



Agenda Report

MEETING DATE: Tuesday, February 8, 2022

TO: City Council

FROM: CITY MANAGER PRO TEMPORE VIDES
SCOTT SANDERS, INTERIM IT DIRECTOR

SUBJECT: RESOLUTION AWARDING CONTRACT TO PRESENTATION PRODUCTS, INC., DBA SPINITAR FOR THE CITY OF WATSONVILLE COUNCIL CHAMBERS AUDIO-VISUAL UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$835,056.28; AUTHORIZING THE CITY MANAGER PRO TEMPORE TO EXECUTE THE CONTRACT; AND AUTHORIZING BUDGET APPROPRIATION OF \$43,057 FROM THE INFORMATION AND TECHNOLOGY INTERNAL SERVICE FUND [0790]

STATEMENT OF ISSUES:

The City's council chambers audio visual equipment has reached the end of its intended lifecycle, has started experiencing failures, and must be replaced.

RECOMMENDED ACTION:

It is recommended that the City Council approve the Resolution awarding a contract to Presentation Products, Inc., DBA Spinitar for the City of Watsonville Council Chambers Audio-visual upgrade project in an amount not to exceed \$835,056.28; authorizing the City Manager Pro Tempore to execute the contract and authorizing budget appropriation of \$43,057 from the Information and Technology Internal Service Fund.

BACKGROUND:

The City's Council Chambers audio visual equipment was installed in 2007, and was state of the art at the time. However, it does not meet current standards, new City requirements, or provide enough flexibility necessary to conduct hybrid meetings. Replacement equipment is becoming very difficult to find, due to the age of the original equipment and analog technology that was standard at the time.

The City sought competitive bids from three different Audio-Visual (AV) design firms and selected The Shalleck Collaborative (Shalleck) to perform the technical specification design services. Based on input received from the City Clerk, Parks & Recreation, and other stakeholders, Shalleck developed the required technical specifications for updating the equipment to current, digital-based services. Additionally, Shalleck will assist with contractor management, system testing, and end user training to ensure contract compliance.

Using these technical specifications, the City issued a Request for Proposals from qualified AV contractors for the purchase, implementation, system validation, and end user training for these new capabilities. While a total of seven firms indicated interest in the opportunity, only two proposals were received – ICS and Presentation Products, Inc., dba Spinitar. Both proposals were evaluated by the City's selection committee, and both were determined to meet all required technical specifications. The ICS proposal was priced at \$847,120.00, while the Spinitar proposal was priced at \$835,056.28.

DISCUSSION:

Moving from antiquated analog standards to current, digital systems, the City will be able to introduce a number of new services to its residents and public meeting participants. These new services will provide several advantages to the City as it continues to provide hybrid meetings necessary due to the COVID-19 pandemic. These new services include better integration with the City's web conferencing services, the ability to call remote participants using the City's phone system, and greater flexibility when using the Community Rooms for overflow when a large number of participants want to attend meetings.

The existing public podium will be replaced with a dual sided version that allows for a more versatile use of the public seating. Both sides of the podium will be ADA compliant and height adjustable. Scheduled speakers using the podium will also be able to transmit information wirelessly for presentation over the large projector and new large screen monitor that will be installed outside of the Interpreter's booth.

Each position at the Dias and at the staff tables will have modern 22" LCD monitors installed for better visibility of presentation materials. The lobby monitor will be upgraded as well to allow remote viewing by members of the public. Digital nameplates will also be installed on the front of each Dias position.

A new timing system, which will include a public display located behind the Dias, will allow greater visibility into time remaining for each public speaker. The broadcast and control systems will be upgraded with new capabilities, and will provide greater efficiency for the City Clerk, Assistant City Clerk, and personnel that staff the broadcast booth.

If approved by the Council, construction is anticipated to start in May of this year, with the project and required training estimated to be complete by October 1, 2022.

STRATEGIC PLAN:

07 – Efficient and High Performing Government

The recommended action is consistent with the City's strategic goal of running an efficient and high performing organization to ensure the organizational viability needed to serve the residents and businesses of Watsonville today and in the future.

FINANCIAL IMPACT:

\$456,999.28 is being funded from the Information and Technology Internal Service fund 0790 and \$335,000 using American Rescue Plan funding. We are requesting an additional

\$43,057 from the Information and Technology Internal Service Fund 0790 to cover the total cost of the proposed Spinitar contract.

ALTERNATIVE ACTION:

The City Council may choose not to approve the contract and continue to use the existing AV equipment and capabilities.

ATTACHMENTS AND/OR REFERENCES (If any):

- 1) Proposal from Spinitar