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DEPARTMENT OF  
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

January 31, 1995  
PS:Admin:95004:RBH:bd

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BUILDING FOUR  
SACRAMENTO, CA  
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City Council  
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1656, VIRCO  
CHAIRS AND TABLES, IN THE AMOUNT OF \$566,053.08.**

LOCATION AND COUNCIL DISTRICT

City-wide-All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bid submitted for the contract resulting from Bid No. 1656 for Virco Chairs and Tables. Award is being recommended to Virco Mfg. Corporation, 2027 Harpers Way, Torrance, CA 90501, in the amount of \$566,053.08.

CONTACT PERSON: Karen Parrottino, Buyer II, 433-6240

FOR COUNCIL MEETING OF: January 31, 1995

SUMMARY

Attached is a tabulation of sealed bids received by the City Clerk for furnishing materials in accordance with the specifications used in the bidding process, and recommendation of bid award for Virco chairs and tables in the amount of \$566,053.08.

BACKGROUND

The Virco chairs and tables are being purchased by the Community/Convention Center to be used for events held in the expanded Sacramento Convention Center. The Convention Center management



and operations staff and the architectural team responsible for design and furnishing of the expanded Convention Center evaluated chairs from three major manufacturers, Fixtures Furniture, KI and Virco. Evaluation criteria included comfort, quality of construction, ganging characteristics, and best fitness for the intended use. Following their evaluation of each manufacturer's chair, the committee concluded that the Virco chair will best suit their needs. A significant consideration in the decision was the fact that the side-by-side ganging mechanism of the Virco chair offers greater comfort in less space than the leg-over ganging style of the Fixtures Furniture and the KI chairs. As a result of the Convention Center's findings, the bid solicitation required that bids be limited to the specified Virco chair.

The Mayor's Office and the City Manager's Office both received correspondence from a Fixtures Furniture representative expressing discontent with not being able to offer their chair as part of the bidding process and concern that the City may not be receiving the best possible price for the Virco chair. When contacting Virco in regards to this assertion, Virco confirmed that they are indeed offering the City the lowest price possible for the quantity ordered. They did supply a chair of similar design at a lower cost to the Los Angeles Convention Center, however it was for a quantity of 35,000 versus the City's requirement of 7,500, and was a prototype model.

The original bid from Virco was for a total of \$ 763,115.51. Due to budgetary constraints, the Convention Center staff has reduced the required quantities. Since the Virco proposal is the lowest responsible bid, it is staff's recommendation that the Council award a contract to Virco in an amount not to exceed \$566,053.08.

#### FINANCIAL CONSIDERATIONS

Sufficient funds for this purchase are available in the Community Center's CIP budget 419-500-PA14-4643.

#### POLICY CONSIDERATIONS

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

#### MBE/WBE

Requests for bid (RFB) were sent to seven contractors, four of which were identified as M/WBE firms. The names of the prospective bidders were obtained from the City bid list and by searching the EBMUD Minority and Women Business Enterprise 1992-93 Directory and the State of California - Winter 1994 Disadvantaged Business (DB) and Women Business Enterprise (WBE) List. In addition, the RFB was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Business Development Center.

This bid included provisions for a five percent (5%) bid evaluation preference for City-certified, preference-eligible M/WBE firms. Of the five (5) bids received, two (2) were from certified, preference-eligible Women-Owned Business Enterprises. However, after applying the five percent (5%) bid evaluation preference, neither was the low bidder. Award is not being recommended to a M/WBE.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

RECOMMENDATION APPROVED



William H. Edgar  
City Manager

1 Attachment

**BID TABULATION SHEET FOR  
BID NO. 1656 - VIRCO CHAIRS AND TABLES**

<u>Bidder</u>	<u>Total Less Sales Tax</u>	<u>M/WBE Preference</u>	<u>Prompt Payment Discount</u>	<u>City Tax Preference</u>	<u>Net Total<sup>(1)</sup></u>
Business Interiors Group	\$757,783.37	Yes - 5%	None	Yes - 1%	\$771,048.65
E. F. Corbin	\$829,770.68	None	2% - 20 Days	Yes - 1%	\$869,184.79
Primary Source	771,141.00	Yes - 5%	None	Yes - 1%	\$784,635.97
Virco Mfg.	\$708,227.85	None	None	None	<u>\$763,115.51</u>
Western Contract Furnishers	\$750,434.02	None	None	None	\$808,592.65

<sup>(1)</sup> Net Total includes 7 3/4% Sales Tax

The City Council hereby authorizes subsequent purchase(s) of identical units under the same terms and conditions within 180 days of award providing such purchase(s) has/have been approved and budgeted by the City Council.

Award of Contract To: Virco Manufacturing Corp.  
2027 Harpers Way  
Torrance, CA 90501

Original Estimated Cost: \$766,000.00

Total Bid Amount: \$763,115.51

Total Amount of Contract: \$566,053.08

Using Department: Convention Center

Due Date: December 21, 1994

The lowest responsible bid amount of \$763,115.51 represents the total for Virco Chairs and Tables based on the estimated quantities as originally stated in the bid. Due to budgetary constraints, the quantities have been reduced and authorization is being requested to enter into a contract in a total amount not to exceed \$566,053.08.

<u>Total No. of Bids Solicited</u>	<u>No. of M/WBE Bids Solicited</u>	<u>No. of M/WBE Responses</u>	<u>Award to M/WBE Vendor?</u>
7	4	2	No

