

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



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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):

- 1) Camera Corner/Connecting Point (CCCP) 385 points
- 2) Marco Technologies 343 points
- 3) Smart Spaces 245 points
- 4) DRS Sound\* 171 points

\*DRS Sound's bid addressed only a hearing loop installation. They are also represented in the CCCP bid as the subcontractor for the loop installation.

The Pricing Proposals remained password protected until the panel scored all other factors, after which the passwords were provided by the suppliers and distributed to panel members for final scoring of the bids. The estimated costs are:

CCCP:	\$49,930.02
Marco Technologies:	\$65,566.47
Smart Spaces	\$58,959.75
DRS Sound:	\$10,750.00

## Conclusion

Following the proposal evaluations, the panel arrived at the unanimous decision to award the project to CCCP, subject to final contract negotiations and Common Council approval. If you have any questions regarding this recommendation, please contact Corey Popp at [corey.popp@appleton.org](mailto:corey.popp@appleton.org) or 832-5892. Thank you for your consideration.