

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 03-14

Authorization for Staff to execute a contract (purchase order) with SICO America, Inc., Minneapolis, MN for the acquisition of a Dance Floor, Transportation Carts, and Accessories for the Oregon Convention Center Expansion and authorizing Oregon Convention Center Staff to execute the purchase order on behalf of the Commission.

WHEREAS, based on pre-established cost estimates, a "Request For Bid" was issued for "DF-1 Dance Floor and Transportation Carts" for the Oregon Convention Center Expansion, and;

WHEREAS, on March 4, 2003 multiple bids were received and opened, subsequently reviewed by Staff, and the lowest and most responsive bidder to the RFB was determined to be SICO America, Inc., Minneapolis, MN with a total bid of \$34,136.00 which is below the \$40,000 estimated budget, 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 a purchase order has been issued and mailed in order to receive the equipment in time for the opening of the OCC Expansion in mid-April 2003,

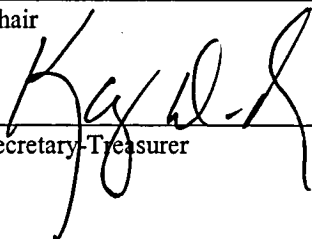
BE IT THEREFORE RESOLVED AS FOLLOWS:

1. That the Metropolitan Exposition-Recreation Commission authorizes Staff to issue a contract (purchase order) with SICO America, Inc., Minneapolis, MN, in the amount of \$34,136.00 for the acquisition of a Dance Floor, Transportation Carts, and Accessories for the Oregon Convention Center Expansion, and
2. That the Staff is authorized to execute the purchase order 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

Attachment: MERC Purchase Order #4056 with SICO America, Inc. for Dance Floor and Transport Carts

Purchase Order



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

Purchase Order	Date	Revision	Page
4056	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: 0000004397
 SICO NA INC
 7525 CAHILL RD
 PO BOX 1169
 MINNEAPOLIS MN 55440

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

Line-Schd Item	Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Portable Dance Floor		1.00	EA	29,640.00	29,640.00	03/11/2003
	1090-201					29,640.00	
				Schedule Total		29,640.00	
		Item Total				29,640.00	
2 - 1	Carts Model 1314-101S		16.00	EA	281.00	4,496.00	03/11/2003
				Schedule Total		4,496.00	
		Item Total				4,496.00	

Per RFB DF-1

Delivery required by 4/14/03

Total PO Amount 34,136.00

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

AWARD RESULT

2 bids were received: StageRight and SICO. StageRight was the lowest bid on all items except 3- and 2- steps for staging. SICO system was not fully compatible so Stagerite was selected. SICO did not bid on barricades. Therefore, award made to StageRight who had the lowest overall bid for staging and accessories, risers, skirting, carts, and barricades.

Acct # 5745 559 59500 Prog X Sub X Pjid. 57644B Yr. 2003

Vendor StageRight
495 Pioneer Parkway
Clare, MI 48617
Amy Whitney
P: 800-438-4499 x 327
F: 989-386-3500
awhitney@stagright.com

Reviewed: 1 VB Date 3/18 Date Amt \$ 176,529.00
Sig 1: [Signature] Date 3/10/03
Sig 2: [Signature] Date 3/18/03

- * All items as per specifications identified in Request for Bids: Portable Staging and Risers (PS-1), Addendum #1, and StageRight Bid Proposal dated 3/13/03
- * Quantity and Prices listed below.
- * All prices include freight charges, F.O.B. to the Oregon Convention Center.

Description: See column "Parts Number" for model of each base item.

LINE #	ITEM	SIZE	# Units	Parts Number	UNIT	TOTAL
PERFORMANCE STAGING						
10	1A	40'x60'	48" - 78"	1	648AN2D	\$44,457.00
11	1B	Guardrails	4' x 32"	8	390554	\$1,472.00
12	1C	Guardrails	8' x 42"	16	390558	\$3,552.00
13	1D	Chair Stops	6'	10	340095	\$300.00
14	1E	Carts	# Carts:	#	322248 & 322238	\$500.00
15	1F	Cart Costs	\$			\$1,600.00
TOTAL						\$51,381.00
SOUND WING STAGE / ROLLING STAGE						
17	2A	8'x12"	48" - 78"	2	319348	\$5,726.00
18	2B	Carts	# Carts:	#		\$100.00
19	2C	Cart Costs	\$			\$240.00
TOTAL						\$5,966.00
RISERS: Fold & Roll 16" - 24" Adjustable						
21	3A	6' x 8'	16" - 24"	40	305315	\$41,040.00
RISERS: Fold & Roll 24" - 32" Adjustable						
23	4A	6' x 8'	24" - 32"	28	305316	\$31,332.00
CHAIRSTOPS AND TRANSPORT CARTS - RISERS						
24	5A	Chairstops	4'	25	340098	\$700.00
25	5B	Chairstops	6'	40	340095	\$1,200.00
26	5C	Chairstops	8'	16	340093	\$496.00
27	5D	Carts	# Carts:	#	N/A	0 not required (store on stage guardrail carts)
28	5E	Cart Costs	\$			\$0.00
TOTAL						\$7,396.00

LINE #	ITEM	SIZE	# Units	Parts Number	UNIT	TOTAL
STAIRS - Adjustable - 8 Step						
30	6A	48" - 78"	2	320106 (Alternate 6A: 8 steps with lights to match existing)	ALTERNATE SELECTED	1367.00 \$2,734.00
STAIRS - 3 Step						
32	7A	24" / 32"	12	320083 (Alternate 7A: 3 steps with gray carpet treads to match existing.)	REDUCED FROM 16 TO 12; ALTERNATE SELECTED	487.00 \$5,844.00
STAIRS - 2 step						
34	8A	16" / 24"	24	320082 (Alternate 8A: 2 steps with gray carpet treads to match existing)	ALTERNATE SELECTED	424.00 \$10,176.00
ADA RAMP						
36	9A	Ramp & Accessories	0" - 48"	1	350412 & 350417	(REDUCED FROM 2 TO 1) 6810.00 \$6,810.00
37	9B	Carts - ADA Ramp	# Carts:	#	322101, 340039, 322803, 322243	1/2 Proposed #, to match need of reduced order. 3
38	9C	Cart Costs	\$			\$ 577.00 \$1,731.00
						TOTAL \$4,541.00
SKIRTING						
40	10A	8'	48" - 78"	20	321113	200.00 \$4,000.00
41	10B	4'	48" - 78"	6	321126	131.00 \$786.00
42	10C	4'	16" - 24"	24	321460	40.00 \$960.00
43	10D	6'	16" - 24"	40	321470	59.00 \$2,360.00
44	10E	8'	16" - 24"	8	321447	69.00 \$552.00
45	10F	4'	24" - 32"	16	321456	45.00 \$720.00
46	10G	6'	24" - 32"	28	321465	60.00 \$1,680.00
47	10H	8'	24" - 32"	8	321444	89.00 \$712.00
48	10I	Carts	# Carts:	#	322113	4
49	10J	Cart Costs	\$			\$ 315.00 \$1,260.00
						TOTAL \$13,030.00
BARRICADES						
51	11A	8' long		8	360117BK	145.00 \$1,160.00
52	11B	4' long		4	360119BK	93.00 \$372.00
53	11C	Carts	# Carts:	#	TBD	1
54	11D	Cart Costs	\$			\$ 557.00 \$557.00
						TOTAL \$2,089.00
TRAINING						
56	12A	Training (hours)		8	N/A	NOT REQUIRING \$0.00
						TOTAL \$176,529.00

LINE #	ITEM	SIZE	# Units	Parts Number	UNIT	TOTAL
DELIVERY						
58	13a			DELIVERY DATE: base bid based on Notice to Proceed of March 20, 2003.	Date:	Ship 4/25/03
59	13b			Premium Cost - Accelerated Delivery by April 30th:	\$	\$0.00
56				WARRANTY: Attached? / Min. 5 year	yes / no	5 years
57				Bidder is a certified: MBE, or WBE, or DBE or ESB firm.		
58				Bid Includes Addendum Reference	yes	no
				COMMENTS:	Will provide proof of insurance. May require 30% down payment prior to shipping with balance after training.	

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>
	\$118,613.06

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

Virco, Inc., Torrance, CA:

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

Stackable Meeting Chairs (5,000)	\$270,550.00
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	<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.