

Contract Review Sheet

PW-5702-23

 Purchase Order #: PW-5702-23 Amendment #: _____

 Contact: Jeniffer Scales Department: Public Works Department

 Phone #: (503) 588-5036 Date Sent: Tuesday, October 10, 2023

 Title: Generac Power Systems

 Contractor's Name: Generac Power Systems

 Term - Date From: June 8, 2023 Expires: November 22, 2023

 Original Contract Amount: \$104,960.00 Previous Amendments Amount: _____

 Current Amendment: _____ New Contract Total: \$104,960.00 Amd% 0%
 Incoming Funds
 Federal Funds
 Reinstatement
 Retroactive
 Amendment greater than 25%

 Source Selection Method: 10-0400 Cooperative Cooperative# 0471719-GEN
Description of Services or Grant Award

 Purchase 4 generators for Emergency Management.
 Generac MLT6SMDS LED Light Tower with winch \$10,935
 Generac MLT6SMDS LED Light Tower \$10,025
 Generac MDG75DF4 Generator \$48,112
 Generac MMG45IF4 Generator \$30,686
 Freight \$5,202


 Desired BOC Session Date: 10/18/2023 ²⁵ BOC Planning Date: 10/5/2023 ¹⁷



 Files submitted in CMS: 9/27/2023 Printed packet & copies due in Finance: 10/3/2023

 BOC Session Presenter(s) Greg Walsh
FOR FINANCE USE

 Date Finance Received: 10/10/2023 Date Legal Received: _____

 Comments: Y
REQUIRED APPROVALS

DocuSigned by:  90EC84E244DE43D Finance - Contracts	10/10/2023 Date	DocuSigned by:  EC27CEB8C3DC4C3 Contract Specialist	10/12/2023 Date
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DocuSigned by:  D0CF5B04B9F483... Legal Counsel	10/11/2023 Date	DocuSigned by:  DC16351248DE45C... Chief Administrative Officer	10/11/2023 Date
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MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: ~~11/17/23~~ 10/25/23

Department: Public Works

Title: PO#920486 Generac Power Systems

Agenda Planning Date: _____ Management Update/Work Session Date: 10/24/23 ¹⁷ Audio/Visual aids

Time Required 5 mins Contact: Greg Walsh Phone: 503-365-3133

Requested Action: Approval of purchase order #920486 with Generac Power Systems Inc in the amount of \$104,960.

Issue, Description & Background: Marion County Emergency Management has received grant funding from State Homeland Security Program. This purchase order is for two portable light towers and two mobile trailer mounted diesel generators. PO#912515 to Generac Power Systems was approved on June 8th in the amount of \$99,758 for two light plants and two generators. The freight charges were not included in the amount of the original PO. The new fiscal year PO#920486 has been created to include the freight charges of \$5,202 for a total amount of \$104,960. At the time the PO reached MC Accounts Payable, the freight charges hadn't been accounted for correctly. With a correct shipping total of \$5,202, the new PO total is over \$100,000 and must be approved by the Board of Commissioners, which we hadn't anticipated would be necessary.

Financial Impacts: Total purchase amount is \$104,960. The funds are from a grant from State Homeland Security Program.

Impacts to Department & External Agencies: This equipment will be used during emergencies and shared with partner agencies during emergencies and events or requests for support. SHSP funding includes the ability and authorization to acquire equipment of this type that can be used in alignment with Homeland Security, which includes but is not limited to wildfire response.

List of attachments: PO Request, PO#920486, Signature Page, Contract Review Sheet

Presenter: Greg Walsh

Department Head Signature: Brian Nicholas 9793BA7ACD8D443...

REQUEST FOR AUTHORIZATION OF CONTRACT PW-5702-23

Date: 9/22/23
To: Chief Administrative Officer
Cc: Contract File
From: Jeniffer Scales

I. Subject: Retroactive

The Marion County Public Works Department is requesting approval of a retroactive contract as described in Section 10-0580 of the Marion County Public Contracting Rules. The contract is with Generac Power Systems with a value of \$104,960.00 and will be effective retroactive to 6/8/2023 upon approval.

A. BACKGROUND

PO#912515 to Generac Power Systems was approved on June 8th in the amount of \$99,758 for two light plants and two generators. The freight charges were not included in the amount of the PO. The new fiscal year PO#920486 has been created to include the freight charges of \$5,202 for a total amount of \$104,960.

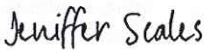
B. As required in Section 10-0580(2)(a), Department staff will provide an explanation of why the contract was not submitted before performance began:

At the time the PO reached MC Accounts Payable, total freight charges hadn't been accounted for correctly. With a correct shipping total of \$5,202, the new PO total is over \$100,000 and must be approved by the Board of Commissioners, which we hadn't anticipated would be necessary.

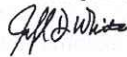
C. As required in Section 10-0580(2)(b), Department staff will provide a description of the steps being taken to prevent similar occurrences in the future:

When freight charges are unclear, we will work with the supplier to see whether a correct total can be provided ahead of time and include it in the PO/contract total.

Submitted by:

DocuSigned by:

EC27CEB8C3DC4C3...
Jeniffer Scales
Public Works Department

Reviewed by:

DocuSigned by:

90EC84E244DE43D...
Contracts & Procurement

Acknowledged by:

DocuSigned by:

9793BA7ACD6D443...
Department Head

Acknowledged by:

DocuSigned by:

DC16351248DE4EC...
Jan Fritz, CAO



**MARION COUNTY
FINANCE DEPARTMENT**

PO Box 14500
555 Court St NE #4247
Salem, OR 97309-5036

GENERAC POWER SYSTEMS INC
S45 W29290 HWY 59
WAUKESHA, WI 53189 United States

Purchase Order		
Purchase Order No	Revision	Page
920486	1	1
Ship To:		
Marion County Public Works 5155 Silverton Rd Salem, OR 97305 United States		
Bill To:		
Marion County Public Works 5155 Silverton Rd Salem, OR 97305 United States		

Customer Acct No	Supplier No	Order Date / Buyer	Revised Date / Buyer
	596133	26-JUL-23 J Scales	14-SEP-23 J Scales
Payment Terms	Ship Via		F.O.B
Immediate	Best method		Destination
Freight Terms	Request Or Deliver To		Confirm To / Telephone
Prepaid			()

Line #	Description	Delivery Date	Quantity	Unit	Unit Price	Total
	CONTACT ERIC STEWART 503-588-5036					
	THIS PURCHASE IS PLACED AGAINST SOURCEWELL CONTRACT#041719-GEN . THE CONTRACT TERMS AND CONDITIONS AND SPECIAL CONTRACT TERMS AND CONDITIONS (T'S & C'S) CONTAINED IN THE PRICE AGREEMENT ARE HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T'S & C'S, EXPRESS OR IMPLIED.					
1	CE#23-366 GENERAC MLT6SMDS LIGHT PLANT WITH ELECTRIC WINCH		1	Each	10935	\$10,935.00
2	CE#23-364 GENERAC MDG75DF4 60KW TRAILER MOUNTED GENERATOR		1	Each	48112	\$48,112.00
3	CE#23-363 GENERAC MMG45IF4 38KW TRAILER MOUNTED GENERATOR		1	Each	30686	\$30,686.00
4	CE#23-365 GENERAC MLT6SMDS LIGHT PLANT		1	Each	10025	\$10,025.00
5	SHIPPING		1	Each	82	\$5,202.00
Total						\$104,960.00

INSTRUCTIONS TO VENDOR

- Please direct any questions concerning this purchase order to invoiced department.
- Purchase Order Number must appear on all invoices, packages and shipping documents relating to this order.
- Separate invoices must be submitted for each Purchase Order.
- Do not overship or substitute.
- If you cannot supply the items requested, please notify issuing authority at once.

Note : Please notify department contact (above) for all inquiries regarding this Purchase Order

Authorized By _____
MARION COUNTY PURCHASING
NOT VALID Unless Signed By Purchasing

**SIGNATURE PAGE FOR
PW-5702-23
between
MARION COUNTY and GENERAC POWER SYSTEMS**

**MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:**

Chair	Date
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Commissioner	Date
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Commissioner	Date
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	<small>DocuSigned by:</small>	<i>Brian Nicholas</i>	
Authorized Signature:		<small>9793BA7ACD6D443...</small>	10/11/2023
		Department Director or designee	Date

	<small>DocuSigned by:</small>	<i>Jan Fritz</i>	
Authorized Signature:		<small>DC16351248DE4EC...</small>	10/11/2023
		Chief Administrative Officer	Date

	<small>DocuSigned by:</small>	<i>Jane E Vetto</i>	
Reviewed by Signature:		<small>D0CEC5804B9E483...</small>	10/11/2023
		Marion County Legal Counsel	Date

	<small>DocuSigned by:</small>	<i>Jill White</i>	
Reviewed by Signature:		<small>90EC84E244DF43D...</small>	10/10/2023
		Marion County Contracts & Procurement	Date