

# ACTION ITEM

Information Systems Advisory Committee Meeting, March 27, 2018  
Board of Governors Meeting, April 11, 2018

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| <b>CONTRACT ID:</b>     | <b>Audio Visual Systems Repair, Maintenance, and Support Services</b><br><br>VENDORS: AUDIO VISUAL INNOVATIONS, INC.<br>MILLER ELECTRIC COMPANY<br><br>CONTRACT NUMBERS: 18-17-0024-01 and 18-17-0024-02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>BUDGETED</b>         | Yes, funding for the requested audio visual systems repair, maintenance, and support services in the amount of \$60,000 (for the partial 2018 contract year) is included in the 2018 Annual Operating Budget. Funding for each of the remaining years in the contract term will be budgeted in the appropriate year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CONTRACT AMOUNT</b>  | The contract pricing is usage based, subject to Citizens' needs at the time, and therefore may fluctuate in cost from year-to-year. Based on historical usage, the total estimated contract amount (inclusive of both contracts) for the recommended term of 4-years is \$400,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CONTRACT TERM(S)</b> | The recommended contract term for each indicated vendor is 4-years (which includes a 3-year base term and one optional 1-year renewal).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SCOPE</b>            | <p>Citizens previously procured audio visual systems repair, maintenance, and support services through a State of Florida Department of Management Services State Term Contract (STC). That STC has since expired and replaced with a new STC that does not encompass all of Citizens' requirements for maintaining its audio visual systems located in Jacksonville, Tallahassee, and Tampa. As further described under the Procurement Method section, Citizens conducted a solicitation to procure the necessary goods and services under a contract directly with the indicated vendors.</p> <p>The services under the contracts include:</p> <ul style="list-style-type: none"><li>• Technical Support Services such as installation, diagnostics, repair, and preventative maintenance for new and existing equipment maintained by Citizens.</li><li>• Specialized Services as requested by Citizens, including system integration, planning, designing, or engineering.</li><li>• Remote Technical Support Services to facilitate manufacturer repair or replacement programs for Citizens' staff working remotely.</li><li>• Value Added Services as requested by Citizens such as training.</li><li>• Product Sales for new equipment and replacement of obsolete equipment.</li></ul> |

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| <b>PROCUREMENT METHOD</b> | On October 25, 2017, Citizens released Request for Proposal (RFP) No. 17-0024, Audio Visual Systems Repair, Maintenance, and Support Services. Two proposals were submitted on November 17, 2017 that met Citizens' mandatory requirements and were evaluated by the Evaluation Committee. On December 6, 2017, the Evaluation Committee conducted a publicly-noticed telephonic meeting and recommended awarding contracts to the two indicated vendors.                                                                      |
| <b>RECOMMENDATION</b>     | Staff requests the Citizens Information Services Advisory Committee approve and recommend the Citizens Board of Governors:<br><br>a) approve the recommended awards and resulting contracts, including the optional renewal, for RFP No. 17-0024, Audio Visual Systems Repair, Maintenance, and Support Services to Audio Visual Innovations, Inc. and Miller Electric Company as set forth in this Action Item; and,<br><br>b) authorize staff to take any appropriate or necessary actions consistent with this Action Item. |
| <b>CONTACTS</b>           | Kelly Booten, Chief, Systems and Operations<br>Aditya Gavvala, VP, IT Services and Delivery<br>Stephen Guth, VP, Vendor Management Office                                                                                                                                                                                                                                                                                                                                                                                      |