

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: April 21, 2025

Topic:

Approve the expenditure of greater than \$50,000 with Data Projections, Inc. for the technology upgrades to the Administration Building Training Room, for a total not-to-exceed amount of \$54,937.68, approve the expenditure of funds thereof and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2024-2025 Budget.

Background:

As part of the FY 2024-2025 Budget, Council approved making upgrades to the technology components Training Room in the Administration Building at 501 James Street. This room is often used for internal and external presentations, meetings, and classes, including community meetings. In order to meet the needs of the room, staff recommended updating the audio/visual and presentation equipment.

Staff worked with various vendors to obtain quotes and design upgrades that would enhance the room's functionality. The selected upgrades include removing the overhead projector, installing a large presentation screen and smaller screens throughout the room, adding additional audio capabilities, and using a Microsoft-based Teams Room set up to allow for integration of in-person and virtual meetings.

To complete this project, staff recommend approving the proposed contract with Data Projections, Inc., a local audio/visual company. The proposed contract is a TIPS Cooperative contract (230105).

| Services | Budgeted Amount | Service Cost |
|---|-----------------|--------------|
| Hardware/Software Upgrades and Installation | \$70,000.00 | \$49,937.68 |
| Contingency for Project | \$5,000.00 | \$5,000.00 |
| Total Cost: | \$75,000.00 | \$54,937.68 |

Recommendation:

Staff recommends approving the expenditure of \$54,937.68 with Data Projections, Inc. for the Training Room technology upgrades, as appropriated in the FY 2024-2025 Budget.

Party(ies) responsible for placing this item on agenda: Tom Wilson

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____

If yes, specify Account Number: # 100-117-6402

If no, funds will be transferred from account: # _____ To Account: # _____

Signed:

Approved by:

Staff Member

Date

City Manager

Date