

TOWN OF PALM BEACH

Information for Town Council Meeting on: December 8, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: Jay Boodheshwar, Deputy Town Manager

RE: Resolution to Approve a Purchase Order to Audio Visual Innovations, Inc. in the Amount of \$97,658.52 and a Project Budget of \$105,000
Resolution No. 139-2020

DATE: December 1, 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 139-2020, approving a Purchase Order to Audio Visual Innovations, Inc. (AVI) in the Amount of \$97,658.52 and a Project Budget of \$105,000, to upgrade the Town Council Chambers audio-visual system.

GENERAL INFORMATION

The Town Council Chambers audio-visual system was installed approximately 10 years ago, at which time it was current generation technology. However, with the rapid advancement of technology this analog and low resolution system has reached its end of useful life and requires upgrading. While the system has been mostly operable through the past few years and staff was determined to get an additional year of operability before replacement, there have been numerous failures that have created service gaps and reduced performance as a result of difficulties locating replacement components. Adding further to the difficulties encountered more frequently the past few years, the current system does not include a service contract which has contributed to significant delays in troubleshooting and repairs, and is not compatible for the integration of video conferencing software such as Zoom.

The proposed system from AVI would salvage multiple newer components that were deployed over the past several years while adding necessary new components to build a completely digital and high resolution solution allowing for integration with any of the modern or future video conferencing systems available. In this case, Zoom would be integrated with the final solution since this is the standard that has been adopted by the Town for public meetings. The new solution would include a reduction from two monitors to one large high definition monitor at each seat on the dais, providing greater visibility and detail of documents projected through the system. The most significant changes would allow Town Council and other public meetings the ability to live stream video and documents to the public via a high resolution digital camera. Additionally, the new system will integrate Zoom video conferencing that can be used during the current pandemic

and for any unanticipated future need. The new solution would provide a service agreement with rapid response and repair for all technical issues based on a formal service level agreement.

METHOD OF PROCUREMENT

Town Purchasing will access TIPS-USA, a National Cooperative Contract to issue a purchase order. Town purchasing has verified the vendor's pricing with TIPS to ensure that the Town receives the correct proposal pricing from Audio Visual Innovations, Inc.

Additionally, Town Purchasing has completed reference checks with other South Florida municipalities, City of Tamarac, City of Doral, and City of Miramar.

FUNDING/FISCAL IMPACT

This project will be funded from the FY 2021 General Fund Contingency Budget, which has a current balance of \$600,000.

TOWN ATTORNEY REVIEW

This resolution format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

Attachments

cc: Paul Brazil, P.E. Public Works Director
Jane LeClainche, Director of Finance
Charles Kapachinski, Information Technology Manager
Dean Mealy, CPPO, Purchasing Manager