



Legislation Details (With Text)

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Type: BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR **Status:** Agenda Ready

File created: 3/1/2024 **In control:** City Council

On agenda: 4/2/2024 **Final action:**

Title: Approve the award of Option Year #2 to Contract 19-084.2, Skype/Teams Conference Room Technology, to AVI-SPL LLC for an amount not to exceed \$105,203.43

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|----------|------|--------------|----------|--------|
| 4/2/2024 | 1 | City Council | approved | Pass |

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year #2 to Contract 19-084.2, Skype/Teams Conference Room Technology, to AVI-SPL LLC for an amount not to exceed \$105,203.43

DEPARTMENT: Information Technology

SUBMITTED BY: Jacqueline Nguyen, Director of Information Technology

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The City Council awarded Contract 19-084, Skype/Teams Conference Room Technology Design, Installation & Support, to AVI-SPL LLC on July 16, 2019, for a three-year term from the date of award to July 21, 2023, with two, one-year options to extend. The purpose of this contract is to implement standardized videoconference rooms at various municipal buildings.

Option Year #1 was awarded by the City Council in September 2022. In 2022 and 2023, staff worked with AVI-SPL to simplify and standardize the videoconference room solution for lower cost and easier support and maintenance. This solution was implemented in the City Manager’s Office Conference Room and the Finance Conference Room as proof of concept. Once proven, this new solution was then installed in the Electric Service Center, Springbrook Water Reclamation Center, Police Department and Human Resources conference rooms.

DISCUSSION:

During Option Year #1 of the contract, AVI-SPL has designed a solution that has proven effective, and the vendor has performed installation, configuration, and support well.

Based on the vendor's performance, Information Technology recommends extending the contract for the second option year, with an additional six-month extension at the end of Option Year #2. AVI-SPL has agreed to maintain the rates and terms provided for under the contract.

The term of the second option year is July 22, 2023, to January 21, 2025, with no option years remaining.

FISCAL IMPACT:

CIP #: CE160 - Conference Room Upgrades

Conference room upgrades are expensed to the account number listed as part of the capital improvement program. A total of \$105,000 is approved for this project in 2024. The award can be accommodated within the budget.

| Account Number | Fund Description | Total Budget |
|-----------------------|-------------------------|---------------------|
| 16102200-551504 | Capital Projects Fund | \$ 9,655,000 |