

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Michael Heslin, Director of Information Technology and Support Services

DATE: May 11, 2021

SUBJECT: Approve Agreement with Western Audio Visual for the Replacement of Conference Room Audiovisual Equipment

PREPARED BY: Damion Patrick, Assistant Director of ITSS

RECOMMENDATION: That the City Council:

1. Approve a purchase and installation agreement with Western Audio Visual, in an amount not to exceed \$84,295.36 for audiovisual equipment in City Hall conference rooms; and
2. Authorize the City Manager to approve contract change orders up to 10% of the contract amount, or \$8,429.

BACKGROUND: Temecula City Hall houses several conference rooms, including Butterfield Stage, Heritage, Vail Ranch, and Vineyard, which are used to hold conference-style presentations, trainings, and public and private meetings. These rooms are often used by staff when meeting with developers, business owners, and civic organizations. Audiovisual equipment in these rooms allow the user to easily present from a laptop or a shared computer, and control audio recording at the push of a button. These audiovisual systems were installed in 2010 and have aged beyond their useful life. This project will replace the aging equipment and add videoconference functionality to meet increased demand driven by new virtual services being offered.

On January 27, 2021, the City issued a competitive solicitation for the purchase and installation of replacement equipment via the City's online bidding system, PlanetBids. The solicitation did include the Local Vendor Preference Ordinance language as adopted in July 2012, however, no local vendors proposed. Western Audio Visual (WAV) was selected as the preferred vendor and has previously contracted with the City for audiovisual services at the Library and Civic Center.

The approval of this Agreement authorizes the purchase and installation of equipment to modernize the audiovisual equipment within four conference rooms at Temecula City Hall.

FISCAL IMPACT: Adequate funds have been budgeted in the Fiscal Year 2020-2021 Capital Outlay budget.

ATTACHMENTS: Purchase and Install Agreement