



CITY COUNCIL AGENDA ITEM

Date: January 7, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Cindy Stewart, Community Affairs Director
 Gert Paraskevin, Information Technology Director
 Mark Miller, Director of Economic & Community Development
 Tom Darling, Director of Financial Services

Subject: Standard Purchasing Resolution 4, Bid Waiver and Budget Amendment – City Hall Upgrade

History

Council Chambers

- In order to update and upgrade Council Chambers; October 26, 2015 City Council approved a contract to furnish all equipment, material and labor to install new cameras, cables, TV's and articulating mounts in the Council Chambers and Council Board Room to the low bidder meeting specifications, *Advanced Lighting and Sound of Troy, MI* for an estimated total cost of \$32,451.00; (Resolution# 2015-10-139-J-4c).

City Manager's Office Area

- As a part of this update and upgrade so as to improve and enhance customer service, create a friendly environment, optimize space, and encourage collaboration; structural changes to the City Manager's Office Area were completed. Two (2) walls and two (2) doors were eliminated. Four (4) new desks were purchased in order to eliminate walled cubicles and the addition of a collaboration table and chairs in the new open space created a new innovative environment for both staff and visitors.
- Also, the existing carpet in the City Manager's Office Area installed in 2003, is visibly worn and dated. New flooring, additional furniture, a paint refresh and other finishing décor will be included in the next phase of the City Hall upgrade.
- The new carpet selection is a commercial grade Patcraft carpet tile product that will be installed throughout the City Manager's suite. In addition to carpet; a linoleum wood-look plank material will create a small lobby area as you enter the City Manager's suite as well as portions of the workroom which are both high traffic areas.

Purchasing

Council Chambers

- *Advanced Lighting and Sound of Troy, MI* was the low bidder and met all bid specifications and was recommended to upgrade the cameras, cables, TVs and articulating mounts in the Council Chambers and the Council Board Room as specified and as per the project timeline.
- Pre-install meetings with Advanced Lighting and Sound in conjunction with the Community Affairs Director, the City Manager and the IT Department; identified the need to expand the scope of work so as to ensure the upgrade suits and meets the needs of City Administration for all City Council meetings.
- The expanded scope of work includes larger TVs, a new projector, new projection screen and related wiring and equipment which enables Council members to view presentations streamed to their laptops during meetings. Overall, these changes immensely improve the presentation experience for audience members and City Council.
- The integration of equipment for this install is *critical* to the everyday operation of the Council Chambers. Because equipment integration is critical to the entire operation of the system it would not be of any benefit to seek separate bids for this additional work.
- It is recommended to waive the competitive bid process for this technology upgrade and award the install to Advanced Lighting & Sound for the total amount of \$23,416.00.

Quote 6806 (80" TVs & Arm Brackets)	\$7,946.00
Quote 6954 (Projector, Screen, Equipment & Wiring)	<u>\$15,470.00</u>
Total	\$23,416.00



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Purchasing

City Manager's Office Area

- The existing carpet in the City Manager's Office Area was installed in 2003. The carpet is visibly worn and quite dated.
- The new carpet selection is a commercial grade Patcraft carpet tile product that will be installed throughout the City Manager's Office Area. In addition to carpet; a linoleum wood-look plank material will create a small lobby entrance area in the City Manager's suite as well as the workroom which are both high traffic areas.
- The flooring replacement includes all the offices and the conference room. The detailed design and placement of the carpet tiles will update the space and create a visual traffic pattern for City Hall visitors. The project includes removal and disposal of all old carpet and the install of all new base molding.
- In addition to the flooring replacement; an additional furniture purchase, a paint refresh and other finishing décor will be included in this phase of the City Hall upgrade.
- January 12, 2015 City Council approved and authorized City management to participate in the National Joint Power Alliance Purchasing Program (NJPA) for purchases; (Resolution #2015-01-009-J-4f).
- Interior Environments is an authorized dealer for Patcraft carpet manufactured by Shaw and participates in the NJPA cooperative purchasing program.

Financial

Council Chambers

- The total cost of the technology upgrade will be \$23,416.00.
- Funds in the amount of \$18,971.00 is budgeted and currently available in Project #2016001 and \$4,445.00 is budgeted and available in the IT operating budget; Operating Supplies-Computer Supplies; 636.228.7740.015.

City Manager's Office Area

- The project was originally budgeted in the Capital Projects fund 2014/2015 fiscal year in the amount of \$35,000. The amount expended in the 2014/2015 fiscal year was \$18,413. The remaining amount was \$16,587.
- Due to the normal lapse of budget appropriations at fiscal year-end, this project will require a re-appropriation for the 2016/2017 year. The current estimated remaining cost to complete the City Manager's Office area is \$30,000.

Recommendation

Council Chambers

City management recommends awarding the contract to furnish all equipment, material and labor to install the technology upgrade which includes TVs, projector, screen, equipment and wiring in the Council Chambers to *Advanced Lighting and Sound of Troy, MI* for an estimated total cost of \$23,416.00.

City Manager's Office Area

City management requests a budget amendment of \$30,000 in the Capital Project Fund for the carpet and the remaining City Manager Office Area upgrades. In addition, City management requests authorization to purchase and install flooring for the City Manager's Office Area for an estimated total amount of \$16,799.17 as per the NJPA Shaw Carpet Cooperative Contract #022712-SII.