

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): Human Services/Developmental Disabilities

SUBJECT: Payable over \$5000

<p>Background:</p> <p>Environmental Modification: The Oregon Department of Human Services (ODHS) – Office of Developmental Disabilities has provisionally approved \$44,018 for a mandatory environmental modification. This project will install a second means of egress to ensure health and safety compliance for an individual receiving services through the Developmental Disabilities program. A deposit of \$6,602.70 has been authorized for payment to the contractor, Suite Additions; a reimbursement request to the State has already been initiated. The remaining balance of \$37,415.30 will be released only upon project completion, a final site inspection, and formal sign-off by the individual (or representative), the Service Coordinator, and the Contractor.</p>	<p>Requested Action:</p> <p>Respectfully request the authorization of an initial deposit of \$6,602.70 to Suite Additions, and approval of the subsequent payment of the remaining \$37,415.30, contingent upon project completion and verified sign-off by all required parties</p>
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ATTACHMENTS : Environmental Modification Provision Funding Approval Memorandum Payable

If payable/purchase/contract:

Amount: \$6,602.70 + \$37,415.30

Duration (if contract): No later than 3.26.27

Line Item: 54900-590090

Budgeted: Yes No

To be notified of Meeting:

Needed at Meeting:

*****For Internal Use Only*****

Scheduled for meeting on: April 14, 2026

Action taken:

Follow-up:

Suite Additions LLC

11625 SW Greenburg Rd
Ste 110
Tigard, OR 97223-6466 USA
(503) 621-2122
Tim@Suite-Additions.com
http://www.Suite-Additions.com



INVOICE

BILL TO
Umatilla County CDDP
Pendleton, OR 97801

SHIP TO
Umatilla County CDDP
Pendleton, OR 97801

INVOICE 2026-118
DATE 03/30/2026
TERMS Due on receipt
DUE DATE 03/30/2026

DESCRIPTION	QTY	RATE	AMOUNT
Downpayment for Home Modification project as described in the Scope of Work, written by DHS-ODDS. Provisional Funding Memo dated 3/26/26 for	0.15	44,018.00	6,602.70

SUBTOTAL	6,602.70
TAX	0.00
TOTAL	6,602.70
BALANCE DUE	\$6,602.70