

**CITY COUNCIL
COMMUNICATION:**

03-137

AGENDA:

MARCH 24, 2003

SUBJECT:

VIDEO
CONFERENCING
EQUIPMENT BID

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

PHILLIP C
VORLANDER
FIRE CHIEF

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

SYNOPSIS —

The Des Moines Fire Department is requesting authorization to accept the lowest bid (lowest compliant bid) for the purchase of video conferencing equipment from VSGI (15827 Los Gatos Boulevard, Los Gatos, CA 95032; Rob Hughes, President and Mike Searcy, Vice President, Western Region).

FISCAL IMPACT —

Total cost of this acquisition is \$118,800. Funding is approved and available through the Fire Department's Operating Budget, Grants (Organization: FIR970003, Account: 544180).

RECOMMENDATION —

Approval.

BACKGROUND —

On February 14, 2003, the Fire Department, through the Purchasing Division, requested bids for video conferencing system equipment. The Fire Department received six bids for this acquisition with the lowest bid being compliant. Only one bidder was located within the City of Des Moines, and the 1% discount allowed for in-city vendors did not affect their ranking for this bid.

The request for bids included several options for equipment and services. The Fire Department has elected to exercise all of the options with the exception of two items. These included the installation and training for the video conferencing equipment at the ten fire stations. The manufacturer of the equipment, Polycom, will conduct the training without charge and will assist Fire Department personnel with the installation of equipment. The cost saving is \$12,500. Deducting the \$12,500 from the stated bid of \$131,300 puts the total cost at \$118,800.

