



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

ORIGINATING DIVISION: ADMINISTRATIVE SERVICES
CONTACT PERSON: OSBORN SOLITEI

AGENDA DATE: August 16, 2017

ITEM NO: 7c

**SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR
BOARD ROOM A/V EQUIPMENT AND INSTALLATION SERVICES**

SUMMARY:

- The current Audio Visual (A/V) equipment in the Board Room was installed in 2005 when the North Canyons building was constructed.
- The equipment has been failing intermittently. The technology is obsolete and is no longer supported.
- Staff teamed with the Agency's IT provider, Lanlogic, Inc., to develop a comprehensive scope of work and a Request for Proposal (RFP) which was distributed and posted to the Agency website on May 30, 2017.
- Based on the evaluation criteria which included completeness of response, transmittal letter, financial stability, understanding of project, background and experience, project requirements, references and fee schedule, the selection committee found Spinitar to be the best qualified to provide A/V equipment and installation to the agency.
- Staff recommends awarding the contract to Spinitar, which is located in Concord for a total not to exceed amount of \$122,301, which includes equipment and installation estimated at \$95,228 plus a 10% contingency of \$9,523 plus a three-year maintenance agreement for \$17,550.

FUNDING:

Funding is available from Fund 120 – Water System Renewal/Replacement & System-wide Improvement.

RECOMMENDED ACTION:

Adopt the attached resolution authorizing the General Manager to negotiate and execute a professional services agreement with Spinitar, for A/V equipment and installation services, for an amount not to exceed \$122,301.

ATTACHMENTS:

Staff Memorandum, Board Resolution



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

M E M O R A N D U M

DATE: August 16, 2017
TO: Jill Duerig, General Manager
FROM: Osborn Solitei, Treasurer/Assistant General Manager – Finance
SUBJECT: Professional Services Contract for A/V Equipment and Installation Services

BACKGROUND:

The current Audio Visual (A/V) equipment in the Board Room was installed in 2005 when the North Canyons building was constructed. The equipment has exceeded its useful life of service and the warranty period covering the system is long expired. The equipment has been failing intermittently. The technology is now obsolete and is no longer supported.

DISCUSSION:

On May 30, 2017, staff teamed with the Agency's IT provider, Lanlogic, Inc., to develop a comprehensive scope of work and a Request for Proposal (RFP) which was distributed and posted to the Agency website. Staff held two bidder's conferences on June 1, 2017.

By the RFP submittal deadline of June 20, 2017, seven (7) entities had submitted proposals:

<u>Name of firm</u>	<u>Location</u>
Audio Visual Design Group	San Jose, CA
Avidex	Fremont, CA
CBTS Audio Visual	Poway, CA
Conti Corporation	Sacramento, CA
Electrosonic	Livermore, CA
SKC Communications	Kansas City, MO
Spinitar	Concord, CA

A selection committee consisting of Agency staff and Lanlogic reviewed the proposals and conducted an in-depth evaluation of the seven submittals.

The proposals were evaluated on the basis of a clear understanding of the project requirements; clarity, quality and format of submittal; firm's reputation, availability, and experience with similar projects; project team's overall staff qualifications, abilities and experience with similar projects; availability and response time for service calls; references and price.

The ratings of each reviewer were consistent and found the highest rated provider to be not only the lowest priced, but also having a solid understanding of the Agency's needs and the ability to respond in an acceptable time frame as needed.

Based on the evaluation criteria, the selection committee found Spinitar to be the best qualified to provide A/V equipment and installation to the Agency.

The total project cost is \$122,301 which includes the following:

- \$95,228.41 for the project cost
- \$9,523 for a 10% contingency
- \$17,550 for a three-year maintenance agreement

Staff recommends that the Board authorize the General Manager to negotiate and execute a professional services agreement with Spinitar to provide for A/V equipment and installation, plus a 3-year maintenance agreement for a total not to exceed \$122,301.

FUNDING:

Funding is available from Fund 120 – Water System Renewal/Replacement & System-wide Improvement.

RECOMMENDED ACTION:

Adopt the attached resolution authorizing the General Manager to negotiate and execute a professional services agreement with Spinitar, for A/V Equipment and Installation Services, plus a 3-year maintenance agreement, for an amount not to exceed \$122,301.

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO.

INTRODUCED BY

SECONDED BY

BOARD ROOM A/V EQUIPMENT AND INSTALLATION SERVICES

WHEREAS, the current Audio Visual (A/V) equipment in the Board room was installed in 2005 when the North Canyons building was constructed and the equipment has been failing intermittently; and

WHEREAS, staff teamed with the Agency's IT provider, Lanlogic, Inc., to develop a comprehensive scope of work and a Request for Proposal (RFP) which was distributed and posted to the Agency website on May 30, 2017; and

WHEREAS, based on the evaluation criteria, the selection committee found Spinitar to be the best qualified to provide A/V equipment and installation to the agency out of the seven (7) vendors who submitted proposals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District does hereby authorize the General Manager to negotiate and execute an agreement with Spinitar for A/V Equipment and Installation Services for an amount not to exceed \$122,301, which includes equipment and installation for \$95,228 plus a 10% contingency of \$9,523 and a three-year maintenance agreement for \$17,550.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on August 16, 2017.

By _____
President, Board of Directors