

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**Resolution No. 03-38**

**For the purpose of selecting Hollywood Lights as the lowest responsive and responsible bidder in response to Request For Bids, relating to lighting instruments and ancillary equipment for, the Arlene Schnitzer Concert Hall, Newmark Theater and Winningstad Theatre, and authorizing the General Manager to execute a contract with Hollywood Lights.**

WHEREAS, the equipment presently in the theatres is out dated and lacks energy efficiency, therefore has reached the end of its useful life; and

WHEREAS, Section 6.1 of the Commission's Purchasing Policies And Guidelines delegates authority to the General Manager to prepare and approve Request for Bids (RFB) documents and to solicit bids; and

WHEREAS, MERC staff, under the direction of the General Manager, prepared and issued a Request for Bids for lighting instruments and ancillary equipment; and

WHEREAS, 2 bidders submitted bids in response to Request for Bids; and

WHEREAS, Section 6.1 of the Commission's Purchasing Policies And Guidelines requires the Commission to select the lowest responsive and responsible bidder, approve the contract award, and approve the written contract by resolution; and


WHEREAS, MERC staff has evaluated the bids, and Hollywood Lights is the lowest responsive and responsible bidder.

**BE IT THEREFORE RESOLVED** as follows:

1. The Metropolitan Exposition-Recreation Commission selects Hollywood Lights as the lowest responsive and responsible bidder in response to Request For Bids;
2. The Metropolitan Exposition-Recreation Commission approves the award of a contract, in a form substantially similar to the attached Exhibit "A," to Hollywood Lights.
3. The Metropolitan Exposition-Recreation Commission authorizes the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on August 27, 2003.

  
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Chair

  
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Secretary-Treasurer

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

By:   
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Lisa Umscheid, Senior Assistant Counsel

## MERC STAFF REPORT

**Agenda Item/Issue:** Approving the selection Hollywood Lights as the lowest responsive and responsible bidder in response to Request For Bids, relating to lighting instruments and ancillary equipment for, the Arlene Schnitzer Concert Hall, Newmark Theater and Winningstad Theatre, and authorizing the General Manager to execute a contract with Hollywood Lights

**Resolution No:** 03-38

**Date:** August 27, 2003

**Presented by:** Robyn Williams

**Background:** The current stage lighting equipment at the Arlene Schnitzer Concert Hall and the New Theatre building have been in place since the buildings were opened in the mid-1980's. The current instruments are aging to the point of being very labor intensive to work with, have a diminished output and are very energy inefficient. MERC staff prepared bid documents and a Request for Bids in accordance with MERC's Purchasing Policies for the replacement of the existing theatrical lighting and ancillary equipment. Bids were received on July 29 2003 before 11:00 am. Two bids were received and Hollywood Lights was the lowest responsive and responsible bidder at the amount of One Hundred Ninety Thousand Seven Hundred Fifteen and NO/100 Dollars (\$ 190,715.00). Budgeted amount in the MERC CIP in Two Hundred Thousand Dollars (\$200,000.00)

**FISCAL IMPACT:** The Lighting and Ancillary items project includes Five Hundred Forty three lighting instruments, a new dimming control board for the Newmark Theatre and various other ancillary items. Staff will replace the current instruments that operate at 1000 watts each with instruments that operate at 575 watts each thus realizing energy savings estimated to be at approximately \$10,000 annually. Aside from the energy savings staff has petitioned two different rebate programs within the state of Oregon that are expected to result in rebates amounting to more than \$75,000.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission by Resolution No. 03-38 approve the request for bid contract with Hollywood Lights for the amount One Hundred Ninety Thousand Seven Hundred Fifteen and NO/100 Dollars (\$190,715.00) for the Lighting and Ancillary Items for the Arlene Schnitzer Concert Hall and the New Theatre Building.