# METROPOLITAN EXPOSITION-RECREATION COMMISSION

## **Resolution No. 03-12**

Authorization for Staff to execute two contracts (purchase orders) with Virco, Inc., Torrance, CA, for the acquisition of general use chairs for the Oregon Convention Center Expansion and authorizing Oregon Convention Center Staff to execute the purchase orders on behalf of the Commission.

WHEREAS, based on pre-established cost estimates, "Request For Bids" were issued for 1) CH-1 Folding Exhibit Chairs and Transport Carts, and 2) CH-2 Stackable Meeting Chairs and;

WHEREAS, on March 4, 2003 multiple bids were received and opened, subsequently reviewed by Staff, and the lowest and most responsive bidder for each RFB was determined to be Virco, Inc, Torrance, CA, with a total bid of \$209,140.80 for Exhibit Chairs, and with a total bid of \$270,550 for Stackable Meeting Chairs, and;

WHEREAS, the combined total of \$479,690.80 for general use chairs and transport carts is less than the estimated \$681,000 budgeted, and;

WHEREAS, funding for furniture and equipment had been identified in the original approved Project budget, and;

WHEREAS in Resolution #03-04, the Commission approved a transfer of funds from MERC Operating Fund Contingency to purchase furniture and equipment, and a budget amendment has been submitted to the Metro Council for approval, and;

WHEREAS, this was a time sensitive acquisition and purchase orders have been issued and mailed in order to receive the equipment in time for the opening of the OCC Expansion in mid-April 2003,

# **BE IT THEREFORE RESOLVED AS FOLLOWS:**

1. That the Metropolitan Exposition-Recreation Commission authorizes Staff to issue (2) contracts (purchase orders) with Virco, Inc., Torrance, CA, in the respective amounts of \$209,140.80 for the acquisition of Folding Exhibit Chairs and Transport Carts, and for \$270,550 for the acquisition of Stackable Meeting Chairs for the Oregon Convention Center Expansion, and

2. That the Staff is authorized to execute the contracts on behalf of the Commission, following established signature authority protocol for the OCC Expansion Project.

Passed by the Commission on March 26, 2003.

Chair Secretarysurer

Approved As To Form: Daniel B. Cooper, General Counsel

By: Senior Assistant Counsel

Attachments: MERC Purchase Order #4057 with Virco, Inc. for Folding Exhibit Chairs MERC Purchase Order #4060 with Virco, Inc. for Stackable Meeting Chairs





Purcha	se Order	Date	Revision	Page
4057		03/11/	2003	ĩ
Payme	nt Terms Fi	reight Term	s	Ship Via
Net 3	) De	estinatio	n	UPS REG
Buyer:	Brooke, I	Jaura		
Dept:		onvention C	enter	
Ship To:		artin Luther		
•	Portland C		•••	

209,140.80

Vendor: 0000011697 VIRCO INC 2027 HARPERS WAY TORRANCE CA 90501

Bill To:	Accounts Payable 600 NE Grand Avenue Portland OR 97232

Total PO Amount

Tax Exempt? N	Tax Exempt ID:					*
Line-Schd Item	Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1 - 1	Chrome/Sapphire Chairs 198G		3,000.00 EA	53.33	159,990.00	03/11/2003
	1966		Schedule	- TOCAL	159,990.00	Ϋ́,
		Item	Total	, <del></del>	159,990.00	
2 - 1	Cart Model SCT19125SU	,	60.00 EA Schedule	819.18 Total	49,150.80 49,150.80	03/11/2003
		Item	Total		49,150.80	• •

Per RFB CH-1 Delivery required by 4/28/03

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

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Authorized Signature	
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Purcha 4060	se Order	Date 03/11/	Revision 2003	 Page
Payme Net 3		reight Term		Ship Via UPS REG
Buyer:	Brooke,	Laura		 OFS REG
Dept: Ship To:	777 NE N	onvention C lartin Luther DR 97232	enter King Blvd	

Vendor: 0000011697 VIRCO INC 2027 HARPERS WAY TORRANCE CA 90501

Bill To:	Accounts Payable
	600 NE Grand Avenue
	Portland OR 97232

Tax Exempt? N Line-Schd Item Tax Exempt ID: Description Mfg ID Quantity UOM PO Price Extended Amt Due Date Model 8830SBG Stacking 1 - 1 5,000.00 EA 54.11 270,550.00 03/11/2003 Chrs Schedule Total 270,550.00 Item Total 270,550.00 Prices per RFB CH-2

Delivery required by 4/28/03

Total PO Amount

270,550.00

3

All shipments, shipping papers, involces, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

## Staff Report

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 where 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, C	<u>hicago IL:</u>	
Laminated Top Tabl	\$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>
		\$118,613.06
Plastic Top Tables	(600) 72" Round	\$113,994.00
· · · · · · · · · · · · · · · · · · ·	(60) transportation carts	\$33,300.00
		\$147,294.00
Virco, Inc., Torrance, CA:	-	
Folding Exhibit Chair	rs (3,000)	\$159,990.00
Transportation Carts	s (60)	\$49,150.80
·		\$209,140.80
Stackable Meeting C No carts ordered	hairs (5,000)	\$270,550.00

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#### 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
		\$176,529.00

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.