



Office of the IT Director

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MEMORANDUM

Date: July 17, 2024
To: Drew Bouda, Finance Director
FROM: Fletcher Lacroix, IT Director
RE: Council Chambers A/V Sole Source Provider

As you may be aware, the Council Chambers A/V Upgrade projects has been ongoing since 2018. At the time, a proposal was presented to the Finance and Administration Committee and did not move forward to Council. During the pandemic the project was put on hold until 2022. The scope was changed to include the capability to hold online and on-site (hybrid) meetings in the Council Chambers. In 2023, AB23-046 was proposed to the Finance and Administration Committee and was not moved forward.

Andy Latham and Jimmie Betts worked with IT leadership before AB23-046 to reached out to AV vendors Avidex(Andy) and Jaymarc(Jimmie). Avidex came back with a quote for only a basic replacement and requested we pay for design and engineer before moving forward with a full quote. We do not have information on Jaymarc's response.

When I began as the IT Director on 4/1/2024, City Administrator Chambless requested that we revisit the project and come up with a proposal for the Council Chamber. The IT team and I reviewed previous step taken and soon realized that the scope of the project needed to be refined. During the review, we noted that the project had not gone out to bid since the 2018 proposal, and we were unable to find quotes.

After discussing the project with the team and the vendor. We decided to move forward with sole sourcing this contract due to the following factors:

1. Pacific Office Automation has been a long-time vendor to the City of Snoqualmie and have been a great partner. Based on our conversations with them and their partner for this project we agreed that when it comes to this highly customized and design/consulting, there isn't any options that are available. Since the bulk of this solution is the actual AV installation, labor, setup, configuration, testing, ongoing support, and is very customized, it is very difficult to be setup on a pre-bid contract. Every Single AV installation and project has its own unique requirements and doesn't quite lend itself to catalog style contracts.

2. Dimensional Communications, Inc. is a well know AV installer with successful installs at the Fire Dept for the city as well as Mount Si High School, Benaroya Hall and Seattle Aquarium. My experience with them on the Mount Si High School project and repair services for existing installs at Timber Ridge Elementary has been exceptional.
3. Based on previous feedback from council members, I reached out to Piset Khuon, Senior IT Specialist at the PSRC (Puget Sound Regional Council) to go over their older meeting and brand-new meeting spaces. The old meeting space cost approximately \$250,000. Their new space was approximately \$150,000. We felt that sort of expenditure would be too high for this project.
4. We were not charged for design cost from the Dimensional for this project.

Putting these factors together as a whole. We believe that moving forward with Pacific Office Automation/Dimensional Communications would bring the best value for upgrading the Council Chambers AV.