



Administrative Report

H.10., File # 25-0285

Meeting Date: 3/11/2025

To: MAYOR AND CITY COUNCIL
From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

APPROVE A THREE-YEAR AGREEMENT WITH CASHEL INC. DBA INTEGRATED MEDIA SYSTEMS FOR COUNCIL CHAMBER AND LIBRARY AUDIO-VISUAL EQUIPMENT MAINTENANCE, LICENSING AND REPAIR FOR AN AMOUNT NOT TO EXCEED \$123,665

EXECUTIVE SUMMARY

Following the completion of a formal RFP, Council approved an agreement with Cashel Inc. DBA Integrated Media Systems (IMS) for the complete redesign and reimplementation of the Audio/Visual (AV) systems in the City Council Chamber and Library Meeting Room. Construction was completed in February of 2022 and a three-year maintenance agreement subsequently commenced. The maintenance agreement included quarterly preventative maintenance visits, field service request visits, as-needed system repairs, troubleshooting, system monitoring, and licensing costs for the hardware and software required to operate the AV systems. The initial maintenance agreement expired on February 28, 2025. The proposed agreement will provide the required maintenance services for a three-year period through March of 2028, as well as establish a small bank of professional services hours for system enhancements.

BACKGROUND

The maintenance and timely repair of the City Council Chamber and Library Conference rooms are critical to the City's ability to conduct public meetings in person, broadcast to television stations, and interact with constituents via remote tools such as Zoom, YouTube, and Granicus. IMS designed the Council Chamber AV system and has proven to be a dedicated partner to the City with unique knowledge of the environment which enhances their ability to troubleshoot and resolve issues quickly. As such, staff recommends that the City Council approve a sole-source procurement agreement with IMS.

COORDINATION

Information Technology staff worked directly with IMS to structure the Agreement, which has been coordinated between the Information Technology Department and City Clerk's Office. The Agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

The cost of the three-year agreement is \$123,665, and the City's Public, Educational, and Governmental (PEG) funds are available to pay for these broadcast-related expenses.

Item	Amount
Professional Services Pool Engineering Services - 10 Hours @ \$175.75/hr	\$1,757.50
Professional Services Pool Technician Services - 10 Hours @ \$118.75/hr	\$1,187.50
Year 1 Annual Maintenance Agreement	\$40,240.00
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Total Cost for Three Years	\$123,665.00

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - 3-year Maintenance Agreement
- Insurance - Cashel Inc DBA Integrated Media Systems