY P	\$5,000.00	MBE
4	4400000457	ALLIANCE FIRE SAFETY SERVICES	\$150,000.00	ESB
5	4400000488	ALTERNATIVE CONSTRUCTION CONCEPTS I	\$37,383.50	ESB
6	4400000582	CASCADE FLOORING AMERICA LLC	\$35,926.00	WBE
7	4400000339	COLLINS MECHANICAL INC	\$14,797.00	ESB
8	4400000187	COLLINS MECHANICAL INC	\$72,400.00	ESB
9	4400000316	COLUMBIA SHORES CONSTRUCTION	\$150,000.00	ESB
10	4400000452	CRAFTWORK PLUMBING INC	\$8,340.00	ESB
11	4400000572	CREATIVE COMPANY INC	\$75,000.00	WBE
12	4400000203	DIRT & AGGREGATE INTERCHANGE INC	\$21,210.69	MBE
13	4400000236	DIRT & AGGREGATE INTERCHANGE INC	\$510,847.15	MBE



	Contract #	Vendor Name	\$ Amount	Certification
14	4400000418	DOMINION ELECTRIC & CONTROLS INC	\$150,000.00	WBE
15	4400000228	DONKIN CONSTRUCTION COMPANY	\$38,500.00	ESB
16	4400000295	ENERGY COMFORT & CONSTRUCTION LLC	\$300,000.00	MBE
17	4400000364	ENERGY COMFORT & CONSTRUCTION LLC	\$300,000.00	MBE
18	4400000408	EUROPEAN SECURITY & IRON SPECIALTIE	\$150,000.00	ESB
19	4400000242	EXTREME PRODUCTS	\$141,177.00	MBE
20	4400000298	GREEN ENERGY SOLUTIONS INC	\$150,000.00	ESB
21	4400000368	GREEN ENERGY SOLUTIONS INC	\$150,000.00	ESB
22	4400000370	GREEN HORIZON WEATHERIZATION LLC	\$150,000.00	ESB
23	4400000105	GROUP AGB LIMITED	\$150,000.00	MBE
24	4400000369	HOME ENERGY LIFE PERFORMANCE GRP IN	\$150,000.00	MBE
25	4400000400	KINGFISHER ECOLOGICAL SERVICES LLC	\$35,000.00	ESB
26	4400000324	LILE INTERNATIONAL COMPANIES	\$30,000.00	WBE
27	4400000447	MGV PHOTOGRAPHY LLC	\$75,000.00	ESB
28	4400000371	MOVE IN READY LLC	\$150,000.00	MBE
29	4400000307	MSD CONSTRUCTION LLC	\$150,000.00	MBE
30	4400000445	RA SCHWARZ HEATING AND COOLING INC	\$7,824.00	MBE
31	4400000354	RELIABLE FENCE & CONSTRUCTION	\$9,468.00	ESB
32	4400000386	RIVER CITY GLASS & WINDOW INC	\$24,262.00	ESB
33	4400000360	SMOCK KRISTINA	\$10,000.00	WBE
34	4400000292	SOLID GROUND CONSULTING	\$75,000.00	ESB
35	4400000285	T A RUSSO CONSULTING	\$75,000.00	WBE
36	4400000516	TRI PHASE ELECTRIC	\$173,700.00	WBE
37	4400000465	VANCOUVER PAVING COMPANY	\$74,190.47	WBE
38	4400000473	VANE AXIAL FANS MECHANICAL INC	\$75,000.00	ESB
39	4400000428	VIKING HEATING & SHEETMETAL INC	\$7,899.69	ESB
40	4400000392	WESTERN ARCHITECTURAL	\$50,000.00	ESB
41				
42			<b>\$4,018,024.50</b>	



## APPENDIX 2

Below are the payments made to MWESB firms in FY2013.

	Vendor #	Vendor Name	\$ Amount	Certification
1	10009	PORTLAND OBSERVER INC	\$2,337.50	WBE
2	10421	IN LINE COMMERCIAL CONSTRUCTION INC	\$38,574.00	MBE
3	10547	CORNYN FASANO GROUP THE	\$506.25	WBE
4	10677	HALL ELINOR	\$7,377.50	WBE
5	11152	STAFFING SOLUTIONS LLC	\$11,682.00	WBE
6	20262	BOILER & COMBUSTION SERVICES INC	\$39,740.58	ESB
7	20289	MESHER SUPPLY COMPANY	\$11,881.77	WBE
8	20383	WACO SCAFFOLD COMPANY INC	\$1,635.00	MBE
9	21820	HARRIS WORKSYSTEMS INC	\$153,289.61	WBE
10	22211	TURTLE MOUNTAIN CONSTRUCTION COMPANY	\$368.00	MBE
11	22297	DIRT & AGGREGATE INTERCHANGE INC	\$53,900.69	MBE
12	22884	COMPASS COMPUTING GROUP INC	\$222,321.28	ESB
13	22889	SUAREZ LUCRECIA V	\$160,843.94	ESB
14	23617	RAINS CHRISTINE E	\$2,975.00	ESB
15	23949	CARLETON HART ARCHITECTURE PC	\$29,866.42	MBE
16	24220	TEAM HR LLC	\$35,175.00	WBE
17	24491	OMEGA CREMATION & BURIAL SERVICE	\$19,286.00	WBE
18	25171	FIRST INC	\$28,638.37	MBE
19	25267	KIPE & ASSOCIATES INC	\$68,112.00	WBE
20	25418	SUPERIOR FENCE & CONSTRUCTION COMPA	\$225.00	ESB
21	25579	TRI PHASE ELECTRIC	\$116,453.27	WBE
22	26070	EDMONDSONS DRAPERY INC	\$460.00	ESB
23	28038	CAMPAGRAPHS INC	\$4,670.00	MBE
24	28071	INTERCULTURAL COMMUNICATION INSTITUTE	\$3,910.00	WBE
25	28101	MARCO IDEAS UNLIMITED	\$4,141.16	WBE
26	28203	PROMOTIONAL CONCEPTS	\$276.85	MBE
27	28468	EUROPEAN SECURITY & IRON SPECIALTIE	\$93,256.28	ESB
28	28854	PACIFIC WINDOW TINTING INC	\$8,703.99	WBE
29	41159	CLASSIQUE FLOORS INC	\$10,187.69	WBE



	Vendor #	Vendor Name	\$ Amount	Certification
30	43501	WEST/MEYER FENCE	\$2,986.00	ESB
31	43891	PACIFIC COAST AIR BALANCE CO	\$450.00	ESB
32	43999	CIPRIANO & SON CONSTRUCTION INC	\$27,777.88	ESB
33	44915	COREY DAVID M PHD PC	\$45,571.25	ESB
34	45499	WRIGHT MANUFACTURING LLC	\$1,685.00	ESB
35	45749	HALS CONSTRUCTION INC	\$14,850.00	WBE
36	46135	PACIFICMARK CONSTRUCTION	\$97,168.00	MBE
37	46293	MECHANICAL INC	\$35,098.25	MBE
38	46411	KENNEY LORI	\$50,081.25	WBE
39	46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$83,453.60	MBE
40	47345	STRYKER CONSTRUCTION INC	\$4,468.00	ESB
41	47510	AIR SYSTEMS SALES & RENTALS	\$3,045.00	ESB
42	47704	TECHKNOWSOLVE INC	\$465.30	WBE
43	49842	BIO-MED TESTING SERVICE INC	\$3,454.00	WBE
44	50233	NEWBERRY ENTERPRISES INC	\$23,545.98	ESB
45	50337	PROFESSIONAL MINORITY GROUP INC	\$33,514.60	MBE
46	50518	GREEN TRANSPORTATION COMPANY LLC	\$19,983.94	MBE
47	50970	KRISTIN LENSEN CONSULTING	\$196,489.03	MBE
48	51383	DTS SYSTEMS INC	\$705.00	ESB
49	52102	BUSINESS COURIER	\$11,196.00	MBE
50	52171	CUSTOM IMPRINT	\$5,660.00	ESB
51	52447	SCHILLER GRAPHICS CORPORATION	\$23,256.71	WBE
52	52795	BLAZING STITCHES LLC	\$770.74	ESB
53	53029	MCCLINTOCK REBECCA C	\$56,200.00	WBE
54	53142	OMNI INTERIORS INC	\$6,585.00	ESB
55	53247	BRUCE INTERNATIONAL INC	\$6,671.08	MBE
56	53657	COMPLETE HEATING & COOLING	\$10,616.00	ESB



	Vendor #	Vendor Name	\$ Amount	Certification
57	54288	FIGURE 8 CONSULTING LLC	\$1,600.00	WBE
58	54334	ENSOFTEK INC	\$517,436.21	MBE
59	55108	APPLEXUS TECHNOLOGIES LLC	\$1,081,466.00	MBE
60	55136	OH PLANNING & DESIGN LLC	\$10,538.05	WBE
61	55168	ENERGY COMFORT & CONSTRUCTION LLC	\$332,854.83	MBE
62	55759	SIGN WIZARDS INC	\$2,924.15	WBE
63	56027	COLLINS MECHANICAL INC	\$562,426.97	ESB
64	56071	RIVER CITY GLASS & WINDOW INC	\$20,740.50	ESB
65	56159	MARY FORST ASSOCIATES	\$39,728.00	WBE
66	56254	JUST IN TIME TRAINING	\$17,563.00	WBE
67	56627	NORTHWEST ELECTRICAL CONTRACTORS CO	\$1,091,842.68	ESB
68	57492	STEWART MARKETING GROUP LLC	\$1,160.60	MBE
69	58014	JAMA SOFTWARE INC	\$27,214.50	ESB
70	58153	DONKIN CONSTRUCTION COMPANY	\$241,378.77	ESB
71	58753	CHICK OF ALL TRADES LLC	\$5,326.34	MBE
72	58797	SOLID GROUND CONSULTING	\$69,143.12	ESB
73	58833	FLANNEL THOMAS	\$7,010.00	MBE
74	59149	DON BURKE EXCAVATION & CONSTRUCTION	\$125.00	ESB
75	59317	NORTHWEST TECHREP INC	\$17,626.80	ESB
76	59540	ACE-CUBE LLP	\$1,196.00	MBE
77	59889	LANGUAGES TRANSLATION SERVICES	\$714.20	MBE
78	59936	MSD CONSTRUCTION LLC	\$11,387.86	MBE
79	59976	VANE AXIAL FANS MECHANICAL INC	\$92,600.21	ESB
80	60110	ONEILL ELECTRIC INC	\$37,133.00	MBE
81	60158	GROUP AGB LIMITED	\$5,720.00	MBE
82	60257	FIELDS PARTNERS INC	\$32,031.65	WBE
83	60289	NORTHWEST SCAFFOLD SERVICE INC	\$17,620.79	ESB
84	60530	MOVE IN READY LLC	\$18,079.00	MBE



	Vendor #	Vendor Name	\$ Amount	Certification
85	60541	HOME ENERGY LIFE PERFORMANCE GRP IN	\$22,214.90	MBE
86	60825	ARTHAREE & ASSOCIATES	\$6,125.00	MBE
87	60840	GARTRELL GROUP LLC THE	\$105,750.00	ESB
88	61001	EDGE-LEADERSHIP CONSULTING LLC	\$6,732.00	WBE
89	61093	BEAVERTON PLUMBING INC	\$15,362.00	ESB
90	61300	ROCHE HECTOR	\$3,000.00	MBE
91	61597	KONELL CONSTRUCTION & DEMOLITION	\$110,349.49	ESB
92	62008	LINGUAVA INTERPRETERS	\$127,536.08	ESB
93	62284	AVALON HEATING & COOLING INC	\$4,900.00	ESB
94	62387	BEACON SYSTEMS	\$241,680.00	MBE
95	62410	BUDS EXPERT TREE CARE INC	\$34,240.00	ESB
96	62897	CHEROKEE CONSTRUCTION SERVICES LLC	\$64,326.07	MBE
97	63248	CLEAN SERVICES NORTHWEST	\$28,907.50	ESB
98	63275	PROGRESSIVE ELECTRIC INC	\$17,615.00	ESB
99	63293	REDDER CAMPBELL GROUP	\$16,900.00	WBE
100	63300	GREEN ENERGY SOLUTIONS INC	\$46,626.01	ESB
101	63301	GREEN HORIZON WEATHERIZATION LLC	\$17,098.33	ESB
102	63535	MULTNOMAH YACHT REPAIR LLC	\$8,746.25	WBE
103	63925	FORWARD MOTION FACILITATION LLC	\$5,960.00	ESB
104	63998	EXTREME PRODUCTS	\$3,998.85	MBE
105				
106			<b>\$7,049,198.47</b>	



## APPENDIX 3

### CONTRACT INDEX

A list of all the County's contracts awarded in FY2013 can be found at: [www.multicopurch.org](http://www.multicopurch.org)

## APPENDIX 4

**EMERGING SMALL BUSINESS (ESB) ::** Emerging Small Business (ESB) certification applies to firms that meet the following criteria:

- :: Principal place of business located in Oregon
- :: Average annual gross receipts over the past three years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- :: Fewer than 20 employees
- :: Properly licensed and legally registered in Oregon

For more information on criteria for becoming ESB certified with the State of Oregon, check with the OMWESB website at: [www.oregon4biz.com/Grow-Your-Business/Business-services/MinorityOwned-Business-Certification/](http://www.oregon4biz.com/Grow-Your-Business/Business-services/MinorityOwned-Business-Certification/).

**FORMAL PROCUREMENT ::** Formal procurements are those with a value exceeding \$150,000. They are described in Appendix 5 Competitive Threshold Guide.

**INFORMAL PROCUREMENT ::** Informal procurements have a value between \$5,000 and \$150,000. They are described in Appendix 5 Competitive Threshold Guide.

**MINORITY BUSINESS ENTERPRISE (MBE) & WOMEN-OWNED BUSINESS ENTERPRISES (WBE) ::** Certification given by the State of Oregon to a Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to ORS 200.055:

- Ownership ::** minority or woman interest must own at least 51 percent of the business
- Independence ::** the minority or woman-owned firm must not be inextricably associated or dependent upon a non-disadvantaged firm or individual(s)



**Control** :: minority or woman interest must have managerial and operational control over all aspects of the business

**Contribution of capital by minority or woman owners** :: one or more minority or woman business owners must have made a real and substantial contribution of capital or expertise to the business, commensurate with their ownership interest

**Business size** :: firms must not exceed the size standards as defined by the North American Industry Classification System (NAICS) Codes

For more information on criteria for becoming MBE or WBE certified with the State of Oregon, check with the OMWESB website at:

[www.oregon4biz.com/Grow-Your-Business/Business-services/MinorityOwned-Business-Certification/](http://www.oregon4biz.com/Grow-Your-Business/Business-services/MinorityOwned-Business-Certification/)

**NON - APPLICABLE** :: Vendors that include other government agencies, non-profit organizations and utilities. All other vendors are considered MWESB eligible.

**NON - MWESB** :: Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definition numbers one (1) and three (3) of this appendix, but have not chosen to be certified.

**NON - PROFIT ORGANIZATIONS** :: Non-profit organizations are agencies registered with the State of Oregon's Corporation Division for the purpose of public benefit.

[www.filinginoregon.com/pages/business\\_registry/nonprofit.html](http://www.filinginoregon.com/pages/business_registry/nonprofit.html)

**PUBLIC CONTRACT REVIEW BOARD** :: The Public Contract Review Board (PCRB) is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS279.A.060.

**QUALIFIED REHABILITATION FACILITY (QRF)** :: Qualified Rehabilitation Facility (QRF) is an activity center or rehabilitation facility, certified as a community rehabilitation program or as a vocational service provider through the State of Oregon's Department of Human Services, as determined by the State Procurement Office.

<http://oregon.gov/DAS/SSD/SPO/qrf-menu.shtml>



## APPENDIX 5

### Competitive Procurement Thresholds:: Quick Guide

THRESHOLD	RULESET	TITLE (IF ANY)	COMPETITION REQUIRED
\$5,000 or less	PCRB 47-0265	Small Procurement	No – quotes where practicable
\$5,000 or less	PCRB 49-0160(4) Construction	No Title	No – quotes where practicable
Over \$5,000 and less than or equal to \$75,000	PCRB 49-0160 Construction	Informal Quotes for Public Improvements	Yes – informal quotes
Over \$5,000 and less than or equal to \$75,000	PCRB 49-0160 Transportation	Informal Quotes for highways, bridges and other transportation	Yes – informal quotes
\$5,000 or less Per Division, Per Vendor, Per Fiscal Year	PCRB 47-0265 Goods & Services FIN-16	Direct Pay, LPO	No
Over \$5,000 and less than or equal to \$75,000, Per Division	PUR-1 V PCRB 47-0270	Contractor Selection Oral Quote	Yes – informal request for proposals
Over \$5,000 and less than or equal to \$150,000	PCRB 47-0270 Goods & Services	Intermediate Procurement	Yes – informal price quotes or competitive proposal quotes
Over \$75,000 and less than or equal to \$150,000	PUR-1 V	Intermediate Procurement Written/RIP	Yes



THRESHOLD	RULESET	TITLE (IF ANY)	COMPETITION REQUIRED
\$10,000 or less	PCRB 48-0200 A&E Related Services	Direct Appointment	To the extent practicable
Over \$10,000 and less than or equal to \$150,000	PCRB 48- 0210(2) A&E Related Services	Informal Selection	Yes – informal proposals
Over \$75,000	PCRB 49-0200 PCRB 49-0620 PCRB 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact Purchasing to Discuss	Yes – formal bids *ALL require Board exemption
Over \$150,000 Per Division, Per Vendor, Per Fiscal Year	PUR-1 VI	Request for Proposal (RFP) and Request for Programmatic Qualifications (RFPQ)	Yes – formal RFP and RFPQ
Over \$150,000	PCRB 47-various	Competitive, sealed bids or proposals, competitive-range and multi-tiered proposals. Goods & Non-Personal Services	Yes – formal bids and RFPs
Over \$150,000	PCRB 48-0220 Architects, etc.	Formal selection procedure	Yes – formal request for qualification to RFP, or direct to RFP



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