

**INDIAN RIVER COUNTY, FLORIDA**

**MEMORANDUM**

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**TO:** Jason E. Brown, County Administrator

**FROM:** Dan Russell, Information Technology Director

**SUBJECT:** Final Ranking of Firms and Award of RFP 2021034 for Main and North Library Meeting Room Audio/Video Upgrade

**DATE:** May 27, 2021

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**CONSENT**

**BACKGROUND:**

On behalf of the General Services and Information Technology Departments, a Request for Proposals (“RFP”) was issued for equipment and installation to enhance the meeting and collaborative capabilities at the Main and North County libraries. RFPs were advertised on March 3, 2021 and responses received April 7, 2021.

**ANALYSIS:**

A selection committee comprised of Tracey Wehking, Director of Library Services, Dan Russell, Director, Information Technology and Randy King, Information Systems & Telecommunications Manager independently evaluated and scored the received proposals in accordance with the RFP document and Purchasing Manual. Evaluation criteria included firm and staff qualifications, project approach, proposed timeline, cost proposal and references. These scores were compiled by the committee and an overall initial ranking of firms developed. The committee decided interviews with all three firms were necessary. At the conclusion of the interviews, the committee members individually ranked the firms in order of preference, compiled their ranking and declared the compiled ranking final.

	<b>Proposing Firm</b>	<b>Location</b>	<b>Proposed Price</b>
1.	AVI-SPL, LLC	Deerfield Beach	\$113,073.84
2.	IM Solutions, Inc.	Melbourne	\$117,805.52
3.	Academic Technologies, Inc.	Sarasota	\$101,213.20

**FUNDING:**

During the interviews, all three firms detailed value engineering options they recommend. Staff would like to discuss this option further with the top ranked firm. This value engineering will reduce the final cost of the work, and will be identified prior to execution of the agreement.

Funds are available in the CARES ACT Fund/Information Systems/Other Machinery & Equipment, Account # 13924113-066490.

**RECOMMENDATION:**

Staff recommends the Board approve the committee's final rankings of firms and award RFP 2021034 to AVI-SPL, LLC, and authorize staff to further negotiate the scope and cost of the work. Staff also recommends the Board approve the sample agreement and authorize the Chairman to sign it after review and approval by the County Attorney as to form and legal sufficiency.

**Attachment**

Sample Agreement