

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	October 9, 2017
	Agenda Item No.	42
	Roll Call No.	<u>17-1760 17-1761</u>
	Communication No.	<u>17-739</u>
	Submitted by:	Scott E. Sanders, City Manager

AGENDA HEADING:

Approving services to design and install a voting and audio system at City Hall Council Chambers; Approving services to upgrade the video broadcast system at the Municipal Service Center (MSC), and to design and install a video broadcast system at City Hall.

SYNOPSIS:

Recommend approval to order services to design and install a voting and audio system for the City Hall Council Chambers; Recommend approval to order services to upgrade the video broadcast system at the Municipal Service Center, and to design and install a video broadcast system at City Hall. These actions are required because the previous City Hall equipment was relocated to the MSC to make provisions to record and broadcast meetings in that location. The MSC Chambers shall remain an option for City Boards and Commissions and a backup location for the City Council. As such, new systems need to be designed and installed at City Hall.

FISCAL IMPACT:

Amount: \$422,436.73

Funding Source: 2017-18 Operating Budget, Page 91, ND405643 – Non-Departmental. (Fiscal Year ending 2017 excess fund balance will be allocated in the FY2018 Amended budget).

ADDITIONAL INFORMATION:

- Per section 2-726 (a)(7) of the Municipal Code, allowing for non-competitive procurement of goods and/or services that are of such a nature that they are the only goods and/or services which will fit and comply with the required use, we offer the following:

Triad Productions, Inc
Design and install of voting and AV system - \$147,000

- Triad has extensive experience with the Des Moines Council Chamber AV and voting system requirements and preferences.
- Previous custom programming created by Triad can be utilized for the new system at City Hall. This will ensure continuity of user experience between locations.

- Triad's knowledge of the existing City Hall system and cabling pathways will be valuable as certain portions will be reused. This knowledge will also enable them to effectively cleanout the large amount cabling that is no longer used.
- The legacy voting equipment will remain in use at the MSC location. Because of the specialized knowledge required to work with this equipment, Triad will remain the preferred vendor for these services. Continuity of contractors for this type of work at MSC and City Hall would be best practice.

Conference Technology Inc.

Design and install of video broadcasting system - \$275,436.73

- CTI has extensive knowledge of the current installation at MSC and the previous installation at City Hall. Because they completed the installation and move of the current system to MSC, their familiarity and experience will provide the needed continuity between MSC and City Hall.
- Portions of the equipment will be moving from MSC back to City Hall. Their knowledge of these systems from the first move will create efficiencies for the reinstallation at City Hall.
- CTI has extensive experience with City networking protocol that will be necessary for communication between the systems at MSC and City Hall.
- Continuity between the systems in both locations is important for training and effective use. CTI is responsible for making the operation of these systems identical, as well as creating options for remote control of each system.

PREVIOUS COUNCIL ACTION(S):

Date: April 25, 2016

Roll Call Number: [16-0703](#)

Action: Bids from the following:

- (D) [Triad](#) Productions Inc. (Dick Trump, President) for procurement of services to relocate the City Clerk's Office voting system and audio system from City Hall Council Chambers to the Municipal Service Center, \$45,000. ([Council Communication No. 16-224](#)) Moved by Hensley to adopt. Motion Carried 6-1. Nays: Coleman.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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