

City Council – Action Request Form

Date: April 11, 2022

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager
 Lisa Saunders, Chief Financial Officer
 Shantell McClam, City/County Purchasing Director

Council Action Requested:

Resolution Awarding Contracts for the Purchase of Furniture for the Benton Convention Center (North Ward)

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

In the fall of 2021, the City completed a \$1.6 million investment to refresh the ballroom and meeting spaces, which are owned by the City and located under the Embassy Suites Hotel. The space has been rebranded as “Benton South” with the ballroom now called “The Gallery”. Bids were received on January 19, 2022, to purchase furniture for the Benton South space. Items included chairs, tables, and carts. Terms of the bid specifications allows the City Council to award contracts to the lowest responsive, responsible bidder for each item listed in the bid. The bid document was sent to several vendors and posted on the City of Winston-Salem Purchasing webpage and the State of North Carolina Interactive Purchasing Site. Listed below is the total cost summary for the lowest bid per item and vendor:

	<u>City & State</u>	<u>Total</u>
Thrifty Office Furniture, Inc.	Raleigh, NC	\$176,611.00
Mity Lite, Inc.	Orem, UT	\$76,693.02
RADG Holdings, LLC	Knoxville, TN	\$14,054.10

Following review and evaluation of the bids received, it is recommended that contracts be awarded as shown in the following table:

Committee Action:

Committee	<u>Finance 4/11/22</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u> </u>

Remarks:

Thrifty Office Furniture	Qty	Unit Each	Delivery, Installation & Freight	Total Price
Stack Chairs	1800	\$94.90		\$170,820.00
Grand Total Bid			\$5,791.00	\$176,611.00
MityLite, Inc.	Qty	Unit Each		Total Price
Rectangle Folding Tables	50	\$262.00		\$13,100.00
Top Madera Tables	50	\$219.00		\$10,950.00
Circular Madera Tables	100	\$385.00		\$38,500.00
Carts 42" Narrow	6	\$527.00		\$3,162.00
Carts 42" Wide	6	\$569.00		\$3,414.00
				\$69,126.00
Grand Total Bid			\$7,567.02	\$76,693.02
RADG Holdings, LLC	Qty	Unit Each		Total Price
Board Chairs	16	\$406.00		\$6,496.00
Conf. Boardroom Tables	2	\$1,606.20		\$3,212.40
				\$9,708.40
Grand Total Bid			\$4,345.70	\$14,054.10

The purchase of the furniture will be financed through the N.C. Municipal Leasing Corporation with the annual lease payments charged to the operating budget for the Convention Center. There is sufficient budget to cover these payments due to the final payment for the furniture purchased as part of the \$20 million renovation of the Convention Center.