

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( ) Action

FROM (DEPT/ DIVISION): UCSO/Criminal

PROGRAM: 1560

SUBJECT: Purchase of locking doors for the property room/evidence vault.

<p><b>Background:</b></p> <p>UCSO’s evidence vault is over 20 years old. Industry standards have changed over the last two decades, and the property room vault requires upgrades. UCSO wants to add locking doors to several of the vault shelves to better secure certain items to meet the industry standards. This project will also help move UCSO closer to accreditation, as property and evidence handling is a large portion of that process.</p> <p>UCSO has researched options to modify its current storage shelves and determined SpaceSaver Specialists, Inc. as the sole source to perform this work. The cost of the project is \$12,985.00. UCSO has received a grant from City/County Insurance (CIS) for \$5000.00 to help cover the cost. The remainder of the cost will be paid through Criminal Division fund.</p>	<p>( ) <u>ACTION REQUESTED:</u></p> <p>Approve the purchase/installation of SpaceSaver locking doors for shelving for a total cost of \$12,958.00.</p>
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ATTACHMENTS: Quote

Date: ( ) Submitted By: (Josh Roberts)

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

Checkoffs:

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

To be notified of Meeting:

- Undersheriff Jim Littlefield
- Captain Paul Wolverton
- Lieutenant Josh Roberts

Needed at Meeting:

- Captain Paul Wolverton
- Lieutenant Josh Roberts

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Scheduled for meeting on: March 6, 2024

Action taken:

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Follow-up:

February 13, 2024

Steve Westfall  
Umatilla County Sheriff  
4700 NW Pioneer Place  
Pendleton, OR 97801

## Pendleton Evidence Weapons Storage Quote

**Scope of Work:** Deliver and install 9 *Spacesaver locking doors for shelving* for the **Umatilla County Sheriff's Office**.

- 2 each 36" wide doors
- 3 each 42" wide doors
- 4 each 48" wide doors

*All doors keyed alike; see drawing for door dimensions.*

**Total Cost:**

**\$12,958.00**

Feel free to contact me with any questions.

Sincerely,  
Doug Miller

Please note:

- Cost includes materials, freight, delivery, and installation per proposed layout.
- Work to be performed during normal business hours of 7:00am – 4:00pm Monday-Friday.
- Prevailing labor wage rates.
- Costs of permits or engineering, if needed, are not included.
- Standard payment terms are 35% down, 35% on materials shipping, balance on completion.
- Credit card payment is accepted with a 3.5% fee.
- Lead time is approximately about 15 weeks
- Quote is good for 30 days from the date of quote.



**Spacesaver Specialists, Inc.**

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General Contractor, OR: 88704 • WA: SPACES1110JO

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