



**BID SUMMARY**

OWNER: City of Woodland

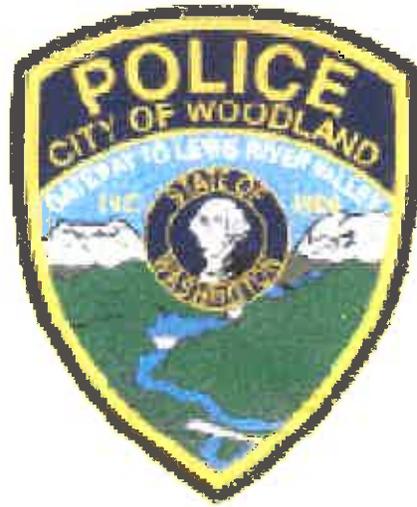
DATE OF BID OPENING: 6/21/13

PROJECT: High Density Filing & Shelving

RECORDER: Mari Ripp

#	BIDDER	Addenda Acknowledged	Signed Proposal	Bidder Qualifications	ESD Coverage Letter	TOTAL COST
1	Workpointe	No	✓	✓	See note	40,987.72
2	Allied Systems	✓	✓	✓	✓	41,550.23
3	Pacific Business Systems	✓	✓	✓	✓	29,899.03
4	Sound Business Systems		✓	✓	Provided # only	47,803.91
5						
6						
7						
8						
9						
10						

\*



## **HIGH DENSITY STORAGE AND FILING SYSTEM**

**PROPOSAL SUBMITTED BY:**





www.webpacificbusiness.com

STORAGE, ACCESS & RETRIEVAL SYSTEMS

502 S.E. LINCOLN STREET PORTLAND, OR 97214-4533 (503) 231-7223 FAX (503) 231-0929

June 19, 2013

Donny Conner  
Karla Hiler  
Woodland Police Department  
100 Davidson Avenue  
Woodland, WA 98674

Dear Ms Conner and Hiler,

We are proud to provide our proposals for the High Density Storage System, Pass Thru Evidence Lockers, and Personnel/Duty Lockers. The quotation and recommendations that follow are based upon the information provided in the RFP.

We hope to work with you further as you implement this important project.

Respectfully,

A handwritten signature in black ink, appearing to read "Rhonda Valentine".

Rhonda Valentine (rhondaval@isdanet.net)  
President, Pacific Business Systems  
502 SE Lincoln St.  
Portland, OR 97214  
(503) 231-7223 ph  
(503) 231-0929 fax

STATEMENT OF BIDDER QUALIFICATIONS  
Project: High Density File and Storage System

Name of Firm: Pacific Business Systems

Address: 502 SE Lincoln St. Portland, OR 97214

Payment Address: \_\_\_\_\_

Contact Telephone No.: ( 503 ) 231-7223

Contact Person for this Contract: Rhonda Valentine

Contact Address: \_\_\_\_\_

State of Washington Department of  
Licensing Contractor's Registration Number: PACIFBS870LQ

State of Washington UBI Number: 601-428-853

State of Washington Department of Employment Security Number: \*See attachment

Washington State Excise Tax Registration No.: 601428853

Federal Tax ID Number: 931093549

How many years as a company have you provided commercial services? 21

Do you have any outstanding payment due to the Department of Revenue?

Yes  No If yes, please explain. \_\_\_\_\_

Do you have any outstanding payments due to the Department of Labor and Industries?

Yes  No If yes, please explain. \_\_\_\_\_

Do you have any outstanding payments due to the Department of Employment Security?

Yes  No If yes, please explain. \_\_\_\_\_

Are you listed on any debarment lists?  Yes  No

Are you on the list of parties excluded from the Federal procurement or Non-procurement programs?  Yes  No

By the signature below, Bidder confirms that all information provided is true and correct.

R Valentine President 6/19/2013  
Signature Title Date

Print Name: Rhonda Valentine

**SPECIFICATIONS**  
**Project: High Density File and Storage System**

**SPECIFICATIONS AND BID RESPONSE FORM (Page 1)**

Place a check mark in front of each line item to verify inclusion in the bid.

1.  Unless otherwise noted specifications will be the same for both units.
2.  Product solution must identify the total amount of linear footage of storage provided in the proposal.
3.  Product solution must be a mobile, modular system of all-steel construction allowing for reconfiguration. Including deck and rail and floor covering for deck.
4.  Product solution for records room must not exceed: Room Length: 19' 2"  
Width: 6'6" Height: ~~81 1/2"~~ <sup>78"</sup> <sub>RD</sub>
5.  Product solution for evidence room must not exceed: Room length: 22' 8"  
Width: 6'6" Height: ~~85 1/2"~~ <sup>70"</sup> <sub>RD</sub>
6.  Product solution for records room must include double depth open shelving. Openings at ~~10 1/2"~~ <sup>9 3/4"</sup> <sub>RD</sub> clear minimum. 4 post shelving.
7.  Product solution for evidence room must include double depth open file shelving for standard file storage boxes. Openings at 14 1/4" clear minimum. 4 post shelving.
8.  Product solution for standalone 4 post shelving unit in records room  
Length: 42" Width: 15" Height: 72"
9.  Product solution must provide and explain anti-tip and locking mechanisms for safety/security.
10.  Product solution must include manual/mechanical assist to move several carriages at once. Minimum: 1 lb of effort to move a minimum 4000 lb load.
11.  Product solution must meet all State of Washington and City of Woodland Building Code, and any other Codes, Ordinances and Laws applicable within the governing jurisdiction.
12.  Overall height of storage solution must not exceed fire code. Ceiling height of room is 8 ft. Contractor is responsible to verify all code requirements.
13.  Describe how the product solution in the proposal incorporates seismic safeguards.

COMPANY NAME: Pacific Business Systems

**SPECIFICATIONS**  
**Project: High Density File and Storage System**

**SPECIFICATIONS AND BID RESPONSE FORM (Page 2)**

14.  The bid shall be accompanied with a detailed description including engineering drawing and technical data of the storage system and equipment being bid. This drawing and data shall be in sufficient detail to provide a complete description of the storage system and equipment including accurate specification concerning weight, frame material and strength, overall length, width and height.
15.  Product solution must include materials and installation into the designated space.
16.  Product delivery and installation must be coordinated with William Scotsman Project Manager, Greg Pfeiffer or Public Works Director, Bart Stepp.
17.  Contractor will be responsible for all required permits and inspections if required.
18.  Product solution must identify and include reasonable maintenance/service plan by service location within the State of Washington. Identify the closest facility to Woodland, WA: PORTLAND, OREGON
19.  Prevailing Wage Requirements apply to the installation of this system.
20.  Bidders are required to provide only new, unused equipment, and provide engineering and technical data on the proposed system.
21.  All warranties shall be clearly noted and included with the bid, minimum 1 year parts and labor required.
22.  All components and accessories cataloged as standard by the vendor, unless superseded by these specifications, shall be provided with the system.
23.  All equipment and components necessary for operation and normally supplied shall be furnished, even if not called out in the specifications.
24.  Vendor is required to be an authorized dealer in the business of selling and servicing the equipment identified in the bid.
25.  Bidder must identify product manufacturer's make and model number.
26.  Bidder must provide two copies of operation and maintenance manuals covering proper maintenance and adjustments of equipment and mechanical systems, recommended preventative maintenance, and troubleshooting guide.

COMPANY NAME: Pacific Business Systems

**SPECIFICATIONS**  
**Project: High Density File and Storage System**

**SPECIFICATIONS AND BID RESPONSE FORM (Page 3)**

27.  Product Delivery, Storage And Handling: Deliver High-Density Storage Unit in Manufacturer's original, unopened protective packaging.
- Prevent soiling, physical damage and wetting.
  - Protect equipment and exposed finishes during transportation, erection and construction against damage and stains.
  - Install each equipment item in accordance with Manufacturer's direction, referenced Codes and Specifications.
  - Install High-Density Storage Unit with clearances in accordance with referenced specifications.
  - Install High-Density Storage Unit equipment to facilitate safe and easy removal for maintenance and repair.
  - Replace/repair/repaint any material or building equipment damaged during the High-Density Storage Unit installation caused by Contractor and/or their Subcontractors.
28.  Freight: F.O.B. Destination freight prepaid and included is required for destination to the City of Woodland, 200 E Scott, Woodland WA 98674. Vendor will be responsible for any damage in transit
29.  Contractor to dispose of all debris, material, packaging, etc from site and for clean up following installation.
30.  What is the manufacturer, make and model number of units being bid for each system?

*High Density Storage – Records Room*

Manufacturer: *Borroughs Corporation / Make: Aisle-Saver*

Model: *SEISMIC TRACK w/ ANTI-TIP, 2 Fixed Ranges, 6 Movable Ranges*  
*Structural Steel End Panels, 3-Spoke Handles,*

*High Density Storage – Evidence Room*

Manufacturer: *Borroughs Corporation / Make: Aisle-Saver*

Model: *SEISMIC TRACK w/ ANTI-TIP, 2 Fixed Ranges, 5 Movable Ranges*  
*Structural Steel End Panels, 3-Spoke Handles,*

31.  Provide names and contact information of three references for which similar storage units have been installed within the last 24 months. Attach additional sheets as needed.

*\* See Attached Reference Sheet \**

COMPANY NAME: \_\_\_\_\_

*Pacific Business Systems*

**SPECIFICATIONS**  
**Project: High Density File and Storage System**

**SPECIFICATIONS AND BID RESPONSE FORM (Page 4)**

- This page of the bid form must be signed.
- Use ink and print legibly.
- Unit prices, when relevant, are mandatory and shall control.
- Initial and date any changes, erasures or cross-outs.
- Initial here RV to verify your Bid considers addenda: 1 through 7

Having carefully examined all documents enclosed herein, the undersigned proposes to furnish and install Two (2) High Density Storage System as set forth below:

Bid Price for High Density Records Storage System	\$ 13,925. <sup>49</sup>
Bid Price for High Density Evidence Storage System	\$ 13,810. <sup>21</sup>
Washington State Sales Tax 7.8%	\$ 2,163. <sup>38</sup>
<b>TOTAL</b>	\$ 29,899. <sup>03</sup>

NOTE: Back stops, Center Stops, and Slotted Shelves are included. DIVIDERS (IF ANY ARE WANTED) are additional. Please add \$2.16 per divider which includes tax. (RV)

Company Name: Pacific Business Systems

Company Address: 502 SE Lincoln St.

City/State/Zip: Portland, OR 97214

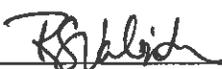
WA State UBI Number: 601-428-853

Phone: (503) 231-7223 Fax: (503) 231-0929

E-Mail: rhonda.val@isda.net.net

Print Name of Signatory: Rhonda Valentine

Print Title of Signatory: President

Contractor Signature: 

Date: 6/19/2013 County & State of Signing: Multnomah, Oregon



**Employment Security Department**  
WASHINGTON STATE

June 18, 2013

To Whom It May Concern,

Attached is a copy of the RCW 50.04.165 regarding corporate officer coverage for UI Tax purposes. The last paragraph highlighted in green states that if a corporation registered in WA State has only bona fide corporate officers it is not considered an employer. Thus it doesn't have to register with our department. Should you have any questions, please feel free to contact me.

*Gary Kolonja*

Gary Kolonja | UITA

Employment Security Department | Olympia AMC

PO BOX 9046 Olympia, WA 98507-9046

☎ 360-902-9237 | ▼ 360-902-9201 | ✉ Email: [gkolonja@esd.wa.gov](mailto:gkolonja@esd.wa.gov)



Employment Security Department  
WASHINGTON STATE

*\*Documentation for Section 19.*

***"Employment Security Department Certificate of Coverage***

*Contractors must supply with their bid package a certificate of coverage from the Employment Security Department that states they are eligible to bid on this project.*

**RCW 50.04.165**

**Employment — Corporate officers — Election of coverage — Notification — Reinstatement of coverage. (Effective January 1, 2009.)**

(1)(a) Services performed by a person appointed as an officer of a corporation under RCW 23B.08.400 are **considered services in employment**. However, a corporation, other than those covered by chapters 50.44 and 50.50 RCW, **may elect to exempt from coverage under this title as provided in subsection (2) of this section, any bona fide officer of a public company as defined in RCW 23B.01.400 who:**

(i) Is voluntarily elected or voluntarily appointed in accordance with the articles of incorporation or bylaws of the corporation;

(ii) Is a shareholder of the corporation;

(iii) Exercises substantial control in the daily management of the corporation; and

(iv) Whose primary responsibilities do not include the performance of manual labor.

(b) A corporation, other than those covered by chapters 50.44 and 50.50 RCW, that is not a public company as defined in RCW 23B.01.400 may exempt from coverage under this title as provided in subsection (2) of this section:

(i) Eight or fewer bona fide officers who: Voluntarily agree to be exempted from coverage; are voluntarily elected or voluntarily appointed in accordance with the articles of incorporation or bylaws of the corporation; and who exercise substantial control in the daily management of the corporation, from coverage under this title without regard to the officers' performance of manual labor if the exempted officer is a shareholder of the corporation; and

(ii) Any number of officers if all the exempted officers are related by blood within the third degree or marriage.

(c) Determinations with respect to the status of persons performing services for a corporation must be made, in part, by reference to Title 23B RCW and to compliance by the corporation with its own articles of incorporation and bylaws. For the purpose of determining coverage under this title, substance controls over form, and mandatory coverage under this title extends to all workers of this state, regardless of honorary titles conferred upon those actually serving as workers.

**(2)(a) The corporation must notify the department when it elects to exempt one or more corporate officers from coverage. The notice must be in a format prescribed by the department and signed by the officer or officers being exempted and by another corporate officer verifying the decision to be exempt from coverage.**

(b) The election to exempt one or more corporate officers from coverage under this title may be made when the corporation registers as required under RCW 50.12.070. The corporation may also elect exemption at any time following registration; however, an exemption will be effective only as of the first day of a calendar year. A written notice from the corporation must be sent to the department by January 15th following the end of the last calendar year of coverage. Exemption from coverage will not be retroactive, and the corporation is not eligible for a refund or credit for contributions paid for corporate officers for periods before the effective date of the exemption.

(3) A corporation may elect to reinstate coverage for one or more officers previously exempted under this section, subject to the following:

(a) Coverage may be reinstated only at set intervals of five years beginning with the calendar year that begins five years after January 1, 2009.

(b) Coverage may only be reinstated effective the first day of the calendar year. A written notice from the corporation must be sent to the department by January 15th following the end of the last calendar year the exemption from coverage will apply.

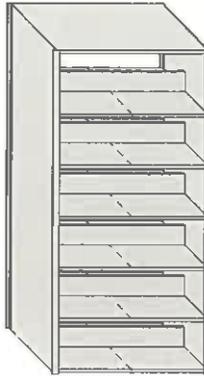
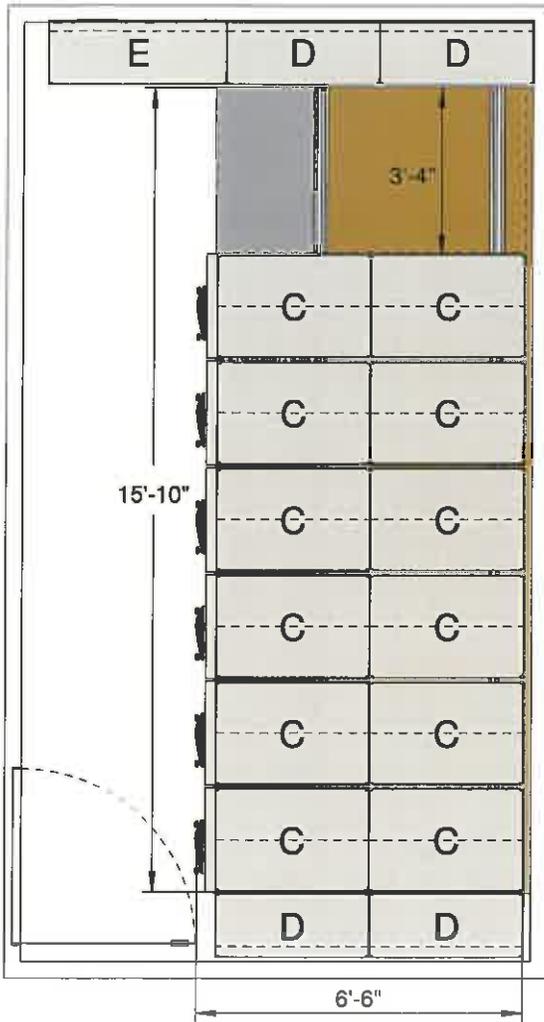
(c) **Coverage will not be reinstated** if the corporation: Has committed **fraud** related to the payment of contributions within the **previous five years**; is **delinquent** in the payment of contributions; or is **assigned the array calculation factor rate for nonqualified employers because of a failure to pay contributions when due** as provided in RCW 50.29.025, or for related reasons as determined by the commissioner.

(d) Coverage will not be reinstated retroactively.

(4) Except for corporations covered by chapters 50.44 and 50.50 RCW, personal services performed by bona fide corporate officers for corporations described under RCW 50.04.080(3) and 50.04.090 (2) are not considered services in employment, unless the corporation registers with the department as required in RCW 50.12.070 and elects to provide coverage for its corporate officers under RCW 50.24.160.

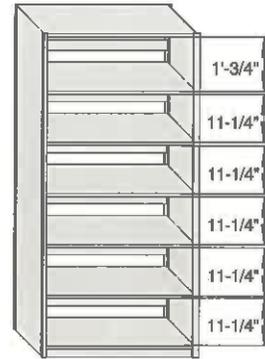
**CAPACITY:**  
**325.5 feet of Linear Storage in**  
**Single-faced and Double-Faced Shelving.**

# File room



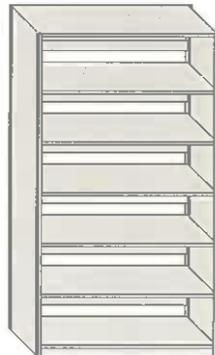
**C, 12 Items**

Four-Post  
 36" x 24" x 6'4 1/4"  
 7 Shelves  
 6 Dividers  
 6 Reinforcements



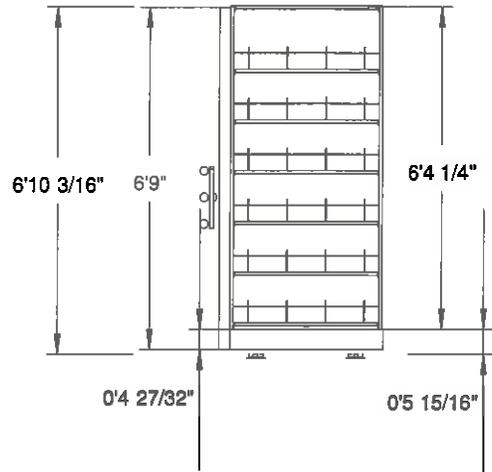
**D, 4 Items**

Four-Post  
 36" x 15" x 6'4 1/4"  
 7 Shelves



**E, 1 Item**

Four-Post  
 42" x 15" x 6'4 1/4"  
 7 Shelves

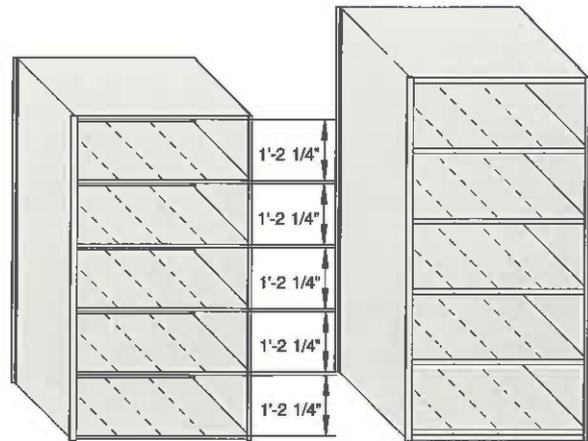
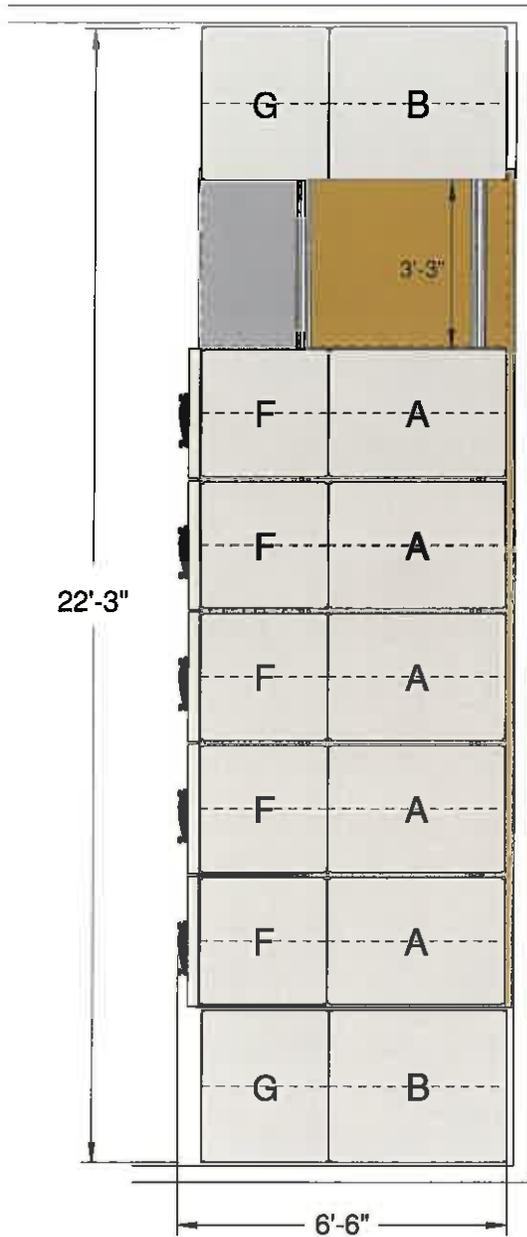


 502 SE Lincoln St Portland, OR 97214 PH: 800-769-8642 FAX:	DRAWN BY: DATE:	SCALE:	JOB LOCATION:	JOB NAME:
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**CAPACITY: 280 Evidence Boxes in 168 feet of Linear Storage In Pass-Through 30" deep Shelving** NOTE: 4 sections have larger clear-height openings for misc. evidence or boxes.

# Evidence Storage Room



**A, 5 Items**

Four-Post  
42" x 30" x 6'4 1/4"  
6 Shelves  
15 Reinforcements

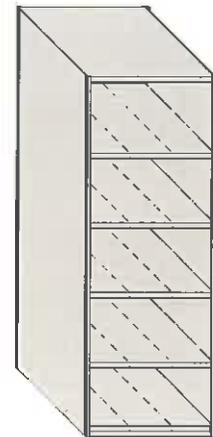
**B, 2 Items**

Four-Post  
42" x 36" x 7'1 1/4"  
6 Shelves  
15 Reinforcements



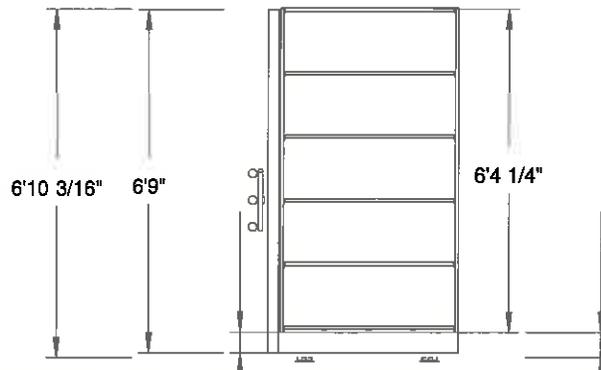
**F, 5 Items**

Four-Post  
30" x 30" x 6'4 1/4"  
6 Shelves  
10 Reinforcements



**G, 2 Items**

Four-Post  
30" x 36" x 7'1 1/4"  
6 Shelves  
10 Reinforcements



502 SE Lincoln St Portland, OR 97214  
PH: 800-769-8642 FAX:

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PAGE DESCRIPTION:  
revised Price list: 02112013



# **Pacific Business Systems**

## **Executive Summary:**

**Recommendations and Proposal [by Pacific Business Systems] to provide the City of Woodland, Washington with a new High-Density Storage Solution for the new Evidence Storage Room. This system will accommodate the need for various sizes and types of evidence to be stored. Additional security and the ability to add to the system as required are also included.**

## **Statement of Understanding:**

**The City of Woodland Police Department is relocating to a new facility and requires new equipment for various evidence items and archival evidence boxes. High-Density Shelving has been determined to be an efficient use of space for evidence storage by many police departments. Adjustability of individual shelves to adapt as storage requirements changes, and the ability to “drop-in” additional movable carriages as the department grows – make High-Density Shelving an excellent solution to the City of Woodland’s storage needs. The City of Woodland is requesting that experienced vendors – licensed in the State of Washington - provide proposals for storage based upon the outline provided in the bid packet dated June 5, 2012.**

# Pacific Business Systems

## Project Team:

**Rhonda Valentine** (President, Project Manager, 21 years)

In storage and retrieval sales and project management since 1985. Based in Seattle from 1985 – 1992 and Portland, OR from 1992 to present. Experienced in all types of storage systems for commercial, municipal, and governmental businesses and agencies. State of Oregon Certified WBE (Women Business Enterprise) Owner.

**Jeff Valentine** (Scheduler, Business Management, 21 years)

In storage and retrieval project management since 1992. Schedules all product procurement, receiving, deliveries, installations with client / client's contractors, and provides coordination of building security/access with PBS Service Department.

**Jason Delf** (PBS Service Manager, 18 years)

Has been certified to install and service TIFFIN Metal Products, Borroughs Corporation Products, and Hanel Automated Vertical Lifts & Carousels. Client liaison during installation. Lays out reference lines and points for use in computing location and position of PBS high density mobile systems and lockers. Trains clients on use of installed systems.

**Robert Sharp** (Service Technician, 9 years)

Has been certified to install and service TIFFIN Metal Products and Borroughs Corporation Products. Leads Installation crew made of Installers and/or Install Helpers. Assists Service Manager to help provide smooth professional installations.

# Pacific Business Systems

## Scheduling Commitment:

**PBS will install system [during normal business hours] within designated time-frame mutually agreed upon between PBS and City of Woodland prior to finalizing contract. PBS has an exemplary record of on-time installations and has many references to document professionalism and expediency of service team performance.**

# Pacific Business Systems

## Installation Requirements

Responsibility	PBS	City of Woodland
Provide a designated project manager, with authority to authorize changes or system modifications	X	X
Provide facility drawings for system engineering purposes		X
Prepare installation drawings for customer approval	X	
Provide clear and unobstructed workspace (at least 6' around the area where system will be located)		X
Unload equipment from trucks and stage near installation area, (Alternative arrangements can be facilitated if required.)	X	
Uncrate materials for installation	X	
Dispose of packaging materials & clean installation area	X	
Provide equipment staging area (1/4 size as installed system)		X
Mechanically install High-Density Shelving	X	
Test and adjust systems to normal performance specifications	X	
Organize groups of employees (prior to installation completion) for user and maintenance training		X
Train personnel in mechanical operations and maintenance	X	

*The above to be done during normal working hours, unless otherwise agreed to in writing. Also it is to be under normal working conditions of light and temperature. All work to be done by non-union labor unless otherwise provided for. Delay of work due to site obstructions, lack of electrical power, etc. could result in additional charges.*

# Pacific Business Systems

## Seismic Qualification:

**Our proposal is for an Aisle-Saver Movable Shelving System with Anti-Tip Mechanisms. If you wish to have the system seismically certified, the engineering firm will take into consideration your building, the size of the system, the way it is attached to your flooring, and the actual system itself. This service is not included in our bid. Additionally, all costs associated to recommendations and/or possible modifications to mobile shelving made by engineer [based upon your individual site requirements] will be responsibility of City of Woodland. Any additional permitting is not included.**

# Pacific Business Systems

## References:

<i>CLIENT</i>	<i>CONTACT</i>	<i>PHONE</i>
Eastern Oregon University	Carol Franks	(541) 962-3020
Microsoft / JLL	Rene Kutchan	(541) 420-9502
Standard Insurance	Susan Sosnika	(503) 813-5558
US Fish & Wildlife	Patricia Fodge	(503) 231-6150
Deschutes County Sheriff's Office	Scott Maxwell (Bremik Construction)	(503) 688-1000
City of Gladstone Police Department	Officer Sean Boyle	(503) 557-2763

# Pacific Business Systems

## Additional Information:

**We will provide the Woodland Police Department with excellent products with stellar service. The qualifications required to provide the storage equipment you need to safely, securely, and efficiently store your evidence - are the same qualifications we meet for ALL our customers no matter their storage needs.**

**What we have installed in our 20+ years of being in Oregon and Washington, is hundreds of storage systems that meet and exceed the needs and expectations of our clients. PBS is in the business of making life long relationships and we have the references to prove that. Included are some older snail-mail letters we have received from clients, along with some statements from emails we have received more recently. The same people work at PBS now as did when the older letters were sent, so they still have validity – and actually show our true longevity, commitment and expertise as a local vendor.**

## Please review the following testimonials:

*"I just wanted you to say thanks for all your help with the shelving process. They look GREAT. Please give your team our best and thanks so much for your support and flexibility."*

Shawn Whelan,  
CFO - La Clinica Del Carino Family Health Care Center

*"I ordinarily wouldn't request this, but your company did a great job and I trust you and your team to help us with this sensitive (new) project."*

Fonda Senour,  
Director of Human Resources, KUNI Automotive, Vancouver

*"I wish to thank you for all the good service you have provided during construction of the center."*

Jerry W. Barkman,  
Chairman, Bldg. Committee, PNWM Historical Society

*"I just wanted you to know how much we like our new storage system – it is great! Thanks for all your help. It went very smoothly and was a pleasure working with you."*

Lynn Dunn,  
Westlake Consultants

*"What a pleasure it has been working with all of you. Your service is impeccable and prompt. You have many times gone beyond the "call of duty" and it doesn't go unrecognized. It makes me feel good to call you all friends, not just vendors."*

Rachel Leigh  
Office Manager, Yergen & Meyer

*"We love our system (even my office manager, who was very skeptical at first). We would be happy to be a reference."*

Lois Albright  
Partner, Albright Kittell, PC

*"Thanks Jeff – OUTSTANDING job by your crew! Very professional and nice to work with. Appreciate the assistance and hard work."*

Sandy Neal  
City of Eugene

*"Thank you so very much for the quick, prompt service!"*

Dayna Nyberg  
Bonneville Power Administration, Vancouver



REPLY TO  
ATTENTION OF  
Executive Office

DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, NORTHWESTERN DIVISION  
PO BOX 2870  
PORTLAND OR 97208-2870

FEB 24 2005

Mr. Jeff Valentine, Owner  
Pacific Business Systems  
502 SE Lincoln  
Portland, OR 97214

Dear Jeff:

Several years ago, the Northwestern Division initiated a Relocation Project to identify, negotiate, construct, furnish, and move into new offices. This major project involved several complimentary and complex tasks that needed to be integrated into a single well-orchestrated project. This integration required the support and cooperation of many offices and agencies. Some of the most important were the products and installation efforts of our many vendors, especially Pacific Business Systems. Without Pacific Business System's efforts and support, we would not have accomplished these major tasks, let alone accommodate the many changing and challenging requirements.

The success of this project can be directly attributed to the efforts, professionalism, and many contributions of Mr. Jim Thorn and his Installation Team. Jim faced a compressed and tight installation schedule. His technical expertise, analytical skills, and management skills were instrumental to his team's success in staging, installing, and securing the large file cabinet systems simultaneously with the installation of all other office furniture and equipment. Without Jim's sustained efforts and direct involvement, we would not have been successful.

Noteworthy in Jim's contributions was his oversight of this large installation with the installation of other vendor's products. The building's sole freight elevator presented a unique challenge to each vendor. Jim scheduled his deliveries and staging in coordination with all other major vendors so as to ensure he met his completion date. Jim managed all aspects of this installation with ease and professionalism thus ensuring all requirements were achieved. Following the move into the new offices, he proceeded to prepare the remaining furniture in the old Custom House and, in short order, disposed of it. Again, another significant step in the project professionally accomplished.

Please pass along my thanks and gratitude to Mr. Jim Thorn for a job well done.

Sincerely,

WILLIAM T. GRISOLI  
Brigadier General, US Army  
Division Commander

Printed on Recycled Paper

**Pacific Business Systems**  
**PROPRIETARY**



August 8, 1994

Jeff Valentine  
Service Manager  
Pacific Business Systems  
502 S. E. Lincoln Street  
Portland, Oregon 97214

Dear Jeff:

Thank you very much for your ongoing support during the updating and conversion of our Documentation Center. Although this project has been overwhelming at times, you and your staff have kept the conversion on track and non-disruptive to our users. I especially appreciate the personalized attention that your company has shown to the Documentation Center Specialists by making yourselves available to answer questions and checking in to make sure that things are flowing smoothly.

I realize that it is not easy to completely reorganize a large Documentation Center like ours and still keep it active. Fortunately, because of the time that you spent preparing our staff before starting the conversion, we have not experienced any problems or complaints from users. So far, I have only heard positive comments.

Thank you, again, for the time and effort that you have put into this project.

Sincerely,

A handwritten signature in cursive script that reads "Connie Hiestand".

Connie J. Hiestand  
Regulatory Operations Coordinator

NTS/tes

k:jefvalen.ltr

Workers' Compensation Division  
350 Winter Street NE, Room 21, Salem, OR 97310-1321

August 26, 1997

Oregon

DEPARTMENT OF  
CONSUMER AND  
BUSINESS SERVICES

Rhonda Valentine  
Pacific Business Systems  
502 SE Lincoln  
Portland, OR 97214



Dear Rhonda,

This may be long in coming, but I would like to take this opportunity to commend you on your excellent work in moving and reconfiguring our Workers' Compensation Claim Files this past summer.

When faced with the need for more efficient shelving, and confronted with a mass relocation of all of our active claims files this past summer to a new, SMALLER work space, I was pleased that Pacific Business Systems could analyze our needs, and design a work environment that not only exceeded our stated storage needs, but improved our work flow, and handled the tedious task of actually moving our almost 300,000 claims. We have gone through a number of reconfigurations in the past, and have supplemented our shelving in the past, but have never experienced the luxury of such a turn-key solution as the one you provided us.

Now that my staff have been working in the new files areas for a couple of months, we are more pleased than ever with your efficiency and responsiveness in seeing to our needs. Our shelving was installed, files were moved and minor tweaks were made to make things all fall into place.

I thank you for your assistance in this project, and would like to invite you to use me as a reference for any similar projects that you may be bidding on in the future.

Sincerely,

Mark Chryssanthis, Records Custodian  
Workers Compensation Division  
Operations Section  
(503) 947-7616

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Pacific Business Systems  
PROPRIETARY

**From:** Bryan Rogan (Pitney Bowes) <v-bryro@microsoft.com>  
**To:** 'Pacific Business Systems' <pacificbusiness@email.msn.com>  
**Date:** Wednesday, January 10, 2001 9:41 AM  
**Subject:** RE: black bins (and Happy New Year!)

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Hi Rhonda,

We had enough extra bins to cover the buildings. If you could send us the ones that should have come in, we'll keep them as extras. I don't know off hand how many we pulled out of storage. If you need a number, let me know and I'll see how our supply is.

Everything is going smooth (as far as the furniture for the new buildings is concerned).

Your support in setting up these new buildings has been awesome. It's like I don't even have to think about it, it just gets done. I love that, and thank your crew for me. They do an awesome job!

The next buildings coming up are:

- Sammamish D -Projected occupancy date of 5/29/01. Capacity / 1288.
- Sammamish E -Projected occupancy date of 6/29/01. Capacity / 912.
- St. Andrews/B-34 -Projected occupancy date of 9/15/01. Capacity / 1200.
- Building 50 -Projected occupancy date of 11/1/01. Capacity / 1050.
- St. Andrews/B-35 -Projected occupancy date of 1-7-02. Capacity / 900

As you know these dates will probably change, but this was the latest update received on 1/8/01.

Thanks again for your support.

Bryan Rogan  
Microsoft Corporate Mailing Services, Redmond, WA  
Microsoft Mailing Services Web Page - <<http://csweb/mail/>>  
Pitney Bowes Management Services, Customer Service Manager

01/10/2001



[www.webpacificbusiness.com](http://www.webpacificbusiness.com) STORAGE, ACCESS & RETRIEVAL SOLUTIONS  
502 SE LINCOLN ST PORTLAND, OR 97214-4533 (503)231-7223 FAX (503)231-0929

## **MOVABLE SHELVING MECHANICAL/ELECTRICAL - 14 POINT INSPECTION** **Scheduled Maintenance / Emergency Service Agreement**

1. Drive chains – tension check, chain wear, squeaks, and lubrication.
2. Drive shafts – shaft connections, drive pins.
3. Drive sprockets – teeth wear, sprocket movement.
4. Drive motors – wiring, connections, housing, noise
5. Mechanical hand crank – excessive movement.
6. Carriage wheel flanges – wear, rubbing track.
7. Safety devices – proper operation of aisle locks, anti tips, switches.
8. Range alignment – check for improper movement.
9. Ramp connection – confirm all connection.
10. Shim / deck – check for movement.
11. Reference shelf – confirm proper operation.
12. End frame – check end frame attachment and alignment.
13. Track – confirm track is unobstructed.
14. Inspection report – review inspection with customer.



## PRODUCT WARRANTY

Borroughs Corporation extends to the original purchaser from the date of purchase a **five-year limited warranty** against manufacturing defects in material and workmanship.

If a Borroughs product fails to perform because of a manufacturing defect, Borroughs will examine it. If found defective, it will be repaired or replaced at our option.

This warranty applies only to Borroughs products acquired directly from Borroughs Corporation or from Authorized Borroughs Dealers.

This warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied or has been modified or **repaired by unauthorized persons** or been repaired with non-standard Borroughs replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty gives you specific legal rights; you may also have other rights which may vary from state to state.

To obtain warranty service, contact your Borroughs Selling Dealer. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim. If you are unable to contact your dealer, contact: Borroughs Corporation, Customer Service Manager, 3002 N. Burdick St., Kalamazoo, MI 49004-3483

# Aisle-Saver<sup>®</sup>

by Borroughs

## Synergy Series<sup>™</sup>

### TECHNICAL DATA

#### ■ Seismic/Anti-tilt Track

Three piece welded track construction provides a 3/4" wide wheel-to-rail contact surface for strength and durability. An 8 gauge "C" channel, with interconnecting gripper plates attached to the carriage, provides superior seismic/anti-tilt protection.

Track construction consists of the following components: C1045 CRS steel rail 3/4" high x 3/4" wide; 8 gauge steel seismic "C" channel and 4.5" wide, 8 gauge steel base plate.

#### ■ Seismic Gripper Plates

Plates are made from 10 gauge steel which bolt directly to the carriage interconnects with the seismic "C" channel for seismic and /or anti-tip protection, 3/4" wide x 3/4" deep.

#### ■ Tensile Strength

The tensile strength of the rail is a minimum of 135 KSI, and yield strength is a minimum of 118 KSI.

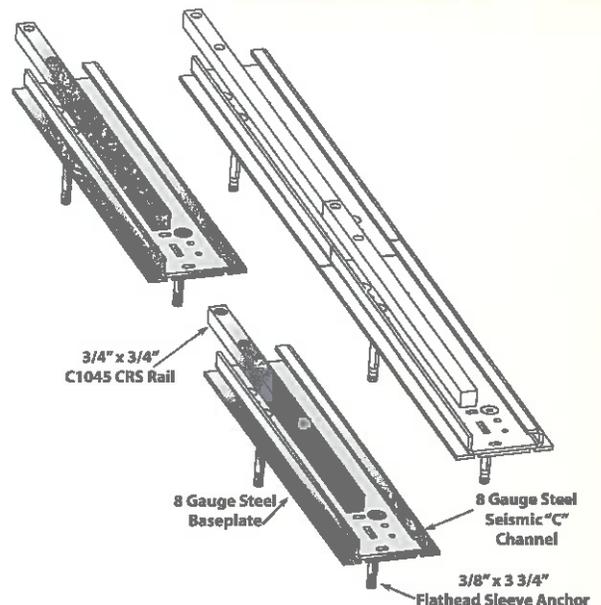
#### ■ Track Leveling

Track splices are overlapping and securely fastened for positive vertical and horizontal alignment and even load transfer. Track leveling uses shims or leveling screws. Track is anchored using 3/8" concrete sleeve anchors. A continuous grout bed of not less than 3/8" is applied underneath the track baseplate.

The track is leveled to 3/32" maximum variation from true level within any module; 1/16" maximum variation between adjacent tracks; 1/32" maximum variation in 10' rail length, along any track.

#### ■ Track Capacity

Capacity is designed and manufactured to carry a load of 1,000 pounds per linear carriage foot.



### Benefits:

- Superior seismic/anti-tilt protection
- Track is flush with the walking surface after decking or concrete is installed
- Track can be attached to the top of, or recessed in a floor
- C1045 CRS rails are strong and durable
- Design applicable to Seismic Zone 4
- Filler inserts provide a barrier-free floor assembly
- Rail is same hardness as wheels to ensure less wear



3002 N. BURDICK STREET ■ KALAMAZOO, MI 49004-3483  
800-748-0227 ■ FAX: 269-342-4161  
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[www.borroughs.com](http://www.borroughs.com)

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## Mechanical Assist Operation

Borroughs Aisle-Saver systems are used for numerous types of filing and storage applications; movement of this type system is accomplished by means of turning an ergonomically designed handle in the direction one wishes the carriage to move. This action initiates a chain, sprocket, and gear reduction operation that turns a drive shaft which turns the systems wheels.

This simple but very effective design allows an operator to move more than one carriage at a time with very little effort. Because all the wheels (on one side of the carriage) are drive wheels, allowing the carriages to move smoothly and easily without racking or twisting.

A safety knob, located above the three spoke handle, is standard on all mechanical assist designs, and should be activated after every aisle movement. ALWAYS unlock a carriage / range after use. A moving carriage contacting a locked carriage could result in damage to the system.

Should there be any difficulty in moving a carriage (after all locks have been checked) please double check for aisle, under carriage or track obstructions before calling for service.

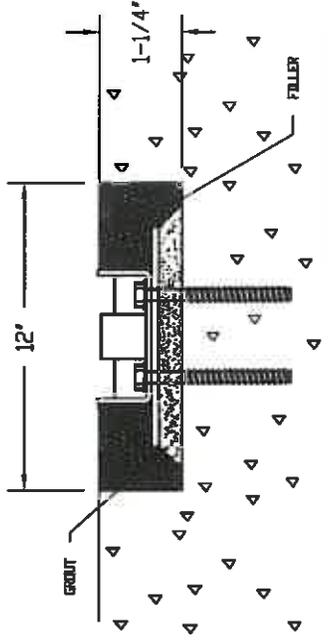
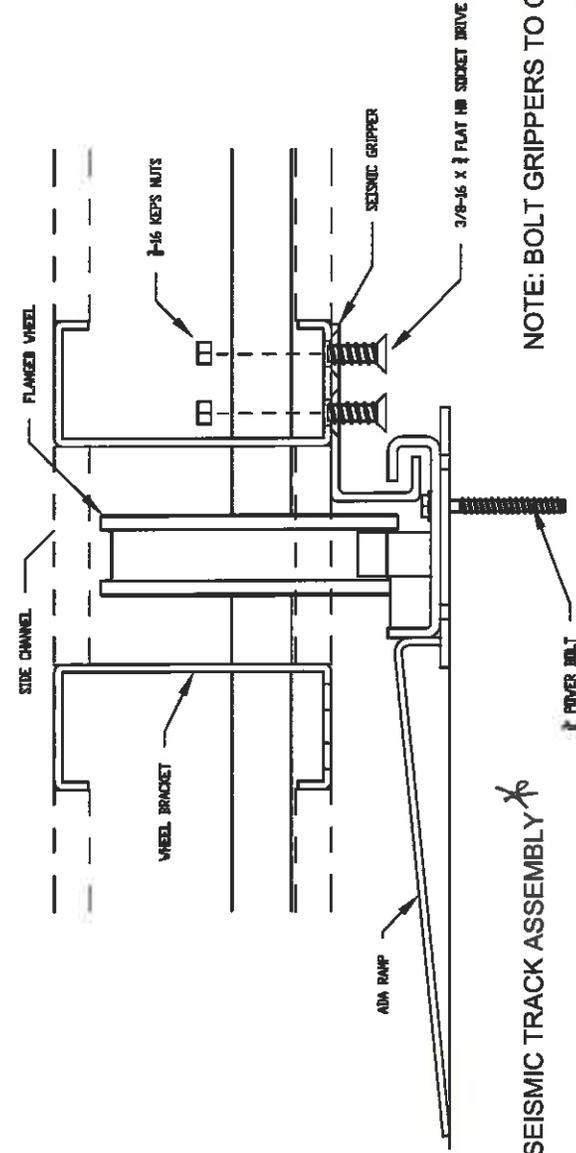
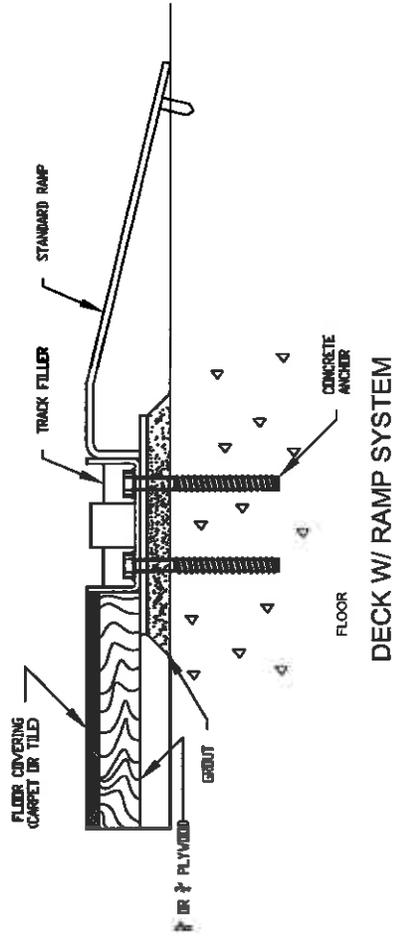
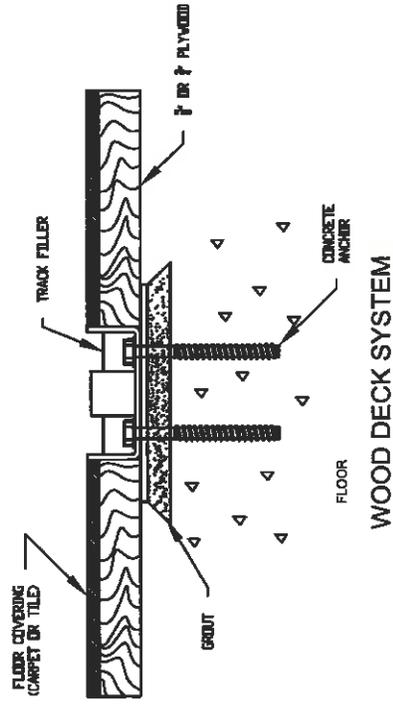


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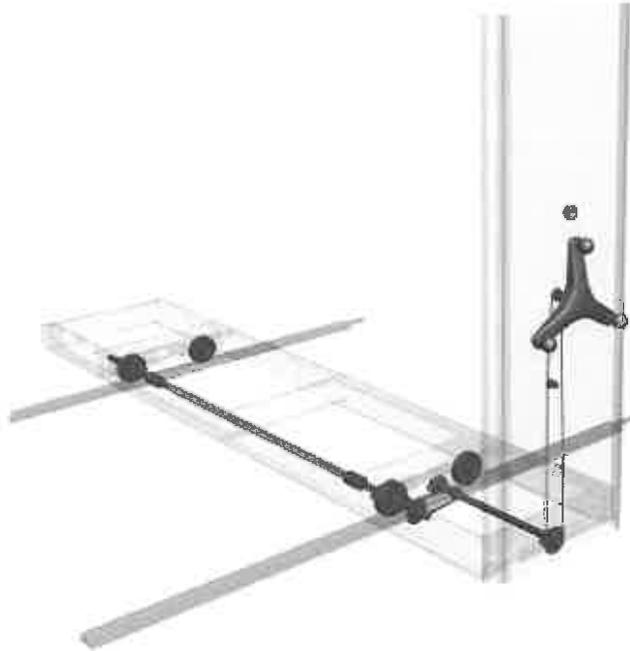
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**TRACK APPLICATIONS**

## Synergy Series Seismic Track Systems

Seismic Track systems offer the same quality construction and design features as standard track systems but are designed for application in Seismic Zone 4. These tracks offer superior anti-tilt or anti-tip protection by virtue of 10-gauge steel seismic gripper plates.



### Carriage Systems: strength and durability with superior design flexibility

Various carriage lengths can be created to meet practically any need by bolting sections together. Lengths may range from 3' to 60'. Carriage widths range from 12" to 60". Secured overlapping track splice design provides positive vertical and horizontal alignment and even load transfer. Synergy Series track capacity is designed to carry maximum loads of 1,000 lbs. per linear carriage foot. Rail tensile strength is rated a minimum of 135KSI with a yield strength minimum of 118 KSI. Wheel-to-track  $\frac{3}{4}$ " wide contact surface adds strength, durability, and smooth operation. Equal hardness of rail and wheels reduces wear. Carriages are constructed of 12-gauge cold rolled steel with welded side channels, torsion channels, and cross members for added strength and durability and provide the least amount of deflection in the industry. The aesthetically pleasing design is free from visible holes or fasteners. The five-inch diameter wheels are precision machined from C1045 CRS steel and are double flanged for superior durability, guidance and tracking performance. Wheels driven by 1" steel drive shafts run the full length of the carriage. Axles with steel keyed couplings are connected on one side of the carriage by steel shafts for easy and smooth carriage movement. Wheels and axles feature sealed, lifetime-lubricated bearings. System provides for easy access for adjustments or service without unloading stored materials. All structural surfaces are powder coated to resist corrosion.