

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 01-16**

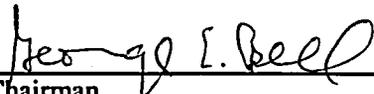
Authorization for Staff to issue a Request for Bids for a "Meridian Phone System" for the Portland Center for the Performing Arts, and authorization for the MERC General Manager to execute a Contract.

The Metropolitan Exposition-Recreation Commission finds:

1. That the existing ROLM CBX 8000 phone system located at the Portland Center for the Performing Arts' New Theatre Building was 6 years old when installed at the building's completion in 1987. The current system reached its potential expansion capabilities 4 years ago, is difficult to repair as technicians familiar with the system are no longer available, and is currently not meeting the needs of staff, tenants, or vendors using the New Theatre Building, Keller Auditorium, and Arlene Schnitzer Concert Hall, and
2. That the Phone System should be replaced to allow the facilities phone services that are currently unavailable such as digital lines and voice mail capabilities for all employees, extra lines for expansion and rental capability, future tie into phone system at Oregon Convention Center as well as reducing the possibilities of the current system collapsing which could cause serious complications to the performance of the facilities if current phone system ceases to work, and
3. That the MERC Pooled Capital Budget includes \$100,000 for replacement of the current System with a Meridian Phone System, and
4. That the Commission must approve issuance of an RFB for formal bids and may authorize the General Manager to execute a contract with the successful bidder if the bid is within the budgeted capital funds allocated for said expenditure.

**Be it therefore resolved** that the Metropolitan Exposition-Recreation Commission authorizes Staff to issue a "Request for Bids" for a "Meridian Phone System" for the Portland Center for the Performing Arts' and further authorizes the General Manager to execute a contract for said System, contingent upon the successful bid being within the amount of Capital Funds allocated for the Project.

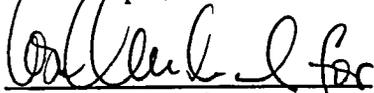
Passed by the Commission on May 16, 2001.

  
Chairman

  
Secretary/Treasurer

Approved As to Form:

Daniel B. Cooper, General Counsel

By:   
Kathleen A. Pool  
Senior Assistant Counsel

## MERC STAFF REPORT

**Agenda Item/Issue:** Authorizing Staff to issue a Request for Bids for a "Meridian Phone System" for Portland Center for the Performing Arts, and authorizing the General Manager to execute a Contract.

**Resolution No:** 01-16

**Date:** May 16, 2001

**Presented by:** Robyn Williams

**Background:** In 1987, the New Theatre Building was completed and the City furnished equipment for the running of the building. One of those pieces of equipment was a used 6 year old ROLM CBX 8000 phone switch. This system has worked for the past fourteen years and has been mostly problem free. Within the last few years however, the phone system has reached its potential expansion capabilities and staff has experienced decreased performance problems due to the system's lack of current phone amenities and capabilities such as availability of digital and analog lines, voicemail boxes, antiquated DOS software, no T-1 or fiber capabilities, as well as increased incidents involving repair and replacement of sometimes obsolete components and qualified technician support. In addition the current system has no availability to allow any of the three facilities the ability to offer phone services to vendors, therefore, is depriving the PCPA a valid revenue source. As a whole, the system is also becoming susceptible to failure due to its age. Over the last year, Staff has been researching potential options for replacement of the system, and has accumulated sufficient information to now solicit bids for a new Meridian Phone System.

**Fiscal Impact:** The replacement of the Phone System is budgeted within the 2000/01 MERC Pooled Capital Budget at \$100,000. Approximately \$18,000 annually in maintenance costs could be saved. Cost savings would be realized through a decrease of trunk lines currently accessing the existing system, user friendly software allowing better and quicker access to system, lack of a separate maintenance agreement due to internal support of new system, increase in staff performance via adding of additional lines so staff will not have to share phone lines and voicemail boxes, and decrease of cell phone charges. In addition, with the ability to charge vendors for phone services the new system will provide PCPA with a new source of revenue estimated to be about \$6,000 a year.

**Other Considerations:** Potential equipment failure during events could impact revenue due to client requests for adjustments on the rental and decreased attendance at the events from adverse building conditions.

New system will allow for future tie in to other MERC facilities and alleviate the possibility of equipment failure which could result in client and tenant requests for adjustments.

**Recommendation:** Staff recommends that the Commission approve the release of a "Request for Bids" for provision of a "Meridian Phone System" for the Portland Center for the Performing Arts, and pending receipt of Bid(s) and review and acceptance by Staff, authorize the General Manager of MERC to execute a contract for acquisition of said Meridian System, contingent upon the cost of the system not exceeding the available funds budgeted.