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14-128

AUTHORIZATION TO UTILIZE CURRENT CONTRACT WITH
MELVIN MARK BROKERAGE COMPANY FOR THE PURCHASE
AND INSTALLATION OF A MULTI-STACK CHILLER FOR THE
DOWNTOWN CENTER

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Keith Gregory, Interim Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Associate Vice President, Finance
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Dr. Jeremy Brown, President

REPORT: The College has a need to replace the existing, aging Carrier rack chiller at its Downtown Center with a new energy efficient Multistack chiller. The chiller is in the basement of the building, not on the rooftop. Melvin Mark Brokerage is currently under contract with PCC as its agent for property management services of the Downtown Center. The College selected Melvin Mark due to their proven experience in management properties in the Portland downtown area at reasonable cost and their reputation of excellent customer services. They have done exactly that since they took over the property management of the Downtown Center in 2009.

Services in the contract with Melvin Mark include:

- Make or cause to be made such repairs and alterations to the property as manager may deem advisable or necessary; to purchase all fuel, supplies, furniture, fixtures and equipment deemed necessary by manager for operation of the property;
- Contract with or hire third-party vendors for such utilities, trash removal, cleaning, security, window washing, supplies, equipment maintenance, glass replacement and other property operation and maintenance services as reasonable determined by manager;
- Maintain and repair plumbing, electrical, elevator maintenance and testing, etc.

As mentioned, Melvin Mark is extremely familiar with the Downtown Center Building and the problems PCC has been experiencing with the current chiller., Based on their familiarity and working relationship with the various utility companies, the tenants, and other contractors servicing the building, Melvin Mark will provide the best value to the College by coordinating all interested parties possibly involved with this project. Even though Melvin Mark has been instrumental in

keeping the chiller working, it is questionable as to whether the chiller will continue to function through the upcoming summer months. Therefore, It would be best for the College to replace this chiller as soon as possible before the summer comes this year. This procurement is within the scope of our contract with Melvin Mark and it complies with ORS 279A.015(5),

RECOMMENDATION: That the Board of Directors authorize the use of the current contract with Melvin Mark Brokerage Company for providing a new Multistack chiller for the Downtown Center for a maximum not-to-exceed amount of \$341,000. Funding for this expenditure will come from the capital projects fund.