

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 03-11**

For the purpose of approving rates for exclusive booth cleaning services offered at the Oregon Convention Center.

WHEREAS, the Oregon Convention Center's business plan goals include the enhancement of customer service levels and increasing revenues to offset expenses; and

WHEREAS, the Oregon Convention Center management has identified, and determined that exclusive booth cleaning services offered at the Oregon Convention Center would foster the Center's Strategic Plan Implementation Program; and


WHEREAS, the Oregon Convention Center management has communicated with various area decorators who current perform these services and the decorators have expressed no resistance to the Center taking these services in-house exclusively; and

WHEREAS, the Commission approved this new exclusive service for the Oregon Convention Center's FY 2003-04 budget.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission approves the Oregon Convention Center rates for exclusive booth cleaning services shown on the attached Exhibit A.

Passed by the Commission on March 26, 2003

APPROVED AS TO FORM:  
Daniel B. Cooper, General Counsel

  
By: \_\_\_\_\_

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary/Treasurer

## MERC Staff Report

**Agenda Item/Issue:** Approving rates for exclusive booth cleaning services offered at the Oregon Convention Center.

**Resolution No.:** 03-11

**Presented By:** Jeffrey A. Blosser

**Date:** March 26, 2003

### **Background and Analysis:**

The Oregon Convention Center's business goals and implementation plan have challenged OCC staff to identify, assess and implement revenue ideas to offset expenses and enhance the current customer service levels. Booth cleaning services was explored and researched with other Convention Centers and it was deemed a viable revenue and customer service enhancer. Historically, decorators have provided this service to consumer/tradeshows and exhibit shows.

OCC Management corresponded with most decorators working events at OCC about OCC's intention to take this service exclusively in-house and met with several who desired further discussion. This idea has also been discussed at the Oregon Convention Center's Advisory Committee who fully supported the idea.

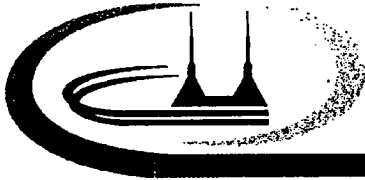
The rates offered on the Resolution attachment are for exhibitors only. The only service cost to show management would be aisle carpet cleaning which would be a charge of \$ .05/sq. ft. per day. This show management rate has been added to the OCC Facility Equipment and Services Rates for FY 2003-05.

### **Fiscal Impact:**

Revenue for FY 2003-04 has been budgeted at approximately \$291,000.

Expenses for this service budgeted for FY 2003-04 are approximately \$20,000 in Personal Services and \$20,000 in Materials and Service.

**Recommendation:** That the Metropolitan Exposition Recreation Commission approves rates for exclusive booth cleaning services offered at the Oregon Convention Center.



# Oregon Convention Center

EVENT: \_\_\_\_\_

### CUSTOM CLEANING ORDER FORM

**Note: The Oregon Convention Center is the exclusive cleaning contractor. No other cleaning services will be allowed on the exhibit floor.**

IF YOU WISH SPECIAL SERVICES, AS LISTED BELOW, PLEASE COMPLETE AND RETURN THIS ORDER FORM TO THE OPERATIONS DEPARTMENT AT THE ADDRESS BELOW. EXHIBITOR IS RESPONSIBLE FOR THE REMOVAL OF ANY FLOOR COVERING (I.e. PLASTIC OR VISQUEEN) BEFORE ORDERED SERVICES WILL BE PERFORMED. THE EMPTYING OF WASTEBASKETS INCLUDED WITH ALL CLEANING SERVICES. THERE WILL BE AN ADDITIONAL CHARGE FOR CLEANING OF CARPETS THAT ARE IN NEED OF SPECIAL ATTENTION DUE TO FOOD SAMPLING DEMONSTRATIONS, HAIR, WOOD, METAL SHAVINGS, GREASE OR OIL.

### ALL RATES BASED ON GROSS BOOTH AREA - 100 SQUARE FOOT MINIMUM

VACUUMING  ONE TIME ONLY.....18c PER SQ. FT.  
BOOTH CARPET  DAILY.....12c PER SQ. FT.

SHAMPOOING  ONE TIME ONLY.....30c PER SQ. FT. DATE \_\_\_\_\_ PLEASE SPECIFY  
BOOTH CARPET

MOPPING BOOTH TILE  ONE TIME ONLY.....25c PER SQ. FT. DATE \_\_\_\_\_ IF OTHER THAN SHOW OPENING  
 DAILY.....20c PER SQ. FT. DATE \_\_\_\_\_ IF OTHER THAN SHOW DAYS

QUANTITY  
NO. OF SQ. FT. \_\_\_\_\_ AT \_\_\_\_\_ c = \$ \_\_\_\_\_ X NO OF DAYS \_\_\_\_\_ = \$ \_\_\_\_\_

PORTER SERVICE PERIODIC POLICING OF EXHIBIT AREA INCLUDING EMPTYING WASTEBASKETS DURING SHOW HOURS. SERVICE PERFORMED AT TWO HOUR INTERVALS BOOTHS UP TO 1,000 SQ. FT. ARE \$40/DAY; OVER 1,000 SQ. FT. ARE \$60/DAY. \$ \_\_\_\_\_  
CONTINUOUS PORTER SERVICE DURING SHOW HOURS AT \$28.00 PER HOUR. \$ \_\_\_\_\_

SPECIAL CLEANING (I.e.) SPOT CLEANING OF CARPET, WIPE DOWN IF NOT PERFORMED BY DECORATOR BARREL AND CHIP REMOVAL DURING MACHINE SHOWS, AT \$20.00 PER HOUR (1 HOUR MINIMUM) PLEASE PROVIDE INSTRUCTIONS. \$ \_\_\_\_\_

### PAYMENT POLICY: WE ACCEPT THE FOLLOWING METHODS OF PAYMENT (CREDIT CARDS, CASH OR CHECKS MADE PAYABLE TO OREGON CONVENTION CENTER)

AMERICAN EXPRESS \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ (STREET / P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

**TO BETTER SERVE YOU AND TO ELIMINATE ANY MISUNDERSTANDING REGARDING PAYMENT FOR THIS SERVICE, PLEASE BRING ANY QUESTIONS TO OUR IMMEDIATE ATTENTION. ADJUSTMENTS CANNOT BE MADE UNLESS DEFICIENCIES ARE REPORTED ONE HOUR BEFORE SHOW OPENING FOLLOWING THE NIGHT THE SERVICE WAS TO HAVE BEEN PERFORMED.**



A SERVICE OF METRO

March 18, 2003

Prepared by Karl Schulz  
Senior Project Manager

**Authorizing Staff to Execute Contracts (Purchase Orders) for  
General Use Tables, Chairs, Dance Floor, and Portable Staging/Risers  
For the Oregon Convention Center Expansion**

**BACKGROUND**

In November 2001 the OCC Expansion Office presented a revised budget of \$115 million for the construction of the Oregon Convention Center Expansion. The Soft Cost budget established incorporated approximately \$1,000,000 in funding to be utilized for FF&E items such as office furniture, tables, chairs and equipment. In February, a total of six (6) "Request for Bids" were released for competitive bidding. These RFB's sought bids for 1) Laminated- Top Conference Tables with Transportation Carts, 2) Plastic-Top Conference Tables with transport carts, 3) Folding Exhibit Chairs with Transportation Carts, 4) Stackable Meeting Chairs, 5) Dance Floor with Transport Carts and Accessories, and 6) Portable Staging, Risers, Transportation Carts and Accessories. The budgeted amount for these items was established at \$1,092,250.00 based on budget estimates from respective suppliers.

**BIDDING PROCESS**

Multiple bids were received for each RFP on March 4, 2003 (chairs, tables, and dance floor) and March 14, 2003 for the staging. All bids were reviewed by staff for compliance to the RFB's. Bidders not compliant to RFB requirements were not considered, including bids not delivered correctly for bid opening. Staff completed cost comparisons and determined which bids were lowest for the respective equipment for purchasing by MERC.

Staff recognizes the following four (4) vendors as the lowest responsive bidders for the respective categories. The low bids are as follows:

Midwest Folding Products, Chicago IL:

Laminated Top Tables (300) 8'x30"	\$27,654.00
(300) 8'x18"	\$21,750.00
(250) 6'x30"	\$19,997.50
(250) 6'x18"	\$17,312.50
Total (68) transportation carts for above sizes	<u>\$31,899.06</u>
	<b>\$118,613.06</b>

Plastic Top Tables (600) 72" Round	\$113,994.00
(60) transportation carts	<u>\$33,300.00</u>
	<b>\$147,294.00</b>

Virco, Inc., Torrance, CA:

Folding Exhibit Chairs (3,000)	\$159,990.00
Transportation Carts (60)	<u>\$49,150.80</u>
	<b>\$209,140.80</b>

Stackable Meeting Chairs (5,000)	<b>\$270,550.00</b>
No carts ordered	

StageRight Corporation, Clare, MI:

Performance Stage	(1) 40'x60' with carts and accessories	\$51,381.00
Sound Wing Stage	(2) 8'x12" with carts	\$5,966.00
Risers	(40) 6'x8' 16" – 24"	\$43,040.00
	(28) 6'x8' 24" – 32"	\$31,332.00
Chairstops	(81) total: varying sizes	\$2,396.00
Stair Units	(38) total: 8-step, 3-step, 2-step	\$18,754.00
ADA Ramp and Carts	(1) 0" – 48" adjustable	\$8,541.00
Accessories	Skirting, Barricades	\$15,119.00
		<b>\$176,529.00</b>

The total of awarded amounts for general use tables, chairs, dance floor, staging and risers equals \$956,262.86 which is a savings of \$135,987.14 from the estimated amount that had been budgeted.

### FISCAL IMPACTS

Funding for Furniture and Equipment had been identified in the original Project budget to be provided by the Expansion Project. Funds specifically used for the contracts listed in this report are being financed by transferred funds from Contingency of the MERC Operating Fund to the Convention Center Capital Fund, as approved by the MERC Commission on February 26, 2003 via Resolution #03-04. A budget amendment has been submitted, and is expected to be approved by the Metro Council at its March 20, 2003 meeting.

### RECOMMENDATION

Per separate resolutions for the respective vendors, Staff recommends that the MERC Commission authorize contracting through purchase orders with:

- 1) Midwest Folding Products (2 purchase orders - \$118,613.06 and \$147,294.00)
- 2) Virco, Inc. (2 purchase orders - \$209,140.08 and \$270,550.00)
- 3) SICO America, Inc. (1 purchase order - \$34,136.00)
- 4) StageRight Corporation (1 purchase order - \$176,529.00)

for the furniture and equipment as itemized in this Staff Report for the Oregon Convention Center Expansion, and further authorizes the Staff to execute said purchase orders following the established signature authority protocol for the OCC Expansion Project.