



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 5

**Agenda Date:** April 11, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Banquet Chairs for Convention Center

**SUMMARY:**

This ordinance authorizes a contract in the amount of \$458,448 with Mity-Lite, Inc. to provide two thousand (2,000) Encore Open-Stackbar Chairs, Model EKSQO, at the Henry B. Gonzalez Convention Center. Funding for this contract in the amount of \$334,000 is available from the Hotel Occupancy Tax Fund FY 2024 Adopted Budget and \$124,448 is available from the Convention and Sports Facilities State Reimbursement Fund included in the FY 2024 Adopted Budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Mity-Lite, Inc. to provide two thousand (2,000) Encore Open-Stackbar Chairs, Model EKSQO, banquet chairs at the Henry B. Gonzalez Convention Center for the Convention and Sports Facilities Department.

The Mity-Lite Model EKSQO chairs are currently used specifically in the Stars at Night Ballroom at the Convention Center in a variety of room settings held at the Henry B. Gonzalez Convention Center. The Encore Series Chair makes movement, stacking, and storage of the chairs safer and more efficient. Each Encore Series chair weighs eleven (11) pounds; the lightweight aluminum

frame of the chairs helps the Convention Center's workers when setting up and removing the chairs for banquets and events.

The City issued a Request for Offer (RFO) for "Banquet Chairs for Convention and Sports Facilities Department (CSF)" (RFO 6100017906) on March 7, 2024, with a submission deadline of March 14, 2024. The response received from Mity-Lite, Inc. meets the published specifications and is recommended for award.

These specific chairs are being purchased as a sole source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with their signature, that all items offered are considered a sole source. Mity-Lite, Inc. is the sole certified manufacturer of the Mity-Lite Encore Series stacking chairs. The chair Model EKSQO was designed and purchased specifically for the Henry B. Gonzalez Convention Center in 2016 as part of the Convention Center expansion project.

The initial term of the contract will be upon award by City Council and will terminate upon delivery of all goods ordered.

#### **ISSUE:**

This contract will provide for the purchase and delivery of two thousand (2,000) Encore Open-Stackbar Chairs, Model EKSQO, for the Henry B. Gonzalez Convention Center. The chairs have a 12-year warranty for the structural frame and a 1-year warranty for the fabric. The chairs are used by the Convention and Sports Facilities Department to support events held at the Henry B. Gonzalez Convention Center and have a life cycle of 12 years.

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, the Convention and Sports Facilities Department will not have sufficient inventory to support events at the Henry B. Gonzalez Convention Center and will have to rent banquet chairs at an increased off-contract price. This could present mismatched furniture displaying an unprofessional appearance for events and meetings held in the facility.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract in the amount of \$458,448 with Mity-Lite, Inc. to provide two thousand (2,000) Encore Open-Stackbar Chairs, Model EKSQO, at the Henry B. Gonzalez Convention Center. Funding for this contract in the amount of \$334,000 is available from the Hotel Occupancy Tax Fund FY 2024 Adopted Budget and \$124,448 is available from the Convention and Sports Facilities State Reimbursement Fund included in the FY 2024 Adopted Budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured based on a sole source exemption and a Contract Disclosure Form is not required.