

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;

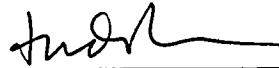
WHEREAS, this was a time sensitive acquisition and purchase orders have been issued and mailed in order to receive the equipment in time for the opening of the OCC Expansion in mid-April 2003,

BE IT THEREFORE RESOLVED AS FOLLOWS:

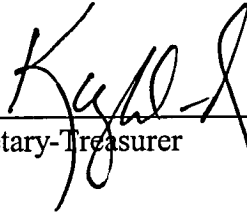
1. That the Metropolitan Exposition-Recreation Commission authorizes Staff to issue (2) contracts (purchase orders) with Virco, Inc., Torrance, CA, in the respective amounts of \$209,140.80 for the acquisition of Folding Exhibit Chairs and Transport Carts, and for \$270,550 for the acquisition of Stackable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



Secretary-Treasurer

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

Purchase Order



Metro
 600 NE Grand Avenue
 Portland OR 97232-2736
 503/797-1700

Purchase Order	Date	Revision	Page
4057	03/11/2003		1
Payment Terms	Freight Terms	Ship Via	
Net 30	Destination	UPS REG	
Buyer: Brooke, Laura			

Dept: Oregon Convention Center
 Ship To: 777 NE Martin Luther King Blvd
 Portland OR 97232

Vendor: 0000011697
 VIRCO INC
 2027 HARPERS WAY
 TORRANCE CA 90501

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

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
Schedule Total						159,990.00	
Item Total						159,990.00	
2 - 1	Cart Model SCT19125SU		60.00	EA	819.18	49,150.80	03/11/2003
Schedule Total						49,150.80	
Item Total						49,150.80	

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

Total PO Amount 209,140.80

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.

Authorized Signature

Purchase Order



Metro
 600 NE Grand Avenue
 Portland OR 97232-2736
 503/797-1700

Purchase Order 4060	Date 03/11/2003	Revision	Page 1
Payment Terms Net 30	Freight Terms Destination	Ship Via UPS REG	
Buyer: Brooke, Laura			

Dept: Oregon Convention Center
 Ship To: 777 NE Martin Luther King Blvd
 Portland OR 97232

Vendor: 0000011697
 VIRCO INC
 2027 HARPERS WAY
 TORRANCE CA 90501

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

Tax Exempt? N Tax Exempt ID:

Line-Schd Item	Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Model 8830SBG Stacking Chrs		5,000.00	EA	54.11	270,550.00	03/11/2003
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

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.

Authorized Signature

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	<u>\$15,119.00</u>
		\$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.