

November 20, 2003

04-071

RATIFICATION OF CONTRACT AWARDS - FURNITURE
FOR THE NEW SOUTHEAST CENTER, CASCADE
JACKSON HALL AND THE CASCADE STUDENT
SERVICES BUILDING

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Steve Sivage, Director/Physical Plant

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Gerard "Jerry" Berger, President

REPORT: As part of the Bond Construction Program, various items of new lounge furniture were needed at the Southeast Center, Cascade Jackson Hall and Cascade Student Services Building.

An Invitation to Bid (ITB) was advertised and issued on October 7, 2003. Bid documents were distributed to eight (8) vendors. Five (5) bids were received by the due date of October 21, 2003 from the following vendors:

Vendor:

OneSource Office Interiors, Inc.
Geo & Gem*
SmithCFI
Inner Space Office Solutions
Pacific Office Furnishings

* State of Oregon MWESB certified

In order to keep on schedule for the new Southeast Center opening it was necessary for the President to approve the award of these contracts to the lowest bidders as delivery times were all 7-9 weeks which necessitated that the orders be placed as soon as possible. Per Board Policy B703, the President can approve procurement contracts in excess of \$50,000, but they must later be ratified by Board resolution.

Award was made based on a per item lowest price to the following vendors:

"New" Southeast Campus:

SmithCFI	\$32,265.92
Inner Space Office Solutions	\$ 38,477.00

Cascade - Student Services Building:

SmithCFI	\$12,471.42
Pacific Office Furnishings	\$ 494.31

Cascade - Jackson Hall

SmithCFI	\$48,382.60
Pacific Office Furnishings	\$ 8,501.31

The awarded contracts also included installation and delivery.

RECOMMENDATION:

That the Board of Directors ratify the competitive selection of the three (3) vendors to supply lounge furniture for a not-to-exceed total amount of \$140,592.56. Funding for these expenditures will be from the Bond Fund.

Resolutions 04-056 through 04-072 were moved for approval by Director Germond and it passed unanimously.