

City Council – Action Request Form

Date: October 14, 2019

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Ed McNeal, Marketing & Communications Director
Jerry Bates, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for Audio/Video Upgrades

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

The City Marketing & Communications Department has the immediate need to replace the presentation and audio/video equipment in the Council Chamber, Committee Room, and the Arnold King Public Meeting Room. Staff has replaced elements of the systems since City Hall was renovated in 2002, but no changes have been made to the audio infrastructure or presentation equipment leading to the many recent incidents of poor sound quality and less than ideal presentation equipment performance.

A Request for Proposals (RFP) was prepared and issued for the purchase and installation of a complete audio/video system upgrade requiring a contractor to provide a turnkey audio/video system installation including, but not limited to, all cabling, speakers, projection equipment, mounting hardware, and electrical components including the necessary equipment, interconnections, labor, and services required to meet the functional requirement outlined in the RFP specifications.

The RFP was advertised and four proposals were offered on September 17, 2019, as follows: Clark-Powell Associates, Inc., located in Winston-Salem, NC, CIAv, Inc., located in High Point, NC, BIS Digital, Inc., located in Fort Lauderdale, FL, and Technical Video Systems, Inc., located in Cary, NC. An evaluation panel of City staff reviewed the proposals to select the vendor most qualified to meet the requirements of the RFP. Major criteria considered during the evaluation included, but were not limited to:

Committee Action:

Committee	<u>Finance 10/14/19</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks:

- **M/WBE Commitment** - Proposer's efforts to comply with all the terms and conditions of the City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women-owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract.
- **Location of Business** - "Location of Business: (A) Presence in Winston-Salem: Proposer must have a physical office within the corporate limits Winston-Salem (PO Box does not qualify). For proposals submitted to a City/County joint department, a physical office within Forsyth County is acceptable. (B) Presence in North Carolina: In order to determine a proposer's presence or presence/location within the State of North Carolina, the proposer or at least one of the proposer's employees must have a physical office location in North Carolina and the proposer must submit under confidential cover with his/her proposal, evidence that as the employer, the proposer has paid payroll taxes in North Carolina for at least one employee, (i.e. North Carolina Income Tax Withholding Form). Said employee(s) must work in an office, which may be an office physically located within the employee's home in North Carolina. If it is a home office in North Carolina, then the proposer must also submit with his/her proposal, evidence of a valid home occupation permit for said office, or evidence that said home office is not in violation of any zoning requirements in the event the applicable city does not require a home occupation permit.
- **Functionality** - Does the proposal describe an overall solution architecture that will support the functionality of city staff and users of the equipment? Are requirements appropriately addressed in the vendor's responses?
- **Cost Effectiveness and Value** - Under this criterion, Proposals will be compared in terms of the most reasonable and effective pricing options - Cost will be evaluated for budget constraints, method of costing, and comparisons of cost in relation to other competitive proposals.
- **Quality of Proposal** - Meets RFP requirements - The respondent's responsiveness and compliance with the RFP requirements and conditions. The respondent's demonstrated ability to provide the service requested by the City through this RFP. The ability, capacity, and skill to fully and satisfactorily provide the service required in this RFP.

Exhibit B provides the combined scores of the evaluation panel for the proposal.

Based upon the evaluation panel's assessment, it is recommended that the contract for the purchase and installation of a complete audio/video system upgrade per bid specifications be awarded to Clark-Powell Associates, Inc., in the amount of \$247,463 and will be financed through the North Carolina Municipal Leasing Corporation. Funding for the lease payments is available in the General Fund FY 2019-20 budget.

M/WBE comment: This RFP was posted on the City's and State's purchasing websites, and staff from the Office of Business Inclusion and Advancement addressed inquiries from potential respondents about compliance with the City's M/WBE policy.

See Exhibit A for a complete list of businesses notified and for workforce demographics.