

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

FROM (DEPT/ DIVISION): Community Development Department

SUBJECT: Purchase Authorization for Flooring in Planning Office

<p>Background: The Community Development Department requests funding approval for new flooring in the Planning office. Pendleton Floors provided a cost estimate of \$7,845.80 to replace existing dilapidated carpet with new carpet tiles (similar to what has been used in other county offices). Costs for this item were included in the FY24 approved budget.</p>	<p>Requested Action: Authorize funding in the amount of \$7,845.80 to Pendleton Floors, Inc for new flooring in the Planning office.</p>
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ATTACHMENTS: Cost Estimate from Pendleton Floors, Inc.

Date: ( 02/05/24 ) Submitted By: Robert Waldher, Community Development Director

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

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
Robert Waldher, Mark Tanner

Needed at Meeting:  
Robert Waldher

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Scheduled for meeting on: February 7, 2024

Action taken:

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Follow-up:

# Estimate

Pendleton Floors, Inc.  
507 S.E. 3rd St.  
Pendleton, OR 97801

541-276-3467

Date	Estimate #
12/16/2022	3509

Umatilla County Court House  
c/o Mark Tanner  
416 SE 4th  
Pendleton OR 97801

## Purchase Order

Description	Qty	Price	Total
This is for carpet tile in planning dept at 416 SE 4th Pendleton OR			
<b>Materials:</b>			
EF Contact	140.66	29.99	4,218.39
Freight		325.00	325.00
4" Cove Wall Base, per ft.	270	1.49	402.30
Pressure Sensitive Transitions	4	140.00	560.00
		60.00	60.00
<b>Labor:</b>			
Tear out old carpet or vinyl, per sq. yd.	140.66	2.50	351.65
Haul away old materials	140.66	0.90	126.59
Install Carpet Tile, per sq. yd.	140.66	9.95	1,399.57
Install Base, per ft.	270	1.49	402.30
Thank you for your business.		<b>Total</b>	<b>\$7,845.80</b>