

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Emergency Operations Center – Technology Upgrade for Fire & EMS – RFP No. 21-0030
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Sun Video, Inc. d/b/a Columbus Tape and Video (Columbus, GA) for the purchase and installation of a full turn-key technology upgrade of the emergency operations center for the Columbus Fire & EMS/Office of Emergency Management & Homeland Security. Cost will include the provision and installation of new commercial grade equipment, integration, training, and labor. The recommended vendor’s proposed cost is within budget.

Columbus Tape and Video will be required/responsible for:

- Providing all operating software and hardware for switching between outputs and inputs.
- Providing all equipment cabling, racks, power sources and hardware needed.
- Providing all labor for installation, configuring, and testing.
- Providing all commercial grade equipment specified/required for upgrade.
- Providing pre-set menu items to include EOC Activation, Presentation Mode, Video Conference Mode, as well as, ensuring all operational requirements are met allowing for easy use.
- Providing software upgrades for the technology controls at no cost to the Columbus Consolidated Government if new software or revisions becomes available within 18 months of purchase date.
- Providing service for any operational issues for the period of thirty-six months from time of installation.
- Providing training for the staff of the Office of Emergency Management & Homeland Security, as well as Training Manuals/CDs.

The Emergency Operations Center is the central location for Public Safety Staff to convene to help guide the City through any large-scale emergencies and disasters. The upgrade of the audio/visual components of the Emergency Operations Center is needed to modernize and replace outdated equipment.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on March 26, 2021. This RFP has been advertised, opened, and evaluated. Seven (7) proposals were received on April 23, 2021.

The responding vendors were:

Sun Video, Inc. d/b/a Columbus Tape and Video (Columbus, GA)
 Solutionz, Inc. (Buford, GA)
 AdaptToSolve, Inc. (LaGrange, GA)
 AVI-SPL LLC (Duluth, GA)
 Onepath Systems, LLC (Kennesaw, GA)
 BIS Digital, Inc. (Fort Lauderdale, FL)
 Johnson Controls (Roswell, GA)

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	06/14/21	The RFP document and related addenda, as well as the RFP rules and process, were provided to evaluation committee members to review prior to the virtual meeting. The Purchasing Manager gave an overview of the rules and policies of the evaluation process. The Project Head gave an overview of the project, the type of upgrades desired and their purpose. A date was selected for the 1 st Evaluation Meeting.
1 st Evaluation Meeting	07/12/21	The Purchasing Manager opened the meeting, and each proposal was discussed by the committee. It was determined that clarifications were required from each vendor.
Clarifications Requested	07/14/21	Requests for clarifications forwarded to vendors.
Clarifications Received	07/23/21	Clarification responses received and forwarded to committee members. No further clarifications were requested.
Evaluation Forms Sent	07/30/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	08/11/21	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	08/13/21	Evaluation results were forwarded to the Evaluation Committee for review.
Best and Final Offer Requested	08/16/21	After Preliminary Evaluation and Ranking, Voters recommended to request a Best and Final Offer from the highest ranked vendor for the Commercial Grade Equipment option. A letter was sent to the highest ranked vendor.
Best and Final Offer Received	08/18/21	A Best and Final Offer was received from the highest ranked vendor.
Recommendation Received	08/19/21	Voters unanimously confirmed/approved the Best and Final Offer received and recommended award to the highest ranked vendor.

Evaluation Committee:

Proposals were reviewed by members of the Evaluation Committee, which consisted of one voting member from the Information Technology Department, one voting member from the

Columbus Police Department, and one voting member from the Columbus Fire & EMS Department.

One representative from the Columbus Police Department, one representative from the Columbus Fire & EMS Department, and one representative from the Muscogee County Sheriff's Department served as alternate voters. One representative from the Columbus Office of Emergency Management & Homeland Security, and one representative from the Muscogee County Sheriff's Department served as non-voting advisors.

Award Recommendation:

The Committee unanimously recommended award to Columbus Tape and Video.

Vendor Qualifications/Experience:

- Sun Video, Inc. d/b/a Columbus Tape and Video (CTV) transitioned in 1999 from a local business offering multi-media rentals through several regional locations to an audio-visual production and integration company.
- The vendor has designed, supplied, and integrated solutions for clients over the last twenty years.
- The vendor's clients include federal and municipal institutions, corporations, school systems, churches, and many other entities.

Client Work History:

- Sun Video, Inc. d/b/a Columbus Tape and Video has provided similar services to the following companies:
 - ✧ **Columbus Water Works (Columbus, GA) – June 2019-September 2020**
(18) Station distributed digital signage solution across multiple campuses. Chattahoochee Room multi-display in/out A/V solution (projection/HD displays). Corporate A/V servicing as needed since 2015.
 - ✧ **Columbus Convention & Trade Center (Columbus, GA) – October 2019-December 2019**
Centralized audio processing and control for ballrooms, meeting rooms, and common areas. Facility EQ and touchscreen interface for control of each zone with combinable zoning. Featuring Biamp processing, Crestron control, Packedge switching, SurgeX power.
 - ✧ **Grace Presbyterian Church (Columbus, GA) – October 2020-March 2021**
New construction phased integration to deliver a multi-faceted local/live A/V solution. (4) camera live stream/local overflow split system / Bose and Shure professional audio. Distributed power management, Kramer Control simplified operation, 98" UHD displays.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

This purchase is supplemented by a \$50,000 grant from GEMA as well as the previous grant that was approved by Council to purchase the new furniture.

Funds are available in the FY22 Budget via OLOST Public Safety Reserves. The purchase of the equipment and installation will be made from: Other Local Option Sales Tax Fund – Fire & EMS – Public Safety - LOST – Capital Expenditures over \$5,000; 0102 – 410 –9900 – LOST – 7761.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH SUN VIDEO, INC. D/B/A COLUMBUS TAPE AND VIDEO (COLUMBUS, GA) FOR THE PURCHASE AND INSTALLATION OF A FULL TURN-KEY TECHNOLOGY UPGRADE OF THE EMERGENCY OPERATIONS CENTER FOR THE COLUMBUS FIRE & EMS/OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY. COST WILL INCLUDE THE PROVISION AND INSTALLATION OF NEW COMMERCIAL GRADE EQUIPMENT, INTEGRATION, TRAINING, AND LABOR. THE RECOMMENDED VENDOR’S PROPOSED COST IS WITHIN BUDGET.

WHEREAS, an RFP was administered (RFP 21-0030) and proposals were received from seven (7) qualified offerors; and,

WHEREAS, the proposal submitted by Sun Video, Inc. d/b/a Columbus Tape and Video met all proposal requirements and was evaluated responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute a contract with Sun Video, Inc. d/b/a Columbus Tape and Video (Columbus, GA) for the purchase and installation of a full turn-key technology upgrade of the emergency operations center for the Columbus Fire & EMS/Office of Emergency Management & Homeland Security.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.

Councilor Woodson voting

_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor