



STAFF REPORT
4/22/2020

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize City Manager to

- a) Execute a Professional Services Agreement with Digital Integration to install an Audio System in the Eleanor Shadowen Senior Center, in the amount not to exceed \$12,500.00; and
- b) Authorize Appropriation of \$12,500.00 from Undesignated General Fund Reserves.

STAFF RECOMMENDATION:

Authorize City Manager to: 1) execute a professional services agreement with Digital Integration to install an audio system in the Eleanor Shadowen Senior Center, in the amount not to exceed \$12,500 and 2) authorize appropriation of \$12,500 from undesignated general fund reserves.

EXECUTIVE SUMMARY:

The recent improvements made at the Eleanor Shadowen Senior Center increased capacity of the center. As the center continues to increase the numbers of seniors its serves communicating throughout the larger facility is sometimes more challenging. Seniors at the senior center have requested installation of an audio system to facilitate communication of important messages. Staff has obtained four informal bids from consultants for installation of an audio system that would facilitate the improvement in communicating announcements:

1. Digital Integration	\$11,748.35
2. Audio Video Concepts	\$12,704.90
3. Pro Circuit AV	\$13,585.50
4. First Call	\$13,946.78

Staff has evaluated the proposals received and recommends award to Digital Integration; staff is recommending approval of the attached professional services agreement in the amount not to exceed \$12,500, allowing for a small contingency.

FISCAL IMPACT:

The recommended action will require an appropriation to the Senior Center Professional Services account from undesignated general fund reserves of \$12,500.

Attachment: Proposed Agreement