

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_X

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: August 29, 2006 (B of T) Date: September 7, 2006

TITLE: Board Room Presentation System

SUBMITTED BY: Department of Community Development *WTL*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Community Development submits for your consideration a resolution authorizing the Village President to sign an Agreement with Progressive Communications Inc. of Lombard in the amount of \$38,072.

Staff recommends approval of this request.

Please place this item on the consent agenda for the September 7, 2006 Board of Trustees meeting.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X \_\_\_\_\_  
Date \_\_\_\_\_

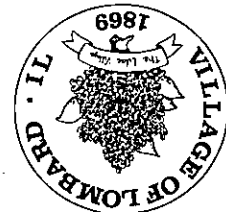
Finance Director X \_\_\_\_\_  
Date \_\_\_\_\_

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.





## MEMORANDUM

**TO:** William T. Lichter, Village Manager  
**FROM:** David Hulseberg, AICP, Assistant Village Manager  
Director of Community Development

**DATE:** August 24, 2006

**SUBJECT:** Board Room Presentation System

Staff seeks authorization from the Village Board of Trustees to proceed in purchasing the second phase of improvements for Channel 6. The Village Board Room plays host to the most significant aspects of Channel 6. In fact the Board Room presentation system is the backbone to those attending meetings or watching on Channel 6. The Board Room Presentation system is presently outdated and requires updating.

**Background:** As you may recall, Comcast collected a pass through fee from subscribers last year that is restricted for use on cable television as part of the franchise agreement. A total of \$110,040 was collected. In Phase 1 of the Village improvement program purchases staff replaced the robotic cameras and improved the audio in the Board Room and for broadcasting. Additional technical adjustments to the equipment included improvement of the video image that is being broadcast. The total cost of Phase I improvements was \$21,500. After these expenditures, we have a balance of roughly \$88,500.

Staff seeks to initiate Phase 2 of the upgrades to the cable equipment as identified on the attached proposal from Progressive Communications. This includes moving the Village's cable broadcast and Board Room presentations to a more technologically-ready and professional level. The proposal includes the mounting of two LCD projectors on the ceiling which will utilize the existing screens. These will be permanently mounted and remote controlled. A document camera will also be permanently mounted at the podium. This allows for the presenter to show on screen a non-digital image, such as a map, photograph or other document. The equipment that is required to do this and an explanation of the equipment is included in the attached proposal. The proposed contract totals \$38,072, which would leave a balance of roughly \$50,400.

All images whether shown through a lap top, VCR, DVD or through the document camera will be shown to the Board of Trustees, the Board Room audience and the TV-6 broadcast audience simultaneously and at broadcast quality. The production of this will be controlled through a computer box in the TV-6 control room but the actual presentation will take place in the Board Room as it is currently done. The proposal makes use of existing equipment that the Village already owns and utilizes in-house staff to perform some of the preparatory work in an attempt to keep costs down.

**Recommendation:** Staff recommends that the Village authorize the Village President to sign an agreement with Progressive Communications Inc. of Lombard, Illinois in the amount of \$38,072.

Attachment

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**RESOLUTION**  
R \_\_\_\_\_  
07

**A RESOLUTION AUTHORIZING SIGNATURE OF  
VILLAGE PRESIDENT AN AGREEMENT**

WHEREAS, the Corporate Authorities of the Village of Lombard have received an Agreement from Progressive Communications, Inc, in the amount of \$38,072 as attached hereto and marked Exhibit "A"; and,

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to authorize this agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

**SECTION 1:** That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement attached hereto.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

Ayes: \_\_\_\_\_

Naves: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

William J. Mueller, Village President

ATTEST:

Brigitte O'Brien, Village Clerk



August 4, 2006

Ms. Joelyn Kott

Communications & Marketing Coordinator

Village of Lombard  
Lombard, IL 60148

RE: Village Hall A/V Presentation System

Dear Joelyn,

Pursuant to our conversations and previous meeting, Progressive Communications is pleased to present this **Engineering and Installation Services Proposal** for upgrading the video presentation system in the Council Chambers.

Every effort will be made to economize the A/V system by allowing the Village of Lombard to purchase commodity items themselves with Progressive Communications providing labor to install and commission the system. Progressive Communications will work with the village to ensure the completed system will provide the required functionality and perform as desired.

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 Presentation System

To provide a proper presentation system, Progressive Communications has determined several needs. To provide a proper presentation environment, a Video Projection System will be installed that will provide the general public a good view of any laptop or video source. Although LCD monitors were originally recommended for the Dais, at the Village's request, a second LCD projector will be to provide trustees the same video images. Due to the screen placement and screen width, the LCD projectors will be fitted with the correct wide-angle lens to fill the screen. One additional monitor connection will be added at the podium location to provide the presenter with a viewable image.

Routing source buttons will be added to the control system to allow the board operator the choice of presentation sources. Three presentation source panels will be located within the facility. These locations include the front table area, the podium area and the control room. Both Computer and Video inputs will be provided at each location. A Video and Computer Matrix Router will provide switching to all destinations. A Video Scan Converter will be added to the video routing system to allow any source to be recorded and transmitted to Channel 6. A portable Document Camera is proposed to allow for viewing of small text documents. This unit can be plugged at any of the three provided input plates.



To allow for easy presentation operation, an additional wireless transmitter will be provided to select video source and volume control.

**EXCEPTIONS**

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

1. Appropriate 120 Volt AC power for the podium and video projectors.

2. All conduits, electrical boxes, floor boxes, computer network drops, and cable passages necessary for the system will be responsibility of the village.

3. 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.

4. 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.

**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, labor to properly install the provided hardware, programming time for the proposed control system and training time for the village staff.

The Presentation System hardware will include:

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|----|---|--|------------|
| A) | 1 | Autopatch Preci8 8x8 Video Router w/ Audio | \$1,550.00 |
|----|---|--|------------|

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|--|---|---------------------------------|------------|
|  | 1 | Extron ISS506 Seamless Switcher | \$7,390.00 |
|--|---|---------------------------------|------------|

- |  |   |                                       |          |
|--|---|---------------------------------------|----------|
|  | 1 | Extron 1x4 RGB Distribution Amplifier | \$995.00 |
|--|---|---------------------------------------|----------|

- |  |   |                                       |          |
|--|---|---------------------------------------|----------|
|  | 1 | Extron 1x2 RGB Distribution Amplifier | \$450.00 |
|--|---|---------------------------------------|----------|

These four items are necessary to receive the signals from the multiple sources and distribute them to the two video projectors, the podium monitor and Video Scan Converter. To economize on wiring, a single line will be run to the video projectors and a second

- |    |   |                                    |            |
|----|---|------------------------------------|------------|
| B) | 1 | Extron VSC500 Video Scan Converter | \$1,595.00 |
|----|---|------------------------------------|------------|

This device converts the computer signals to a video signal for recording and transmission to Channel 6. This allows a direct feed of the computer image without using a room camera to capture the image.

- |    |   |   |             |
|----|---|---|-------------|
| C) | 2 | Eiki 4000 Lumen LCD Projectors w/ Wide Angle Lens | \$13,680.00 |
|----|---|---|-------------|

- |  |   |                              |          |
|--|---|------------------------------|----------|
|  | 2 | LCD Projector Ceiling Mounts | \$570.00 |
|--|---|------------------------------|----------|



*This equipment is needed to project the presentation images onto the two existing projection screens. The mounts are necessary to hang the projectors from the ceiling.*

D) 1 Elmo P30 XGA Document Camera (Optional) \$2,185.00

*This device will allow for small documents to be viewed as a video source in great detail within the council chambers, the video recording and Channel 6. This device can be omitted and added later when required. No installation is required for this device.*

E) 1 AMX Wired Control Panel, Wireless Transmitter and Receiver \$1,325.00

*This hardware will allow for easy control of the various devices listed above. It also includes a handheld portable controller for video switching. Without this hardware, multiple devices will need to be manually controlled.*

1 Video, control, audio, and RGBHV cable \$3,805.00

1 Misc. Audio and Video patch cables \$887.00

*This is the miscellaneous wire and hardware required to connect all the devices listed.*

**Presentation System Hardware Total**

**\$34,432.00**

The Presentation System services will include:

**Presentation System Installation Labor and Training**

**\$3,640.00**

*This the labor services to install, cable and test all listed components. This also includes adjustments to the AMX control system and training of village staff as required.*

**Presentation System Total**

**\$38,072.00**

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

**TERMS AND CONDITIONS**

1. A Purchase Order and a 50% deposit for the hardware and labor shall be due upon proposal acceptance.

2. The final 50% of listed charges will be due net 30 day from date of acceptance.

3. The labor prices listed in this proposal remain firm for a period of 60 days.

4. Installation labor will be scheduled to minimize the impact on other activities planned for the Council Chambers.

5. Progressive Communications requests the assistance of Steve Johnson to help with the projector mounting to ensure the mounting is to the satisfaction of the village and that access is not blocked by our required hardware.
6. All on-site labor is quoted as non-union labor. Any additional expenses to supply union labor will be the responsibility of the village.
7. The Extron ISS506 switcher is a new product and scheduled for shipment from the factory in mid September. Estimated delivery of all hardware is estimated at 5 weeks from acceptance.

**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

(Please initial)

A Purchase Order

(Please initial)

The delivery date specified under Terms and Conditions

(Please initial)

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

Sincerely,

*Joseph Niziolek*

Joseph Niziolek  
President