

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON**

RESOLUTION NO. 2021-039

Authorizing a Contract Amendment to Increase the Amount for Contract DCM-SVCSGEN-1120-2016-conv with The Robbins Company d/b/a Herndon Recognition, in accordance with PCRB 47-0270 (6), and extending the contract term

The Multnomah County Board of Commissioners Finds:

- a. The Board is acting as the Multnomah County Public Contract Review Board (PCRB) to approve, pursuant to PCRB Rule 47-0270 (6), a request from the Department of County Management, Central Human Resources Division, to increase the amount and extend the period of service for an existing contract with The Robbins Company, d/b/a Herndon Recognition (DCM-SVCSGEN-1120-2016-conv).
- b. The County originally awarded a contract with The Robbins Company, d/b/a Herndon Recognition after a competitive solicitation process (RIP 4000004297) for the Employee Recognition Years of Service Awards. The period of the contract was from 04/01/2016 through 03/31/2021. The original contract amount was \$150,000 in requirements funding.
- c. In September 2020, in accordance with PUR-9, sourcing of cooperative agreements began. Several conforming cooperatives were identified, and many attempts were made to contract with cooperative suppliers. Only one responded and negotiations failed.
- d. In March 2021, DCM formally requested Purchasing Manager approval to delay a new procurement for the Employee Service Awards due to difficulties locating Cooperative suppliers willing to contract with Multnomah County. DCM applied under the provisions of Special Procurement P100 – Contract Extension per Policy, which permits the extension of existing contracts about to lapse when a procurement process is planned or continuing but not yet completed. Special Procurement P-100 contract extension #3462933 was approved and extended the contract through September 30, 2021. No additional funding was allowed under the existing procurement authority.
- e. Subsequent to the initial request for contract extension, DCM determined the need for additional funding requirements of \$20,000, increasing the contract value to \$170,000, and another six months extension of the contract, from September 30, 2021 to March 31, 2022, to allow time to complete the sourcing of Employee Recognition Years of Service Awards. This request for additional funding and six additional months is beyond the Purchasing Manager's authority and is referred to the Board for consideration.
- f. This request is in accordance with the requirements of Public Contract Review Board Rule 47-0270 (6) Intermediate Procurements – Amendments, which provides for Board approval of cumulative amendments that increase the total Contract Price to a sum greater than \$150,000.

Resolution authorizing amendment for Contract DCM-SVCSGEN-1120-2016-conv with The Robbins Company, d/b/a Herndon Recognition, in accordance with PCRB 47-0270 (6)

The Multnomah County Board of Commissioners Resolves:

1. The request to increase the contract amount for Contract Number DCM-SVCSGEN-1120-2016-conv with The Robbins Company d/b/a Herndon Recognition by an additional \$20,000, for a total contract value of \$170,000 and extend the contract term for an additional six months to March 31, 2022 is approved.

ADOPTED this 10th day of June 2021.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Deborah Kafoury, Chair

REVIEWED:

JENNY M. MADKOUR, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
William Glasson, Senior County Attorney

SUBMITTED BY:

Travis Graves, Interim Director, Department of County Management