

# Memorandum

**To:** PCC Board of Directors

**From:** Keith Gregory, Interim Director of Facility Management Services  
Denise Jeffords, Contract Specialist

**Date:** 12/5/2013

**Re:** Summary report for contracts issued 2012-2013 via OUS Small Works Retainer Program (Resolution 12-129)

The Board, in their capacity as the Local Contract Review Board, via Resolution #12-013 adopted amendments to the Community College Rules of Procurement. One such change was the addition of a Small Works Retainer option to section 300 to reduce administrative cost and increase efficiency of small works projects under \$750,000. At the conclusion of each fiscal year the college is to provide the Board with a report listing the Retainer Contractors awarded contracts and the dollar amount of each award.

Attached (Exhibit A) is the list of contracts issued last fiscal year via the OUS Small Works Project list approved by the Board of Directors on Resolution #12-129. Out of the 11 contracts issued, 6 were awarded to M/W/ESB's. The total cost of all these contracts was \$932,317, of which \$697,957 (74.86%) went to M/W/ESB contractors.

**Exhibit A**  
**Contracts Issued via OUS Small Works Retainer Program**  
**7/1/2012 - 6/7/2013**  
**PCC Facilities Management Services and Bond Program**

Supplement No.	Project	Contractor	MWESB	Issue Date	Price	Amendments
PCC-210-C-10-2	CLIMB CENTER PEAK REMODEL	Andersen Construction Company	No	* 2/28/2012	\$69,006	PCC-210-C-10-2-1
PCC-710-C-12-1	Kitchen Flooring - Sylvania Campus	Floor Factors Inc.	No	7/11/2012	\$85,894	
PCC-637-C-12-2	Newberg Center - Request For Quote	NWR Construction LLC	ESB	1/25/2013	\$13,750	
PCC-566-C-12-3	Construction & Design Services for the Club Room Office Expansion at Rock Creek Campus	TS Consulting, LLC	ESB	2/11/2013	\$25,740	PCC-566-C-12-3-1, PCC-566-C-12-3-2
PCC-110-C-12-4	CLIMB Center HVAC Renovation	Collins Mechanical Inc.	WBE, ESB	2/27/2013	\$329,197	
PCC-566-C-12-5	Distance Learning/Media Services Remodel at Sylvania Campus, Technology Classroom Building	TS Consulting, LLC	ESB	4/23/2013	\$218,816	PCC-566-C-12-5-1
PCC-320-P-11-5	PCC District Administration Board Rooms and Corridor Remodel	GPA Architects, LLC	No	6/4/2012	\$34,460	PCC-320-P-11-5-1
PCC-185-P-11-6	Prelim Cost Estimating - Scappoose Regional Training Center	Architectural Cost Consultants, LLC	No	10/10/2012	\$10,000	
PCC-63-P-11-7	Consulting and Design Services of Offices and Work Areas at Sylvania Campus, TCB	DECA Architecture, Inc.	ESB	12/20/2012	\$43,398	PCC-63-P-11-7-1, PCC-63-P-11-7-2
PCC-62-P-11-8	Consulting, Design and Supervision of Building Envelope Repairs	Professional Roof Consultants, Inc.	No	1/28/2013	\$35,000	
PCC-59-P-13-3	Consulting and Design Services of District-Wide ADA Improvements	LEEKA Architecture and Planning	DBE, MBE, ESB	3/1/2013	\$67,056	
				<b>Total</b>	<b>\$932,317</b>	

\* Note: This contract was issued Feb. 28, 2012 but the work was completed February 28, 2013