



MEMORANDUM

DATE: February 27, 2019

TO: Mayor Patrick T. Rockinberg and Council Members: President Peter R. Helt, Secretary Jason M. Poirier, Robert H. King, Jr., Larry G. Hushour, Patricia R. Washabaugh

FROM: Barney Quinn
Town Engineer

ISSUE: AUDIO/VIDEO IMPROVEMENTS FOR THE TOWN COUNCIL ROOM

PURPOSE:

Town staff is seeking Council approval to award the Audio/Video Improvements for the Town Council Room project to the bid that is in the best interest for Mount Airy.

BACKGROUND:

The audio/video equipment for the Town Council room is in need of an upgrade to go along with the new furniture that was recently approved. This includes analog equipment switching to digital, upgraded cameras that sync with the Community Media Center, upgraded controls for staff, new microphones, and a HD laser projector.

To fund this project the Town had budgeted a total of \$120,000 for the total improvements of the Town Council room. After subtracting \$52,600 for the new furniture, the remaining budget allows \$67,400 for the audio/video upgrades.

DISCUSSION:

The Town solicited bids from general contractors during the month of February. Numerous contractors viewed the bid online and the Town received a single acceptable bid from a contractor in February. Due to receiving only one bid, we found that CW Technologies/Pipino Audio Visual equipment and services is on a Maryland General Services contract, which we can use as a cooperative purchase agreement per Section 26-6.1 in the Town Code. By using this state contract and working with the contractor, we were able to bring the total cost closer to our budget allowance.

CW Technologies/Pipino Audio Visual was the lowest, responsive bidder with a total cost of \$79,183.08. Remaining funds will come from the same budget category, not requiring a budget amendment.

RECOMMENDATION:

Town staff recommends the Town Council to award the Audio/Video Improvements for the Town Council Room project # 2019-MA-G-015 to CW Technologies/Pipino Audio Visual in the amount of \$79,183.08.