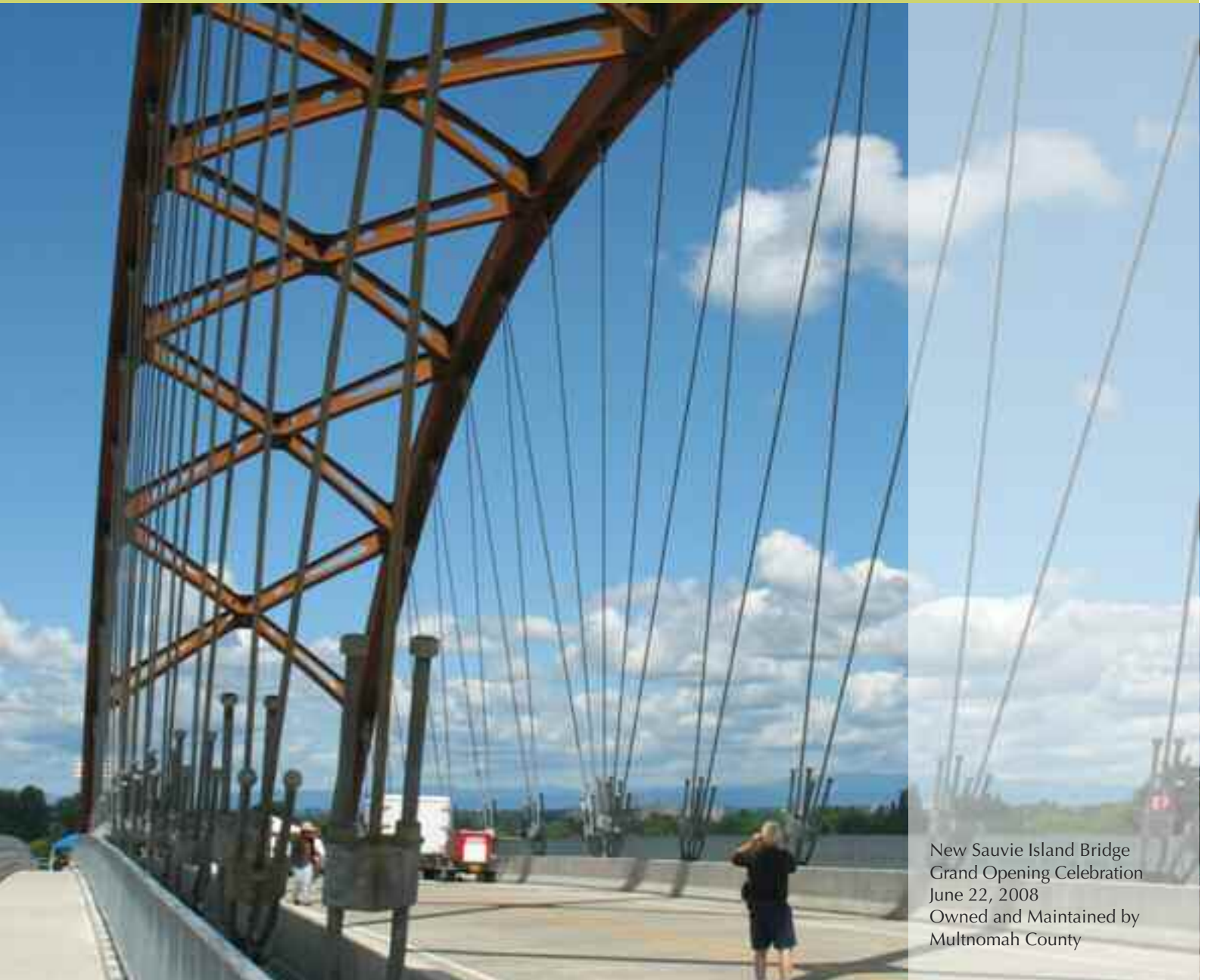




**MULTNOMAH
COUNTY**

CENTRAL PROCUREMENT & CONTRACT ADMINISTRATION
ANNUAL REPORT

Fiscal Years | 2007/2008



New Sauvie Island Bridge
Grand Opening Celebration
June 22, 2008
Owned and Maintained by
Multnomah County

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MESSAGE FROM THE CHAIR



Each year Multnomah County spends millions of dollars on goods and services. Central Procurement and Contract Administration (CPCA) is charged with ensuring that our purchasing practices best support the long-term interests of the County and its residents. This includes evaluating the economic, social, and environmental impacts of the purchases we make.

The new CPCA initiatives outlined in this report promise significant gains in efficiency, service and responsiveness to our customers.

The County is responsible for a wide-range of services, including: public library system, public health system, mental health services, a wide-range of public safety services, after-school programs, and some of the Willamette River Bridges, among others. As stewards of the taxpayers money, we want to ensure that every dollar is spent wisely and fairly.

Currently, CPCA is involved in a number of service improvement efforts which address issues raised in recent audits. These include playing a central role in the Contracts Action Team which will recommend better ways of doing business, and leveraging the County's investment in our enterprise financial system to implement several e-business initiatives.

These improvements directly reflect my personal commitment to efficient spending and quality customer service to Multnomah County taxpayers as well as ensuring equitable participation and inclusion for our entire community.

I want to thank CPCA staff for their leadership and innovation in creating numerous tools and policies in keeping with best practices. Their commitment to diversity and sustainability, responsible and equitable spending, and to quality service is commendable and greatly appreciated.

Ted Wheeler,

A handwritten signature in black ink that reads "TED WHEELER". The signature is written in a cursive, slightly stylized font.

Multnomah County Chair

MESSAGE FROM THE ACTING MANAGER

As procurement professionals, we are dedicated to an all-encompassing value-added function in which contract administration, contract compliance, customer service, sustainability and diversity all play important roles. In CPCA, we are committed to open, fair, competitive purchasing processes; we continually seek new tools and best practices to achieve the best value for Multnomah County.

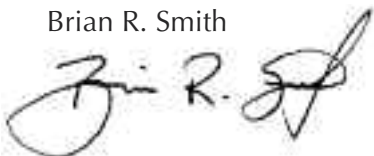
Over the past two years, we have completed a profound transformation in our approach to the work we do for the County. CPCA has made significant progress in making it easier for vendors to do business with Multnomah County. We have trained departments to create their own Purchases Orders, greatly reduced the time required for contract review and processing, received grant funding for a sustainability coordinator and restructured our Minority, Women, and Emerging Small Business program and outreach efforts.

While many improvements have already been implemented, CPCA is currently pursuing several initiatives that will improve the County's ability to administer contracts. CPCA will participate in the Contract Action Team to develop improvements in the County's contracting practices as well as numerous e-commerce initiatives that are underway. Our involvement in these efforts will ensure the County is actively implementing and promoting public purchasing best practices.

It is my pleasure and honor to work with skilled, dedicated and committed Staff—I am proud of their efforts. CPCA has emerged into an organization that is committed to continuous improvements in our policies, procedures, MWESB and sustainability efforts.

In the coming year, we look forward to implementing new initiatives in the areas of contract administration, finance administration and e-commerce. We will continue to leverage staff talent within CPCA and across departments, seeking innovations that deliver the best value for Multnomah County.

Brian R. Smith



Acting Manager



EXECUTIVE SUMMARY

Central Procurement and Contract Administration

Vision Statement

We are visible, accountable stewards of the public trust, sought out for our expertise and our ability to work in collaboration with our internal and external partners. Departments know that by partnering with Central Procurement and Contract Administration (CPCA), they will receive the highest level of customer service and retain vendors that offer the best value to the County. We continually seek out innovative ways to represent and serve Multnomah County.



CPCA Staff First Row: Kathi Braeme-Burr, Catherine Kwong, Nancy Walters
Second Row: Brian Smith, Lisa Emery, Pichai Patwichaichaoat, Alandria Taylor
Third Row: Jerry Jelusich, Paula Rickman, Rosie Bockowski, Lynne Waite, Robert Fields
Back Row: Barry Zimmerman, Sherry Taylor, Ken Scholes, Lawrence Russell

Building Vitality in the Marketplace

The CPCA team leads the County's efforts in building a stronger more vital contracting marketplace. Economic vitality requires an increased number of and a broader range of businesses that are able to bid on County projects and efforts. This report highlights initiatives that expand contract opportunities for businesses that include professional services, material and supplies, and construction.

The CPCA team supports County operations with an uninterrupted flow of materials and services. Multnomah County competitively procures materials and services, taking into consideration the best combination of price, quality and service.

CPCA staff administers County processes for purchase orders, bids and Requests For Proposals (RFPs) and performs analysis to determine if procedures can be improved upon. In addition, CPCA staff assists County users with information, training, and updates for the Public Contract Review Board (PCRB) Administrative Rules to ensure that all applicable laws, ordinances, administrative rules and policies are followed correctly. Local discretion is limited by ORS 279A-C (Oregon Revised Statutes' Public Contracting Code) and other applicable State of Oregon Purchasing laws and contract conditions required by federal and state funding sources.

Products and Services Purchased by Multnomah County

CPCA staff members work on diverse contracts and contracting efforts throughout the year. CPCA staff supports departments county-wide to purchase products and services in construction, health and human services, materials, and non-professional and professional services. These products and services are competitively bid and purchased through contracts, requests for proposals and purchase orders that may include:

- **Adult foster care**
- **Food services for correctional facilities**
- **Bridge improvements**
- **Dental lab services**
- **Translation services**
- **Office supplies**
- **Mental health services**
- **Residential services**
- **Building maintenance and improvements**
- **Software services and licenses**

Samples of services purchased and provided by Multnomah County during fiscal year 2007 (July 1, 2006 to June 31, 2007) and fiscal year 2008 (July 1, 2007 to June 31, 2008) are presented in this report.

Services Provided by Multnomah County

Mobile Medical Clinic



Services Provided by Multnomah County



Laboratory services are provided for nine health clinics throughout the County.

Main Laboratory for the County's Health Department



Services Provided by Multnomah County



There are more than 580 adult foster care providers throughout the county.
Adult Foster Care Clients: (from left to right) Genevieve E. Pinckard, Mary Alice Gebhart and Lenora Zimmerman



Aging and Disability Services

Services Provided by Multnomah County



Nursing Consultation,
Technical Assistance and Training

Rosalyn Crocker, RN (left)
Community Health Support RN

Maria Zea (right)
Owner
Mt. Scott Adult Care Home



Translators providing individual assistance in Burmese, Arabic, Spanish, Karen, Nepalese and Russian for clients.

Services Provided by Multnomah County



Animal Services - Animal Shelter Cattery

Roughly 175 cats and dogs are rescued, cared for, adopted and placed into foster homes each week.



Information Technology Services

Services Provided by Multnomah County



East County Health Clinic and Pharmacy
Between 150 to 200 patients are served each day.



Services Provided by Multnomah County



Senior Meals
Loaves and Fishes Center

Feng Shizhen (left)
Volunteer

Mary Langman (center)
Center Manager

Yen Bee (right)
Asian Outreach Specialist



Each day 20 to 75 seniors come for meals.

Services Provided by Multnomah County

A wide-range of services are provided at 17 libraries throughout Multnomah County.



Gresham Library



North Portland Library



Holgate Library



Fairview-Columbia Library

Minority, Women and Emerging Small Business Program (MWESB)

Background:

In 1996, the County, along with other jurisdictions, received the results of a Disparity Study which examined construction contracting practices. In response to that study, the County, in collaboration with the City of Portland, adopted a number of contract initiatives to increase opportunities for women and minority contractors to participate in County construction contracts.

Multnomah County's MWESB program was developed to promote diversity and equal access for businesses seeking to sell goods and services to the County. These programs include:

Good Faith Effort Program

Good Faith Effort (GFE) requirements apply to construction projects expected to total more than \$200,000. Prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their GFE to award contracts to MWESB firms. The GFE program requires prime contractors to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon's list of MWESB contractors for each separate division of work and to advise the MWESB's of subcontracting opportunities.

Sheltered Market Program

The Sheltered Market Program was established for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, DBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.



Various Multnomah County projects during construction.

Workforce Hiring and Training Program

The goal of the Workforce Hiring and Training Program is to increase the number of women and minorities in the construction trades through apprenticeship opportunities on Multnomah County projects.

Technical Assistance Program

The Technical Assistance Program is designed to provide Minority, Women and Emerging Small business owners and their employees with various opportunities to participate in training and services. The program is intended to ensure longevity and success of MWESB firms in the regional construction industry.

Qualified Rehabilitation Facilities (QRF)

State of Oregon Product of Disabled Law (ORS 279.835-279.855) governs the purchases of goods and/or services from QRFs. The law directs public entities to “further encourage and assist disabled individuals to achieve maximum personal independence through useful and productive gainful employment by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing their dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization.” Multnomah County encourages the use of QRFs whenever possible.

Central Library Eco Roof



With 17,000 plants and grasses, the new roof is expected to cut energy costs by 50 percent in the winter and 6 to 8 percent in the summer. The 7,200-square-foot green space received funding from two grants.

Community Partnering

Creating and maintaining partnerships is a vital component of CPCA's outreach efforts. CPCA staff members serve on numerous committees and participate in a wide-range of organizations including:

African American Chamber of Commerce
Asian American Business Alliance
Hispanic Metropolitan Chamber of Commerce
Minority Business Opportunity Council
Native American Chamber of Commerce
National Association of Minority Contractors
National Institute of Governmental Purchasing
Oregon Association of Minority Entrepreneurs (OAME)
Oregon Public Purchasing Association
Philippine Chamber of Commerce
Small Business Advisory Council

Throughout the year, CPCA staff members attend various events as community partners.



OAME Annual Trade Show at the Oregon Convention Center.



Asian American Business Alliance Quarterly Meeting at the Portland Classical Chinese Garden.



Native American Chamber of Commerce Luncheon at Native American Youth and Family Center.



Hispanic Metropolitan Chamber of Commerce Annual Employment and Contracting Trade Show at the Oregon Convention Center.

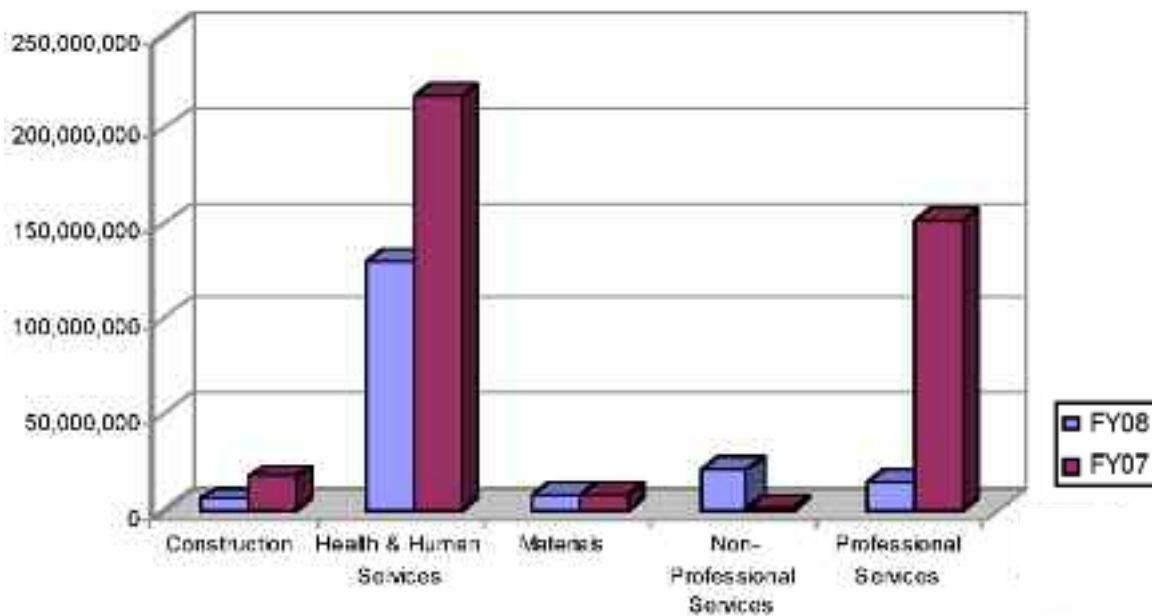
Performance Measures

Over the last two years, CPCA staff have supported departments county-wide to purchase products and services in construction, health and human services, materials, non-professional services, and professional services. CPCA staff worked with departments and vendors to execute 1,050 contracts with a total value of \$583,918,449. In addition, CPCA staff also processed thousands of contract renewals and amendments.

In fiscal year 2007, the County awarded 541 contracts valued at a total amount of \$400,695,303. In comparison, during fiscal year 2008 the County awarded a total of 509 contracts valued at \$183,223,146. Due to the wide range of products and services purchased by the County across departments, contract awards may cover multiple fiscal years (up to five years). While the number of contracts awarded is more consistent between fiscal years, contracts awarded over multiple fiscal years greatly affected the dollars awarded between fiscal years.

During fiscal year 2007 and 2008, the County purchased the largest amount of products and services in the area of health and human services, totaling 60% of all dollars awarded. In contrast, the County awarded only four percent in the area of construction.

Contract Dollars Awarded by Type of Purchase



Since CPCA's last Annual Report, we have re-structured our data collection processes and implemented new data tracking and measurements within our existing software systems. Now CPCA reports all payments made to MWESB vendors by Multnomah County. Contracts with Government agencies, non-profit organizations and utility companies are no longer counted against MWESB opportunities. Our new format for reporting contracts and payments awarded is reflected in the charts on page 17 and will be included in upcoming reports.

Prime Contract Awards

FY08 Contract Awards	# of Contracts	% of Contracts	\$ Awarded	% of \$ Awarded
Minority Business Enterprise	12	10.0%	\$ 871,968	4.0%
Women Business Enterprise	11	9.2%	\$ 527,622	2.4%
Emerging Small Business	12	10.0%	\$ 1,257,153	5.7%
Minority, Women, Emerging Small Business Total	35	29.2%	\$ 2,656,743	11.1%
Non-Minority, Women, Emerging Small Business	85	70.8%	\$ 19,312,333	87.9%

FY07 Contract Awards	# of Contracts	% of Contracts	\$ Awarded	% of \$ Awarded
Minority Business Enterprise	12	6.6%	\$ 1,317,381	4.9%
Women Business Enterprise	6	3.3%	\$ 558,342	2.0%
Emerging Small Business	8	4.4%	\$ 1,493,592	5.4%
Minority, Women, Emerging Small Business Total	26	14.3%	\$ 3,369,315	12.3%
Non-Minority, Women, Emerging Small Business	158	85.7%	\$ 24,092,868	87.7%

QRF and MWESB Contract Awards

FY08 Contract Awards	# of Contracts	\$ Awarded	FY07 Contract Awards	# of Contracts	\$ Awarded
Qualified Rehabilitation Facilities	6	\$ 15,770,283	Qualified Rehabilitation Facilities	9	\$ 15,590,088
Minority, Women, Emerging and Small Business and Qualified Rehabilitation Facilities	41	\$ 18,472,027	Minority, Women, Emerging and Small Business and Qualified Rehabilitation Facilities	33	\$ 18,795,804

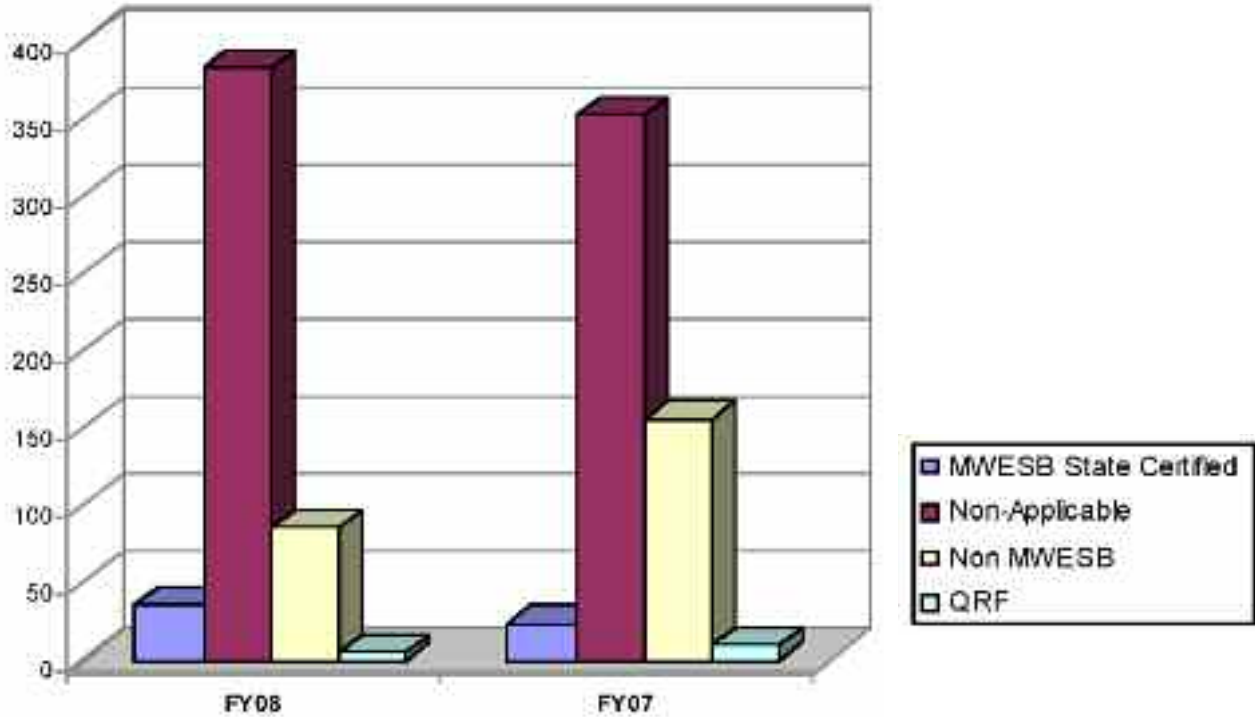
Non-Applicable Awards

Vendors considered non-applicable to MWESB reporting include government agencies, non-profits, utilities and scopes of work and services that are unavailable for MWESB certification by the State of Oregon.

FY08 Contract Awards	# of Contracts	\$ Awarded
Non-Applicable	383	\$ 145,483,770

FY07 Contract Awards	# of Contracts	\$ Awarded
Non-Applicable	352	\$ 357,643,029

Contract Awards



Once a purchase has been approved, the County has a number of options for paying vendors. Each payment option is designed to best meet the needs of the County as well as individual vendors. Payment options include, but are not limited to, purchase orders, direct payments and limited purchase orders.

CPCA staff implemented a number of process improvements to track actual payments made to MWESB vendors for products and services in construction, health and human services, materials, non-professional services and professional services.

The payments reflected in the charts on page 19, include the payments methods listed above as well as contract payments. Reporting on all payment methods provides a more complete summary of results achieved by the County’s efforts to conduct business with MWESB vendors.

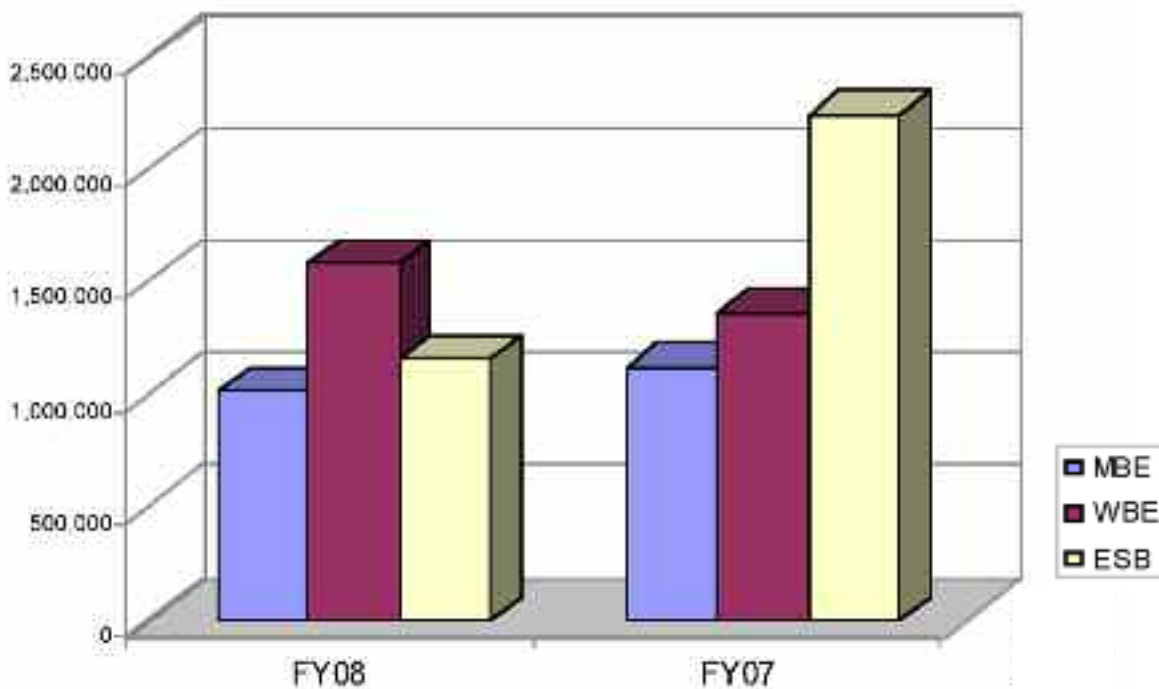
The County’s focus on the utilization of MWESB vendors is showing results. Over the past two years the County made total payments to MWESB vendors for a total of \$8,502,221. During fiscal year 2007 the County made payments to 100 MWESB vendors totaling \$4,729,723. In fiscal year 2008, the County made payments to 97 MWESB vendors totaling \$3,765,610. Despite a significant drop in the total contract dollars awarded by the County between fiscal year 2007 and fiscal year 2008, by 54% and over \$217 million dollars, payments to MWESB vendors held strong.

A detailed listing of payments made to MWESB vendors is located in Appendix 2.

Total Payments to MWESB Firms:

Payments to:	FY08 Amount Paid	%	Number of Vendors	%	FY07 Amount Paid	%	Number of Vendors	%
MBE	\$ 1,020,755	27.1%	26	26.8%	\$ 1,123,606	23.7%	24	24.0%
WBE	\$ 1,583,731	42.0%	38	39.2%	\$ 1,369,169	28.9%	45	45.0%
ESB	\$ 1,161,124	30.8%	33	34.0%	\$ 2,243,836	47.4%	31	31.0%
Total	\$ 3,765,610		97		\$ 4,736,611		100	

Payments Made to MWESB Vendors



CPCA Achievement Highlights:

During the last two years CPCA made significant progress in making it easier for vendors to do business with Multnomah County. Also, we implemented Best Practices and numerous sustainability initiatives. To illustrate these improvements, some examples are provided below.

Contract Processing Time Improvements

The time it takes CPCA staff members to review and return contracts submitted by departments improved dramatically in Fiscal Year 2007. In prior fiscal years, the average time was typically more than twenty days. Through cross-training, redistribution of workload, and stronger planning efforts with departments, CPCA staff made changes so that by the end of the year, 88% of contracts were processed in ten days or less. In fiscal year 2008, CPCA staff processed close to 1000 contracts, renewals and amendments with 96% processed in less than ten days.

Improved Process Saves Paper

The County's new electronic insurance process, implemented in January 2008, is an unqualified success. Risk Management continues to receive inquiries from agencies who have heard about our process and look to it as a best practice. The process uses tools owned by the County and enables us to manage the insurance coverage on more than 1000 contracts. Before this project, vendors doing business with multiple departments were frequently required to provide numerous insurance certificates. Now these same vendors provide only one electronic copy. This reduces the contract processing time, paper use, and multiple requests to vendors for insurance certificates and achieves greater consistency of insurance requirements and coverage for our vendors.

Utilization of New Tools Adds Value

Formal procurements leverage competition in the marketplace to deliver the best value for taxpayer's dollars. CPCA completes approximately 50 of these procurements each year. Skilled and dedicated CPCA staff members continually seek new tools to achieve a better value for taxpayer dollars. CPCA implemented a multiple step procurement process to allow many factors including usability, compatibility with existing systems, expandability, system currency as well as cost to award a contract. CPCA conducted several multiple step procurements during the last year with considerable success.

Project Portfolio Management System

Benefits:

- Determined a wide spectrum of products that are available in the marketplace. The multi-step procurement process provided the County with the best options available.
- Increased participation of staff members who would be using the system to provide input on its design and most desired features.
- Received eight proposals; the County was able to choose the best vendor solutions.
- Saved \$200,000 under the projected project cost, while at the same time receiving the greatest value in design and usability.

Electronic Health Records System

Benefits:

- Department staff had a large role in designing a product that would best meet their needs in every possible way.
- 90% of end users in the department participated in some aspect of creating the product request.
- Saved \$180,000 under the projected project cost, while at the same time receiving the greatest value in usability and system compatibility.

Sustainable Purchases Maximized in Departments

The Sustainability Program, Facilities and Property Management and CPCA worked on a number of initiatives to promote sustainable purchases and products.

- Lamps

During 2007, Facilities and Property Management and the Sustainability Program worked together to adopt a Low-Mercury Lamp Policy. As a result, the County is working with the City of Portland and the State of Oregon's Department of Administrative Services to create a contract for lamps which have low amounts of mercury.

- Furniture Recycling Services

Used office furniture was a persistent problem and contributed to the County's waste stream. The County developed a contract for furniture refurbishment and recycling services that is now available for other local governments to utilize. As a result, 36 tons of used furniture was collected from County facilities in 2007 for refurbishment or recycling.

- Biodiesel Fuels

In 2002, the County's diesel fleet began using a blend of biodiesel fuel. During 2008, the County purchased 4,408 gallons of biodiesel fuel. In addition, the County chose to purchase ultra-low sulfur diesel in advance of the national requirement slated for 2010.

- Laundry services

A Sustainable Procurement Strategy Team recommended that the County and the City of Portland consider sustainability in their contracts for uniform laundering services. As a result, green specifications have been included in recent procurements for these services during 2008.

- County's First Sustainable Purchasing Coordinator

During 2008, CPCA was awarded a grant to host a full-time AmeriCorps member in the 2008-2009 academic year. The Sustainable Purchasing Coordinator will: develop a new Sustainable Purchasing Policy; inspire collaboration with other local government purchasers in the Portland area to leverage public dollars and promote sustainable markets; promote opportunities for sustainable purchasing in the community among local vendors and develop and implement the County's sustainable purchasing policies.

New MWESB Tools and Strategies

As part of the County's commitment to provide opportunities for MWESB firms, CPCA and Facilities & Property Management implemented new tools and strategies in keeping with best practices. During February of 2008, Multnomah County solicited Construction Management General Contractor (CMGC) bids on the East County Justice Center. The solicitation process required CMGC proposers to provide examples of past performance of MWESB utilization on projects, as well as detailed MWESB sub-contracting plans. The MWESB sub-contracting plans required specific strategies, methods and measurements for MWESB utilization during the design phase of the project and during construction. In addition, 15% of the total points available for selection were assigned to MWESB utilization and outreach. Implementing these best practices proved enormously successful; CMGC proposers submitted detailed MWESB sub-contracting plans and outreach efforts.

In the coming year, MWESB program staff will actively support Facilities & Property Management and the winning proposer to ensure maximum utilization of MWESB vendors throughout the project.

MWESB Highlights:

While the County's overall budget and contracting awards significantly dropped from fiscal year 2007 to fiscal year 2008 from \$400,695,303 to \$183,223,146, MWESB prime contracts awards actually increased. MWESB participation increased from 14.3% of contracts awarded in fiscal year 2007 to 29.2% of contracts awarded in fiscal year 2008. This is a significant increase in MWESB participation; during this period, the County awarded \$217,472,157 and 54.3% less in contract dollars.

The increase of participating MWESB vendors is due largely to the implementation of additional outreach efforts to potential new MWESB vendors. Some of these efforts included prior notification of pre-bid meetings, attendance at pre-bid meetings and attendance at various tradeshow and community events. In addition, Facilities & Property Management staff members directly contacted and solicited bids from 271 MWESB vendors. This included smaller contracts in construction ranging from \$5,000 to \$75,000 and material contracts up to \$150,000. Additionally, department staff County-wide actively contacted MWESB vendors for opportunities in the \$5,000 to \$150,000 range.

During fiscal year 2007 and 2008, the County made payments to MWESB vendors totaling \$8,502,221. Overall, we have increased Minority, Women and Emerging Small Business utilization during a time of budget reductions.

MWESB PARTNERS

Minority Business Enterprise Partner Reyes Engineering, Inc.



“We appreciate Multnomah County for their never-ending support of small business. Small businesses make up more than 80% of all businesses in the United States. Historically, Multnomah County has done a great job in providing opportunities for small business that in turn provide economic stimulus for our region. We are proud of Multnomah County’s High Performance Green Building Policy which allows our firm to live its mission that environmentally responsible approaches to engineering are essential in sustaining our natural resources.”

Flaviano V. Reyes, Jr., P.E.
President
Reyes Engineering, Inc.
MBE

Women Business Enterprise Partner Canham Construction, LLC



Mike Crank

Judge Henry Kantor

Tina Canham

"The painting was completed in close-to-record time without interruption to any court proceedings. The overall look and feel of the courtroom is brighter-I view this as a complete success."

Judge Henry Kantor
Multnomah County Circuit Court

"Painting the interior of The Multnomah County Courthouse has been a wonderful experience for my company. I would like to thank Multnomah County for giving me and my company the opportunity to grow. I can honestly say that from every aspect of working with Mike Crank, David Laney and Warren Grey at Multnomah County Facilities and Property Management has exceeded my expectations! I look forward to working with them in the future!"

Tina Canham
President
Canham Construction, LLC
WBE

"It has been a pleasure to work with Tina. She is a quality contractor, conscientious about her work and her employees. Tina is precise in what she does and she takes a lot of pride in her work. We want her to succeed. Working with Tina has been a quality partnership. We want everyone to succeed, in this way the County succeeds."

Mike Crank
Property Manager
Facilities & Property Management

Minority Business Enterprise Partner Bill Suell Painting



Bill Suell

Larry Whitney

"I applaud Multnomah County for their efforts to provide opportunities to MWESB firms. Working on County projects has assisted me in growing my business and I have really enjoyed the opportunity to work with Larry Whitney. I look forward to working on more Multnomah County projects in the future."

Bill Suell
President
Bill Suell Painting
MBE

"Bill Suell is a great contractor to work with—timely, professional, and accommodating of our schedule needs."

Larry Whitney
Property Manager
Facilities & Property Management

Women Business Enterprise Partner Tri Phase Electric Supply Co., LLC



Linda Newby

“Multnomah County has been a leader in the ‘Going Green’ movement. Every lighting upgrade we’ve managed for them has had a ‘guaranteed’ return on their investment. They have shown a level of commitment to reduce energy costs while increasing light levels resulting in a safer, more productive work environment.

We have had a great working relationship with the Multnomah County staff. Nils Bittner, Jon Schrozberger, Brent Bjork, Ken Kappler, Mike Crank, Don Novak, Clark Jurgemeyer and Peter Tyron have been driving forces in installing state of the art, energy efficient lighting systems in numerous facilities. We have the same things in common, ‘saving energy’ and recycling wherever possible and making more earth friendly decisions to reduce our impact on our environment.

It's always a pleasure working with all of your staff and we thank Multnomah County for all of their support over the years.”

“Tri Phase has consistently provided us with prompt, timely and exceptional service. We have enjoyed our professional relationship with Tri Phase.”

Don Novak
Supervising Lead Engineer
Facilities & Property Management

Linda Newby
Owner
Tri Phase Electric Supply Co., LLC
WBE

**Minority Business Enterprise Partner
Professional Minority Group, Inc.**



Rosa Martinez

“We have really enjoyed working on County projects. It has been a great opportunity for our company and it has opened the door for us with other cities and counties. We appreciate the County’s commitment to diversity and small businesses.”

**Rosa Martinez
President
Professional Minority Group, Inc.
MBE**

“Professional Minority Group (PMG) has always performed requested work in a timely and professional manner. I would not hesitate to hire or request a bid from PMG for upcoming asbestos abatement needs.”

**Michael McBride
Lead Project Manager
Facilities & Property Management**

Women Business Enterprise Partner

Oh's planning + design



Deb France

“We have structured ourselves as a value-based firm with an emphasis on people, the environment and community. Multnomah County shares our values. We have enjoyed our relationship with the County as part of our on-call service agreement. We appreciate the County’s commitment to support diversity in their contracting.”

Deb France
Principal
Oh's planning + design
WBE

Minority Business Enterprise Partner Calrton Hart Architecture



William Hart

"We truly appreciate the County's leadership and integrity in sustainable practices. Over the years Multnomah County has demonstrated its commitment and concern for livability, cost effectiveness and sustainable design. As a result we've developed a strong relationship with the County – our core values, purpose and mission are very much in alignment. Consequently, we look forward to contributing on future sustainable projects that bring value to our community."

**William Hart, AIA
Founder/Principal
Carleton Hart Architecture
MBE**

"Multnomah County Facilities has had a very successful relationship with Carleton Hart Architecture over many years. Their commitment to sustainability and addressing the concerns of the County can not be overstated. Working with Bill Hart and Brian Carleton on the two eco-roof projects has been a highlight of my project management career at the County."

**Alan Proffitt
Lead Project Manager
Facilities & Property Management**

Emerging Small Business Partner Taft Painting, Inc.



Ryan Taft

"I have appreciated the opportunity to bid on County projects; it is great to be a part of making Portland look better."

Ryan Taft
Co-owner
Taft Painting, Inc.
ESB

"Ryan has done great work for us. He's punctual, responsive and ahead of schedule. His quality of work is reflected in the outcome of the painting services he provided on the exterior of the Gregory Heights Library. It has been a pleasure to work with Taft Painting, Inc."

Mike Andersen
Property Manager
Facilities & Property Management

**Minority Business Enterprise Partner
Bouillon Engineering Oregon**



Stacey Lin

“Since the mid-’90s, we have worked on many County projects associated with complex and challenging issues. We are proud of the cost effective and energy efficient design solutions we have provided for these projects. We truly appreciate the opportunity to contribute to the County’s facility, construction and maintenance efforts, along with many dedicated and professional County staff.”

**Stacey Lin, P.E., M.S.
Principal
Bouillon Engineering Oregon, LLC
MBE**

Emerging Small Business Partner Boiler and Combustion Service, Inc.



John Warren

“Multnomah County has been an important customer for us. The work we do for the County helps us keep our workforce employed full time. We appreciate the opportunity to assist Facilities and Property Management in maintaining the County's boiler systems.”

**John Warren, President
Boiler and Combustion Service, Inc.
ESB**

Minority Business Enterprise Partner Dirt & Aggregate Interchange, Inc.



“We think of the County as a partner in that each of us is committed to building the highest quality project, on-time and at the best price possible. Often we are able to think of different ways to do things that save the County and Dirt & Aggregate Interchange money. We have enjoyed the opportunity to work with the skilled and dedicated staff at the County, including Gregory Kirby, Brian Vincent and Harold Maxa; we look forward to our continued partnerships.”

**Henry Pelfrey, President
Dirt & Aggregate Interchange, Inc.
MBE**

PART II: PCRB & ORS REPORTING

Special Reporting

FY 2008

This part of the report contains information pursuant to the following Public Contract Review Board Rules:

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

There were none in FY 2008.

- **Section 20-0025 (e)**
A listing of Contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class II personal service Contracts governed by Administrative Procedure PUR-1 for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
B08-9316	Printing, Processing and Production of Voter Pamphlets on a Requirements Basis	Pending	Pending		
P08-9374	Family System's Advocate and Parent Support	National Alliance for Mental Illness (NAMI)	4600006975	1/1/08-6/30/10	\$228,000
P08-9439	Dental Laboratory Services on a Requirements Basis	Artisian Dahlin Dental Supplies	4600006384	4/1/08-3/31/08	\$215,000

Special Reporting

FY 2007

The following information is provided pursuant to the Public Contract Review Board Rules indicated below:

- Section 20-0025 (d)

A listing of contracts awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid.

There were none in FY 2007.

- Section 20-0025 (e)

A listing of Contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class II personal service Contracts governed by Administrative Procedure PUR-1 for which only one bid or proposal was received.

ID NUMBER	DESCRIPTION	VENDOR	CONTRACT NUMBER	DATES	AMOUNT
P06-8689	Inter-City Winter Services for Homeless Families	YWCA Inc.	4600005938	7/1/06-6/30/07	\$ 608,982
P06-8813	HIV Prevention for Highest Risk Men Who Have Sex With Men	Cascadia AIDS Project	4600006334	10/1/06-6/30/07	\$ 516,000
B06-8903	Corbett Hill Road Viaduct Replacement	C A Carey Corp.	4600006246	7/18/06-6/15/07	\$1,069,245
P06-8976	Restorative Justice Services	Resolutions NW	4600006317	10/1/06-6/30/11	\$ 607,587
B07-9097	Fuels: Gasoline, Low Sulfur Diesel and Heating Oil on a Requirements Basis	Don Thomas Petroleum Inc.	4600006455	1/1/07-12/31/11	\$5,000,000
P07-9211	MCHD HIV Early Intervention Services	Cascadia AIDS Project	4600006508	2/7/07-2/29/08	\$ 446,465

Sheltered Market Program Report and Evaluation

The following information is provided pursuant to Public Contract Review Board Rule Section 60-0060 (9) which requires the CPCA Manager to prepare a report which provides an evaluation of the Sheltered Market Program. This report shall include a recommendation on whether the program should be continued.

Sheltered Market Program Evaluation

The Sheltered Market Program (SMP) is designed to improve and build the capacity of the State of Oregon certified MWESB firms to compete in the regional construction industry's open market at a prime contracting level. Firms selected to participate in the SMP receive a complete business assessment, and no-cost technical assistance, training and classes as needed.

Multnomah County's SMP is administered by the City of Portland, in partnership with the Portland Development Commission and The Housing Authority of Portland. Public Works contracts to be included in the SMP are selected by the CPCA Manager from projects estimated at the time of bidding up to \$250,000 or less in accordance with the County's PCRB rules. There must be at least three qualified SMP contractors available to perform the scope of work required by the contract. Contracts not deemed appropriate for the SMP are bid in the open market.

The following information is provided pursuant to ORS 279C.355:

FY 2008 - There were no contracts included in the SMP.

FY 2007 - Two contracts were included in the SMP.

Project Name: NE Marine Drive Culvert Installation at Arata Creek
Bid Number: B06-8978
Contractor: C&W Grading, Inc.
Contract Number: 4600006219
Construction Dates: July 12, 2006 to June 30, 2007
Original Cost Estimate: \$85,000 to \$110,000
Contract Amount: \$82,176
Final Project Cost: \$82,176
Number of Change Orders: 2
Change order #1: Time extension for contract end date from 10/31/06 to 11/29/06
Change order #2: Time extension for contract end date to 12/31/0; contract end date then changed to 6/30/07 for payment processing.

Project: NE 235th Avenue/NE Village Drain Improvement
Bid Number: B07-9234
Contractor: Universal Excavation Contractors, Inc.
Contract Number: 4600006789
Construction Dates: June 4, 2007 to September 30, 2007
Original Cost Estimate: \$70,000 to \$90,000 No guaranteed maximum price
Contract Amount: \$74,733
Final Project Cost: \$73,696
Number of Change Orders: None

Recommendation

The County is committed to providing MWESB firms with prime bidding opportunities. The Sheltered Market Program (SMP) and its projects are important efforts to ensure a broad pool of MWESB prime contractors. It is CPCA's Acting Manager's recommendation to continue with the SMP and SMP projects.

Contracts Summary

The following information is pursuant to PCRB Rules 20-0025 (a) & (c) which require an index of contracts, contract price and contractors, as well as, a summary of contract totals by County departments for the prior and current year.

In fiscal year 2008, Multnomah County awarded a grand total of \$183,233,146 in contracts in FY08. The awarded amounts represent the total value of all contracts that have a start date between 7/1/07 and 6/30/08. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by county department for FY08:

FY 2008 Department	FY08 Awarded Amount
Community Justice	\$ 3,145,742
Community Services	\$ 4,628,526
County Human Services	\$ 122,042,710
County Management	\$ 38,798,975
District Attorney	\$ 554,731
Health	\$ 9,529,672
Library	\$ 751,770
Non-Departmental	\$ 675,689
School/Community Partnerships	\$ 904,650
Sheriff's Office	\$ 2,190,677
Totals	\$ 183,223,146

In fiscal year 2007, Multnomah County awarded a grand total of \$400,695,303 in contracts. The amounts awarded represent the total value of all contracts that have a start date of between 7/1/06 and 6/30/07. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The table below summarizes contract award totals by County departments for FY07:

FY 2007 Department	FY07 Awarded Amount
Community Justice	\$ 18,776,322
Community Services	\$ 23,443,032
County Human Services	\$ 172,910,722
County Management	\$ 155,725,328
District Attorney	\$ 244,538
Health	\$ 6,903,634
Library	\$ 80,050
Non-Departmental	\$ 818,384
School/Community Partnerships	\$ 20,796,654
Sheriff's Office	\$ 996,649
Totals	\$ 400,695,303

PART III: APPENDIX

Appendix 1 Contract Awards to MWESB and QRF Firms

FY 2008

Contract #	Vendor Name	Amount	MWESB Certification Status
4600006903	BOILER & COMBUSTION SVCS INC	\$ 150,000	ESB
4600006970	COLLINS MECHANICAL INC	\$ 154,422	ESB
4600006851	COREY DAVID M PHD PC	\$ 150,000	ESB
4700000108	DONKIN CONSTRUCTION CO	\$ 450,000	ESB
4600006973	EUROPEAN SECURITY	\$ 21,995	ESB
4600007088	EUROPEAN SECURITY	\$ 41,550	ESB
4600006799	NEWBERRY ENTERPRISES INC	\$ 39,374	ESB
4600006798	R H HEATING & COOLING INC	\$ 36,350	ESB
4600007024	RIVER CITY GLASS	\$ 150,000	ESB
4600007051	SBS CONSTRUCTION LLC	\$ 31,800	ESB
4600007037	TAFT PAINTING INC	\$ 12,427	ESB
4600007164	TAFT PAINTING INC	\$ 19,235	ESB
4600007134	AFFORDABLE ELECTRIC INC	\$ 28,005	MBE
4600006856	APPLEXUS TECHNOLOGIES INC	\$ 78,620	MBE
4600006924	BENGE CONSTRUCTION COMPANY	\$ 41,862	MBE
4600006797	BOANERGES GROUP LLC	\$ 32,673	MBE
4600007331	BOUILLON ENGINEERING OREGON LLC	\$ 9,999	MBE
4600006987	BOURKE CONSTRUCTION INC	\$ 229,000	MBE
4600006600	GREEN TRANSPORTATION CO LLC	\$ 64,050	MBE
4600007272	GREEN TRANSPORTATION CO LLC	\$ 24,000	MBE
4600006873	KRISTIN LENSEN CONSULTING	\$ 13,760	MBE
4600006952	KRISTIN LENSEN CONSULTING	\$ 50,000	MBE
4600006852	KRISTIN LENSEN CONSULTING	\$ 150,000	MBE
4600006932	KRISTIN LENSEN CONSULTING	\$ 150,000	MBE
4600007212	ACCESS SERVICES NORTHWEST	\$ 3,450	WBE
4600007020	BREMER KAMALA	\$ 15,000	WBE
4600006961	BREMER KAMALA	\$ 37,500	WBE
4600007131	CANHAM CONSTRUCTION LLC	\$ 101,900	WBE
4600007353	CORNYN FASANO GROUP THE	\$ 15,900	WBE
4600007026	EPIC LAND SOLUTIONS INC	\$ 9,705	WBE
4600007359	FOX ARCHITECTURAL SIGNS INC	\$ 50,000	WBE
4600006988	KENNEY LORI	\$ 24,850	WBE
4600006906	TRI PHASE ELECTRIC	\$ 6,067	WBE
4600007050	TRI PHASE ELECTRIC	\$ 145,000	WBE
4600007011	TRI STAR DETENTION INC	\$ 118,250	WBE
4600006586	DE PAUL TREATMENT CENTERS INC	\$ 681,488	QRF
4600006656	DE PAUL TREATMENT CENTERS INC	\$ 2,593,759	QRF
4600006948	DEPAUL INDUSTRIES	\$ 4,259,594	QRF
4600007166	PORT CITY DEVELOPMENT CTR	\$ 338,549	QRF
4600007010	PORTLAND HABILITATION CENTER INC	\$ 3,935,577	QRF
4600007162	PORTLAND HABILITATION CENTER INC	\$ 3,961,317	QRF
	Total	\$ 18,427,027	

Appendix 1 Contract Awards to MWESB and QRF Firms

FY 2007

Contract #	Vendor Name	Amount	MWESB Certification Status
4600006019	GREEN TRANSPORTATION CO LLC	\$ 25,100	MBE
4600006067	CARLETON/HART ARCHITECTURE PC	\$ 425,000	MBE
4600006439	BOURKE CONSTRUCTION INC	\$ 441,480	MBE
4600006319	KRISTIN LENSEN CONSULTING	\$ 20,250	MBE
4600006345	KRISTIN LENSEN CONSULTING	\$ 17,250	MBE
4600006522	KRISTIN LENSEN CONSULTING	\$ 13,200	MBE
4600006595	KRISTIN LENSEN CONSULTING	\$ 26,501	MBE
4600006306	FRAMEWORK LLC.	\$ 150,000	MBE
4600006339	GARRISON VALERIE	\$ 10,000	MBE
4600006784	MANDA BECKETT DESIGN	\$ 25,000	MBE
4600006039	EASTSIDE INSULATION INC	\$ 48,142	WBE
4600006658	PASSPORT TO LANGUAGES	\$ 15,200	WBE
4600006804	AXIS PERFORMANCE ADVISORS INC	\$ 5,000	WBE
4600005990	TEAM HR LLC	\$ 25,000	WBE
4600006510	JUST IN TIME TRAINING	\$ 40,000	WBE
4600006064	OH PLANNING + DESIGN LLC	\$ 425,000	WBE
4600006069	LGA ARCHITECTURE	\$ 425,000	ESB
4600006219	C&W GRADING INC	\$ 82,176	ESB
4600006341	BOILER & COMBUSTION SVCS INC	\$ 66,033	ESB
4600006344	C&W GRADING INC	\$ 97,724	ESB
4600006379	CEDAR MILL CONSTRUCTION CO LLC	\$ 288,235	ESB
4600006495	TAP RESOURCES	\$ 12,000	ESB
4600006789	UNIVERSAL EXCAVATION	\$ 74,733	ESB
4600006438	COLLINS MECHANICAL INC	\$ 447,691	ESB
4600006143	DEPAUL INDUSTRIES	\$ 522,486	QRF
4600006157	PORT CITY DEVELOPMENT CTR	\$ 1,403,628	QRF
4600006132	CHESTNUT LANE ASSISTED LIVING	\$ 247,892	QRF
4600006162	RAINBOW ADULT LIV/FAC	\$ 7,487,890	QRF
4600006185	MACDONALD RESIDENCE LIMITED	\$ 35,451	QRF
4600006248	DE PAUL TREATMENT CENTERS INC	\$ 2,550,301	QRF
4600006156	PORTLAND HABILITATION CENTER INC	\$ 394,690	QRF
4600006167	GOODWILL INDUSTRIES	\$ 805,354	QRF
4600006303	DEPAUL INDUSTRIES	\$ 2,142,396	QRF
	Total	\$18,472,035	

Appendix 2 Payments Made to MWESB Vendors

FY 2008

Vendor #	Vendor Name	Amount	MWESB Certification Status
50827	ADDISON GLOBAL INTERIORS INC	\$ 7,790	ESB
53331	ALL AMERICAN CONCRETE & CONSTRUCTION	\$ 10,132	ESB
52795	BLAZING STITCHES LLC	\$ 13,225	ESB
20262	BOILER & COMBUSTION SVCS INC	\$ 33,684	ESB
41295	BRENDAN RHONEY PAINTING	\$ 2,500	ESB
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 34,510	ESB
49048	CEDAR MILL CONSTRUCTION CO LLC	\$ 195,849	ESB
56027	COLLINS MECHANICAL INC	\$ 204,118	ESB
24180	COLONIAL SERVICE	\$ 2,560	ESB
41382	COLUMBIA GENERAL CONTRACTORS INC	\$ 81,485	ESB
24541	COMMUNICATIONS NW INC	\$ 130	ESB
44915	COREY DAVID M PHD PC	\$ 33,555	ESB
52171	CUSTOM IMPRINT	\$ 12,466	ESB
58153	DONKIN CONSTRUCTION CO	\$ 4,860	ESB
51383	DTS SYSTEMS INC	\$ 11,429	ESB
28468	EUROPEAN SECURITY	\$ 78,755	ESB
47898	GOHMAN MECHANICAL INC	\$ 2,298	ESB
50983	HOOD TO COAST RESTORATION INC	\$ 46,229	ESB
52298	JUST BUCKET EXCAVATING INC	\$ 10,117	ESB
23511	LGA ARCHITECTURE	\$ 5,793	ESB
20317	MCCOY PLUMBING INC	\$ 120	ESB
50603	MEP CONSULTING LLC	\$ 1,980	ESB
50233	NEWBERRY ENTERPRISES INC	\$ 20,818	ESB
20012	R H HEATING & COOLING INC	\$ 21,578	ESB
56071	RIVER CITY GLASS	\$ 29,168	ESB
53779	SBS CONSTRUCTION LLC	\$ 42,360	ESB
47345	STRYKER CONSTRUCTION INC	\$ 5,232	ESB
57872	TAFT PAINTING INC	\$ 37,547	ESB
22417	TANKS ELECTRIC	\$ 14,121	ESB
56795	UNIVERSAL EXCAVATION	\$ 73,696	ESB
57917	AFFORDABLE ELECTRIC INC	\$ 5,942	MBE
55108	APPLEXUS TECHNOLOGIES INC	\$ 242,100	MBE
57964	B&E TECH INC	\$ 17,899	MBE
22623	BENGE CONSTRUCTION COMPANY	\$ 41,861	MBE
56816	BOANERGES GROUP LLC	\$ 7,247	MBE
41603	BOUILLON ENGINEERING OREGON LLC	\$ 9,998	MBE
56028	BOURKE CONSTRUCTION INC	\$ 234,063	MBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 50,642	MBE
55519	CINDYS CONCRETE LLC	\$ 12,289	MBE
22297	DIRT/AGGREGATE INTERCHANGE INC	\$ 24,683	MBE
54334	ENSOFTEK INC	\$ 28,222	MBE
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 43,028	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 34,316	MBE
10421	IN LINE COMMERCIAL CONSTR INC	\$ 2,255	MBE
50970	KRISTIN LENSEN CONSULTING	\$ 158,791	MBE
46135	PACIFICMARK CONSTRUCTION	\$ 22,810	MBE

Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2008

Vendor #	Vendor Name	Amount	MWESB Certification Status
54004	PAPER CHASE RECYCLING SVCS INC	\$ 2,914	MBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 16,788	MBE
28203	PROMOTIONAL CONCEPTS	\$ 400	MBE
22423	SUELL BILLY W	\$ 9,350	MBE
24601	TRIAD TECHNOLOGY GROUP INC	\$ 29,136	MBE
22211	TURTLE MOUNTAIN CONSTR CO	\$ 870	MBE
20383	WACO SCAFFOLD CO INC	\$ 54	MBE
22213	ACCESS ABILITY INC	\$ 925	WBE
10579	ACCESS SERVICES NORTHWEST	\$ 2,465	WBE
41995	ALERT SAFETY SUPPLY	\$ 215	WBE
10431	AXIS PERFORMANCE ADVISORS INC	\$ 1,600	WBE
46028	BEATTY GROUP INTERNATL	\$ 250	WBE
23657	BREMER KAMALA	\$ 22,955	WBE
50688	CADENCE CONTRACT FLOORING LLC	\$ 15,351	WBE
58028	CANHAM CONSTRUCTION LLC	\$ 101,900	WBE
40890	CITY GRAPHICS	\$ 1,486	WBE
41159	CLASSIQUE FLOORS INC	\$ 32,542	WBE
40072	COFFEY LABORATORIES INC	\$ 25	WBE
10547	CORNYN FASANO GROUP THE	\$ 881	WBE
25719	CRITTER GITTER A DBA	\$ 51,000	WBE
21172	DYNAMIC SYSTEMS INC	\$ 960	WBE
57210	EPIC LAND SOLUTIONS INC	\$ 13,870	WBE
55358	EVEN FREE ADVERTISING SPECIALITIES	\$ 5,641	WBE
46048	FACILITIES PRO SOURCE INC	\$ 211	WBE
42867	FOX ARCHITECTURAL SIGNS INC	\$ 35,638	WBE
21820	HARRIS WORKSYSTEMS INC	\$ 132,625	WBE
56254	JUST IN TIME TRAINING	\$ 9,595	WBE
46411	KENNEY LORI	\$ 20,312	WBE
56099	KODIAK BENGE CONSTRUCTION	\$ 3,665	WBE
58001	MALDEN'S PAINTING	\$ 26,050	WBE
56197	MANDA BECKETT DESIGN	\$ 17,280	WBE
20289	MESHER SUPPLY COMPANY	\$ 93,754	WBE
55136	OH PLANING+DESIGN LLC	\$ 37,374	WBE
24491	OMEGA CREMATION & BURIAL SVC	\$ 3,646	WBE
53142	OMNI INTERIORS INC	\$ 15,327	WBE
25189	PASSPORT TO LANGUAGES	\$ 150,751	WBE
10009	PORTLAND OBSERVER INC	\$ 8,443	WBE
20851	PRO AD CO INC	\$ 4,367	WBE
24516	RAIN COUNTRY GARDENS	\$ 810	WBE
24572	RUFFIN CONSTRUCTION INC	\$ 48,510	WBE
52447	SCHILLER GRAPHICS CORP	\$ 24,136	WBE
25579	TRI PHASE ELECTRIC	\$ 377,810	WBE
20377	TRI STAR DETENTION INC	\$ 91,102	WBE
SUB	4R7 Construction	\$ 5,500	ESB
SUB	B&K Sheetmetal	\$ 69,800	ESB
SUB	Beaverton Plumbing	\$ 6,911	ESB
SUB	Milne Masonry Inc.	\$ 9,490	ESB

SUB	Stryker Construction	\$ 227,160	ESB
SUB	Leewens Corporation	\$ 15,670	WBE
SUB	West Coast Air Product	\$ 164,820	WBE
SUB	Ampere Electric	\$ 23,000	MBE
SUB	Grey Wolf HVAC	\$ 26,956	MBE
SUB	WACO Scaffold	\$ 17,011	MBE
	Total	\$3,765,610	

*SUB = sub-contract awarded by Prime construction contractor

Appendix 2 Payments Made to MWESB Vendors

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
50827	ADDISON GLOBAL INTERIORS INC	\$ 15,171	ESB
47510	AIR SYSTEMS SALES & RENTALS	\$ 6,575	ESB
40427	ALAMO PAVING	\$ 3,861	ESB
23258	ARCHSCAPE ARCHITECTURE	\$ 12,168	ESB
22401	B & K SHEET METAL INC	\$ 4,930	ESB
52795	BLAZING STITCHES LLC	\$ 8,914	ESB
20262	BOILER & COMBUSTION SVCS INC	\$ 138,157	ESB
41295	BRENDAN RHONEY PAINTING	\$ 2,212	ESB
22097	BRISTOL WOODWORKING & DESIGN INC	\$ 5,450	ESB
44555	C&W GRADING INC	\$ 176,648	ESB
49048	CEDAR MILL CONSTRUCTION CO LLC	\$ 341,521	ESB
56027	COLLINS MECHANICAL INC	\$ 474,089	ESB
24541	COMMUNICATIONS NW INC	\$ 3,179	ESB
44915	COREY DAVID M PHD PC	\$ 25,610	ESB
52171	CUSTOM IMPRINT	\$ 6,424	ESB
51383	DTS SYSTEMS INC	\$ 2,653	ESB
28468	EUROPEAN SECURITY	\$ 609,270	ESB
47898	GOHMAN MECHANICAL INC	\$ 89,747	ESB
50983	HOOD TO COAST RESTORATION INC	\$ 20,152	ESB
23511	LGA ARCHITECTURE	\$ 12,083	ESB
50603	MEP CONSULTING LLC	\$ 1,460	ESB
43891	PACIFIC COAST AIR BALANCING CO	\$ 2,340	ESB
10701	ROSE CITY CONTRACTING INC	\$ 4,965	ESB
53779	SBS CONSTRUCTION LLC	\$ 23,614	ESB
47345	STRYKER CONSTRUCTION INC	\$ 3,935	ESB
22417	TANKS ELECTRIC	\$ 18,917	ESB
43502	WEST/MEYER FENCE	\$ 3,687	ESB
55108	APPLEXUS TECHNOLOGIES INC	\$ 8,280	MBE
41603	BOUILLON ENGINEERING OREGON LLC	\$ 12,310	MBE
56028	BOURKE CONSTRUCTION INC	\$ 419,406	MBE
28038	CAMPA GRAPHICS INC	\$ 4,500	MBE
23949	CARLETON/HART ARCHITECTURE PC	\$ 88,719	MBE
55519	CINDYS CONCRETE LLC	\$ 62,188	MBE
10127	EL HISPANIC NEWS	\$ 273	MBE
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	\$ 83,561	MBE

Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
20963	GEO & JEM INC	\$ 2,505	MBE
50518	GREEN TRANSPORTATION CO LLC	\$ 26,464	MBE
10421	IN LINE COMMERCIAL CONSTR INC	\$ 101,925	MBE
55508	INSIDE SOURCE INC	\$ 12,400	MBE
50970	KRISTIN LENSEN CONSULTING	\$ 157,725	MBE
46293	MECHANICAL INC	\$ 53,550	MBE
46135	PACIFICMARK CONSTRUCTION	\$ 48,037	MBE
47840	PIONEER EXECUTIVE TOWNCAR	\$ 2,179	MBE
50337	PROFESSIONAL MINORITY GROUP INC	\$ 10,463	MBE
22290	PRO LANDSCAPE INC	\$ 5,059	MBE
28203	PROMOTIONAL CONCEPTS	\$ 1,433	MBE
22423	SUELL BILLY W	\$ 1,700	MBE
56138	TAP RESOURCES	\$ 10,000	MBE
22211	TURTLE MOUNTAIN CONSTR CO	\$ 8,768	MBE
20383	WACO SCAFFOLD CO INC	\$ 1,441	MBE
11137	WEBB & ASSOCIATES INC	\$ 720	MBE
22213	ACCESS ABILITY INC	\$ 3,550	WBE
10579	ACCESS SERVICES NORTHWEST	\$ 825	WBE
48770	ADVENTURES IN ADVERTISING FRANCHISE	\$ 1,347	WBE
56522	ALLEN FOREST PRODUCTS CO	\$ 13,553	WBE
10431	AXIS PERFORMANCE ADVISORS INC	\$ 5,000	WBE
46028	BEATTY GROUP INTERNATL	\$ 155	WBE
50688	CADENCE CONTRACT FLOORING LLC	\$ 80,348	WBE
10547	CORNYN FASANO GROUP THE	\$ 5,040	WBE
40890	CITY GRAPHICS	\$ 7,440	WBE
41159	CLASSIQUE FLOORS INC	\$ 1,055	WBE
40072	COFFEY LABORATORIES INC	\$ 23	WBE
24622	CONFLUENCE CTR MEDIATION/TRAINING	\$ 2,130	WBE
25719	CRITTER GITTER A DBA	\$ 51,000	WBE
21172	DYNAMIC SYSTEMS INC	\$ 4,680	WBE
22408	EASTSIDE INSULATION INC	\$ 26,159	WBE
55358	EVEN FREE ADVERTISING SPECIALITIES	\$ 12,536	WBE
42867	FOX ARCHITECTURAL SIGNS INC	\$ 11,932	WBE
55571	FRAMEWORK LLC	\$ 50,900	WBE
22082	GLASS MASTERS	\$ 2,497	WBE
21820	HARRIS WORKSYSTEMS INC	\$ 52,016	WBE
28071	INTERCULTURAL COMMUNICATION	\$ 95	WBE
26072	INSTALLERS FLOOR COVERINGS INC	\$ 36,327	WBE
56254	JUST IN TIME TRAINING	\$ 3,820	WBE
46411	KENNEY LORI	\$ 3,548	WBE
25267	KIPE & ASSOCIATES INC	\$ 114,198	WBE
56099	KODIAK BENGE CONSTRUCTION	\$ 120,754	WBE
56197	MANDA BECKETT DESIGN	\$ 4,680	WBE
28101	MARCO IDEAS UNLIMITED	\$ 1,273	WBE
20289	MESHER SUPPLY COMPANY	\$ 80,102	WBE
55136	OH PLANING+DESIGN LLC	\$ 10,532	WBE

Appendix 2 Payments Made to MWESB Vendors (continued)

FY 2007

Vendor #	Vendor Name	Amount	MWESB Certification Status
24491	OMEGA CREMATION & BURIAL SVC	\$ 8,644	WBE
54004	PAPER CHASE RECYCLING SVCS INC	\$ 2,209	WBE
25189	PASSPORT TO LANGUAGES	\$ 108,071	WBE
23207	PLANNING GROUP THE	\$ 650	WBE
10009	PORTLAND OBSERVER INC	\$ 8,991	WBE
20851	PRO AD CO INC	\$ 7,969	WBE
25140	REGIONAL FINANCIAL ADVISRS INC	\$ 13,986	WBE
24572	RUFFIN CONSTRUCTION INC	\$ 44,983	WBE
55759	SIGN WIZARDS INC	\$ 8,015	WBE
24220	TEAM HR LLC	\$ 3,000	WBE
56745	THOMAS GALLOWAY CORP	\$ 69,656	WBE
25579	TRI PHASE ELECTRIC	\$ 261,828	WBE
20377	TRI STAR DETENTION INC	\$ 82,140	WBE
49992	VANCOUVER ROOFING & SHEET	\$ 13,267	WBE
SUB	3D ELECTRICAL SERVICES INC	\$ 34,498	ESB
SUB	B & K SHEET METAL INC	\$ 23,600	ESB
SUB	DRYER ELECTRIC	\$ 5,056	ESB
SUB	NATURAL LIGHT SKYLIGHT COMPANY	\$ 159,250	ESB
SUB	TNT CONSTRUCTION	\$ 3,700	ESB
SUB	BERHARD MASONRY	\$ 28,245	WBE
	Total	\$ 4,736,611	

*SUB = sub-contract awarded by Prime construction contractor

APPENDIX 3 - Definitions

1. ESB - Emerging Small Business

Emerging Small Business certification applies to firms that meet the following criteria:

- Principal place of business located in Oregon
- Average annual gross receipts over the past 3 years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- Fewer than 20 employees
- Independent business
- Properly licensed and legally registered in Oregon

“Emerging Small Business” does not mean a subsidiary or parent company belonging to a group of companies owned and controlled by the same individuals which has aggregate annual gross receipts in excess of \$1 million for construction companies or \$300,000 for all other businesses over the last 3 years.

A business may be certified as an Emerging Small Business for no more than 7 years. Firms certified as ESB may qualify as MBE or WBE.

2. Formal Procurement

Formal procurements are procurements as described in Appendix 4: Competitive Threshold Guide.

3. Good Faith Effort

Good Faith Effort requirements apply to construction projects. For construction projects expected to total more than \$250,000, prime contractor bidders must afford equitable subcontracting opportunities for MWESB contractors and submit documentation demonstrating their good faith effort to award contracts to MWESB firms. The Solicitation Document requires the prime contractor to contact and follow-up with at least five minority-owned, women-owned, or emerging small business contractors from the State of Oregon-certified list of MWESB contractors for each separate division of work and to advise them of subcontracting opportunities.

4. Informal Procurement

Informal procurements are procurements as described in Appendix 4: Competitive Threshold Guide.

5. MBE/WBE - Minority Business Enterprise/Women-Owned Business Enterprise.

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

General contractor	\$17,420,000
Specialty contractor	\$12,000,000
Engineering/Architecture/Surveying	\$4,000,000
Non-construction firms	Varies by (NAICS) Codes

6. Non-Applicable

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

7. Non-MWESB

Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definitions #1 and #5 of this appendix but have chosen not to be certified.

8. Non-Profit Organizations

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

9. Public Contract Review Board (PCRB)

The Public Contract Review Board is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS 279A.060.

10. Qualified Rehabilitation Facility (QRF)

Qualified Rehabilitation Facility 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. These non-profit organizations serve disabled individuals for the purpose to further the policy of the State of Oregon to encourage and assist disabled individuals to achieve maximum personal independence. QRFs provide useful and productive gainful employment for disabled individuals by assuring an expanded and constant market for sheltered workshop and activity center products and services, thereby enhancing the dignity and capacity for self-support and minimizing their dependence on welfare and need for costly institutionalization. [1977 c.304 §2; 1989 c.224 §43]

11. Sheltered Market Program (SMP)

The Sheltered Market Program was established in partnership with other local agencies for MBE, WBE, and ESB contractors performing Public Works contracts for Multnomah County. The purpose of the program is to provide prime contracting experience for small contractors in order to increase the number of contractors available to bid on Multnomah County Public Works projects, and to increase participation of MBE, WBE, DBE, and ESB contractors acting as prime contractors on County Public Works projects. The program is intended to ensure uniform access to public contracting dollars and to increase opportunities for minorities and women acting as business owners in the regional construction industry.

APPENDIX 4

COMPETITIVE PROCUREMENT THRESHOLDS – QUICK GUIDE

Lightly shaded sections denote formal procurements/Class II Contracts

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
\$5,000 or less	47-0265 Goods & Services	Small Procurements	No – quotes where practicable
\$10,000 or less	48-0200 Architects, etc.	Direct Appointment	To the extent practicable
\$5,000 or less	49-0160(4) Construction	No Title	No – quotes where practicable
Over \$5,000 and less than or equal to \$150,000	47-0270 Goods & Services	Intermediate Procurement	Yes – Informal price quotes or competitive proposal quotes
Over \$10,000 and less than or equal to \$75,000	48-0210(2) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$75,000 and less than or equal to \$150,000	48-0210(3) A&E, Related Services	Informal Selection	Yes – Informal proposals
Over \$5,000 and less than or equal to \$75,000	49-0160 Construction	Informal Quotes for public improvements	Yes – Informal Quotes
Over \$5,000 and less than or equal to \$75,000	49-0160 Transportation	Informal Quotes for highways, bridges & other transportation	Yes – Informal Quotes
Over \$150,000	47-Various	Competitive, sealed bids or proposals, Multi-step sealed bids and proposals, Competitive range and Multi-tiered proposals Goods & Services	Yes – Formal bids and RFPs
Over \$150,000	48-0220 Architects, etc.	Formal Selection Procedure	Yes – Formal RFQ to RFP, or RFP
Over \$75,000	49-0200 49-0620 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact CPCA to discuss.	Yes – Formal bids. *Most require Board exemption.

*County practice, not required by rule

THRESHOLD	PCRB RULES	TITLE (IF ANY)	COMPETITION REQUIRED?
Under \$5,000 per division-per vendor-per fiscal year (PD-PV-PY)	Direct pay, LPO		No
Over \$5,000 and less than or equal to \$75,000 (PD-PV-PY)	CON-1	Contractor Selection	Yes – Informal request for proposals
Over \$75,000(PD-PV-PY)	PUR-1	Request for Proposals/Qualifications	Yes – Formal RFP/Q

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