



Legislation Text

File #: 19-661, **Version:** 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of RFP 18-084, Skype/Teams Conference Room Technology Design, Installation & Support, to Signal Perfection Ltd. for an amount not to exceed \$480,000 and for a three-year term

DEPARTMENT: Information Technology

SUBMITTED BY: Jackie Nguyen, Interim Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The City of Naperville has approximately 966 employees working in six operating departments (Fire, Police, Water, Electric, Public Works and Transportation Engineering & Development) and six administrative departments (City Manager's Office, City Clerk, Information Technology, Human Resources, Finance and Legal). City staff work at approximately 30 facilities located throughout the City.

Interdepartmental coordination is critical to meet the City's Ends Policy to be a high-performing government. Currently, technology in the City's meeting rooms is inconsistent and outdated. This creates difficulty for staff trying to use technology in various meeting rooms and outside participants often cannot use the equipment. In addition, staff often must travel between facilities to attend meetings because video conferencing capabilities are not available. Productivity is lost traveling to and from meetings. Standardization and modernization of these rooms is required. CIP Project CE160, Conference Room Technology, was included as a new project with the 2019 budget to upgrade conference rooms over a multi-year period.

In March 2019, the Information Technology (IT) Department solicited RFP 19-084 to hire a vendor to design a comprehensive meeting room technology solution, which will serve as the template for the upgrade of multiple large and small conference rooms, huddle rooms and fire station common areas throughout the City. In addition to designing the solution and materials list for each room type, the contract will include installation of technology solutions and a service and maintenance contract for installations.

DISCUSSION:

Advertisement Date: 03/11/2019
Opening Date: 04/02/2019

Notices Sent: 203
Planholders: 20

Bids Received: 4

Proposals were received from the following vendors:

Magenium Solutions Holdings LLC
Netrix LLC

Pace Systems Inc.
Signal Perfection Ltd.

A selection team comprised of staff from the IT Department, Department of Public Works, Electric Utility and TED Business Group evaluated proposals, which were scored based upon criteria set forth in the RFP:

1. Capability, Capacity and Qualifications of the Firm (25%)
2. Suitability and Quality of the Technology Solution (25%)
3. Suitability and Quality of the Approach (25%)
4. Milestones and Deliverables (15%)
5. Outcomes to be Achieved (10%)

After review and scoring of proposals, the selection committee invited the top three vendors, Magenium Solutions Holdings LLC, Pace Systems Inc. and Signal Perfection Ltd., to attend interviews. Following completion of interviews, the selection committee rescored vendors. The final scores are provided below:

VENDOR	QUALIFICATION SCORE
Signal Perfection Ltd	83.75
Pace Systems Inc	82.85
Magenium Solutions Holdings LLC	77.00

Signal Perfection Ltd. had the highest qualification score and is recommended for award.

The budget for CIP project CE 160 was developed using an average cost estimate of \$60,000 per medium to large sized conference room. Thirteen medium to large conference rooms in seven City buildings have been identified as candidates for these technology upgrades. These costs have been distributed across four fiscal years (2019, 2020, 2021 and 2022). Based on the budgeted amount in the CIP for the first three years, up to eight medium to large sized rooms could be competed.

During the first year of the contract term, IT will work with Signal Perfection to develop the technology templates and cost estimates for each meeting room type and install technology in two large conference rooms at the Water Utilities' North Operation Center (NOC) and Public Works Service Center.

Once the design templates are finalized, staff will work with the departments to prioritize the remaining rooms for upgrade, focusing on having at least one room per building upgraded.

The term of the contract is three years from date of award with two one-year options to extend.

FISCAL IMPACT:

CIP #: CE160

Conference room upgrades are expensed to the infrastructure account as part of the annual capital improvement program. A total of \$120,000 is budgeted for CE160 in 2019. The remainder of this contract will be budgeted appropriately in subsequent years.

Account Number	Fund Description	Total Budget Amount
16102200-551500	Building Improvements	\$120,000