




*"...meeting community needs...enhancing quality of life."*

**OFFICE OF THE MAYOR**

Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911  
Phone: (920) 832-6400  
Email: [Mayor@Appleton.org](mailto:Mayor@Appleton.org)

**TO:** Common Council  
**FROM:** Mayor Jacob A. Woodford   
**DATE:** October 26, 2022  
**RE:** Critical Timing Council Chamber Technology Change Order

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I have reviewed the attached Request to Approve Time-Sensitive 2022 Council Chamber Change Order for "additional signal transmission hardware."

The Change Order increase is in the amount of \$4,871, which results in an overall contract increase from \$49,930 to \$54,801.

Under the Procurement and Contract Management Policy, Section P(2) - Change Order Approval, and in consultation with Finance Director Ohman, I authorize this Change Order.

Please be in contact should you have any questions or concerns.

## Mary L. Roberts

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**From:** Jeri A. Ohman  
**Sent:** Wednesday, October 26, 2022 2:52 PM  
**To:** Corey J. Popp; Jake Woodford; Mary L. Roberts  
**Subject:** RE: Request to Approve Time-Sensitive 2022 Council Chamber Change Order  
**Attachments:** 2022-10-26 Council Change Order.docx

Thank you Corey. I have reviewed the memo and approve proceeding with the change order.

Thank you,

### Jeri A. Ohman, CPA

Finance Director  
City of Appleton  
100 N Appleton St  
Appleton, WI 54911  
Phone: 920-832-5742

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**From:** Corey J. Popp <Corey.Popp@Appleton.org>  
**Sent:** Wednesday, October 26, 2022 1:20 PM  
**To:** Jake Woodford <Jake.Woodford@Appleton.org>; Mary L. Roberts <Mary.Roberts@appleton.org>; Jeri A. Ohman <Jeri.Ohman@Appleton.org>  
**Subject:** Re: Request to Approve Time-Sensitive 2022 Council Chamber Change Order

I'm sorry. I attached the policy again. Attached now is the actual memo.

Corey

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**From:** Corey J. Popp  
**Sent:** Wednesday, October 26, 2022 1:18 PM  
**To:** Jake Woodford <Jake.Woodford@Appleton.org>; Mary L. Roberts <Mary.Roberts@appleton.org>; Jeri A. Ohman <Jeri.Ohman@Appleton.org>  
**Subject:** Request to Approve Time-Sensitive 2022 Council Chamber Change Order

Mayor Woodford and Director Ohman,

Please see the attached request for Change Order approval.

Corey Popp  
IT Director  
City of Appleton  
[corey.popp@appleton.org](mailto:corey.popp@appleton.org)

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

To: Mayor Jake Woodford  
CC: Jeri Ohman, Finance Director  
From: Corey Popp, Information Technology Director  
Date: October 26, 2022  
Re: Request to Approve Time-Sensitive 2022 Council Chamber Change Order

As described in §P.2.e and §P.3.a in the City of Appleton's Procurement and Contract Management Policy last updated on October 7, 2015:

**Approve Amendment and Change Order #1 to the 2022 Council Chamber Technology Upgrade project (CityLaw file 22-0647) to increase for "additional signal transmission hardware" in the amount of \$4,871. Overall contract increased from \$49,930 to \$54,801.**

Proceeding with the Change Order process as described in §P.2.d would result in a hardware procurement delay of 1-6 weeks (1 week if I request an emergency HR/IT Committee session; 6 based on the current Committee and Council calendar). This will result in continued issues broadcasting and recording remote participants until the hardware can be procured and installed. The current issue also contributes to difficulties displaying presentations in the chamber. With consideration to the critical timing of this Change Order and the fact that the 9.7% cost increase falls within the original \$60,000 budgeted for the project, along with the potential for procurement delays, I believe enacting paragraph §P.2.e is a reasonable and appropriate response to the Change Order, and I am seeking your approval.

### Technical Description for the Record

Camera Corner/Connecting Point's technology design re-used signal transmission hardware that was shown to have been part of the existing system based on the original installer's records. However, the necessary signal transmission hardware is not on site, and the advanced, dynamic mixing of video signals to the three new displays cannot be achieved without it.





## 2022 Council Chamber Technology Upgrade

### City of Appleton

100 N. Appleton St.  
Appleton, WI 54911 US



#### *Our Mission:*








*To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!*

#### **ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)**

529 N. Monroe Ave.  
PO Box 248  
Green Bay, WI 54305-0248 USA  
920.435.5353  
<http://www.cccp.com>









Number: OPP106148 - SO76908  
Modified: 10/24/2022  
Revision: 5  
Act Manger: Gary Huebner



	Quantity	Manufacturer	Model	Unit Price	Extended
<b>Council Chambers</b>					
	50	<b>CCCP</b>	Control Cable. 22AWG shielded twisted pair with ground wire.	\$0.26	\$13.00
	50	<b>CCCP</b>	23 gauge 4 pair Cat 6A cable Shielded overall foil, Black	\$1.40	\$70.00
	2	<b>Crestron</b>	DM Lite Transmitter for HDMI Signal Extension over CATx Cable	\$253.00	\$506.00
	2	<b>West Penn Wire</b>	Category 6 & 6A Shielded Connector, 1 piece	\$5.00	\$10.00
<b>Council Chambers: Existing</b>					
	-2	<b>Crestron</b>	[NB] - [Owner Finished Equipment] - DM Lite – HDMI over CATx Receiver w/IR & RS-232, Surface Mount	\$0.00	\$0.00
<b>Production Booth</b>					
	1	<b>Crestron</b>	DM Lite – HDMI over CATx Receiver, Surface Mount	\$253.00	\$253.00
	1	<b>Crestron</b>	DM Lite Transmitter for HDMI Signal Extension over CATx Cable	\$253.00	\$253.00





	Quantity	Manufacturer	Model	Unit Price	Extended
<b>Closet</b>					
	2	<b>Crestron</b>	HDMI Cable, Thin, Type A Male-to-Male, 6 ft (1.83 m)	\$42.00	\$84.00
	1	<b>Crestron</b>	4x1 4K60 4:4:4 HDR AV Switcher	\$615.00	\$615.00
	3	<b>Crestron</b>	DM Lite – HDMI over CATx Receiver, Surface Mount	\$253.00	\$759.00
	1	<b>Crestron</b>	DM Lite Transmitter for HDMI Signal Extension over CATx Cable	\$253.00	\$253.00
	1	<b>Middle Atlantic</b>	300W Maximum Power DC Power Distribution With 24V Outputs	\$579.00	\$579.00
	1	<b>Middle Atlantic</b>	1SP RACKSHELF 11DP	\$43.00	\$43.00
	1	<b>QSC LLC</b>	1/2 RU 2 Channel ENERGY STAR amplifier / Stereo operation 60 watts into 8? & 4?, Bridged operation 200 watts into 8? & 4?, and 250 watts into 70v and 100v / 100-240 VAC Operation.	\$685.00	\$685.00
<b>Closet: Existing</b>					
	-2	<b>Crestron</b>	[NB] - [Owner Furnished Equipment] - DM Lite Transmitter for HDMI, IR, and RS-232 Signal Extension over CATx Cable	\$0.00	\$0.00
<b>Equipment Subtotal:</b>					<b>\$4,123.00</b>
<b>Labor Subtotal:</b>					<b>\$748.00</b>
<b>Project Subtotal:</b>					<b>\$4,871.00</b>



## Project Summary

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<b>Equipment:</b>	<b>\$4,123.00</b>
<b>Labor:</b>	<b>\$748.00</b>
<b>Grand Total:</b>	<b>\$4,871.00</b>

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**Client:**        **Corey Popp**

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**Date**

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**Contractor:**    **ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)**

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**Date**

**\*Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.\***

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

To: Finance Committee, HR/IT Committee, and Common Council Members

From: Corey Popp, Information Technology Director

Date: July 22, 2022

Re: Recommendation to Award Council Chamber Tech Upgrade to Camera Corner/Connecting Point

### Committees and Common Council Review

I present this memo to the Finance Committee as an action item and to the HR/IT Committee as an information item. It is presented to the Appleton Common Council for final approval based on the Finance Committee's recommendation.

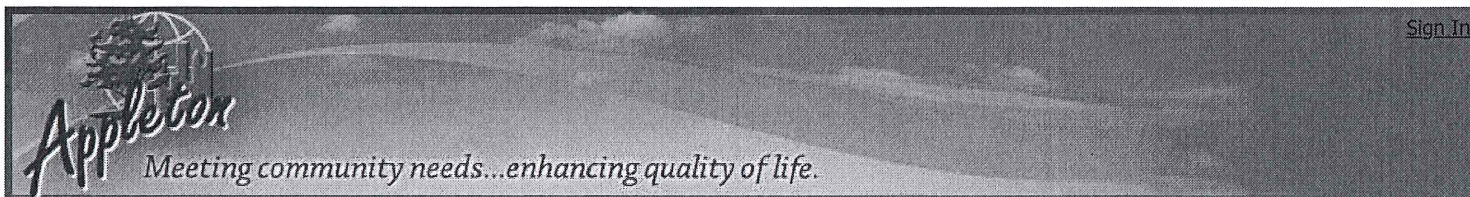
### Background

Earlier in 2022, the Council approved a \$60,000 IT budget carryover from the 2021 budget for a Council chamber technology upgrade. The upgrade includes the installation of a fourth video camera, four new display screens, a hearing loop, reprogramming of all microphones, and three new Internet-connected digital clocks. The RFP (Request for Proposals) also allowed suppliers to bid several optional components, including design reviews and tuning of the audio and video systems as well as the cleaning and dressing of the microphone closet. The costs contained within this memo include the estimates for the optional components.

### RFP Process

The RFP contained a list of requirements, terms and conditions, and requests for information. A four-member panel received and evaluated four proposals based upon pre-established criteria covering Project Specifications and Requirements, Qualifications and Experience, Terms and Conditions, Appleton/Fox Valley Business Advantage, and Price Proposal. Proposals were scored individually and collectively, and ranked according to total score as follows (400 pts. possible):




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File #: 22-0966 Version: 1 Name:  
 Type: Report Action Item Status: Passed  
 File created: 7/22/2022 In control: [Finance Committee](#)  
 On agenda: 7/25/2022 Final action: 8/3/2022  
 Title: Request to award the Council Chamber Tech Upgrade project to Camera Corner/Connecting Point in the amount of \$49,930  
 Attachments: 1. [2022 Council Chamber RFP Action and Info.pdf](#)

[History \(2\)](#) [Text](#)
[2 records](#) [Group](#) [Export](#)

Date	Ver.	Action By	Action	Result	Action Details	Meeting Details	Video
8/3/2022	1	Common Council	approved	Pass	<a href="#">Action details</a>	<a href="#">Meeting details</a>	Not available
7/25/2022	1	Finance Committee	recommended for approval	Pass	<a href="#">Action details</a>	<a href="#">Meeting details</a>	<a href="#">Video</a>

including Change Orders, shall be reported as an informational item to the Committee of Jurisdiction prior to issuing final payment.

- c. All Change Orders not included in either of the paragraphs above must be recommended by the Committee of Jurisdiction and approved by the City Council prior to the contractor being authorized to begin work.
- d. If approval of the Change Order results in the contract amount exceeding the remaining contingency and/or the project budget, recommendation of the contract amendment must be obtained from the Finance Committee, Committee of Jurisdiction, and approved by the Common Council prior to beginning any work under the Change Order.
- e. If, in the determination of the Mayor, the work called for under a proposed Change Order is a Critical Timing situation, the Change Order may be authorized by the Mayor, in consultation with Department Head and Director of Finance. Any such approval shall be reported to the Common Council as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner.

(3) REPORTING

- a. Change orders required to be recommended by Committee and approved by Council shall be submitted to Committee with the following language:

**Change Order within contingency:**

Approve Change Order # X to contract XXXXXX for "Project Name" to increase (decrease) for "description of why" in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. No change to overall contract amount.

**Change Order outside of contingency:**

Approve Amendment and Change Order # X to contract XXXXXX for "Project Name" to increase for "description of why" in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. Overall contract increased from \$XXX,XXX to \$XXX,XXX. (THIS MAY REQUIRE A BUDGET ADJUSTMENT IF