

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 Resolution or Ordinance (Blue) *Waiver of First Requested*
 X Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager
DATE: June 15, 2021 (B of T) Date: June 17, 2021
TITLE: Village Board and Community Room Technology Updates
Award of Contract to Progressive Communications, Inc.

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information regarding a contract to upgrade the Audio-Visual System in the Village Board Room consistent as recommended by the Community Relations Committee. Staff is recommending approval of a contract with Progressive Communications, Inc. to renovate and upgrade the existing broadcast services system in the amount of \$98,903.

Please place this item on the June 17, 2021 Board of Trustees consent agenda.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



#210125

MEMORANDUM

TO: Scott Niehaus
Village Manager

FROM: Nicole Aranas *NAA*
Assistant Village Manager

DATE: June 15, 2021

SUBJECT: Village Board and Community Room Technology Updates
Award of Contract to Progressive Communications, Inc.

Attached please find information regarding a proposed contract to upgrade the Audio-Visual System in the Village Board Room consistent as recommended by the Community Relations Committee. A contract with Progressive Communications, Inc. to renovate and upgrade the existing broadcast services system in the amount of \$98,903 is recommended for approval by staff for completion of the project this summer.

BACKGROUND

The Village of Lombard Audio-Visual (AV) system records and broadcasts Village Board and Plan Commission Meetings. The system is also used for public and internal presentations, employee training and village video production. The system was last upgraded in 2006 and has been patched and fixed at various times over the past 15 years. The current analog system was installed in March of 2006. Recently, the failure of equipment has caused challenges for staff along with recording, presentation, and broadcast difficulties and issues. This situation is exacerbated by the fact that the equipment currently in use is no longer supported or replaceable.

The analog equipment of the current system cannot support a high-definition (HD) broadcast feed. Accordingly, the live broadcast of the meeting online and archive video contained on the website are only available in a low-resolution format. The Village has fielded complaints from residents regarding the quality of video and audio broadcasts as well as employee issues regarding the inability to read information on-screen during employee training sessions.

The Community Relations Committee reviewed the current AV system and recommended that an upgrade of the system be undertaken this summer. The project would involve upgrading the presentation an AV systems to a High Definition (HD) signal to advance and conform the broadcast operation to industry standard quality. The project is anticipated to improve the quality of meeting and training recordings and webcasts and prepare for future HD cable broadcasts. While primarily focused in the Board Room, the project will also include an upgrade within the Community Room to permit a live broadcast feed for overflow or ancillary training.

RECOMMENDATION

Three industry companies submitted proposals to administer this project following consultation on the current system and AV upgrade needs. Staff has evaluated each of the companies and proposals that have been submitted and recommends selection of the Progressive Communications, Inc., (PCI) proposal as the best option.

Progressive Communications, Inc. is a Lombard business that has built and maintained the current system. The Village working relationship with PCI has spanned nearly 25 years and the Village has used PCI to maintain and repair the current system. PCI has the greatest knowledge of the workings of the Village's existing AV system. The PCI quote is for a custom-built plan to replace the current broadcast system versus alternate proposals to use an existing video presentation system modified/engineered for broadcast. Equipment selected under this proposal is custom designed based on the requirements of our system, as PCI is acutely aware of the Village's needs based on past and current work conducted. As a local business, service response time through PCI has been same day while other providers are proposing only phone/email support on the same day, with wait times for on-site services.

The PCI quote is all inclusive and falls in the mid-range of proposals submitted, while alternate proposals, including the lowest quoted, remain "subject to additional costs" as the companies are not able to fully determine whether there may be additional charges needed. Along these lines, another quote has already been increased once based upon a subsequent conversation.

Additionally, the PCI proposal permits the greatest flexibility with the production operation and accounts for a two-person production staff. This option is consistent with our current broadcast process and system. The alternate proposals did not accommodate the current two-person production option.

Attached is the proposal from Progressive Communications, Inc. for \$98,903. The expense of this project will be paid from the AT&T Public Education Government Channel (PEG). The PEG funds are reserved for expenditures related to capital costs for PEG access facilities and equipment and cannot be spent on general fund operations. The current fund balance exceeds \$90,000 and may be used towards this project.

Consistent with the recommendation of the Community Relations Committee recommendation, staff recommends approval of the proposed contract with Progressive Communications Inc. for Board Room AV upgrades utilizing existing PEG funds. If approved, work under the contract will begin in July and will be completed by the end of summer.

May 24, 2021

Mr. Kevin Goethals
Communications & Marketing Coordinator
Village of Lombard
Lombard, IL 60148

RE: Revised Boardroom System Upgrade

Dear Kevin,

Progressive Communications, Inc. (hereafter referred to as PCI) is pleased to present this revised **Hardware and Installation Services Proposal** to provide a complete Camera, Audio, Production and Distribution upgrade in the Boardroom as requested.

This proposal is considered as a confidential document to the Village of Lombard and not intended for distribution to any other sources or persons. The design stated below is the intellectual property of Progressive Communications.

SYSTEM SUMMARY

Progressive Communications will provide the hardware listed and installation services to the Village of Lombard to upgrade the video system in the Boardroom. PCI has assembled a list for required hardware and labor services as requested.

Per our discussion, the intent is to upgrade the obsolete video system to allow the capture, recording and distribution of high definition signals from the Boardroom. At present five standard definition cameras and one vintage 1980s production switcher provides the images used in your public access video system. The framework of the system needs to be completely replaced in order to meet your requests. PCI is proposing a compliment of 5 new HD PTZ cameras, one new HD production switcher, one new Audio DSP system and new AMX control panels to facilitate the room functions. The five cameras will be placed in the exact locations where the old SD cameras are installed and the control room will be re-wired to allow for the broadcast feed, one HD video stream for recording and three scan converted feeds to Comcast, AT&T and Granicus. The new Audio DSP will allow for improved sound with minimized feedback, a VOIP connection for remote audio calls and new program speakers to enhance the audio playback of program material. New AMX touch panels will replace the current button panels at the podium and control room to allow for improved audio and presentation controls.

The broadcast production router will provide for the five camera inputs, one owner furnished graphics PC w/ titling software and the local presentation source in high definition as broadcast sources. The broadcast router will also be able to provide direct USB streaming.

To accommodate the existing three feeds for the Channel 6 Broadcast System, HDMI scalers will be provided so those images can be sent to the broadcast and streaming feeds as currently configured.

As also requested, PCI will provide three HDMI inputs to the Presentation System and an audio/video feed to the Community Room to serve as an overflow destination. This new AV feed will be selectable to include the broadcast video, presentation video, room speech audio and presentation audio. One HDMI Input Plate will be provided at the Boardroom Podium, a second HDMI Input Plate will be provided on the short wall next to the committee tables and a third HDMI Input will be available in the Control Room. New HDMI feeds will be run to the projectors so the dais and gallery will be able to view the new inputs. The existing projectors will be re-focused to accommodate the new 16:9 aspect ratio. All old signal cabling will be removed.

PCI has broken down this proposal into several sections, but all must be completed in order to provide the image quality and features described. The client training will be provided as related to the Production System and the Presentation System within the hours listed.

EXCEPTIONS

The following components must be supplied by others in order to provide a complete system.

1. The installations of components not specified in this proposal are not included in our labor price. All additions, deletions, or changes must be presented in writing in order to be implemented.
2. No warranty is expressed or implied for the existing hardware owned by the village. Any costs to repair such equipment will be an additional expense.
3. The village must supply one PC w/ monitor to be dedicated for graphics overlay in the Broadcast System. The PC must have one HDMI output for the graphics and a standard studio titling software package. PCI can recommend appropriate products once this proposal is accepted.

COST OF SERVICES

Based on our discussions, below is a list of services that Progressive Communications will provide to complete the system. These prices include our engineering services and labor to properly install the provided hardware.

Production Video Upgrade – Full HD Resolution

Qty	Description	Total
5	Vaddio RobotShot 12E Cameras with HDMI extenders	\$19,532.00
1	Vaddio AV Bridge Matrix w/ Touchscreen and Joystick Controller	\$14,859.00
1	Lot HDMI Scalers, HDMI Adapters and CAT6 STP Cabling	\$2,073.00
1	Lot Installation Materials	\$2,732.00
	Shipping	\$185.00
	Total Cost of Hardware	\$39,381.00
	Installation Labor	\$8,927.00
	Engineering, and System Commissioning	\$2,771.00
	Three – 4 Hour Training Sessions w/ Production Staff (Training assumes evening hours for one session)	\$1,875.00
	Production Upgrade Total Cost of Services	\$52,954.00

HDMI Video and Community Room Upgrade – Full HD Resolution

Qty	Description	Total
1	Kramer 8x8 Matrix Router with HDMI feeds and HDBaseT receiver box	\$5,277.00
2	Liberty HDMI Input Wallplates	\$630.00
1	Lot Installation Materials	\$1,650.00
	Shipping	\$175.00
	Total Cost of Hardware	\$7,732.00
	Installation Labor	\$5,248.00
	AMX Programming and Engineering	\$3,502.00
	Three – 2 Hour Training Sessions w/ Village Staff	\$750.00
	Total Cost of Services	\$17,232.00

Audio DSP Upgrade

Qty	Description	Total
2	BSS Blu-103 DSP Mixers w/ AEC	\$4,410.00
2	JBL CBT-70 Line Array Speakers and Crown 2 Channel Amplifier	\$3,524.00
1	Lot Installation Materials	\$550.00
	Shipping	\$100.00
	Total Cost of Hardware	\$8,584.00
	DSP Programming and Commissioning	\$4,748.00
	Installation Labor and Engineering	\$3,050.00

Audio DSP Total Cost of Services **\$16,382.00**

Control System Upgrade

Qty	Description	Total
1	AMX 10" MD Series Touch Panel, AMX 7" MD Series Touch Panel	\$2,542.00
1	Network POE Switch and Installation Materials	\$870.00
	Shipping	\$50.00
	Total Cost of Hardware	\$3,462.00

AMX Programming, Commissioning, Engineering, and Installation Labor \$8,873.00

Control System Total Cost of Services **\$12,335.00**

Grand Total of all Upgrades **\$98,903.00**

Progressive Communications will work with the village to ensure that all possible functionality and features will be provided.

TERMS AND CONDITIONS

1. A signed contract, purchase order and a 40% deposit shall be due upon proposal acceptance.
2. A 40% progress payment upon delivery of the equipment to the jobsite.
3. Final 20% due upon system acceptance net 30 days. Any adds, deletions or related expenses and additional support costs will be billed on the final invoice.
4. Currently, PCI carries a combined total of \$6,000,000.00 of liability insurance. If the Village of Lombard requests any additional coverage that cost will be an additional expense to the village.
5. All on-site labor is quoted as non-prevailing wage and non-union labor. Any additional expenses to supply such labor will be the responsibility of the village.
6. Manufactures warranty to apply. Any returns may incur a restocking fee. PCI will warranty all materials and workmanship for one year.
7. Installation labor will be scheduled to minimize the impact on other activities planned for the Village of Lombard

8. PCI reserves the right to partial bill should there be substantial delays in project completion.
9. If the Village of Lombard requests any additional training beyond the sessions listed, those sessions will be available at our current labor rates as an additional service.
10. It is agreed and understood that all necessary collection and legal expenses will be charged to the Village of Lombard in the event of default or failure to pay for goods or services delivered.
11. **This quote shall be valid for thirty days.**
12. Estimated delivery is expected to be seven weeks from timely acceptance of proposal.

ACCEPTANCE OF PROPOSAL

The terms of this proposal are agreed acceptable including the specific items listed in System Summary, Scope of Services, Exceptions, Cost of Services, and Terms and Conditions. I hereby acknowledge acceptance by providing:

I HAVE READ AND AGREE TO THE TERMS OF THIS PROPOSAL INCLUDING:

The specified retainer fee of 40%

(Please initial)

A Purchase Order

(Please initial)

The delivery date specified under Terms and Conditions

(Please initial)

SERVICES PROPOSAL #PC15245 Revision One

ACCEPTED BY: _____ Signature

NAME: _____ Please Print

TITLE: _____ Please Print

DATE: _____ Please Print

PURCHASE ORDER #: _____ Please Print (Required)

Thank you for the opportunity to submit this proposal and to be of service to you and the Village. If you have any questions or concerns, please bring them to my attention and I will address them immediately.

Sincerely,

Joseph Niziolek

Joseph Niziolek