

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Library/City Council Conference Room Audio Video and Control Systems Replacement
DATE: October 21, 2008

NEEDS: For City Council to consider awarding a contract to A-Town Media Group for replacement of the Library/City Hall Council Audio Video and Control Systems (AV).

- Facts:**
1. The existing AV system was installed as part of the 1995 construction of the City/Hall Library complex.
 2. Many of the system components are non-functional (overhead projector, screen, blinds etc).
 3. The thirteen (13) year old components are obsolete and cannot be repaired or integrated with today's technology, therefore the system must be replaced rather than repaired.
 4. Staff worked with a professional firm to design a modern comprehensive replacement AV system.
 5. The City advertised for bids for the system, receiving a single bid of \$109,472.68 (see attached) from A-Town Media Group. Staff has reviewed the bid and concluded the bid received from A-Town Media meets the specifications and is the lowest responsive bid for this work.

ANALYSIS & CONCLUSION:

City Hall/Library Conference Room serves as a meeting place for the City Council, Planning Commission and various groups. The current AV system was installed in 1995 and has undergone several attempted "fixes" over the years as the original components failed. Presently ninety percent (90%) of the system is non-functional. Award of the contract would result in installation of up to date system.

The bid submitted by A-Town Media will effectively meet the needs of Council meetings and other functions held in the Conference room. A project description summarizing the system components is attached for review.

POLICY

REFERENCE: Purchasing and Payment Procedures Manual.

FISCAL

IMPACT: If approved the funds would be allocated from the Facility Repair Fund. The fund currently has an unencumbered balance of approximately \$380,000.

- OPTIONS:**
- a.** Adopt Resolution No. 08-xx authorizing the City Manager to enter into a contract with A-Town Media for the Replacement of the Council Room Audio Video & Control systems at the cost of \$109,472.93
 - b.** Amend, modify, or reject the above option.

Prepared by: Dennis Fansler

Attachments (2)

- 1) Project description
- 2) Resolution



SYSTEM DESIGN FOR

CITY OF PASO ROBLES
CITY COUNCIL MEETING ROOM

PROJECT SCOPE

AUDIO, VIDEO & CONTROL
REPLACE/UPGRADE CURRENT SYSTEM

PREPARED BY

MATT GAUGHAN
A-TOWN MEDIA

DATE PREPARED

JUNE 4, 2008

DATE UPDATED

OCTOBER 7, 2008



CITY COUNCIL MEETING ROOM AV

PROJECT DESCRIPTION

The main purpose of this project is to replace the failing audio, video and control system currently installed. With this replacement we will also improve the functionality, quality and ease of use of the entire system.

The following information is based on the base system with all options.

SYSTEM COMPONENTS

Display Devices—Images will be displayed on several different devices. The main devices will be 6500 lumen LCD projectors projecting onto the existing screen on the north and a new screen on the east wall. (previous projector was less than 1500 lumens) Secondary displays will include an LCD on the council table and a plasma display located in the lobby.

Playback Devices—The AV rack will include playback devices for the following formats:

- DVD
- VHS
- CD

System Inputs—The system is designed with a video input for the existing document scanner in addition to audio and video inputs for three laptops across the head tables. A set of auxiliary AV connections will also be provided on the front of the AV rack for connecting other devices.

Control – The system will be controlled by two LCD touch panels. A wireless 10” panel will be used for control from within the room and a second wired 7” will be installed in the AV rack for remote control and setup.

Live Video—We will install a remote controlled pan/tilt/zoom camera on the south wall of the room. A controller for the camera will be installed in the AV rack with the ability to control up to seven cameras. The added 2 cameras in the additions will be mounted on the east and west walls.

Recording & Distribution—We have designed the system with multiple possibilities for recording and distribution. In the AV rack there will be a flash recorder for recording audio, which can be transferred to CD, and a DVD recorder. The DVD recorder will also be able to record the live feed from the installed camera. A computer switching system will be installed which will have the ability to send a live video stream to the web. This can be distributed using a streaming server service.

Power Protection & Control—The system will include power conditioning and protection along with multi-stage startup and shutdown relays.

Audio—The existing audio system will be partially upgraded with a digital mixing system, speakers in the lobby and two wireless handheld microphones.



CITY COUNCIL MEETING ROOM AV

SYSTEM FUNCTIONS

Display—The projectors will be able to display separate images chosen from any of the system inputs. These inputs include DVD player, VHS player, document scanner, laptops, live camera, and auxiliary inputs (on AV rack).

The reference monitor on the head table and the lobby monitor will be able to display what is on either projector or the live camera. The Lobby monitor can be used for DVD playback when not in use by the room system.

Control—The LCD touch screens will be able to control the entire system. Multiple screens will be used for controlling:

- Video display
- Audio & video playback
- Lighting presets
- Window covering presets
- Audio & video recording
- Audio routing & volume
- System startup & shutdown

The only device that cannot be directly controlled by the touch screens is the computer switching system. This will be controlled at the AV rack.

Recording & Distribution—Events can be recorded to both a flash drive (audio) and directly to DVD (video & audio). In addition, video and audio can be recorded directly to an internal hard drive on the computer switching system to be edited later on the same system. The final edit can then be recorded to DVD and distributed.

Web Streaming—The video switching system can also “push” stream live video and audio to the web for distribution through a web streaming service. The same stream can be recorded directly to a file which can be easily uploaded to a web site for future viewing.

Audio—System audio is distributed using a sophisticated digital signal processor. This processor will allow us to have much greater control over the system than the previous system. With this control we will be able to reduce the chance of feedback and increase the overall sound quality. We will also work on improving the sound level at the head table.

The lobby speakers (as well as the outside feed) can play any audio coming through the system. This will be controlled through the touch screen controllers.

Assisted Listening—The existing assisted listening system will be integrated into the new system.

Live Radio Feed—The existing live radio feed system will be integrated into the new system.

Power—The power system will be setup to allow remote control over startup and shutdown. This will give the room a “one button” shutdown making it easy for staff after an event while also being sure not to waste electricity or bulb life on the projectors or lights.



CITY COUNCIL MEETING ROOM AV

SYSTEM FUNCTIONS (CONTINUED)

Video Switching System—The computer based video switching system is a powerful multi-use system for standard definition video. With one person at the controls this system will create a “live edit” video by switching from live camera to graphics displayed on either screen. It can also add “lower third” and full screen titles.

Once the event is over and recorded to the internal hard drive, using the system’s built –in editor, the program can be trimmed and saved out to a file for web download or recorded directly to a DVD.

The same operator who will be controlling the switcher also has control over the video cameras. They can select from preset positions or take manual control over the cameras for positioning and zoom.

LONGEVITY & UPGRADABILITY

Your system has been designed around industry standards and time proven technologies. The specific brands were chosen for their reputations for solid equipment and exceptional customer support.

MAINTENANCE

This installation will require minimal maintenance. The projector filters will need to be cleaned periodically. The interval required will vary with use. Initially, checking them at six months would give you a good idea of how often cleaning is needed.

The projector bulbs are also a maintenance item. They will last up to 2000 hours depending on use and airflow. Used on a weekly basis you can stretch this to about two years. The system includes a spare bulb for emergency replacement.

WARRANTY & SUPPORT

A-Town Media will honor any manufacturer warranty. All devices have a warranty of at least one year. In the rare event a device should fail in the first year A-Town Media will replace the device free of charge. (The customer is only responsible for costs involved in gaining A-Town Media access to the device.)

A-Town Media will be available for supporting the system in the future whether through a support/maintenance contract or on an “as needed” basis.

DOCUMENTATION

Part of the design fees include complete system documentation. This includes detailed wire schematics, cable and device labels, equipment manuals, heat dissipation report, and power consumption totals.

RESOLUTION NO. 08-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS AND AWARDING A CONTRACT TO A-TOWN MEDIA GROUP FOR THE
LIBRARY/CITY COUNCIL ROOM AUDIO VIDEO AND CONTROL SYSTEMS REPLACEMENT

WHEREAS, the existing AV system was installed during the 1995 construction of the City Hall/Library complex; and

WHEREAS, presently ninety percent (90%) of the system is non-functional (overhead projector, screen, blinds etc.); and

WHEREAS, as a result of age the system components are obsolete and cannot be repaired or integrated with today's components. Therefore the system must be replaced rather than repaired; and

WHEREAS, staff worked with a professional firm to design a modern comprehensive replacement AV system; and

WHEREAS, the City advertised for bids for a new AV system; and

WHEREAS, one (1) bid of \$109,472.68 was received and opened Wednesday October 1, 2008; and

WHEREAS, the bid was reviewed and deemed responsive.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does approve a supplemental budget appropriation from the City Facility Repair Fund in the amount of \$109,472.68 to budget account 119-310-5221-175; and

SECTION 2. The City Council does hereby award contracts to A-Town Media Group for City Council Room Audio Video and Control Systems replacement for \$109,472.68 and authorizes the City Manager to execute the contract.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 21st day of October 2008 by the following votes:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Frank R. Mecham, Mayor

Deborah D. Robinson, Deputy City Clerk