

# METROPOLITAN EXPOSITION-RECREATION COMMISSION

## Resolution No. 03-15

Authorization for Staff to execute a contract (purchase order) with StageRight Corporation, Clare, MI for the acquisition of Portable Staging, Risers, 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 "PS-1 Portable Staging and Risers with Accessories and Transportation Carts" for the Oregon Convention Center Expansion, and;

WHEREAS, on March 14, 2003 two bids were received and opened, subsequently reviewed by Staff, and the lowest and most responsive bidder to the RFB was determined to be StageRight Corporation with a total bid of \$176,529.00, 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, the total cost for the staging, risers, and accessories is less than 2% above the estimated budget of \$173,500.00, and additional savings identified from other furniture and equipment bids is available for funding, 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:

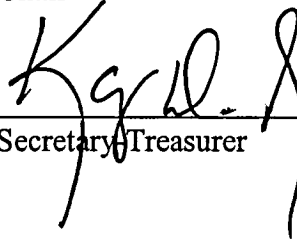
1. That the Metropolitan Exposition-Recreation Commission authorizes Staff to issue a contract (purchase order) with StageRight, Clare, MI, in the amount of \$176,529.00 for the acquisition of Portable Staging, Risers, Transportation Carts, and Accessories for the Oregon Convention Center Expansion, 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 with StageRight for Portable Staging, Risers, and Accessories

# Purchase Order



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

Purchase Order 4082	Date 03/19/2003	Revision	Page 3
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: 0000000287  
STAGE RIGHT CORP  
2289 N INTERSTATE AVE  
PORTLAND OR 97227

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
23 - 1	6' Skirting PN 321465		28.00	EA	60.00	1,680.00	03/19/2003
			<b>Schedule Total</b>			<u>1,680.00</u>	
			<b>Item Total</b>			<u>1,680.00</u>	
24 - 1	8' Skirting PN 321444		8.00	EA	89.00	712.00	03/19/2003
			<b>Schedule Total</b>			<u>712.00</u>	
			<b>Item Total</b>			<u>712.00</u>	
25 - 1	Carts PN 322113		4.00	EA	315.00	1,260.00	03/19/2003
			<b>Schedule Total</b>			<u>1,260.00</u>	
			<b>Item Total</b>			<u>1,260.00</u>	
26 - 1	8' Barricades PN 360117BK		8.00	EA	145.00	1,160.00	03/19/2003
			<b>Schedule Total</b>			<u>1,160.00</u>	
			<b>Item Total</b>			<u>1,160.00</u>	
27 - 1	4' Barricades PN 360119BK		4.00	EA	93.00	372.00	03/19/2003
			<b>Schedule Total</b>			<u>372.00</u>	
			<b>Item Total</b>			<u>372.00</u>	
28 - 1	Cart for Above		1.00	EA	557.00	557.00	03/19/2003
			<b>Schedule Total</b>			<u>557.00</u>	
			<b>Item Total</b>			<u>557.00</u>	
<b>Total PO Amount</b>						<u>176,529.00</u>	

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	Date	Revision	Page
4082	03/19/2003		2
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: 000000287  
 STAGE RIGHT CORP  
 2289 N INTERSTATE AVE  
 PORTLAND OR 97227

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
12 - 1	Adj 8-step Stairs PN 320106		2.00	EA	1,367.00	2,734.00	03/19/2003
			Schedule Total			2,734.00	
	Item Total					2,734.00	
13 - 1	3-step Stairs PN 320083		12.00	EA	487.00	5,844.00	03/19/2003
			Schedule Total			5,844.00	
	Item Total					5,844.00	
14 - 1	2-step Chairs PN 320082		24.00	EA	424.00	10,176.00	03/19/2003
			Schedule Total			10,176.00	
	Item Total					10,176.00	
15 - 1	ADA Ramp PN 350412 & 350417		1.00	EA	6,810.00	6,810.00	03/19/2003
			Schedule Total			6,810.00	
	Item Total					6,810.00	
16 - 1	ADA Ramp Carts		3.00	EA	577.00	1,731.00	03/19/2003
			Schedule Total			1,731.00	
	Item Total					1,731.00	
17 - 1	8' Skirting PN 321113		20.00	EA	200.00	4,000.00	03/19/2003
			Schedule Total			4,000.00	
	Item Total					4,000.00	
18 - 1	4' Skirting PN 321126		6.00	EA	131.00	786.00	03/19/2003
			Schedule Total			786.00	
	Item Total					786.00	
19 - 1	4' Skirting PN 321460		24.00	EA	40.00	960.00	03/19/2003
			Schedule Total			960.00	
	Item Total					960.00	
20 - 1	6' Skirting PN 321470		40.00	EA	59.00	2,360.00	03/19/2003
			Schedule Total			2,360.00	
	Item Total					2,360.00	
21 - 1	8' Skirting PN 321447		8.00	EA	69.00	552.00	03/19/2003
			Schedule Total			552.00	
	Item Total					552.00	
22 - 1	4' Skirting PN 321456		16.00	EA	45.00	720.00	03/19/2003
			Schedule Total			720.00	
	Item Total					720.00	

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Authorized Signature

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Vendor: 0000000287  
 STAGE RIGHT CORP  
 2289 N INTERSTATE AVE  
 PORTLAND OR 97227

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
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			Schedule Total			1,680.00	
			Item Total			1,680.00	
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28 - 1	Cart for Above		1.00	EA	557.00	557.00	03/19/2003
			Schedule Total			557.00	
			Item Total			557.00	
			Total PO Amount			176,529.00	

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