



Board Agenda Item 51

DATE: December 11, 2018

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Master Agreement for Audiovisual Equipment and Services

RECOMMENDED ACTION(S):

1. **Approve and authorize the Chairman to execute a Master Agreement for audiovisual equipment and services, effective December 11, 2018, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$5,000,000; and**
2. **Authorize the Director of Internal Services/Chief Information Officer or his/her designee to add additional contractors to this Agreement as they are identified, and execute such amendments. The additional contractors will agree to the terms and conditions of the Master Agreement, subject to the review and approval of County Counsel as to legal form and the Auditor-Controller/Treasurer-Tax Collector as to accounting form, without such amendments returning to the Board of Supervisors for approval; and**
3. **Adopt Budget Resolution increasing the FY 2018-19 appropriations and estimated revenues for the Internal Services Department - Information Technology Division Org 8905 in the amount of \$200,000 (4/5 vote).**

Approval of the first and third recommended actions will allow the County to acquire competitively bid audiovisual services and equipment to help maximize the County's flexibility in furnishing and updating its various conference and training rooms. Approval of the second recommended action will allow the Director of Internal Services/Chief Information Officer to execute amendments for the purpose of adding additional qualified contractors to the Master Agreement without modification of any terms, conditions, or agreement amounts. This item is countywide.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended actions, County departments would not have access to an efficient method to update their conference and training rooms. Services would be provided on an as-needed basis, which could result in higher costs.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs related to these services are charged back to the County department(s) requesting audiovisual services and/or equipment. Approval of the third recommended action will increase the appropriations and estimated revenues by \$200,000 in the FY 2018-19 Internal Services Department - Information Technology Services, Org 8905 Adopted Budget to cover the costs of audiovisual services and/or equipment requested by department(s).

Sufficient appropriations for the remaining term of the Agreement will be included in subsequent budget years.

DISCUSSION:

On July 30, 2018, the Internal Services Department's Purchasing Division issued a Request for Statement of Qualifications (RFSQ) through Public Purchase to solicit a variety of qualified vendors for audiovisual equipment and services. Requested services included obtaining audiovisual equipment, removing and installing audiovisual equipment, and design consultation services. Eleven bids were received by the RFSQ's closing date of August 21, 2018. Of the 11 bidders who responded to this RFSQ, the eight bidders listed below were tentatively selected to provide these services:

- Avidex Industries, LLC
- B&H Foto & Electronics Corp.
- Better Presentation Systems, Inc.
- EIDIM Group, Inc. dba EIDIM AV Technology
- ExhibitOne Corp.
- Interactive Digital Solutions, Inc.
- Solutionz Videoconferencing, Inc. dba Solutionz Conferencing, Inc.
- Sound Contracting

Three bidders were not recommended for award because their responses lacked detail, did not thoroughly answer the County's questions, or in some cases did not provide the requested information, and the examples of prior audiovisual projects that they provided were limited in detail.

The second recommended action delegates authority to the Director of Internal Services/Chief Information Officer to add additional contractors to this Master Agreement in order to maximize flexibility for audiovisual services and execute signature pages for those additional contractors. Any other modifications outside the scope of adding contractors to the agreement would return to your Board for approval.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement
On file with Clerk - Budget Resolution

CAO ANALYST:

Yussel Zalapa