



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM JS
Finance CH/DN
DA SH
Risk Mgt. DE
HR n/a
Other n/a

STAFF REPORT

BOARD MEETING DATE: June 28, 2016

DATE: June 8, 2016
TO: Board of County Commissioners
FROM: Craig Betts, Chief Information Officer, Technology Services
775-328-2355, cbetts@washoecounty.us
THROUGH: John Slaughter, County Manager
Washoe County
jslaughter@washoecounty.us , Phone: 775-328-2000
SUBJECT: Approve sole source purchase from Diversified Systems International (DSI) to upgrade the Board of County Commissioner Chambers Audio/Visual systems in the amount of [\$351,900]. (All Commission Districts).

SUMMARY

Technology Services requests approval of a sole source purchase from Diversified Systems International (DSI) to upgrade the Board of County Commissioner Chambers Audio/Visual systems.

This purchase will provide:

- Audio/Sound Reinforcement and Microphone System Upgrades - \$61,250
- Control System Upgrades - \$38,350
- Video Distribution System Upgrades - \$136,550
- Production Video System Upgrades - \$120,750
- Design Retainer Credit – (\$5,000)

Department Strategic Objective supported by this item: Upgrade County technology infrastructure to meet reliability and performance needs.

PREVIOUS ACTION

March 21, 2016 – BCC rescinded approval of March 8, 2016 previous approval for budget augmentations to augment the General Fund, and approved an amended resolution to augment the General Fund in the amount of \$1,752,651.16 for the use of General Fund Carryover to cover unbudgeted expenditures for the fiscal year 2015-2016.

AGENDA ITEM # 24

March 8, 2016 – BCC approved resolution to augment the General Fund in the amount of \$1,752,651.16 and approved the use of the General Fund carryover to cover unbudgeted expenditures for fiscal year 2015-2016.

BACKGROUND

Existing audio/visual equipment in the meeting chambers for the Board of County Commissioners (BCC) is aging and increasingly prone to failures and malfunctions, which negatively impact the experience within the meetings as well as communications with the general public. Technology Services was approached with a request to facilitate the upgrade of technology used by the BCC to improve audio and video reliability, add video conferencing capabilities, improve teleconferencing quality, improve control systems, improve video camera technology, upgrade video presentation capabilities, and upgrade video production equipment.

Washoe County Technology Services contracted with Diversified Systems International (DSI) to prepare a design blueprint to meet these needs. DSI was successful upgrading the audio/visual systems at the Washoe County Regional Emergency Operations Center, and City of Reno Council Chambers. A major design criteria was to ensure that the Washoe County BCC Chambers shared functional compatibility with the City of Reno Council Chambers to better facilitate regional joint meetings.

Diversified Systems International (DSI) completed blueprints in March, 2016 and was registered as the preferred vendor for this project by the audio/visual equipment manufacturer. As preferred vendor, the County receives additional discounts and extended warranty from the manufacturer that are not available to other vendors.

Project costs were supplied to the County Manager's office for budgeting purposes and this project was included among a list of unbudgeted expenditures for which the BCC approved augmentation of the General Fund. Final budget approval was included in the BCC resolution passed on March 21, 2016.

The design of and equipment and services associated with systems of communication may be exempt from competitive bidding requirements pursuant to NRS 332.115 (q).

FISCAL IMPACT

This expenditure will spend [\$351,900] from project account PW920299, which was created as part of the General Fund augmentation approved by the BCC.

RECOMMENDATION

It is recommended that the Board approve sole source purchase from DSI (Diversified Systems International) to upgrade the Board of County Commissioner Chambers Audio/Visual systems in the amount of [\$351,900].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve sole source purchase from DSI (Diversified Systems International) to upgrade the Board of County Commissioner Chambers Audio/Visual systems in the amount of [\$351,900].

Experience the Difference



5401 LONGLEY LANE, SUITE 38
RENO, NEVADA 89511
PH: 775.823.7300 FX: 775.823.7325
A Delta Fire Systems Company
Licensed Contractor NCL #0080067 / 0078921
CCL #389169

**Washoe County Board of County Commission Chambers
Audio, Video, Control, and Production Systems Upgrade
Final Design / Budget**



Proposal Presented To:

**Washoe County Board of County Commissioners
1001 East 9th Street, Building A
Reno, NV. 89512**

**Final Revision #4 Presented On:
May 26, 2016**

**Presented by: Patrick Hartman / Aaron Lines
Estimate # 86601**

This System Design and its contents are copyrighted material and cannot be duplicated or distributed without written permission from DSI.

This proposal is valid for 45 days

Proposal Scope of Work:

Diversified Systems International (DSI) is proposing the following system upgrades to the following systems defined below. This proposal is our final estimate based on continued feedback on the expectations of the system from your team and recommendations from the DSI team. Please see attached line diagrams and system layout for complete details of the systems that were designed for your facility and let us know if you have any questions or concerns.

Audio / Sound Reinforcement and Microphone System Upgrade Details (\$61,250.00):

Included in our final design are the following system details:

- Remove and replace existing DSP processors. Using current single line drawings we have determined that the I/O can be significantly reduced. There are many inputs duplicated in the production equipment. Current technology allows for better signal routing and the processing of those signals for better dynamics, level control to its destinations and feedback control in the room. VOIP & POTS teleconferencing included.

Control System Upgrade Details (\$38,350.00)

Included in our final design are the following system details:

- Remove and replace all AMX control hardware with Crestron control hardware. All touch panel interfaces will be replaced with comparable sizes or better (in the case of the production touch panel) and have updated graphics and control features. The system will allow for control through a wireless interface (i.e. iPad or other) if the Tech Bench is built in the back of the room. Wireless control via owner furnished iPad. DSI has also included wiring to a future tech bench location.

Video Distribution System Upgrade Details: (\$136,550.00)

Included in our final design are the following system details:

- Remove and replace existing Video equipment. The new proposed system will support the latest in digital video, such as HDMI and Display Port while still supporting older analog signals like VGA from an older laptop. Replace projectors to fully utilize "wide screen" display formats and upgrade to HD resolutions for better clarity of presentations. In cases where video is not HD or an odd resolution, it will be scaled to HD. Video switching will have the ability to switch any source to any display or follow what is being displayed on the main screen. Reuse existing overhead monitors and move to side walls for agenda/voting results displays.

Production Video System Upgrade Details: (\$120,750.00)

Included in our final design are the following system details:

- Remove and replace existing Video Production equipment. The new equipment proposed is full HD video, from the cameras to the production switcher, with 8 Channels of live switching. The Production switcher is feature-rich, with built in CG graphics, 3D virtual sets, live streaming output, multi-channel 70 hour recording – up- loadable to FTP, YouTube, etc. A total of 9 High Definition Pan-Tilt-Zoom cameras will be provided and installed - 7 for the Chambers area 30x zoom and 2 for the Media Room 12x zoom. The matrix switcher for camera and source routing will give maximum flexibility to the production switch, depending on room use. Analog to Digital switcher will be provided for complete signal type capability. We will reconfigure the production rack to accommodate the new display layout.

Proposal Inclusions / Warranty Information:

We are submitting this proposal for the above named project and scope of work, as specified. Our quoted price is for the systems listed on this proposal and/or any associated drawings, specifications, or other pertinent documentation related to this project. Additional major materials (other than normal and customary miscellaneous parts and supplies) are not included in this bid price. Any changes to the scope of work, troubleshooting of non-operating existing equipment, or additional equipment required will result in a change order above and beyond this proposal.

Proposal Exclusions:

- 1) Conduit, boxes, and materials.
- 2) Cutting, patching, painting, or finishing of architectural surfaces.
- 3) Performance bond. If bond is desired, it may be purchased.

Terms and Conditions:

- 1) This quotation is valid for 45 days.
- 2) Adequate space being provided, on the project jobsite, for parking, on site delivery, and a secure materials storage area as necessary.

Project Subtotal - \$356,900.00

Design Retainer Credit - (\$5,000.00)

Total Systems Investment for the Systems Designed: \$351,900.00

Includes all equipment, install labor, travel, and shipping/handling.

It is understood that Diversified Systems International will perform the setup or installation associated with this proposal and will support the return/repairs under the manufacturer's warranty period. In order to proceed with this proposal, please have an authorized representative sign below and either scan/email back or fax this proposal and a purchase order to (775) 823-7325, patrickh@dsireno.com Attn: Patrick Hartman. Upon the return receipt of this document and deposit, when required, we will place the equipment on order and begin the scheduling process for your project.

Thank you for the opportunity to provide you with a proposal on this project. Should you have any questions or need more information, please feel free to contact me directly.

Sincerely,

Patrick Hartman
Direct Line: 775-790-4044
Office - 775-823-7300, x21
Fax - 775-823-7325
patrickh@dsireno.com

Aaron Lines
Direct Line - 775-354-8885
Office - 775-823-7314
Fax - 775-823-7325
alines@dsireno.com

**WASHOE COUNTY
SOLE SOURCE PURCHASE REQUEST FORM**

This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.

DEPARTMENT Technology Services LOCATION 1001 E. 9th Street, C220, Reno, NV

REQUESTOR'S NAME ^{Craig}Betts TELEPHONE # 775-328-2355

REQUISITION NUMBER 3000030868 DATE 6/10/2016

RECOMMENDED SOLE SOURCE SUPPLIER DSI (Diversified Systems International)

DESCRIPTION OF GOOD OR SERVICE REQUESTED

Washoe County Board of County Commission Chambers Audio, Video, Control, and Production Systems Upgrade

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

() 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

(x) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

City of Reno's Board Chambers system

() 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

() 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

(x) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

(x) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

() A selection process was utilized to select the most qualified person.

() The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

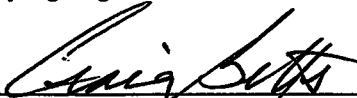
() 6. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

(X) 7. The following provides justification as to reasonableness of price:

Diversified Systems International is registered as the preferred vendor for this project with the Crestron manufacturer which provides a 5% discount on all Crestron equipment and an additional two years of extended warranty. No other vendor will qualify for the discount or additional warranty which ensures best deal for the County. _____

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

Signature of Requestor



Department Head Approval
CRAIG BETTS

Print Name

I, _____, authorized Buyer, recommend the following:

() Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

() Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332._____.

() Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

Buyer



Purchasing & Contracts
Manager

Date

6/10/2016

Date

Updated 1.26.11