

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

TO: Jason E. Brown, County Administrator

THROUGH: Michael Smykowski, Budget Director

FROM: Basil D. Dancy, Computer Services Manager

SUBJECT: Commission Chambers Audio/Video System Upgrade

DATE: January 12, 2018

DESCRIPTION AND CONDITIONS

In Fiscal Year 2007, the Board of County Commissioners approved a Contract with Audio Visual Innovations (AVI) which covered the design and installation for the audio/video and broadcasting systems used in the Commission Chambers. The A/V system was designed and installed using the analog system format which was current at that time. The original cost of the system was \$290,128.54.

After Hurricane Matthew in October 2016 some of the A/V equipment was damaged, and due to the scarcity of analog equipment, it was difficult to find replacements to bring the system back to a functional state. The system was brought back online, but is still experiencing issues. The current technology standard has moved to a digital format, as the analog equipment is no longer being manufactured. Due to the lack of available analog equipment and intermittent broadcast quality issues, staff wants to proceed quickly with replacement equipment and wiring to avoid any potential service disruption, including the inability to broadcast County Commission meetings.

Staff reached out to several vendors in early 2017 to get a budgetary estimate to update the equipment and wiring in the Commission Chambers and initially only Encore Broadcast Solutions (EBS) responded. Now that we are at the point of commencing with the project we reached out again and 2 firms responded. We have received a total of 3 quotes from AVI (Tampa location would service Indian River County) to replace/upgrade the existing systems to the current digital format. We have also received an updated quote from EBS (Altamonte Springs location to service Indian River County).

The initial quotes from AVI reflected two different types of replacements. The first quote was essentially a replacement of existing equipment to the new digital standard with the associated control equipment. This quote reflects a cost of \$254,736.67 and requires an annual maintenance contract with a renewal cost of \$5,616.18 annually. The second quote was for replacement of existing equipment with additional "cutting edge" components (i.e., monitors with integrated speakers and microphones) that staff feels would not be a justifiable expense. This second quote was \$283,955.04 with an annual maintenance contract at a cost

of \$9,928.98. Both initial AVI quotes were based on a contract with The Interlocal Purchasing System (TIPS), which is led by educational agencies in Texas, and has not been utilized by the County previously. The County Purchasing Manager determined that the bulk of AVI's quoted items were not actually priced on the TIPS contract, and therefore the quotes were not eligible for piggybacking. AVI then submitted an Open Market quote (no contract pricing, digital format standard) which reflects a total of \$213,342.11 with a maintenance contract with an annual renewal cost of \$2,232.44.

The EBS quote (also a replacement of existing equipment to the new digital standard) reflects a cost of \$212,423.45. This EBS quote includes a 3 year maintenance contract at no additional cost.

The quote submitted by EBS is the lowest at \$212,423.45. All four quotes referenced are summarized on the attached Cost Comparison Worksheet and are available for review in the Purchasing Division. The three quotes considered are summarized below.

Item	AVI (TIPS Quote)	AVI (Open Market)	EBS (Open Market)
Materials	\$123,992.56	\$117,804.48	\$180,198.45
Design/Labor Direct Costs	\$125,127.93	\$93,305.19	\$32,225.00
Maintenance Costs (Year 1)	\$5,616.18	\$2,232.44	Included
Base Bid Totals	\$254,736.67	\$213,342.11	\$212,423.45
Maintenance Cost (Years 2+3)	\$11,232.36	\$4,464.88	Included
3 Year Project Cost	\$265,969.03	\$217,806.99	\$212,423.45

While reviewing the quotes received, the Computer Services Division received a request from the Building Department for additional work within the Commission Chambers to facilitate their training programs, to include a projector and large drop-down projector screen. Staff suggests this work should be executed by the same contractor as completing the Chamber and Control Room modification will provide for continuity of operations and maintenance.

EBS has provided excellent service to the County on recent projects for the Chambers Control Room. In 2016, they rebuilt the server rack to ensure our capability to broadcast meetings via Comcast. Additionally, they completed emergency repairs in the Control Room following Hurricane Matthew. Finally, EBS has continued to provide efficient technical support for the Chambers systems, both on site and by telephone.

FUNDING

The expenditure of \$212,423.45, with recurring annual maintenance renewals as stated in the provided quotes. The project expense to replace the outdated analog equipment with digital components will be funded from Optional Sales Tax Fund (315).

Fund Name	Fund Expense Total
Optional Sales Tax Fund (315)	\$212,423.45
Total	\$212,423.45

RECOMMENDATION

Staff recommends the Board waive the requirement for bids and authorize the Purchasing Division to issue a Purchase Order to Encore Broadcast Solutions (EBS) for the upgrade to the Chambers A/V system in the amount of \$212,423.45. Staff also recommends the Board authorize the County Administrator to approve a Purchase Order to EBS for the supplemental projector, screen and associated installation, once a quote for the work has been obtained.

ATTACHMENT

1. Cost Comparison Worksheet

APPROVED AGENDA ITEM

FOR January 23, 2018