

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Bid Award - Audio/Visual Equipment
Provision, Installation and Integration at the
City of Beaverton Studio Facility

FOR AGENDA OF: 06-03-14 **BILL NO:** 14111

Mayor's Approval: *RUE*

DEPARTMENT OF ORIGIN: Mayor's Office

DATE SUBMITTED: 05/23/14

CLEARANCES: City Attorney
CAO
Purchasing
Finance

W. B. King
RUE
J. H. H. H.
H. O. H.

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: Bid Summary

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$161,100	BUDGETED \$200,000*	REQUIRED \$0

*Account Number 301-70-3507-605 Capital Development Fund – Community Civic Projects- South Office Building Improvements Project – Building and Building Improvements Account. Funding for this project is provided by a grant from the Metropolitan Area Communications Commission and this funding and the associated appropriation is included in the Proposed FY14-15 Budget that will have been reviewed by the Budget Committee as part of the City's total FY 2014-15 Budget and will be forwarded to the City Council for adoption on June 17, 2014.

RECOMMENDED ACTION:

The City Council, acting as Contract Review Board, awards a contract to Comp View of Beaverton, Oregon, as the lowest responsive bidder in amount of \$161,100 to provide, installation and integration of audio/video equipment at the City of Beaverton Studio Facility located at 12725 SW Millikan Way, Beaverton, Oregon, subject to the adoption of the Proposed Fiscal Year 2014-15 Budget.

HISTORICAL PERSPECTIVE:

The City has been providing production video of City Council meetings since November of 1985. In October of 1991 the City started upgrading its audio video capacity. In late 2003, the City, using a Metropolitan Area Communications Commission (MACC) grant, built the permanent production studio for Tualatin Valley Cable Television (TVCTV) in the current council chamber. In December of 2008, as part of the expansion to webcasting Planning Commission meetings, we added to the recording schedule. Starting with its initial meeting on April 5, 2010, the Beaverton Urban Redevelopment Agency was added to the video production schedule providing citizens an ever broader and more transparent view of their government in action.

The MACC and TVCTV are in the process of upgrading all their production facilities. They worked with the City to time the upgrade of our production studio with the move to the new council chamber location at 12725 SW Millikan Way.

The project consists of the purchase of modern equipment and installation of audio and visual equipment for the new City of Beaverton Studio Facility located at 12725 SW Millikan Way, Beaverton Oregon 97005. The costs of the project will be funded by a grant from MACC.

INFORMATION FOR CONSIDERATION:

The Invitation to Bid was advertised on April 21, 2014, in the Daily Journal of Commerce. A mandatory pre-bid meeting was held on April 30, 2014, at 10:00 a.m., and three companies attended the meeting.

One bid was received on May 13, 2014, at 2:00 p.m. and immediately afterward publicly opened and read in the Finance Conference Room. After review of the qualifications of Comp View, City staff determined that they were a responsive qualified bidder.

CITY OF BEAVERTON
BID SUMMARY
 AudioVideo Equipment Provision, Installation and Integration @ the City of Beaverton Studio Facility,
 Solicitation #2283-14

TO: Mayor & City Council
 FROM: Purchasing Division

SUBJECT: Bid Opening
 WITNESSED BY: Deme Perlmutter

Bids were opened on May 13, 2014 at 2:00PM in the Finance Conference Room

VENDOR NAME CITY, STATE	Bid Proposal	Ack Addenda	Bid Bonds	Bidder Const. Schedule	Current Project Info	Bidders Responsibility Form	GRAND TOTAL
CompView Beaverton, OR	X	X	X	X	X	X	\$161,100

The Purchasing process has been confirmed.

Signed: *Amy L. Muff*
 Purchasing Division-Finance Dept.

The above amounts have been checked: YES NO

Date: 5/13/14

City of Beaverton
 Bid Tabulation: Audio/Visual Equipment Provision, Installation and Integration @ the City of Beaverton Studio Facility #2883-14
 Bid Closed: 2:00 PM on May 13, 2014 in the Finance Conf Room

ITEM NO.	DESCRIPTION	CompView Beaverton BID AMOUNT
1	Software	\$ 0.00
2	Equipment & Materials	\$ 131,819.80
3	Shipping	\$ 3,666.20
4	Installation/Professional Services	\$ 24,476.00
5	Training	\$ 133.00
6	Ongoing Maintenance and Support	\$ 0.00
7	Warranty - 1 YR	\$ 1,005.00
	GRAND TOTAL BID AMOUNT	\$ 161,100.00