

# MEMO

**To:** Honorable Mayor and City Council

**From:** Justin Bingham, Director of Information Technology

**Subject:** Recommendation to Award Contract for Council Chambers A/V Upgrades to King Systems

**Date:** October 15<sup>th</sup>, 2018

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## **Project Overview**

The current A/V equipment in Council Chambers is at the end of life meaning a hardware failure is likely and the manufacturer does not provide any warranty on the hardware. Over the past few months, several technical issues with the hardware have occurred and more hardware failures are probable. In order to keep the A/V running in Council Chambers for various critical purposes it is imperative to upgrade the end of life equipment. The new upgraded hardware would have an expected life of 5-7 years. The upgraded hardware will help to ensure the technology is reliable for City Council Meetings, Court and Channel 8 broadcasts. This upgrade would cover the majority of the A/V equipment in Council Chambers including audio, video, cameras, projector, voting system and court recording system.

## **Selection Process**

The Information Technology Department has conducted a RFP process in accordance with City's procurement procedure.

The City received four responses to the RFP. A multi phased evaluation approach was used to evaluate the vendors consisting of the following:

1. The project team evaluated each of the written responses based on the following criteria:
  - Respondent's ability to meet City requirements
  - RFP response completeness
  - Proven ability to deliver on similar projects
  - Cost

From this evaluation, the following three respondents were selected for vendor presentations:

- King Systems
- Ford AV
- AVI Systems

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2. Respondent's presentations were conducted allowing the team to further evaluate each vendor based on the following evaluation criteria:
  - Presentation
  - Project plan
  - Post project support
  - Questions and answers
  - Proven ability to deliver on similar projects
  - Cost
3. The project team conducted a post presentation meeting and developed the following rankings based on the selection criteria:

Vendor	Average Ranking
King Systems	1
AVI Systems	2
Ford AV	3

**Evaluation Team:**

Justin Bingham – IT Director  
Doug Hindman – IT Manager  
Rodney Prince – Service Desk Supervisor  
Rick Troch – Senior IT Tech  
Larry Gonzales – Project Manager

**Schedule**

The current tentative schedule is to kickoff the project the week of October 29<sup>th</sup>, 2018 and have the new system in place by January 29<sup>th</sup>, 2019.

**Financial Impact**

Funding for this project will be a combination of IT Network Hardware Retained Earnings and CIP PEG Funding. Ordinance 2177 included the AV funding and was approved by Council on September 17<sup>th</sup>, 2018.



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### **Staff Recommendation**

Staff recommends awarding of the Council Chambers A/V upgrades contract to King Systems