



TOWN OF UPPER MARLBORO STAFF REPORT

DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator
Telaya Bush, Deputy Town Administrator/ Town Clerk

SUBJECT: Agreement for broadcast integration and maintenance

Background:

The Town of Upper Marlboro has experienced ongoing challenges with broadcast and IT-related services, including system malfunctions, delayed troubleshooting responses, and limited integration support for new equipment. In order to ensure the Town's broadcast operations and related IT systems remain functional and responsive to the needs of staff, elected officials, and residents. The amount of the contract does not require an RFP to be issued.

Scope of Work:

Under the proposed agreement, the vendor will provide the following scope of services:

- Installation and relocation of broadcast equipment.
- Recommend upgrades to equipment.
- Broadcast consulting, general maintenance, related IT services, and integration of new equipment.
- Hardware and software updates.

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- Maintenance of electronic broadcast equipment and digital signage for the broadcast channel.
- Timely troubleshooting and resolution of system malfunctions.
- Provide of all equipment necessary to perform the services.

The agreement also allows for additional services as mutually agreed upon between the Town and the Service Provider.

Fiscal Impact

The current cost is approximately \$2400.00 annually.

Recommendation

Staff recommends that the Board of Commissioners allow staff to :

- Terminate services with the current vendor.
- Search for a new vendor.