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DEPARTMENT OF
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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October 23, 2002

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APPROVED

NOV 07 2002

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

06 2002-199

Honorable Members in Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1887 FOR CITY COUNCIL CHAMBER A/V EQUIPMENT PURCHASE AND RELOCATION IN A TOTAL AMOUNT OF \$133,928.57

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No. 1887 for the City Council Chamber A/V Equipment Purchase and Relocation. Award is recommended to Commercial Sound and Video, 3128 Timberlane Place, Antelope, CA 95843, in a total amount of \$133,928.37.

CONTACT PERSONS: Thanh Vo, Network Services Manager, 808-7988
Dennis Kerhulas, Senior Buyer, 433-6242

FOR COUNCIL MEETING: November 7, 2002

SUMMARY:

Attached is a tabulation of sealed bids received by the City Clerk for the City Council Chamber A/V equipment purchase and relocation in accordance with the specifications used in the bidding process, and recommendation for award of Bid 1887.

BACKGROUND:

The Telecommunications Division of the Technology Department is contracting to have the audio, video and broadcast equipment of the City Council Chamber relocated from City Hall, 915 I Street, Sacramento to the Interim City Hall at 900 8th Street, Sacramento. The anticipated start date for the preparation work is November 18, 2002. On December 18, 2002, the contractor will begin removing equipment from the old Council Chamber and begin the process of moving it to the new Council Chamber. The new City Council

Chamber construction completion date (except for AV equipment) is currently set for December 30, 2002. The balance of the A/V equipment will then be moved with an anticipated completion date to be no later than February 3, 2003. The completion date of February 3, 2003 would make the Chamber ready for the February 4, 2003 City Council meeting.

Staff recommends that the contract be awarded to Commercial Sound and Video, 3128 Timberlane Place, Antelope, CA 95843, in a total amount of \$133,928.37. This was the lowest responsible bid received as shown on the attached bid tabulation sheet (Attachment I).

FINANCIAL CONSIDERATIONS:

Sufficient funds are available in the Capital Improvement Project budget No. CF31, City Hall Interim Offices (101-500-CF31), for this purchase.

ENVIRONMENTAL CONSIDERATIONS:

The current project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA), under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The current proposal involves only the purchase and relocation of the City Council chamber A/V equipment by the Telecommunications Division. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.


POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.


ESBE CONSIDERATIONS:

Requests for bid were sent to eleven vendors, three of which are certified as Emerging or Small Business Enterprises. There were two respondents to this bid, of which neither is certified as an E/SBE firm.

Respectfully Submitted,


For Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:


ROBERT P. THOMAS
City Manager

BID NO. 1887

City Council Chamber A/V Equipment Purchase and Relocation

Bidder	Equipment Total (less Sales Tax)	Labor Total	5% ESBE Preference	City Tax Preference	Prompt Payment Discount	Evaluation Total
Commercial Sound & Video	\$110,059.00	\$15,340.00	None	None	3% - 21 Days <\$3761.97>	<u>\$121,637.03</u>
Audio Graphic System	\$102,985.52	\$38,220.00	None	None	Net 30	\$141,205.52

Award of Contract To: Commercial Sound and Video,
3128 Timberlane Place
Antelope, CA 95843 1441

Original Estimated Cost: \$135,000.00

Total Bid Amount: \$133,928.57
(Includes Sales Tax on equipment)

Using Department: Technology Department
Telecommunications Division

Total Amount of Contract: \$133,928.57
(Includes Sales Tax on equipment)

Bid Due Date: October 9, 2002

Total No. of
Bids Solicited

11

No. of E/SBE
Bids Solicited

3

No. of E/SBE
Responses

0

Award to
E/SBE Vendor?

No