





REQUEST FOR EXPENDITURE

SECTION A	Date:	6/10/2019	Department:	Operations
	Staff Contact:	Sue Transue	Vendor (if determined):	P&L Johnson
	Description of Product or Service being requested:	Heat pump replacement in tenant suite located at 10 Pier One, Suite 100		
	Purpose of Product or Service being requested:	suite's air conditioning and heat unit no longer functioning		
Cost Estimate:	\$ 7,930.20			
SECTION B	1. Does this expenditure exist within the current budget?			
	<input checked="" type="checkbox"/> No (Skip to Section C-2) / <input type="checkbox"/> Yes (Proceed)			
	2. Does this expenditure exceed \$5,000?			
<input type="checkbox"/> No (Skip to Section D) / <input type="checkbox"/> Yes (Proceed to Section C-1)				
3. Will services be performed on Port of Astoria property? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes				
SECTION C	1.			
	Account # for Budgeted Item (ex: XXX-XX)	<input type="text"/>		
	FY 2018-2019 Budget for this Account	\$	<input type="text"/>	
Amount Spent Year-to-Date for this Account	\$	<input type="text"/>		
Amount Available to Spend for this Account	\$	<input type="text"/>		
Does this Request for Expenditure require Commission Approval (>=\$25,000)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
2.				
If Not included in the current budget or the current budget for this account # has been spent:				
Does this Request for Expenditure require Commission Approval (>=\$5,000)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Account # to deduct funds from to reallocate & accommodate this expenditure (ex: XXX-XX)	710-00			
FY 2018-2019 Budget for the Account being reduced	\$	2,316,808.00		
Amount Spent Year-to-Date for this Account	\$	1,257,700.00		
Amount Available to Spend for this Account	\$	1,059,108.00		
What is being given up to accommodate the reallocation of funds for this expenditure?				
SECTION D	3			
	If Commission approval is required, please specify date Request for Expenditure will be submitted to Commission for approval.			
(Specify date of Commission meeting when item is scheduled to be heard/approved)				
6/18/19				
SECTION E				
	Signature of Department Head Date 6-12-19		Signature of Operations Manager Date 6/12/19	
				
Signature of Finance Director / Finance Manager Date 6-12-19		Signature of Executive Director Date 6/14/19 (required if cost is unbudgeted, or > \$5,000 budgeted)		

(over for Quotation Analysis)



Project: Heat Pump Replacement Suite 100

Project Manager: Sue Transue

Quotes obtained by: Lori Agalzoff

Procurement Method:

- Small procurement
 Sole source

- Intermediate procurement
 Emergency

Solicitation Method:

- Verbal quotes (informal)

- Requests for written quotes (informal)

- Request for Bid
 Request for Proposal

- Public solicitation (formal)

Vendor	Amount	Description	Availability	Specific expertise	Other information
P&L Johnson	7930.20	heat pump replacement			
Vendor selection & justification: (REQUIRED)					



429 GATEWAY
 PO BOX 595
 ASTORIA, OR 97103
 Phone: 503-325-2180
 Fax: 503-325-6991
 OCB 073615 / WA-PLJOHMI09603

Quote Number: 21994

Quote Date: 6/5/2019

PROPOSAL

To: PORT OF ASTORIA
 10 PIER 1, STE 308
 ASTORIA, OR 97103

Phone: (503) 298-7137

Job Address: 10 PIER 1 SUITE 100 ASTORIA By: PAUL RADU

This proposal includes the following:

Heat pump replacement

- Carrier 5 to heat pump with new evaporator
- EPA required refrigerant recovery.
- Line set flush
- Permits
- Labor

Exclusions: electrical, plumbing, new line set, thermostat

Quote valid until 30 days from issue.

Payment to be made as follows: Terms: 1/3 down payment, remaining balance due upon completion. Balances after 30 days will be charged 1.5% interest per month on any and all unpaid balances.

Exclusions: Electrical, sales tax, plumbing, asbestos removal, or structural modifications.

Acceptance of Proposal: By signing this proposal I agree to the "Terms and Conditions," Exhibit A, and acknowledge receipt and understanding of the required notices and forms listed below. I authorize P & L Johnson Mechanical Inc. to complete the work as specified.

State of Oregon notices - CCB Addendum OAR 812-012-0110, Notice of Procedure ORS 701.330, Information to Owner about Construction Liens ORS 87.093, and Consumer Protection Notice ORS 701.330(1).

State of Washington notices- "State of Washington Department of Labor and Industries Notice to Customers."

Base Price:	\$7,930.20
Estimated Sales Tax:	\$0.00
Grand Total:	\$7,930.20

Acceptance

P & L - Johnson Mechanical

 Property Owners or Authorized Agent

 Date

by: _____