



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: January 7, 2026

Department: Business Services

Title: Special Procurement to Support of LG, KN, and AAON Heating and Cooling Systems

Management Update/Work Session Date: December 16, 2025 Audio/Visual aids ☐

Time Required: 10 min Contact: Tamra Goettsch Phone: x3200

Requested Action: Approval of Special Procurement to establish a contract with JB Oregon for the support of LG, KN, and AAON Heating and Cooling Systems


Issue, Description & Background: Facilities Management has utilized JB Oregon as the local authorized representative for all of the LG, KN, and AAON heating and cooling systems for the past several years. Using a local authorized representative for maintaining specialized equipment provides numerous benefits, including rapid response times, specialized expertise, adherence to local regulations, and enhanced operational efficiency.

Financial Impacts: Contract shall be established in the amount of \$200,000.00

Impacts to Department & External Agencies: No impacts to departments outside of Business Services

List of attachments: Special Procurement, Contract Review Sheet, First Public Notice

Presenter: Tamra Goettsch

Department Head Signature: 



CONTRACT-SPECIFIC SPECIAL PROCUREMENT

BS1754-25

for

Support of LG, KN, and AAON Heating and Cooling Systems

Marion County is conducting a Special Procurement pursuant to ORS 279B.085 and MCPCR 20-0285.

1. BACKGROUND

Marion County Facilities Management maintains LG, KN and AAON heating and cooling systems installed throughout County facilities. Keeping these systems operational is critical to ensure occupant comfort and health, protect sensitive equipment, maintain safety, and support mission-critical functions. Facilities Management has utilized JB Oregon as the local authorized representative for all of these systems for the past several years. Using a local authorized representative for maintaining specialized equipment provides numerous benefits, including rapid response times, specialized expertise, adherence to local regulations, and enhanced operational efficiency.

2. CONTRACTING PROCEDURE

If the Special Procurement is approved and no further information is received from the public notice, Marion County Facilities expects to directly execute a Contract for Goods and Services with JB Oregon.

3. GOODS OR SERVICES

Parts, service, maintenance, and support of LG, KN, AAON, and other heating and cooling systems.

4. REQUIREMENTS

Pursuant to MCPCR 20-0285 The county may award a contract as a special procurement pursuant to the requirements of ORS 279B.085. The Board may approve a special procurement if the procurement:

A. ORS 279B.085(4)(a)

Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

B. ORS 279B.085(4)(b)(A)

Is reasonably expected to result in substantial cost savings to the contracting agency or to the public; or

C. ORS 279B.085(4)(b)(B)

Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

5. DETERMINATION AND FINDINGS

A. ORS 279B.085(4)(a)

A standard procurement process is unlikely to result in multiple options for direct purchase of parts. The county currently utilizes Cooperative Agreements for large HVAC projects but requires a better solution for purchasing parts and services on a smaller scale as frequency of needs and costs increase. JB Oregon provides a full catalog of the parts we may need and has them nearly immediately available. Many parts we could buy elsewhere may not be commercially available to the county through non-distributors at the time we need to order them. Some manufacturers may penalize their distributors for selling out of district.

B. ORS 279B.085(4)(b)(A)

The County will pay more when ordering through resellers, rather than directly from a distributor. Contractors available for us to hire for services may not be permitted to buy parts directly from the manufacturer, but from JB Oregon, resulting in significant markups to the county.

C. ORS 279B.085(4)(b)(B)

We have 24/7 facilities that require immediate resolution of issues. JB Oregon has same-day availability of required brand parts to keep County facilities online.

6. LENGTH OF TIME

The length of time/duration for this special procurement is anticipated to be three (3) years, with the option to extend two (2) additional years, or when a suitable replacement has been established.

7. RESULTS OF INITIAL POSTING

No responses received.

8. REVIEW AND APPROVAL

**MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:**

Chair

Date

Commissioner

Date

Commissioner

Date



NOTICE OF REQUEST for APPROVAL of a SPECIAL PROCUREMENT

BS1754-25

for

Support of LG, KN, and AAON Heating and Cooling Systems

Release Date: November 24, 2025

Comments / Questions / Protest Due: **December 1, 2025 at 3:00 PM PST**

1. NOTICE

The County will be requesting its Board of Commissioners approve a special procurement. Prior to the request being presented to the Board, pursuant to MCPCR 20-0285, a notice must be advertised providing the public an opportunity to protest the request.

2. DOCUMENTS

Electronic copies of this notice and all related documents can be obtained from the Marion County Procurement Collaboration Portal at the following URL:

<https://contracts-marioncountygcc.msappproxy.net/gateway/>

3. REQUEST

Please review the document titled “BS1754-25 – Special Procurement”. This document includes all of the elements required to satisfy ORS 279B.085 and MCPCR 20-0285, Special Procurement.

4. COMMENT, QUESTION, AND PROTEST OPPORTUNITY

MCPCR 20-0285(4) states that an affected person may protest the approval of or request for approval of a special procurement in accordance with ORS 279B.400 and section 20-0700.

If you wish to provide comment, questions, or a protest to the request for approval of a Special Procurement, it must be done so through the Marion County Procurement Collaboration Portal at the URL listed above, by the time and date listed above.

5. RESPONSE INSTRUCTIONS

A. Log Into the Procurement Collaboration Portal

- i Go to the Marion County Procurement Collaboration Portal which can be found at:
<https://contracts-marioncountygcc.msapproxy.net/gateway/>
 - ii Sign In or Create an Account
 - iii Creating an account MUST be completed 15-30 minutes before files will be able to be submitted through the portal.
- B. Solicitations Tab
- i At the top of the page, hover over Solicitations
 - ii Select Search All Solicitations
 - iii Click View next to the applicable solicitation
- C. Opportunity Details
- i ***Viewing Documents*** – Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.
 - ii ***Submitting a Question*** – If you would like to submit a question, scroll down the page to the Questions & Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.
 - iii ***Register as Respondent*** - If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.
 - iv ***Submitting Documents*** – If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.
 - v ***Response Status*** – Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the appropriate status for your submission, then click Submit.

6. DISCLAIMER

This notice is issued to support the Special Procurement; it does not constitute a solicitation on its own. There will not be an evaluation or scoring of the material submitted. No information received in response to this notice will be returned. Responses to this notice are not an offer and cannot be accepted by the County to form a binding contract. Respondents will not necessarily be notified the result of this notice, or future solicitation opportunities.