



# CITY of NOVI CITY COUNCIL

[www.cityofnovi.org](http://www.cityofnovi.org)

**Agenda Item 1  
September 24, 2007**

**SUBJECT:** Approval to award bid to Irwin Seating Company, the lowest qualified bidder, in the amount of \$25,700; for replacement of audience council chamber seating.

**SUBMITTING DEPARTMENT:** Parks, Recreation, & Forestry

**CITY MANAGER APPROVAL:** *RA for CJP*

<b>EXPENDITURE REQUIRED</b>	<b>\$25,700.00</b>
<b>AMOUNT BUDGETED</b>	<b>\$25,000.00</b>
<b>APPROPRIATION REQUIRED</b>	<b>N/A</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-976.000</b>

### BACKGROUND INFORMATION:

The Novi City Council appropriated \$25,000 for the replacement of auditorium seating in Council Chambers. The seating replacement exceeds the allocated amount by \$700.00. This difference in funds can be absorbed from projects that have come in significantly under budget, such as the chiller.

In February 2007 bids were accepted for seating replacement. Existing chairs had exceeded their useful life and replacement parts had become increasingly hard to locate. As part of the bid sample chairs were provided and evaluated based on design, workmanship, serviceability, and cost efficiency. Upon a thorough investigation the department found Irwin Seating Company best meets the cities seating requirements for this project. If awarded a comprehensive seating layout will be submitted meeting all ADA seating requirements. The contract will also include removal and disposal of existing chairs and carpeting, filling of existing holes, and installation of approximately 130 new seats.

Irwin Seating Company has served many different agencies. Some installation venues have included the following locations: Northville Township Hall, Novi High School, University of Michigan (Multiple Auditoriums), and The Palace of Auburn Hills.

**RECOMMENDED ACTION:** Approval to award bid to Irwin Seating Company, the lowest qualified bidder, in the amount of \$25,700; for replacement of audience council chamber seating.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				



# MEMORANDUM

Date: 6/12/07  
To: Randy Auler  
Director, Novi Parks, Recreation & Forestry  
From: Matt Wiktorowski  
Superintendent of Parks  
Re: City Council Chamber Seating

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In the 2006-2007 fiscal year the Novi City Council appropriated \$25,000 for the replacement of auditorium seating in Council Chambers. The existing chairs had exceeded their useful life and replacement parts had become increasingly hard to locate.

After reviewing qualified bids and evaluating sample chairs, the department feels that Irwin Seating Company best meets the cities auditorium seating requirements. The company was able to provide the city with a high quality "Marquee" chair that further exceeded the bid package specifications and original samples submitted (Citation and Millennium), and remain the lowest qualified bidder. Their company provided experience, accessible replacement parts, and a comprehensive chair

Irwin Seating Company has served many different agencies. Some installation venues have included the following locations: Northville Township Hall, Novi High School, University of Michigan (Multiple Auditoriums), and The Palace of Auburn Hills.

CITY OF NOVI  
 Council Chamber Auditorium Seating Bid Tab  
 Monday, February 26, 2007  
 3:00 P.M.

Company	Total	Notes
Global Office Equipment	\$23,147.20	
Irwin Seating Company	*\$25,700.00	Chair does not meet specifications
Detroit Office Interiors	\$31,570.97	
American Interiors	\$32,208.31	
Angers Equipment Inc.	\$40,763.54	Did not submit sample chair
Global Office Equipment	\$68,329.62	

\* Upon style revisions after initial sample submittal Irwin Seating Company remained lowest qualified bidder, continuing to meet or exceed bid specifications.


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[Contact Us](#)
[Dealer Login](#)

## The Marquee



- rear back panel is one-piece, injection molded, high-impact HDPE polyethylene
- optional wood veneer and upholstered rear back panels are also available
- standard poly foam thickness is 2" with option for 3"
- available on either cast iron or steel standards
- inner upholstery panel is constructed of 5-ply, 7/16" plywood with ergonomic compound curves
- back wings are formed from 14 gauge steel
- backs feature decorative tufting
- back height of 36" with 38" high back version also available
- available for use with [E-Link Power and Data System](#)
- can be used with the No. 6, 7, 8 or 12 seats
- the No. 12 seat is available in 1/2, 3/4 and full fold options and with the choice of ergonomic or suspension support structures
- all seat components exceed ASTM F-851 test for self rising seats
- a [full range of accessories](#) are available



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- 734-662-1133 \*



**CITY OF NOVI, MICHIGAN  
PURCHASING DEPARTMENT**

45175 W. TEN MILE RD.  
NOVI, MI 48375  
(248) 347-0446  
Email: [ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

**City Council Chambers Auditorium Seating**

**BIDS DUE February 26, 2007 BY 3:00 P.M.**

Bid submitted by:

Name (printed) Spence Benedict Title: Field Sales Manager

Company (Legal Registration) Irwin Seating Company

Address 3251 Fruit Ridge Ave., N.W.

City Grand Rapids State MI Zip 49544

Telephone 616/574-7341 Fax 616/574-7411

E-mail benedicts@irwinseating.com

Signature  Date 2/20/07

For information on responding to this ITB, contact Carol Kalinovik, Purchasing Director, at (248) 347-0446, or e-mail [ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, Purchasing Department, 2<sup>nd</sup> floor, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

**THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.**

**FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.**

**NOTICE TO BIDDERS:**

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, [www.govbids.com](http://www.govbids.com), and obtain an official copy.





**CITY OF NOVI  
PROPOSAL FORM**

**City Council Chambers Auditorium Seating**

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

**A. Lump Sum** \$ 23,000.00  
(Twenty-Three Thousand & 00/100)

**Alternate # 1 – Cup Holders** **ADD** \$ 600.00  
(Six Hundred & 00/100)

<b>Alternate #2</b>	<b>Unit Price</b>	<b>Total</b>
Eight (8) Seat Cushions	<u>30</u>	<u>240</u>
Eight (8) Back Cushions	<u>30</u>	<u>240</u>
Four (4) Tablet Arms	<u>15</u>	<u>60</u>

**We acknowledge receipt of the following Addendums:  
(please indicate numbers below)**


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\_\_\_\_\_

Comments: Cupholder in Alternate #1 is plastic. For wood cupholder  
add \$1,316 to Base Bid A.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: Irwin Seating Company

Agent's Name: Spence Benedict - Field Sales Manager  
(Please type)

Agent's Signature:  \_\_\_\_\_

Date: 2/20/07