



Date: January 9th, 2023

To: Mayor Kudron and Trustees
From: Kimberly White, Community Development Director

Re: Recommendation to the Board of Trustees for Audio Visual Boardroom Update

Background

Prior to April 2020, the sound board in the board room, which controls the volume and sound input into the recording system, failed. It was replaced with the loaner soundboard, which was to be a temporary fix, but is still being used. In 2020, online meetings became commonplace and evolved into hybrid in-person/online meetings in 2022. The sound system in the board room was continually tweaked to accommodate for the evolving meetings, however the audio and visual system will require a comprehensive update for the meetings to be viewed at home and heard in-person effectively. The Board approved the replacement/upgrade of the equipment on the 2022 budget and Town Staff created, properly noticed, and collected bids for this project.

Currently, the Boardroom consists of 10 desktop microphones, one podium mic, a fixed camera, a projector, an interactive white board (not in use), a large speaker, and sound control board (loaner). Town Staff created a "Request for Proposal" to provide a quotation for the products, installation, and training of updated audio/visual equipment for the Board Room at the Town of Grand Lake Town Hall. (Exhibit A). The bid was open to the public from December 7th, 2022 until 5pm, December 28th, 2022. The Town received six (6) submissions for the Audio/Visual Update which are compiled on the attached spreadsheet (Exhibit B).

Per the verbiage in the RFP, on December 30th, The Town of Grand Lake will review all proposals submitted based on qualifications and product availability. The Town, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the Town, price and other factors being considered.

Staff Comments

Of the six (6) submissions, only five (5) companies submitted bids. Of the remaining 5, one (1) company would not perform the installation and was eliminated-leaving four (4). The two lowest bids differed by \$8,103.16 due to travel and installation costs. It is recommended that the Board move forward with negotiating a contract with the lowest responsible and responsive bidder (Michael's Audio of Granby, CO). The advantage of this company is that they are a local company who can be onsite quickly in case of emergencies. The second lowest bidder (Xcite out of Centennial, CO) did not include new microphones in the bid, stating that they "examined the existing desk microphones and assted that these are sufficient for your current use and budget." This may be a point that can be discussed with Michael's Audio, to determine if the microphones are something the Town would like to replace.

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Discussion

The next step per the RFP is that a contractor will be selected by the Board for the purpose of negotiating a contract. If a satisfactory contract cannot be negotiated with that Contractor, the Town shall formally end negotiations with that Contractor and select the next most favored provider and attempt to negotiate with that Contractor.

Recommended Motions:

The Trustees have the following options:

1. Motion to Direct the Mayor to Sign a Contract with _____ for the Updated Audio/Visual Equipment in the Boardroom

OR

2. Motion to Direct the Mayor to Sign a Contract with _____ for the Updated Audio/Visual Equipment in the Boardroom with the following conditions _____.