

PURCHASING AND LICENSING COMMITTEE

09-0538R

RESOLUTION AUTHORIZING CITY OFFICIALS TO CONTRACT WITH TIERNEY BROTHERS, INC., FOR THE PURCHASE AND INSTALLATION OF TECHNICAL AUDIO/VIDEO/DATA EQUIPMENT FOR THE DULUTH CITY COUNCIL CHAMBER FOR A TOTAL AMOUNT OF \$218,148.93.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to contract with Tierney Brothers, Inc., for the purchase and installation of technical audio/video/data equipment for the Duluth City Council Chamber in accordance with the city's specifications and the vendor's proposal of \$204,115.96 plus \$14,032.97 sales tax for a total combined amount of \$218,148.93, terms net 30, payable from the Capital Equipment Fund 250, Department/Agency 015, Organization 2008, Object 5580, Project CE250-E801.

Approved:

Approved for presentation to council:

Department, Director
Purchasing Agent ____

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

PA/PRCH DS/le 8/17/2009

STATEMENT OF PURPOSE: This resolution authorizes the purchase and installation of technical audio/video/data equipment in the Duluth City Council Chamber in the amount of \$218,148.93, payable from the capital equipment fund.

There has been a recognized need for improvements in both the council process and the council chamber for almost the past decade. In 2002, the council passed a resolution requesting the administration to pursue paperless agendas. In 2007, a resolution was passed approving a contract for the development of bid specifications and presentation of possible components/features to improve the council chamber, and approving the 2008 capital equipment note which included the council chamber remodel. In 2008, new chairs were purchased.

Technology is the 21st Century "tool" used to work more efficiently. The majority of all forms of businesses use some aspect of computer technology in their businesses; the council should be as effective as the private sector. Residents have high expectations for efficient government operations; thus, working more efficiently with less means using technology more efficiently. City Hall was built in 1928; hence, the council chamber were designed 81 years ago. Few improvements have been made to directly assist the council in doing their work, other than purchasing new chairs and installing a now 20+ year old public address system.

This project is a prime example of "shared efficiencies" between the council, city administration, staff and other boards and commissions. Using technology to improve the efficiency and effectiveness of communicating has been a focus of councils across the nation. Below is a sample of cities which have improved their communications through electronic means:

SAMPLING OF CITIES WITH ELECTRONIC AGENDAS AND/OR PACKETS

| City | Population | Year Started | Desktop or Laptop |
|-----------------------|------------|--------------|-------------------|
| OUTSTATE | | | |
| Peoria, IL | 112,936 | 2004 | Laptop |
| Newberg, OR | 22,000 | 2009 | Laptop |
| Lenexa, KS | 46,000 | 1998 | Laptop |
| Greenwood Village, CO | 14,000 | 2001 | Laptop |
| Pinckney, MI | 2,200 | 2008 | Laptop |
| Lone Tree, CO | 10,000 | 2005 | Laptop |
| Hayden, ID | 13,000 | 2007 | Laptop-Touch |
| Coral Springs, FL | 126,000 | 1999 | |
| MINNESOTA | | | |
| Mankato | 34,000 | 2004 | Laptop |
| Perham | 2,750 | 2007 | Laptop |
| Paynesville | 2,398 | 2009 | Laptop |
| Minneapolis | 382,618 | 2003 | Desktop |
| St. Paul | 287,000 | 2009 | Laptop |

The city of Duluth's proposed council chamber upgrade project has three components

that add up to a much improved council operation, ensuring dependable communications with the public. These are: a) Electronic infrastructure replacement; (b) Architectural improvements; and (c) Council process improvements.

(a) Electronic infrastructure replacement.

(1) Description.

The first component is electronic infrastructure replacement, including the audio system cameras, monitors and the ELMO system. The video system used to cablecast Duluth City Council meetings is now 15 years old, as it was installed in 1994. The audio system is over 20 years old and has constant interference from cell phones. The equipment has reached the end of its life span and will be completely replaced. Technical support is no longer available from the manufacturer and parts are no longer available.

All wiring from the cameras, monitors and sound, now located in the council chamber, will be relocated to the PACT cablecast area. The wiring is analog, has banding problems and is also 15 years old, or 5-9 years beyond the usual cable life. New wiring is required to carry digital signals to the modulators and stream video and audio on the website;

(2) Benefits.

There are many benefits in replacing the outdated electronic infrastructure. Most importantly, it will ensure that council sessions will continue to be available to the viewing audience. Replacing the outdated ELMO system will provide presenters the opportunity to easily connect their laptops into the system for presentations. The new audio system will completely reduce feedback and cell phone interference. These improvements in the quality of audio and video will allow for streaming video. The four new cameras can tilt and pan, and will be controlled remotely from the Public Access Community Television (PACT) office. The control system will allow the council president or chair to activate any speaker's microphone, helping to eliminate surrounding noise;

(3) Cost and funding sources.

The total cost of infrastructure replacement for sound, cameras and the ELMO system is \$91,663 or 33 percent of the total project costs. This was budgeted in the 2008 capital equipment note;

(b) Architectural improvements.

(1) Description.

The second component includes a number of architectural improvements. A large retractable screen will be installed above the podium with a mounted projector, replacing the old screen behind the president's chair that is hard to see from back off the room. The dias structures will be modernized to accommodate computers, the new monitors and below floor cabling required to install the new equipment. Chamber carpeting will be replaced, and window treatments and blinds that can be remotely opened and closed to adjust for optimum viewing will be installed;

(2) Benefits.

The architectural improvements, including the retractable screen and the remotely controlled blinds will improve visibility of the chambers and of any presentations by both those sitting in the chamber and those viewing on PACT TV. Carpeting will be replaced and structures modified to accommodate the wiring and equipment, providing a modern, clean and professional-looking council chamber.

(3) Cost and funding sources;

These improvements will cost \$69,100, or 25 percent of the total project cost and are funded out of the 2008 capital equipment note;

(c) Council process improvements.

(1) Description.

A number of changes will be made that will greatly improve council operations, create efficiencies, and save money. A paperless agenda software system will be purchased and installed, which will allow councilors to view the agendas in a paperless format from any computer they access, make their

own notations for future reference and access this information along with the agendas on computer terminals located at their council chamber seats. These efficiencies could also be used by other entities such as Duluth economic development authority (DEDA), planning commission, alcohol, gambling, and tobacco commission, civil service board, board of zoning, building appeal board, Charter commission and other board and commission meetings in the chamber.

The control system will allow for electronic voting and tallying of such votes to be done simultaneously and privately, eliminating the current alpha roll call practice and knowing how others voted. The system will display the results of the vote. For more information, go to: <http://www.electrovote.com/ElectroVote/general.htm>

Also included is the capability for citizens to electronically sign up to speak at council meetings. Two computer terminals will be located in the hallway or in back of the chamber where individuals will click on the specific item on the agenda (i.e., resolution, ordinance or "open" section) they wish to speak on, and they type their name on the issue they have chosen to speak on. The "signed in" names show up on the staff monitor, making it much easier to read than a handwritten name, and eliminating the need for the public trying to get through a frequently crowded room and manually carrying the sign-in sheet from the sign-in location to the chair. These efficiencies could also be used by other entities such as DEDA, planning commission, gambling and tobacco commission, civil service board, board of zoning, building appeal board, Charter commission and other board and commissions meeting in the chamber.

Finally, the chamber will be fitted with video conferencing equipment that will offer the council, administration and staff the opportunity to attend meetings without the associated travel costs. This past year the legislature approved the allowance for electronic attendance provision for state agencies. It anticipated that this would be allowed for local governing bodies in the near future, so that a councilor could participate in a council meeting's deliberations and approval;

(2) Benefits.

In 2002, the city council recognized the need for pursuing a paperless agenda system. Seven years later, there are still many benefits. It eliminates the need to copy and deliver the council packet, which costs over \$2,000 annually. This is a reduction in staff time and allows the opportunity for staff to work on other assignments. The system will allow for fast retrieval of information via a search function, eliminating the need to flip through pages to find the correct resolution or ordinance and reducing the opportunity for misfiling or losing pages. Additionally, information is easier to store and retrieve;

(3) Cost and funding sources.

These improvements will cost \$116,146 or 42 percent of the total project cost, and are funded out of the 2008 capital equipment note.

The work on this project is scheduled to start after the December 21 council meeting and will tentatively be completed by approximately February 1, 2010. Information on options, including the DECC and the St. Louis County Courthouse, is being collected for the council, DEDA, and planning commission meetings during the renovation. While one location may not be used for all three groups, an attempt will be made to have all the meetings of each body at the same location.

The purchasing division posted the original request for bids on the city website June 2, 2009. Only two complete bids were received by the closing date. Tierney Brothers, Inc., from Minneapolis, Minnesota, had the lowest complete bid.

City Council Remodeling Project
Audio/Video/Data Equipment and Installation
Opened June 30, 2009
Bid No. 09-16DS; Requisition 09-0510

| Name | City/State | Base Bid |
|------------------------|------------------------|--------------|
| EPA Audio Visual, Inc. | Rockford, Minnesota | \$228,611.02 |
| Tierney Brothers, Inc. | Minneapolis, Minnesota | \$204,115.96 |