

BOARD MEETING DATE: June 6, 2014

AGENDA NO. 5

PROPOSAL: Execute Contract for Purchase and Installation of Seating for Auditorium and Conference Rooms at Diamond Bar Headquarters

SYNOPSIS: SCAQMD's current auditorium and conference room seating is over 22 years old and is in need of replacement. Repairing the existing seating is not a viable option, as replacement parts are no longer available. On November 1, 2013, the Board approved the release of an RFP to solicit bids from companies interested in providing this service. This action is to execute a contract with American Seating Company, for the purchase and installation of new audience seating in the auditorium and various conference rooms, at a cost not to exceed \$139,167. Funding for this contract is included in the FY 2013-14 Budget.

COMMITTEE: Administrative, May 9, 2014, Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a contract with American Seating Company, for the purchase and installation of audience seating in the auditorium and various conference rooms at SCAQMD headquarters, for an amount not to exceed \$139,167.

Barry R. Wallerstein, D.Env.
Executive Officer

WJ:BJ

Background

The existing audience seating in SCAQMD's auditorium and various conference rooms, was installed during the construction of the Diamond Bar facility in 1990-91. The life expectancy of the seating is from 15 to 20 years, depending on the use. The auditorium and adjacent conference rooms have been consistently utilized for SCAQMD Board meetings and events, Diamond Bar City Council meetings, and numerous public meetings over the past 22 years. Building Maintenance staff has made repairs to the seating in recent years, however, replacement parts are no longer available to complete the needed repairs. Purchase and installation of new audience seating has now become necessary. Installation of the new seating will also bring SCAQMD into compliance with current ADA standards and requirements. On February 7, 2014, the Board approved release of RFP# P2014-08R, to solicit bids from qualified companies, interested in providing the seating and installation.

Proposal

The 22-year old audience seating in SCAQMD's auditorium and various conference rooms are in need of replacement. Therefore, staff recommends that the Board execute a contract with American Seating Company, for an amount not to exceed \$139,167, for the purchase and installation of new audience seating in SCAQMD's auditorium and various conference rooms.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

Proposal Evaluation

Six contractors attended the mandatory Bidder's Conference on February 20, 2014, and each received a copy of the RFP. Four proposals were received when final bidding closed at 2:00 p.m., on March 12, 2014. Three of the proposals were complete and met RFP requirements.

The evaluation panel included three SCAQMD employees: the Building Maintenance Manager, Business Services Manager, and a Principal Air Quality Instrument Specialist. Of these panel members, one is African-American, one is Caucasian, and one is Hispanic; one is female and two are male.

Evaluation of the three proposals was based on criteria specified in the RFP, which included cost, understanding of requirements, contractor qualifications, and references regarding past work experience. The attached summary lists responsive bidders and their scores. Staff recommends the contract be awarded to American Seating Company, the firm that submitted the highest-rated bid.

Resource Impacts

Funding for this contract, in the amount not to exceed \$139,167, is included in the FY 2013-14 District General Budget, Capital Outlays account.

Attachment

Evaluation Summary

ATTACHMENT

PROPOSAL EVALUATION SUMMARY

RFP #P2014-08R Conference Seating Replacement

Vendor	Cost	Cost Points	Technical Points	Additional Points	Total Points
American Seating Company	\$ 139,167	50	44.9	0	94.9
Sierra School Equipment Company	\$ 166,995	40.8	42.1	0	82.9
Office Interiors Plus	\$ 177,145	37.8	33.1	15	85.9