



DPL Sunriver, Sisters, and La Pine FF&E Furniture Amendment

Board of Directors Executive Summary

On November 3, 2020, Deschutes County voters approved a \$195 million bond measure to construct a new Central Library, double the size of the Redmond Library, and update the existing libraries in Downtown Bend, East Bend, La Pine, Sisters and Sunriver. One of the components of the Bond Program and each project is Furniture, Fixtures & Equipment (FF&E). This category includes Furniture, Shelving, Computers, Audio Visual, Automated Material Handling, and other various items to be purchased for each of the facilities. These components of the FF&E will be purchased from multiple vendors for each Library location independently of each other.

DPL is a member of public agency cooperative purchasing organizations. These organizations issue public RFPs for various Goods and Services utilized by public agencies. The organizations enter contracts with vendors to provide these services to member public agencies. Through this contract DPL can request a Quote for Goods and Services via the established contract. DPL's legal counsel has reviewed and confirmed this process meets DPL's procurement requirements. DPL's legal counsel has developed contract documents to be used to contract with the furniture dealer and incorporate the Cooperative Agreements.

DPL is a member of multiple Cooperatives containing contracts for the purchase of furniture components and systems. The team evaluated the furniture components specified and the manufacturers to determine the appropriate cooperatives including these materials. Through this process the manufacturer's dealer was identified and is Pacific Workplace Resources of Oregon (WRO). WRO is under contract with the Cooperatives DPL is a member and has provided quotes for the Sunriver, Sisters and La Pine Furniture.

Authorizations for the Library Director were previously reviewed and approved by the Board. The current Authorization level for the Sisters & La Pine contracts is \$300,000.00 and Sunriver is \$140,000.00.

DPL has identified additional furniture to be procured for the three libraries. The cost of these components is expected to exceed the current authorization level. The orders have not been finalized as DPL is completing their evaluation process. Based on established cost estimates we have determined the values for the increase in Authorization amounts. These costs are anticipated within the project budget and its contingency for the Branches. This summary is submitted to the DPL Board for their approval to authorize the Library Director to execute contract change orders with Pacific Workplace Resources of Oregon. The Board authorization provides the Library Director with signing authority up to \$350,000.00 for the Sisters and La Pine Library's adjusted furniture contracts and up to \$165,000.00 for the Sunriver adjusted furniture contracts.