MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF COMMUNICATIONS

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October 16, 2023

MEMORANDUM

TO: Mayor Craig A. Moe
President Brencis D .Smith
Laurel City Councilmembers

THRU: Joanne Barr, Deputy City Administrator JHB

FROM: Audrey Barnes, Director, Communications

SUBJ: Audio/Visual upgrade of the Council Chambers, Laurel TV Control Room, and Meeting Room 4.

The Department of Communications is seeking approval to purchase equipment and labor services to upgrade the audio/visual components of the Council Chambers, Laurel TV Control Room, and Meeting Room 4 at the Joseph R. Robison – Laurel Municipal Center, 8103 Sandy Spring Road.

Specifications:

The scope of this project includes the purchasing of video and audio components, and labor to modernize the infrastructure of the Council Chambers, Control Room and Meeting Room 4 to include replacing equipment that has reached the end-of-life stage. The upgrade will allow the Department of Communications to address audio issues with the sound system in the Council Chambers. The project will also implement the necessary components to broadcast hybrid meetings with participants from various locations. In addition, the new equipment will provide scalability to keep up with changing technology in the audio/visual industry. The enhancement will provide the capability to broadcast meetings from other areas with compatible technology (i.e., using an NDI connected to broadcast a meeting from Room 2 if necessary).

The project was discussed with the City's Department of Information Technology management team and there were no areas of concern.

The following proposals were received:

Konica Minolta
1015 Half Street, SE
Suite 700
Washington, DC 20003 $508,164.00

Daly Computers
5300 Spectrum Drive
Frederick, MD 21703 $335,900.00

DCA Technology Partners
500 Philadelphia Way
Lanham, MD 20706 $329,970.00

Washington Professional Systems (WPS)
11242 Grandview Ave.
Wheaton, MD 20902 $280,069.00

Funding:

Funding is available through the Adopted FY2024 CIP-Council Chambers Upgrade.

Recommendation:

After review by City staff, it is recommended that the City Council accept the bid from Washington Professional Systems. We have been afforded the opportunity to use the contract pricing negotiated with Anne Arundel County Public Schools. WPS holds the training, certifications, and licenses to sell all the products in the region. They are #16 on System Contractor News-top Integrators nationally.

Reviewed:

S. Michele Saylor 10/16/2023

S. Michele Saylor, Director **Date**
Department of Budget and Personnel Services

cc: Christian Pulley, CPM, City Administrator