

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Umatilla County Community Justice Department

PROGRAM: Umatilla County Community Corrections

SUBJECT: File storage/shelving

Background: <ul style="list-style-type: none"> Community Corrections is working with Umatilla County Maintenance Department in renovating the old VFW in Hermiston for a future Parole/Probation Office. This work continues and we are in need of purchasing a file organization system for that office. 	(X) ACTION REQUESTED: Respectfully requesting approval <ul style="list-style-type: none"> \$6,078.00 to Space Saver Specialists for file storage in the Hermiston Office.
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ATTACHMENT: Space Saver Specialists quote

Date: (4/18/2023)

Submitted By: (Dale Primmer)

*****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:



Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: April 26, 2023

Action taken:

Follow-up:

April 19, 2023

Tammy Sundin
Umatilla County Community Corrections
45 W Cherry Ave
Hermiston, OR 97838

Records Shelving Proposal

Scope of Work:

Direct ship 8 sections of shelving for end tab file storage on the Sourcewell Contract #010920-SPC for member # 171782 Umatilla County Community Corrections.

Shelving for end tab filing, **LFI = 1,904** (Equivalent of 18 4-drawer filing cabinets)

Direct Shipped Total Cost: **\$5,135.00**

Add-on Spacesaver Specialists Certified Delivery and installation Cost: **\$ 943.00**

Total Cost: **\$6,078**

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.
- Pricing is at 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 7 weeks
- This price is good for 30 days from the date of this proposal.



Spacesaver Specialists, Inc.

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General Contractor, OR: 88704 • WA: SPACESI110JO

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