

# Mayor and Council Communication

**DATE:** 06/22/21

**M&C FILE NUMBER:** M&C 21-0459

**LOG NAME:** 13P AV INSTALLATIONS ADK ITS

**SUBJECT**

(ALL) Authorize a Non-Exclusive Purchase Agreement with Various Vendors for New and Replacement Audio/Visual Hardware, Software, Technology, and Maintenance and Support Services Using Cooperative Contracts in an Annual Amount of \$800,000.00 with Two One-Year Renewals for the Same Annual Amount for the Information Technology Solutions Department

**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive purchase agreements with Audio Visual Innovations, Digital Resources, Inc., Infinity Sound, LTD., AVI Systems, Inc., and Designs That Compute, Inc. for new and replacement hardware, software, technology, and maintenance and support services for the installation of audio/visual equipment in City facilities using cooperative contract in the annual amount of \$800,000.00 with Two One-Year Renewals for the same annual amount for the Information Technology Solutions Department.

**DISCUSSION:**

On June 26, 2018, City Council approved Mayor and Council Communications (M&C) P-12223, authorizing similar agreements for audio/visual (AV) equipment and services. The Information Technology Solutions (ITS) Department has since utilized all available renewal options and this action seeks approval for new authority for continued services.

The ITS Department will use these non-exclusive purchase agreements to purchase new and replacement hardware, technology, and maintenance and support services from the specified vendors for all City departments on an as-needed basis. These agreements will also be utilized for installing AV equipment including projectors, screens, displays, digital signage equipment, sound and amplification equipment, and audio visual controller equipment for installation in all City-owned or leased facilities.

Installations under these agreement are considered "non-standard," meaning they are needed for auditoriums, court rooms, or other unique spaces. These installations typically require the vendor to perform a walk-through and to advise on the needed equipment, configuration, and installation services. For each need installation and/or project, bids will be requested from each contracted vendor to ensure the City is receiving the best pricing. ITS Department will ensure that each vendor is given equal opportunity to earn a minimum of 10% of the business. No specific contract amount is guaranteed.

Staff anticipate additional AV needs with the purchase of a new City Hall building. These agreements and spending authority will be made available for any AV need. The departments will utilize various cooperative contracts as listed below.

Vendor Name	Cooperative Contract	Cooperative Expiration Date
AVI Systems Inc.	TIPS 200904	November 30, 2023
AVI-SPL	TIPS 200904	November 30, 2023
Visionality/Designs that Compute	TIPS 200904	November 30, 2023
Digital Resources Inc.	TIPS 200904	November 30, 2023

TIPS 200904 was published on September 3, 2020 and bids were opened on October 16, 2020

**AGREEMENT TERMS** - Upon City Council's approval, these agreements will be executed and expire on November 30, 2021 in accordance with the respective cooperative contracts.

**RENEWAL TERMS** - The Agreement may be renewed for two (2) one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

**COOPERATIVE PURCHASE** - State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement

satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. The contract was competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

**BUSINESS EQUITY** - An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

**ADMINISTRATIVE CHANGE ORDER** - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendations, funds are available in the current operating budget, as appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contracts. Prior to an expenditure being made, the participating department has the responsibility to validate the availability of funds.

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Expedited