



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: September 14, 2020

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Gert Paraskevin, Information Technology Director
Cindy Stewart, Community Affairs Director
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2 – Sole Bidder Meeting Specifications – TriCaster Equipment – Community Affairs Department

History

- The TriCaster runs all recordings, cameras & graphics for the City's Cable Channel WTRY including City Council, Planning, Zoning Board of Appeals Meetings in either the Council Chambers, Council Board Room, or Lower Level Conference Room.
- The cable channel is one of the ways the City of Troy communicates with its citizens.
- The City cannot videotape meetings without the TriCaster which has been especially important during the COVID pandemic when virtual Council meetings are necessary.
- The current equipment is 10 years old and is running on Windows 7. The IT Department has recommended that we no longer run anything on Windows7.
- The existing TriCaster equipment has been repaired three - four times in the past few years and it cannot be repaired any more. The current TriCaster equipment has reached the end of its lifecycle.
- If the TriCaster equipment fails again, we will not be able to fix it and will not be able to record any City Council, Planning Commission, and Zoning Board of Appeals Meetings.
- PEG funds from the Cable companies are allocated for Cable equipment and staffing.
- Currently the City receives PEG funds from the three cable companies and part of this money should be designated for cable equipment.

Purchasing

On September 10, 2020, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to install TriCaster equipment for the City of Troy. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. One (1) bid response was received. Below is a detailed summary of potential vendors:



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Purchasing (continued)

Companies notified via MITN	342	<p>MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.</p> <p>Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.</p> <p>Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p>Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.</p>
Troy Companies notified via MITN	9	
Troy Companies - Active email Notification	7	
Troy Companies - Active Free	2	
Companies that viewed the bid	13	
Troy Companies that viewed the bid	1	

- *Advanced Lighting and Sound of Troy, MI* is the sole bidder and meets all bid specifications and is being recommended to furnish all equipment, material and labor to install TriCaster equipment for the City of Troy.
- The total cost of the equipment and install is \$26,399; which includes a 2-year warranty.
- *Advanced Lighting and Sounds* has successfully completed other projects for the City.

Financial

Funds are budgeted and available in the Capital Fund under the City Manager's Department Project Number 2021C001 for the 2021 Fiscal Year. Expenditures will be charged to account number 401.172.7978.010.

Recommendation

City management recommends awarding a contract to furnish all equipment, material and labor to install TriCaster equipment for the City of Troy to the sole bidder, meeting all bid specifications; *Advanced Lighting and Sound of Troy, MI* for an estimated total cost of \$26,399; at prices contained in the bid tabulation dated September 10, 2020.

CITY OF TROY
BID TABULATION
TRICASTER EQUIPMENT

				VENDOR NAME:	Advanced Lighting & Sound
				CITY:	Troy, MI
PROPOSAL: Furnish TriCaster Equipment					
Est. Qty	Manufacturer	Item #	Description: TriCaster Equipment	Unit Cost (Each)	Estimated Total Cost
1	Newtek	TC410PBB-R	TriCaster TC410 Plus BASE Bundle (includes TriCaster 410 Plus and TC1SP)	\$14,000.00	\$14,000.00
1	Newtek	NC1 I/O	Studio I/O Module (8 Channel)	\$9,100.00	\$9,100.00
4	Black	BMD-CONVMAAS2	Mini Converter - Analog to SDI 2 (1st floor cameras)	\$192.00	\$768.00
8	Laird	DIN18550BF-3	Laird HDBNC1505-BF03 High Density HD-BNC Male to Standard BNC Female 6G HD-SDI Cable - 3 Foot	\$19.00	\$152.00
1	Views	VA2446MH-LE	24" 1920x1080 LCD Monitor, HDMI & VGA	\$126.00	\$126.00
1	Kramer	C-DM/DM-15	DVI-D Dual link (Male - Male) Cable (15')	\$27.00	\$27.00
1	Logit	MK270	Logitech MK270 Wireless Keyboard and Mouse	\$25.00	\$25.00
Installation Labor – Replace TriCaster with new system, add camera adapters & TriCaster Training.				\$1,050.00	
Training- TriCaster Training to City Staff.				No Charge	
Warranty- ProTek for TriCaster TC410 Plus (initial 2 year coverage)				\$1,151.00	
Total Cost:				\$26,399.00	

NOTE: Include all delivery costs, handling and packaging, charges in the unit cost (each) price.

Authorized Dealer:	Y or N	Y
Descriptive Literature:	Y or N	Y
Name:		Bob Sullivan
Hours of Operation:		8:30AM - 6:00PM
Contact Phone #:		248-817-2092
References:	Y or N	Y
Payment Terms:		N-30
Warranty:		As Specified
Delivery Date:		14 days ARO
Exceptions:	Y or N	N
Allow Bid to be broken up by item:	Y or N	N
Acknowledgement:	Y or N	Y
Addendum Attached:		Y
Forms:	Y or N	Y

Attest:

(*Bid Opening conducted via a Go-To Meeting)

Cindy Stewart

Kristine Kallek

Jackie Ahlstrom

Beth Zaccardelli

MaryBeth Murz,
Purchasing Manager