



## AGENDA REPORT

**Meeting Date:** June 2, 2009  
**Item Number:** F-2  
**To:** Honorable Mayor & City Council  
**From:** Alan Schneider, Director of Project Administration  
**Subject:** APPROVAL OF THE AWARD OF A CONTRACT TO PRESENTATION PRODUCTS, INC., DBA SPINITAR FOR THE AUDIO-VISUAL SYSTEMS FOR EOC EXPANSION; AND

APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$425,743 TO PRESENTATION PRODUCTS, INC., DBA SPINITAR FOR THE CONTRACT WORK; AND AUTHORIZE THE CITY MANAGER TO EXECUTE PURCHASE ORDERS FOR DESK TOP COMPUTERS, EOC SOFTWARE, AND RADIO EQUIPMENT TO SUPPORT EMERGENCY OPERATIONS IN THE NOT-TO-EXCEED AMOUNT OF \$364,000

**Attachments:** 1. Form of Contract

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### **RECOMMENDATION**

Staff recommends that the City Council move to approve the award of a contract to the lowest responsible bidder, Presentation Products, Inc., dba Spinitar for the Audio-Visual Systems for the Emergency Operations Center (EOC) Expansion (Project) in the amount of \$386,743; approve the construction contingency of \$39,000; approve the plans and specifications for the Project, dated April 2, 2009, which are adopted and approved with respect to design criteria; and approve a purchase order in the amount of \$425,743; and authorize the City Manager to execute purchase orders, in the not-to-exceed amount of \$364,000 for desk top computers, EOC software, and for radio equipment to support the operations of the EOC. The total authorization of funds requested is \$789,743.

### **INTRODUCTION**

On December 18, 2008, a contract was awarded for the construction of the expanded EOC in the Police Facility. The project was the result of a study that determined that the existing EOC was less than optimal to perform the functions required of it. The facilities' inadequate space and limited technology inhibited its efficiency and functionality during an emergency activation. In addition to this study, the federal government has recommended in the after-action reports, required to be submitted after incidents, that

the EOC be improved in size and technology. The new EOC is scheduled for completion in November 2009.

Besides the basic construction to enlarge the space from approximately 1500 square feet to 2500 square feet, a key component of the project design is the application and integration of current technology. The main EOC space will accommodate between 40 and 50 staff and will be equipped with the state of the art technology, including multiple large-screen monitors that will display TV and computer input from various other governmental agencies, local TV stations, and mobile and fixed cameras throughout the City.

## **DISCUSSION**

### **Audio-Visual Systems**

Leach Mounce Architects was engaged to design the project and prepare construction plans and specifications. Under that agreement they included the services of a specialized audio-visual consultant to design the systems in consultation with the City's Information Technology Department. A set of contract documents were prepared specifying the audio-visual equipment and installation necessary for a complete operating system.

The contract documents incorporated the base bid work consisting of all electronics, small video display panels and audio equipment, and three alternate bid items for different large screen display configurations as described below:

- Alternate #1 is to provide and install two large 108" LCD flat panel displays
- Alternate #2 is to provide and install two large two-by-two cube video walls
- Alternate #3 is to provide and install two large two-by-two video walls comprised of 52" LCD flat panel displays.

Fifteen firms attended the mandatory job walk and obtained bid documents for this project. The project was advertised in the local Beverly Hills newspapers, and construction trade publications, including the McGraw-Hill Construction Information Group (Dodge Report).

On April 28, 2009, three bids were received. The bids results are as follows:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. #1</u>	<u>Alt. #2</u>	<u>Alt. #3</u>
Spinitar	\$344,395	\$274,337	\$145,878	\$42,348
Western AV	\$370,855	\$257,908	\$153,183	\$40,910
Digital Networks	\$392,841	\$283,971	\$165,150	\$54,714

Presentation Products, Inc., dba Spinitar submitted a fully responsive bid, and as reported by the State Contractors Licensing Board, their license is current and in good standing. Review of the firm's references indicates that the firm has successfully executed multiple municipal projects.

In consideration of the bids submitted, staff recommends that the base bid and alternate #3 be accepted as the contract work. The functionality of large screen displays under this alternate is comparable to the other alternates but at a much lower cost.

The total contract amount is \$386,743 including the alternate bid #3. In addition, a contingency of \$39,000 (approximately 10% of the contract amount) is recommended for

changes due to unforeseen conditions to complete the work. The lowest bid amount is approximately 20% less than the consultant's pre-bid cost estimate of \$600,000 including alternate #2.

The bid documents specify a 120 calendar day completion period for the work, resulting in completion of the project in October 2009.

Desk Top Computers, EOC Software and Radio Equipment

In addition to the audio-visual systems technology proposed for the new EOC, a fully operational facility requires desk top computers and certain radio equipment. One of the key improvements to the EOC is that it will always be in "ready" condition, in contrast to the current multi-purpose room that requires a minimum one hour set up time in order to function as an EOC. Accordingly, staff recommends that each work station be equipped with a desk top computer dedicated to emergency operations. The existing phones, fax machines, and printers will remain in use. Some of the laptops being replaced will be redeployed for other EOC functions such as the radio room, hotline center, dispatch, and DOC's.

The software program that integrates all of these new technologies is EOC Incident Management Software called WEB EOC. This essential software is the platform for all EOC internal functions and external communications with other agencies. It is an integral part of emergency management. All after-action reports, prepared after disaster exercises, have recommended that this type of software is needed to better manage incident information and status.

The new EOC design also includes a separate radio room to support communications between the EOC and field operations and outside agencies. Implementing this space necessitates the acquisition of new radio equipment. The existing EOC radio equipment is approximately 20 years old. It was not upgraded during the Police Department's recent radio purchase and conversion. The existing equipment is not compatible with the current radio system, although a portable radio system has been created for the interim period providing one of the five required radio stations. This upgrade includes a component that will ensure interoperability between agencies and departments.

A budget has been prepared for the purchase of the computers, software, and radio equipment as follows:

• Desk top workstations (40 total) – Dell Computers	\$72,000
• EOC Software – E.I.S.	\$135,000
• Cabling and installation – Pacific Coast Cabling	\$37,000
• Radio equipment - Motorola	<u>\$120,000</u>
	\$364,000

Final selection of the specific equipment is in process and it is recommended that the City Manager be authorized to execute purchase orders in the not to exceed amount of \$364,000 for the purchase of computers, software, radios and associated equipment for the EOC.

Meeting Date: June 2, 2009

**FISCAL IMPACT**

Funding for this contract work has been budgeted from the 08-09 Capital Improvement Program (CIP) budget in the Police Facility Improvements project #0610.



Scott G. Miller

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Finance Approval



David D. Gustavson

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Approved By

# **Attachment 1**

Form of Contract

APPENDIX A

FORM OF CONTRACT

This contract ("Contract") is entered into by and between the City of Beverly Hills ("City"), a California municipal corporation, and Presentation Products, Inc., dba Spinitar, a Corporation, whose address is 16751 Knott Avenue, La Mirada, CA 90638.

In consideration of the agreements herein contained, the parties agree as follows:

1. WORK TO BE PERFORMED. Contractor shall furnish at Contractor's own expense all labor, materials, supplies, equipment, tools, transportation and other items of expense necessary to complete in a workmanlike manner all Work in accordance with the terms and conditions of the Contract, except for the labor, materials, supplies, equipment, tools, transportation and other items of expense as may be required to be furnished by the City. The Work is defined in detail in the Contract Documents, which govern the interpretation and performance of this Contract, but may be generally described as follows:

**AUDIO-VISUAL SYSTEMS FOR EOC EXPANSION AND POLICE FACILITY REMODEL**

2. CONTRACT DOCUMENTS. This contract consists of this Form of Contract and the following Contract Documents, including all exhibits, appendices, addenda, drawings, specifications and documents therein and attachments thereto, all of which are by this reference incorporated herein and made a part of this Contract:

- SECTION 1: NOTICE INVITING BIDS**
- SECTION 2: INSTRUCTIONS TO BIDDERS**
- SECTION 3: SPECIAL CITY REQUIREMENTS**
- SECTION 4: GENERAL SPECIFICATIONS**
- SECTION 7: ADDITIONAL FORMS**

as contained in City's Bid Document for Bid No. 09-33, dated April 2, 2009 and

- SECTION 5: BIDDER'S BID**
- SECTION 6: SIGNATURE PAGE AND LEGAL STATUS**

of Contractor's Bid in response thereto, all of which are incorporated herein by reference, and all of which shall comprise the Contract Documents for this Contract. If any item of the Scope of Work, Payment Schedule, or any other item of the Bid Package is modified by either of the parties or arrived at by negotiation between the parties, that item as finally agreed upon by the parties shall also become a Contract Document, it shall supersede the corresponding item of the Bid Package, if any, and it shall be subject to all terms and conditions of the Contract.

3. PERFORMANCE PERIOD. Contractor shall commence Work after execution of the Contract, and shall complete all Work in 120 calendar days from the date of Notice To Proceed as set forth in the Contract Documents.

4. PAYMENT. City shall pay Contractor as full consideration for the satisfactory performance by Contractor of all Work required under this Contract the sum of Three Hundred Eighty-six Seven Hundred Forty-three Dollars (\$386,743.00), inclusive of Alternate #3, payable as provided in the Contract Documents.

5. The City Manager or his designee shall administer the terms of the Agreement on behalf of the City.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

CITY OF BEVERLY HILLS  
"City"

Presentation Products, Inc., dba Spinitar  
"Contractor"

\_\_\_\_\_  
NANCY KRASNE  
Mayor

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
BYRON POPE  
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
LAURENCE S. WIENER  
City Attorney

\_\_\_\_\_  
RODERICK J. WOOD  
City Manager

\_\_\_\_\_  
DAVID D. GUSTAVSON  
Director of Public Works

\_\_\_\_\_  
ALAN SCHNEIDER  
Director of Project Administration

\_\_\_\_\_  
KARL KIRKMAN  
Risk Manager