



STAFF REPORT
9/11/2024

TO: Honorable Mayor and City Council Members

FROM: Jason Stevens, IT Manager

SUBJECT: Amendment #1 change order to the previously approved purchase order 16989 Digital Signage system with AVIR, Inc. for the amount of \$19,485, and authorize Amendment #2 time and materials invoice for the amount of \$15,882.61 for the total appropriation of \$35,373.61 from Unassigned Fund Balance (General Fund)

STAFF RECOMMENDATION:

- Authorize the City Manager to execute Amendment #1 change order and Amendment #2 T&M invoice with AVIR, Inc. in an amount of \$35,373.61;
- Authorize appropriation of \$35,373.61 from Unassigned Fund Balance (General Fund) for the completion of the Digital Signage system.

BACKGROUND:

On January 30th, 2023 the City issued a purchase order for a Digital Signage system encompassing three locations for the amount of 19,485.00. The original quote and agreement stipulated a time and materials addendum with a potential to exceed estimated materials and time.

DISCUSSION/ANALYSIS:

Post completion of the installation and project it was determined that the performance of the TVs that were selected for the original project were not performing adequately and would need to be upgraded for the amount of 19,491.41. These upgraded TVs are designed to be used in direct sunlight with very high lumens for daylight viewing. Additionally, the original estimate time and materials was exceeded by an amount of \$15,882.61 for the total amount of \$35,373.61. It is necessary to perform this change order to be able to fully realize the original design and usage of the digital signage system. Without this upgrade the signage system will not be fully usable during all times of the day.

FISCAL IMPACT:

With this action, City Council authorizes the appropriation of \$35,373.61 from General Fund Unassigned to account 01-11-161-90-741-000 for the completion of this project.

ATTACHMENTS:

1. Original AVIR Purchase Order and Quote
2. Amendment #1 – AVIR change order estimate
3. Amendment #2 – AVIR time and materials invoice