

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT

CONSENT AGENDA
ITEM NO. 6

TO: Mayor and City Council

FROM: Janie B. Cantu, Director of Purchasing & General Services

THROUGH: Terry M. Brechtel, City Manager

COPIES: Travis M. Bishop, Assistant City Manager;
Rebecca Waldman, Director of Asset Management;
File

SUBJECT: Installation of Audiovisual Equipment for International Center

DATE: February 6, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept an offer to install audiovisual equipment at the International Center. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

Submitted for council consideration and action is a request for offer submitted by Visual Innovations, a WBE company, to install audiovisual equipment for the City of San Antonio's International Center located at 203 South St. Mary's Street.

The Department of Asset Management will charge a rental fee for the use of the audiovisual equipment generating additional revenue. The installation of this equipment will help increase the number of special events booked for the conference rooms and gallery space

POLICY ANALYSIS:

This contract will provide the Department of Asset Management with audiovisual equipment to include amplifiers, wireless keyboard for presentations, speakers, microphones, widescreen projection monitors and compact disc player/recorder. This equipment will be installed at the International Center and will be utilized by the tenants, City departments and other entities reserving the conference rooms or gallery space for special events.

Request for offers were advertised on the City of San Antonio website and Demandstar.com and open to Qualified Information Services Vendors (QISV) to include two Historically Underutilized Businesses (HUB's).

This purchase is being made from Visual Innovations, a WBE company, utilizing the Texas Building and Procurement Commission "QISV" Program and is in accordance with the State of Texas Cooperative Purchasing Agreement adopted by the City of San Antonio Resolution No. 91-39-53.

FINANCIAL IMPACT:

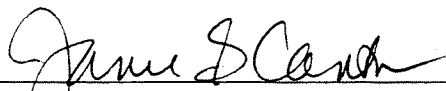
The total cost of this contract is \$39,499.00. Funding will be from the Miscellaneous Special Revenue Fund-International Center Fund. All expenditures will be in accordance with the FY02-03 Budget approved by City Council.

COORDINATION:

This ordinance has been coordinated with the City of San Antonio Asset Management Department.

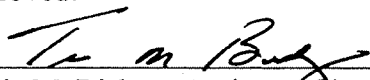
SUPPLEMENTAL INFORMATION:

The entire award will be made to Visual Innovations, a WBE company.

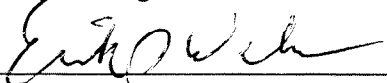


Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



Travis M. Bishop, Assistant City Manager
City Manager's Office

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Terry M. Brechtel
City Manager

City of San Antonio Bid Tabulation

Opened: December 30, 2002		Visual Innovations	Electra Technologies Inc.	Communication Technologies, Inc.
For: Installation of Audiovisual Equipment for International Center		7042 Alamo Downs Pkwy	4018 Vance Jackson	14150 Newbrook Dr., Ste. 400
03-013	DS/rm	San Antonio, TX 78238	San Antonio TX 78213	Chantilly VA 20151
Item	Description			
1	1 Lot - Purchase and Installation of Audiovisual Equipment			
	Price Complete	\$39,499.00	\$58,809.05	\$60,000.00
	Terms	Net 30	1.5%-10	Net 30
	Total Awarded	\$39,499.00		