



## **CITY COMMISSION STAFF REPORT**

**DEPARTMENT:** Administration/Information Technology

**DATE:** August 26, 2025

**SUBJECT:** Motion to approve Bid Waiver BW2025-5 for the purchase of Televic Mic Upgrade with Confero 360 from Full Moon Creative, LLC in the amount of \$48,701.85.

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends the approval of Bid Waiver Contract BW2025-6 for the purchase of Televic Mic Upgrade with Confero 360 from Full Moon Creative, LLC in the amount of \$48,701.85. This will be a one-time purchase.

**BACKGROUND OF ITEM:**

Historically, City Commission meetings have used an open discussion format with microphones that require Commissioners to manually turn them on or off. This method, which lacks a formal request-to-speak process, can lead to cross-talk, interruptions, and missed chances for Commissioners to address items in an organized way.

**ANALYSIS:**

Implementing a Request-to-Speak (RTS) system offers a more organized and efficient way to manage Commission meeting discussions. The system allows Commissioners to indicate their desire to speak on specific agenda items, automatically alerting the Mayor of their request in the order received. During the meeting, the Mayor will have access to a live, organized speaker list, helping the Mayor recognize Commissioners in sequence and keep the discussion flowing smoothly.

Televic's RTS solution features individual microphones with built-in speakers and advanced audio processing technology. This provides clear, understandable audio for all participants and the audience, while reducing common problems such as echoes, audio dropouts, and background noise.

It is recommended that the City purchase services from Full Moon Creative, as they have consistently proven to be the most effective and reliable A/V provider for Cooper City. In the past, when other vendors were contracted to perform system upgrades, they were unable to resolve critical production issues. Full Moon Creative was subsequently called upon to fix those deficiencies, ensuring that the system operates at peak performance. With more than 15 years

of experience working directly with the City's A/V infrastructure and managing equipment during Commission Meetings, Full Moon Creative has unmatched knowledge of our systems and a proven track record of excellence.

**STRATEGIC PLAN:**

Priority 1: Become a more efficient government through the use of technology and data analysis to improve our internal processes, minimizing waste of materials, effort, money, or time.

**PROCUREMENT:**

It is in the City's best interest to waive competition and award a contract to Full Moon Creative, LLC, due to limited time, the nature of the goods and/or services, and the vendor's more than fifteen (15) years of experience working on the City's Audio/Visual infrastructure.

This purchase will be made pursuant to Sec. 2-258 (i) of Cooper City Procurement Code.

**FISCAL IMPACT:**

This unbudgeted project will be funded via a budget amendment from General Fund Contingency. The remaining amounts below reflect the unencumbered balance of these line items after this amendment, accounting for YTD Activity.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
001-19-534160-519 Repairs-Building & Property	\$0	\$48,701.85	\$48,701.85
001-190-599000-519 Contingency	\$643,829	-\$48,701.85	\$525,937.03

**DELEGATED AUTHORITY:**

If this item is approved, the City Manager or the City Manager's designee will have the authority to execute all contract amendments and renewals up to \$20,000.00, and the City Mayor or the Mayor's designee will have the authority to execute those exceeding \$20,000.00, pursuant to Sec. 2-255(3)(4) of the Cooper City Procurement Code.

**DUE DILIGENCE:**

Due diligence was carried out following Procurement Procedures to assess vendor responsibility, including verifying corporate status and ensuring there are no performance or compliance issues through various vendor responsibility lists and a keyword internet search. The referenced lists included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. No adverse findings related to vendor responsibility were identified.

**ATTACHMENTS:**

1. Quote - Request To Speak Solution
2. Budget Amendment
3. RTS Non-Competitive Purchase Request

4. BW2025-4 Draft Agreement
5. BW2025-5 Appendix A – Scope of Service
6. BW2025-5 Appendix B - Pricing