

Agenda item #4

**CITY OF SAN ANTONIO
PURCHASING & GENERAL SERVICES DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Sheryl Sculley, City Manager

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

SUBJECT: Audio and Visual System

DATE: April 20, 2006

SUMMARY & RECOMMENDATION

This ordinance authorizes the Purchasing & General Services Department to accept the low bid submitted by Technovations to provide the City of San Antonio Health Department with installation of audio and visual system for the Public Health Emergency Preparedness Office for an estimated total cost of \$44,697.78 including 5 years of maintenance. Of this cost \$29,058.00 is for the initial audio video equipment and first year of maintenance and will be encumbered immediately. The remaining \$15,639.78 will be subject to available funding from the Department of State Health Services PHEP Grant funds for video conferencing equipment and maintenance for years 2 through 5. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

A request for sealed bids was issued to purchase an audio and visual system for the Public Health Emergency Preparedness Office. A total of three bids were received. The low bid was submitted by Technovations for a total of \$44,697.78. This bid was advertised in the Daily Commercial Recorder, La Prensa, the San Antonio Observer, the City of San Antonio Purchasing Website, Public Access Channel 21 and Demandstar.com.

The Health Department recently relocated the Public Health Emergency Preparedness (PHEP) Division offices to Brooks City Base in October 2005. This move requires conference rooms and training rooms to be equipped with an audio/video system for conducting meetings and training sessions. The audio/visual equipment will allow presentations to be conducted to a group by allowing computer displays and video feeds to be displayed on large area screens. Cost of the installation and equipment for the audio/video system will be funded by the FY 05-06 SAMHD PHEP Grant.

Additional video conferencing equipment will be purchased as part of a "Phase 2" option and will be purchased upon availability of additional funding through the Department of State Health Services PHEP grant.

POLICY ANALYSIS

This contract includes audio visual equipment, installation, and five years maintenance for the Public Health Emergency Preparedness Office located at the Brooks City Base. This equipment will be used by Health Department staff for conducting meetings and training sessions for emergency preparedness issues such as Weapons of Mass Destruction and the National Incident Management System (NIMS). Additionally, the PHEP office will serve as a backup to the Regional Medical Operations Center (RMOC) located at the University of Texas Health Science Center (UTHSC) in the event the RMOC or the UTHSC become unavailable or out of the service.

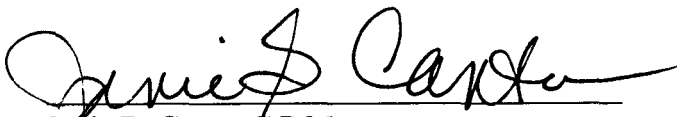
Upon approval of additional funding from the Department of State Health Services PHEP grant, the video conferencing equipment and associated installation will be purchased as a "Phase 2" project.

FINANCIAL IMPACT

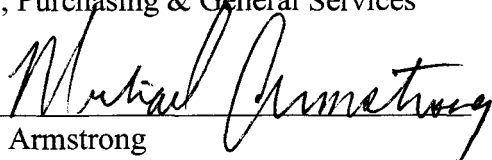
The total estimated cost of this contract is \$44,697.78 including 5 years of maintenance. Of this cost \$29,058.00 is for the initial audio video equipment and first year of maintenance and will be encumbered immediately. The remaining \$15,639.78 will be subject to available funding from the Department of State Health Services PHEP Grant funds for video conferencing and maintenance for years 2 through 5. All expenditures will be in accordance with the FY2005-2006 Budget approved by City Council.

COORDINATION

This item has been coordinated with the City of San Antonio Health Department and the Information Technology Services Department.

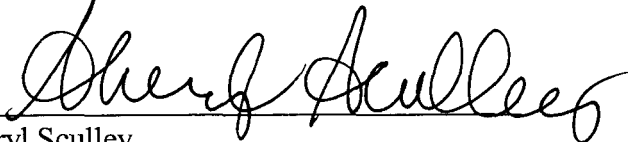


Janie B. Cantu, C.P.M.
Director, Purchasing & General Services



Michael Armstrong
Assistant City Manager/Chief Information Officer

Approved for Council Consideration:



Sheryl Sculley
City Manager

City of San Antonio

Contract Summary Sheet

Date 4-20-06

Agenda Item:

Name/Title (Caption as shown on agenda):

An ordinance accepting the bid submitted by Technovations to provide the Health Department's Public Health Emergency Preparedness Office with installation of audio and visual system for the Public Health Emergency Preparedness Office for an estimated total cost of \$44,697.78 including 5 years of maintenance. Of this cost \$29,058.00 is for the initial audio video equipment and first year of maintenance and will be encumbered immediately. The remaining \$15,639.78 will be subject to available funding from the Department of State Health Services PHEP Grant funds for video conferencing and maintenance for years 2 through 5. [Presented by Janie B. Cantu, Director, Purchasing & General Services; Michael Armstrong, Assistant City Manager/Chief Information Officer]

Description of Item(s) and Use:

This ordinance will provide installation of an audio and visual system for the Public Health Emergency Preparedness Office.

Total : **\$44,697.78**

Bid Number and Title	06-004-LB Audio Video System for the Public Preparedness Office
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Method of Procurement	Competitively Bid
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Price Trend	None, first time purchase of this equipment.
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Contract Info: _X _Formal _Annual __Support/Maintenance __Lease

Contractor(s):	Technovations, 4868 Research Dr., San Antonio, TX 78240 – ENTIRE
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Previous Related Council Action(s):

Date:	
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Action:	
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Action:	
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Anticipated Future Requirements and Actions:

Comments:

Using Health Department
Department:

City of San Antonio Bid Tabulation

Opened: December 9, 2005

For: Installation of Audio & Visual System
for Public Health Emergency Preparedness Office

06-004 LB

Technovations	Ace Audio Communications, Inc.	Visual Innovations
4868 Research Dr.	109 South Harris St.	5419 Bandera Rd Ste 709
San Antonio	Round Rock	San Antonio
\$12,121.87	\$11,765.00	\$3,942.00
\$2,780.04	\$4,277.00	\$10,313.00
\$8,396.58	\$12,479.00	\$10,584.00
\$8,193.93	\$21,175.00	\$12,300.00
\$8,220.56	\$8,084.00	\$11,413.67
\$600.00	\$1,940.00	\$3,403.17
\$4,384.80	\$9,124.00	\$3,858.00
Net 30	Net 30	Net 30
\$44,697.78	\$68,844.00	\$55,813.84

Item	Description	Quantity
1	VIDEO EQUIPMENT	1 EA
2	AUDIO EQUIPMENT	1 EA
3	VIDEO CONFERENCING EQUIPMENT	1 EA
4	MAINTENANCE AND SUPPORT	1 EA
5	AUDIO/VIDEO INSTALLATION AND SETUP	1 EA
6	VIDEO CONFERENCING INSTALLATION AND SETUP	1 EA
7	OTHER EQUIPMENT	1 EA
	Terms	
	TOTAL PRICE	