

June 21, 2001

01-106

RATIFY BID AWARDS - KITCHEN FOOD SERVICES/OFFICE  
FURNITURE - SYLVANIA FOOD SERVICES RENOVATION  
PROJECT

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL  
RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: Randy McEwen, Vice President, Administrative Services  
Dan Moriarty, President

REPORT: The Sylvania Food Services Renovation Project currently underway also required the furnishing and installation on site of new kitchen, dining and office furniture.

A formal Invitation to Bid (ITB) on this project was advertised in the Daily Journal of Commerce and posted on the State of Oregon Vendor Information Program on April 27, 2001. ITB documents were issued to twelve (12) vendors. In the ITB document the College reserved the right to award this bid based on either the lowest overall total bid, or the lowest per group(s) in any combination that would result in the lowest total cost to the College. Bids were required to include all on-site installation costs as well. Four (4) bids were received by the due date of May 15, 2001 from the following contractors:

<u>Vendor</u>	<u>Chairs</u>	<u>Tables</u>	<u>Desks</u>	<u>Lamps</u>	<u>Inst.</u>
Corporate Env. Herman Miller*	74,941	119,127	-0-	-0-	7,219
<b>Office Trends</b>	<b>70,930</b>	<b>106,521</b>	-0-	-0-	<b>2,500</b>
<b>Pacific Office</b>	<b>75,022</b>	<b>114,223</b>	<b>12,817</b>	-0-	<b>1,312</b>

\* Bid disqualified as no bid bond was submitted as required, plus entire bid was unresponsive.

Note: None of the bid document holders, or the actual bidders, are certified MWESB firms.

Since this furniture needed to be ordered immediately in order for it to arrive and be installed in time for the opening of the re-modeled Sylvania Food Services in the Fall, the award was approved by the President.

**RECOMMENDATION:**

That the Board of Directors ratify the low bids submitted for furniture for the Sylvania Food Services Renovation Project from Office Trends for \$179,951 total, and from Pacific Office for \$14,129 total. All expenditures for this furniture acquisition are from bond funds.

Director Margolin moved to approve Resolutions 01-106 through 01-110; it passed unanimously.