



MEMORANDUM

To: Franna Hathaway, Manager
Central Procurement and Contract Administration

From: Ruth Metz, *RM*
Interim Director of Libraries

Date: April 17, 2003

Re: Request for Exemption Extensions

RECEIVED
PURCHASING SECTION
2003 APR 21 AM 8:00
MULTNOMAH COUNTY

As you are aware there are schedule delays in the construction of Hillsdale Branch Library.

We have three orders that are expiring at the end of this fiscal year. A copy of each is attached however here is a brief summary of each:

Order # 02-001 "Exempting from the Formal Competitive Bid Process an Extension of the Contract with Doty & Associated for Library Signage until June 30, 2003."

Order # 02-002 "Exempting from the Formal Competitive Bid Process an Extension of the Contract with National library Relocations Services until June 30, 2003."

Order # 02-003 "Approving the Extension for Spacesaver Specialist to Provide Library Shelving until June 30, 2003."

We are requesting a one-year extension to this Board Order to insure sufficient time for project completion and opening of Hillsdale Branch Library.

Thank you for your consideration of this request.

Attachments