

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( ) Action

FROM (DEPT/ DIVISION): Sheriff's Office

PROGRAM: Admin

SUBJECT: Media Room Carpet replacement

**Background:**

- The original carpet is still in the media conference room. It is stained and worn, and despite valiant efforts, the stains cannot be removed.
- The conference room is used by our departments, county departments, and public agencies throughout Umatilla County and the State of Oregon.
- We have received a quote from Cost Less Carpet in Hermiston for demo and installation of tile tabs. These tabs can be removed and replaced if they are damaged.
- The quote came to \$7,011.44 and can be split among the Administrative, Criminal, Dispatch, and Jail divisions.

( ) **ACTION REQUESTED:**

We respectfully request approval to move forward with the carpet replacement in the Media Conference room.

ATTACHMENTS: quote

Date: (May 23, 2022)

Submitted By: (Lora Franks)

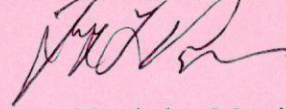
\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Exec. Asst.
- ( *LF* ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List: )

To be notified of Meeting:

Sheriff Rowan, Undersheriff Littlefield, Lora Franks



Needed at Meeting:

Lora Franks

PLEASE RETURN THIS FORM AND ATTACHMENTS TO Executive Assistant

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Scheduled for meeting on: May 24, 2022

Action taken:

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Follow-up:

COST LESS CARPET -- HERMISTON  
 220 W Harper Rd  
 Hermiston, OR 97838  
 541-667-8066

**Order Summary**

**Order #** 181899  
**Date** 4/26/2022  
**Salesperson** KELLEYR  
**Terms** COD  
**Cust PO #**  
**First Print Date**

**Bill To**

**Ship To**

UMATILLA COUNTY SHERIFF  
 4700 PIONEER PLACE  
 PENDLETON, OR 97801

541-571-0600

SKU	Product	Delivered	Qty	Price	Line Total
WB1030610	Dream Weavers: 7043T: Revival 24x24, 2215: Scoop <i>0.00 linear feet</i>		200.00	\$13.76	\$2,752.00
WB96727	Engineered Floors : Tile Tabs : 120yd/roll		2.00	\$147.00	\$294.00
WB93109	T&A : Roppe : 700 Series : 2.5" Cove Base : 150 Dark Grey (120ft)		255.00	\$1.10	\$280.50
WB96290	T&A : Taylor : Finale : Wall Base Adhesive White 30oz Tube WFFINALE30		6.00	\$7.49	\$44.94
1001A	General Freight		1.00	\$340.00	\$340.00
777A	Pass Through Labor		1.00	\$3,300.00	\$3,300.00
<i>Install new carpet, cove base, demo &amp; prep</i>					

**Sub Total** \$6,671.44  
**Freight** \$340.00  
**Sales Tax** \$0.00  
**Grand Total** \$7,011.44  
**Pymts Rec'd** \$0.00

BEFORE INSTALLING ANY PRODUCT, INCLUDING BUT NOT LIMITED TO -  
 CARPET, VINYL, WOOD OR LAMINATE FLOORING, TILE, AND SLAB -  
 PLEASE VERIFY THE SHADE AND COLOR OF ALL PURCHASED ITEMS. NO  
 IMPLIED WARRANTIES ARE GRANTED BEYOND THE MANUFACTURER  
 WARRANTY. CLAIMS WILL ONLY BE CONSIDERED FOR NON-INSTALLED  
 PRODUCTS. THERE IS A 45% RESTOCKING FEE ON ALL SPECIAL ORDERS.  
 NOT RESPONSIBLE FOR ITEMS LEFT OVER 30 DAYS.

EMPLOYEE INITIALS \_\_\_\_\_ PICK UP DATE \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

**Balance Due** \$7,011.44