



INFORMATION TECHNOLOGY

Reggie Horne
Interim Chief Information Officer

Gary Hewett
Deputy Chief Information Officer

To: Mr. Darrell White, Interim Director, Procurement
From: Mr. Reggie Horne, Interim CIO **RH**
Date: July 15, 2025
Subject: Request for Approval – Upgraded A/V System for the Beazley Room

The Information Technology Department has been exploring options for upgrading the Audio-Visual (A/V) presentation system in the Beazley Room of the Municipal Building. The Beazley Room is a larger public multi-purpose meeting room that is often used by a variety of Elected Officials, Boards, Committees, Departments, and Outside Agencies for meetings, presentations, and public forums.

The A/V equipment in the Beazley Room has reached end of life and is in need of an upgrade to better meet the needs of the Government and the Public who often use this room. Virtually all aspects of the A/V system will be upgraded making for a better experience and increased capabilities.

The total cost of this implementation by StageFront Presentation Systems is \$40,357.00 to be funded from the IT capital budget (272-01-5410). Ongoing maintenance costs will be added to an existing maintenance contract and will be paid from the IT operating budget.

I am sending this request through Procurement for sole-source authorization. I am requesting sole-source approval as StageFront is the vendor that IT has previously worked with in the Commission Chambers, the Beasley Room, the IT Training Room, and the AUD Walker Street Office. This will allow for standardization and a singular maintenance contract. Upon your review and approval, this item will be submitted to the Augusta Commission for final approval.

Thank you in advance for your consideration and response.

Approve/Deny: 
Mr. Darrell White, Interim Director, Procurement

Date: 7/15/25

Attachment

Information Technology
535 Telfair Street, Building 2000
Augusta, GA 30901
(706) 821-2522 – FAX (706) 821-2530
www.AugustaGa.gov



Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT

Vendor: Stage Front Presentation Systems E-Verify Number: 217851

Commodity: Beazley Room A/V Upgrade

Estimated annual expenditure for the above commodity or service: \$ 40,357.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
X 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Reggie Horne Department: Information Technology Date: 7/15/2025

Department Head Signature: [Signature] Date: 7/15/25

Approval Authority: [Signature] Date: 7/15/25

Administrator Approval: (required – not required) Date:

COMMENTS: