

# METROPOLITAN EXPOSITION-RECREATION COMMISSION

## Resolution No. 03-13

Authorization for Staff to execute two contracts (purchase orders) with Midwest Folding Products, Chicago, IL for the acquisition of general use tables 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) TB-1 Laminated Top Conference Tables and Transport Carts and 2) TB-2 Plastic Top Conference Tables and Transport Carts, and;

WHEREAS, on March 4, 2003 multiple bids were received for each RFB and opened, subsequently reviewed by Staff, and the lowest and most responsive bidder to both RFB's was determined to be Midwest Folding Products, Chicago, IL with a total bid of \$118,613.06 for Laminated Top Conference Tables and Transport Carts, and with a total bid of \$147,294.00 for Plastic Top Conference Tables and Transport Carts, 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, savings from other equipment bids combined with the estimated \$195,750.00 budgeted cost are available to fund both contracts, and;

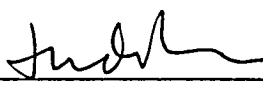
WHEREAS, this was a time sensitive acquisition and purchase orders have been issued and mailed in order to receive the equipment in time for the opening of the OCC Expansion in mid-April 2003,

### BE IT THEREFORE RESOLVED AS FOLLOWS:

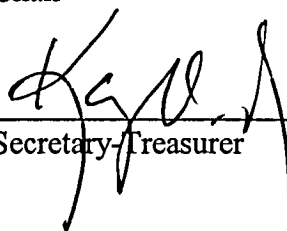
1. That the Metropolitan Exposition-Recreation Commission authorizes Staff to issue (2) contracts (purchase orders) with Midwest Folding Products, Chicago, IL in the respective amounts of \$118,613.06 for the acquisition of Laminated Top Conference Tables and Transport Carts, and for \$147,294.00 for the acquisition of Plastic Top Conference Tables and Transport Carts for the Oregon Convention Center Expansion, and

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

Passed by the Commission on March 26, 2003.

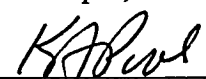
  
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Chair

  
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Secretary-Treasurer

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

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

Senior Assistant Counsel

Attachment:

1. MERC Purchase Order #4058 with Midwest Folding Products for Laminated-Top Conference Tables & Carts
2. MERC Purchase Order #4059 with Midwest Folding Products for Plastic-Top Conference Tables & Carts

# Purchase Order



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

Purchase Order	Date	Revision	Page
4058	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: 0000011696  
 MIDWEST FOLDING PRODUCTS  
 1414 S WESTERN AVENUE  
 CHICAGO IL 60608

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	8' x 30' Series EF Tables		300.00	EA	92.18	27,654.00	03/11/2003
				Schedule Total		27,654.00	
				Item Total		27,654.00	
2 - 1	SST3096 Carts w/ STB		25.00	EA	488.25	12,206.25	03/11/2003
				Schedule Total		12,206.25	
				Item Total		12,206.25	
3 - 1	8' x 18' Series EF Tables		300.00	EA	72.50	21,750.00	03/11/2003
				Schedule Total		21,750.00	
				Item Total		21,750.00	
4 - 1	SST1896 Carts w/ STB		12.00	EA	499.88	5,998.56	03/11/2003
				Schedule Total		5,998.56	
				Item Total		5,998.56	
5 - 1	6' x 30' Series EF Tables		250.00	EA	79.99	19,997.50	03/11/2003
				Schedule Total		19,997.50	
				Item Total		19,997.50	
6 - 1	SST3072 Carts w/ STB		21.00	EA	441.75	9,276.75	03/11/2003
				Schedule Total		9,276.75	
				Item Total		9,276.75	
7 - 1	6' x 18' Series EF Tables		250.00	EA	69.25	17,312.50	03/11/2003
				Schedule Total		17,312.50	
				Item Total		17,312.50	
8 - 1	SST1872 Carts w/ STB		10.00	EA	441.75	4,417.50	03/11/2003
				Schedule Total		4,417.50	
				Item Total		4,417.50	

Prices per RFB TB-1  
 Delivery required by 4/15/03

Total PO Amount 118,613.06

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



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

# Purchase Order

Purchase Order 4059	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: 0000011696  
 MIDWEST FOLDING PRODUCTS  
 1414 S WESTERN AVENUE  
 CHICAGO IL 60608

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	72" Round Series LW Tables		600.00	EA	189.99	113,994.00	03/11/2003
							Schedule Total	113,994.00	
				Item Total				113,994.00	
		2 - 1	SSTR72W Carts w/ STB		60.00	EA	555.00	33,300.00	03/11/2003
							Schedule Total	33,300.00	
				Item Total				33,300.00	

Prices per RFB TB-2  
 Delivery required by 4/15/03

Total PO Amount 147,294.00

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

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.