



## Takoma Park City Council Meeting – May 17, 2017 Agenda Item 5A

### **Voting Session (Consent Agenda)**

Single Reading Ordinance Authorizing the Repair and Upgrade of the Auditorium Projection and Touch Panel Control System

### **Recommended Council Action**

Approve single reading ordinance

### **Context with Key Issues**

The projection and touch panel control equipment, which are major components of the audio-visual system in the Community Center auditorium, have reached the end of their useful life and are in need of upgrades. The current screens are “leaking” and stained, one of the projectors is already faulty and two are near their lamp-life limit, and upgraded touch panels will be required to operate a new projector and other functions in the room.

The cost for upgraded equipment exceeds \$10,000. Therefore, Council approval of the purchase is required.

This is a sole source purchase in accordance with the provisions of City Code 7.08.070 (D), so competitive bidding is not required.

### **Council Priority**

Engaged, Responsive & Service-oriented Government

### **Environmental Impact of Action**

The new projection system has an extended lamp life, emits less heat, and is more energy efficient than the existing system.

### **Fiscal Impact of Action**

The FY 2017 Capital Improvement budget includes \$70,000 for these equipment upgrades, to be funded through the Cable Grant. We expect the total cost will be less than \$70,000, but request authorization to spend up to that amount.

### **Racial Equity Impact of Action**

We do not believe this Council action will adversely impact any particular racial group. The City hosts many multicultural events in the auditorium, and the upgrades are expected to enhance the experience for events that utilize the projection system.

### **Attachments and Links**

- Sole Source Procurement Determination
- Single Reading Ordinance Authorizing Repair and Upgrade of Systems by Sole Source



City of Takoma Park, Maryland

## Memorandum

**TO:** Mayor and City Council Members

**FROM:** Jason Damweber, Deputy City Manager (Acting City Manager)

**DATE:** May 17, 2017

**SUBJECT:** Sole Source Procurement Determination – Contract Video Specialist

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City Code Chapter 7.08.070 (D) authorizes the award of a contract for a good, service, or construction item without competitive bidding if a determination is made by the City Manager that there is only one available source or if a specific product or service is required to ensure compatibility with existing operations or facility.

The City TV division has proposed the use of the contractor Contract Video Specialist (CVS) to complete upgrades to the projection and touch panel control equipment in the Community Center auditorium. CVS built and engineered the complete existing audio-visual system in the auditorium. They have knowledge of all the components, video, sound, lighting, etc. All these systems are interconnected, and any other vendor would need assistance of CVS, at additional cost to the City, to understand and follow engineer plans and cabling. Based on its research, City TV has asked that the organization be considered a sole source provider under the conditions set forth in City Code.

I concur with City TV's findings and their request to utilize the services of CVS a sole source provider.

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2017-**

**AUTHORIZING REPAIR AND UPGRADE OF THE AUDITORIUM  
PROJECTION AND TOUCH PANEL CONTROL SYSTEM**

WHEREAS, City TV plans to repair and upgrade both Projection and Touch Panel Control Systems which have reached the end of their useful lives; and

WHEREAS, Contract Video Specialist (CVS) designed and engineered the existing audiovisual system in the auditorium; and

WHEREAS, all systems are interconnected between auditorium, control room, and server rooms and, as the designer, CVS has intimate knowledge of the system; and

WHEREAS, this would be a sole source purchase in accordance with the provisions of the City Code; and

WHEREAS, funding for this purchase is included in the FY 2017 budget.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or his designee is authorized to enter into an agreement with CVS for the purchase of the systems upgrade at a cost of up to \$70,000.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: