

November 15, 2005

TO: John Szerlag, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Gert Paraskevin, IT Director
Carol Anderson, Parks and Recreation Director

RE: **Agenda Item:** Standard Purchasing Resolution 4: Regional Educational Media Center Association Of Michigan (REMC)— Contract For LCD Projectors

RECOMMENDATION

The Parks and Recreation Department recommends that the City purchase and install five LCD projectors and one rear projection screen in the Community Center meeting rooms at a cost of approximately \$21,000.00. The LCD equipment and installation will be purchased from Data Image Systems on the REMC Contract.

BACKGROUND

During the renovation of the Community Center in 2002, plans to purchase and install a LCD projector from the ceiling in each meeting room (301-305) with money from the FFE budget were abandoned when quotes came back higher than expected. To serve the need for providing this equipment in each room, a portable LCD projector was purchased and set up in each room as needed. Since this piece of equipment has been in use, however, there has been times when the projector cart has interfered with set up of the room and the projector has been requested simultaneously by multiple groups. In addition, the price for this type of equipment since it was earlier purchased in 2002 has come down considerably in price.

In order to avoid these problems in the future and enhance the functionality of the meeting rooms for groups and businesses renting this space, these proposed LCD projectors would be suspended from the ceiling in each meeting room and provide a much higher quality video presentation. This would in turn improve the profitability of the Community Center by attracting groups who need a more sophisticated audio-visual display for their presentation or had not been satisfied with the piecemeal system that currently exists. Furthermore, the permanent nature of the proposed LCD projector system in each room would reduce the set up time and simplify the room layout process which would result in lower event management staff costs.

In addition to purchasing five new LCD monitors, a rear projector screen would also be purchased for use on the stage in the Banquet Room (304 and 305). This would allow presentations to be made from the stage area in a more professional manner. The existing LCD projector could be used in this capacity and in some of the other non-meeting rooms that are used for less formal presentations.

The LCD projector set up which is being proposed is common among competing facilities that host meetings and special events. Not only are permanently mounted projectors in other city buildings such as City Hall and the Fire/Police Training Center, but they are also installed in facilities such as the Michigan State Management Center and City of Canton Community Center (Summit on the Green). Combined with the wireless internet service that will be available at the Community Center in December, the LCD projectors would make the facility an attractive venue for businesses and special event planners.

Prior to the installation of the LCD projectors, an electrical outlet would be installed in the ceiling of each room in order to provide the necessary power at a total estimated cost of \$3,000.00.

SUMMARY

Overall the recommendation to expend \$21,000.00 will enhance service and profitability to ensure that the City continues to attract groups and businesses that utilize the Community Center for meetings by keeping pace with technology and providing professional support services to our customers.

BUDGET

Funds are available in the PEG Funds account #401267.7978.010.

Prepared by Kraig Schmottlach, Community Center Facility Manager