

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: September 1, 2015

SUBJECT: Video Distribution and Control System Upgrade – ExhibitOne Corporation

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10473 to ExhibitOne Corporation of Phoenix, AZ for furnishing and installing a complete video distribution and control system upgrade, in the contract award amount of \$62,762. Funding is provided by charges to County Departments through the Countywide Systems fund.
2. Approve a Budget Revision in the Countywide Systems FY 2015-16 appropriation to increase the Fixed Asset – Equipment budget by \$62,762 and approve the addition of the video distribution and control system upgrade to the Master Fixed Asset List.

BACKGROUND

The Administrative Services Department's Telecommunications Division manages the audio/visual systems that are utilized for the production of the Board of Supervisor bi-weekly meetings. The current systems were approved by your Board on November 12, 2002 and installed in 2003. These systems included a presentation switcher, projector and VGA connectivity to the lectern and one of the department head tables.

The analog solution implemented in 2003 has reached its end of useful life, does not allow for further expansion, and does not support new digital technologies. The Telecommunications Division has identified a need to upgrade the system deployed in 2003 to meet current industry standards to support high definition programming for content provided to local public, education and government channel providers and to integrate digital video teleconferencing services. This upgrade includes the implementation of a High Definition Matrix Video Switcher and associated components to ensure new features and functionalities are supported.

The Telecommunications Division requested the assistance of the Procurement Services Division to develop Invitation for Bids (IFB) No. 10473 to solicit bids for the purchase and installation of a complete video distribution and control system upgrade. Sixty-six firms were notified of the IFB, twenty-seven firms downloaded the bid documents online, and formal bid responses were received from four firms.

The bids were evaluated based on two weighted factors, the firm's pricing and qualifications. The most qualified and responsive bidder is ExhibitOne Corporation of Phoenix, AZ. In order to proceed with the award of the purchase order including the necessary budget revision and additions to the master fixed asset list in the amount of \$62,762, your Board's approval is required.

FISCAL IMPACT

Funding for the acquisition of the video distribution and control system upgrade in the amount of \$62,762 is included in the FY 2015-16 Proposed Budget for Countywide Systems (06240). Countywide Systems is an Internal Service Fund that charges County departments for the costs of services and equipment.

The FY 2015-16 budget revision is required to shift previously budgeted funds of \$62,792 to the Fixed Asset – Equipment account.

Cc: Allison McCrossen, Principal Management Analyst (WOC)
Melissa Nunnink, Administrative & Fiscal Operations Manager
Kathy Buchanan, Deputy Director of Information Technology
Dieter Wittenberg, Information Technology Division Manager

Attachment(s): Budget Revision
Addition to the Master Fixed Asset List

PLACER COUNTY

PAS DOCUMENT NO.

BUDGET REVISION

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
10 BR		125,524.00	2

POST DATE:

ESTIMATED REVENUE ADJUSTMENT

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											10	015	250	104		990624		2570			62,762.00
											10	014	250	104		990624		4451			62,762.00
TOTAL										0.00	TOTAL										125,524.00

REASON FOR REVISION:

Budget Revision to move appropriated dollars for Board of Chambers Video Distribution and Control System Upgrade.

Prepared by Melissa Nunnik Ext 4208

Department Head

Board of Supervisors

Date: 8/12/15

Page:

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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CONTROL ROOM

**ADDITIONS TO THE MASTER FIXED ASSET LIST
COUNTYWIDE SYSTEMS
06240**

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1	Video Distribution and Control System	\$62,792