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## INTEROFFICE MEMORANDUM

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**TO:** TOLEDO CITY COUNCIL MEMBERS

**FROM:** KIM BAKER

**SUBJECT:** COUNCIL CHAMBERS AUDIO/VISUAL UPGRADE

**DATE:** FEBRUARY 26, 2019

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Included in the 2018 CIP appropriation was funding for a much needed audio/visual upgrade of Council Chambers. A team composed of Mary Schmidbauer, Gabe Jones from ICT and Kim Baker worked together to put together an RFP for a complete upgrade to the most current technology for audio, presentation system, and video streaming capabilities. The RFP was published through our Purchasing Department and four proposals were received as a result of that RFP.

All of the prospective contractors were interviewed by a committee including the Clerk of Council, Legistar Manager, Policy Manager, President of Council, Commissioner of Purchasing and the ICT Director's designee. As a result of those meetings, it was recommended that the upgrade include the following components:

- Upgrade of sound system to include all new microphones, controls and mixing system
- Two wireless microphones
- Digital timing system with two LED displays
- Upgraded speaker system
- Wireless assisted listening device for hearing impaired
- Upgraded audio output connections for media
- Wireless video presentation system including tablets at each seat to view or send presentations and access the internet
- Two 70" minimum display monitors on the side walls of Chambers
- Three cameras and control system for video streaming
- Electrical and USB charging outlets installed on top of council desk
- Include all installation, training and support

The pricing in the chart below reflects the proposal prices for the above components:

|                        | Headquarters           | MBE/WBE Commitment                       | Final Proposal | Electrical Work Included |
|------------------------|------------------------|--|----------------|--------------------------|
| BIS                    | Ft. Lauderdale Florida | 0%                                       | \$149,052.91   | No                       |
| ProVideo               | Perrysburg, Ohio       | WBE Cert in Progress at Time of Proposal | \$173,438.00   | Yes                      |
| Torrence               | Perrysburg, Ohio       | 15%                                      | \$168,945.00   | No                       |
| Westfield Technologies | Gibsonburg, Ohio       | 25%                                      | \$133,000.00   | Yes                      |

Based on the pricing, interviews and overall proposal, we recommend the award of the contract to Westfield Technologies. The Westfield proposal is attached for your review. An ordinance is being presented for your consideration for the award of a contract to Westfield with a not to exceed price of \$144,300.00, to account for a 10% contingency. If you have questions or would like to see any of the other proposals, please let me know.