



AGENDA MEMORANDUM

Action Item for the City Council Meeting of September 7, 2021

DATE: August 17, 2021

TO: Peter Zanoni, City Manager

FROM: Kevin Norton, Director of Water Utilities
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Choke Canyon Conference Room Audio-Video Upgrade

CAPTION:

Motion authorizing a six-month agreement with The Personal Computer Store, Inc., dba Avinext, of College Station, Texas, in the amount of \$85,520.09, for conference room audio-video upgrades at the main Water Utilities building, effective upon issuance of a notice to proceed, with FY 2021 funding available in the Water Fund.

SUMMARY:

This item allows for the complete upgrade of the audio-video system in the Choke Canyon Conference Room located at Water Utilities.

BACKGROUND AND FINDINGS:

The Choke Canyon Conference/Training Room is located at Water Utilities, 2726 Holly Road. This over 1,600 square foot conference/training room supports the training and meeting needs for the Water Utilities Department's over 500 employees, including safety, licensing, and professional certification. The room also supports meetings and training for other City Departments. Numerous public meetings are held at this facility throughout the year.

The current audio speakers are original since the building was constructed in 1988. The audio system no longer functions and does not meet digital technology requirements. The current

analog video system does not maintain sync between the audio/video flow and cannot transmit an HDMI quality signal. The current system does not support current training needs or support WebEx broadcasting. This upgrade will allow for current technology using digital audio and video.

PROCUREMENT DETAIL:

The IT Department contacted Contracts and Procurement to issue a contract through the Texas Department of Information Resources (DIR) Purchasing Cooperative. The contracts awarded through this DIR Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements.

ALTERNATIVES:

Without City Council approval of this item, there will not be any working audio or video capability in this highly utilized training room.

FISCAL IMPACT:

The funding for this project will come from current year budget savings in Water Fund 4010.

FUNDING DETAIL:

Fund: 4010
Organization/Activity: 30005
Mission Element: 041
Project # **(CIP Only)**:
Account: 520100 Computer Equipment & Software

RECOMMENDATION:

Staff recommends approval of this motion authorizing the purchase of audio and video hardware and services from The Personal Computer Store, Inc., dba Avinext, to upgrade the Choke Canyon Conference Room.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet