

February 20, 2003

03-061

EXPENDITURE AUTHORIZATION TO ENTER INTO
A CONTRACT WITH GARTEN SERVICES, A
QUALIFIED REHABILITATION FACILITY (QRF), TO
PROVIDE MAIL PRESORT BAR-CODING
SERVICES

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FINANCIAL
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REPORT: The College Central Distribution Services Department
contracts out mailing, pre-sorting and bar coding
services that they do not have the equipment and
facilities to provide. These services include daily mail
pick-up and delivery to the Portland Post Office.
Contracting out these services provides faster service
and saves the College money as well. On November
19, 1998, per #99-031, the Board awarded a contract
to Metropolitan Presort for four (4) years at an
estimated annual cost of \$50,000 (\$200,000 total).

Recently, a Qualified Rehabilitation Facility (QRF)
located in Salem, Garten Services, Inc., proposed that
they could provide these same mailing services to the
College under a State QRF contract. They are the
only known QRF vendor that provides Mail Presort
Bar-Coding services to Portland and surrounding
areas. Their costs are equivalent to the previous
vendor that provided these same services.
A several month trial service period would determine
if they could provide the level of services required.

Public agencies in the State of Oregon are obligated by law (ORS 279.850) to procure goods and/or services from a QRF whenever they are both able and willing to provide them. The College already contracts with several different QRF's to provide Temporary Employee Services, per #03-020.

RECOMMENDATION:

That the Board of Directors authorize entering into a trial service contract with Garten Services, utilizing the current State QRF contract. If the trial service period is successful, the total contract will be for a three (3) year period. Total expenditures will not exceed \$50,000 annually (\$150,000 total). Funds expended for these services are billed back to each department based on a \$.03 surcharge per item of mail handled in addition to the actual cost of the postage.

Director Germond moved for approval of Resolutions 03-058, 03-059, and 03-061 through 03-065 by consent agenda. It passed unanimously.