



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2022-0308

TO: Mayor and City Council Members

FROM: Mike Viazanko, Director Building/Facilities/Ordinance
Russell Yeiser, Captain Oakland County Sheriff's Office Rochester Hills Substation

DATE: July 25, 2022

SUBJECT: Interview Rooms Audio & Visual Recording Equipment

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the replacement of the interview rooms audio and visual recording equipment for the Oakland County Sheriff's Office Substation, 750 Barclay Circle, Rochester Hills, MI 48307 to American Video Transfer, Inc., 9931 E. Grand River Avenue, Brighton, MI 48116 for a project budget amount of \$74,356.00 with a 5% contingency of \$3,717.80 for a total not-to-exceed project budget amount of \$78,073.80.

REASON FOR PURCHASE:

The Oakland County Sheriff's Office Substation interview room's audio and visual equipment was purchased in 2007 and is outdated and in need of replacement. This proposed project will upgrade the audio and visual equipment in the rooms and also provide sound absorption panels in the ceiling and walls to increase the quality of the recordings.

The Oakland County Sheriff Office has standardized their interview rooms with Cardinal Peak CaseCracker recording equipment. There are two business in Michigan authorized to provide and install Cardinal Peak equipment. A Request for Proposal for the upgraded equipment was posted on the MITN system. Only one proposal was received. The other firm in Michigan who is authorized to purchase and install the submitted a no bid response stating due to lack of labor they would not be able to propose. An evaluation committee consisting of staff from the Facilities, OCSO, and Communications departments reviewed and evaluated the proposal. The committee determined the proposal received from American Video Transfer, Inc. met the requirements and needs of the OCSO Substation and it is recommended to award American Video Transfer, Inc. the purchase and installation of the equipment and panels.

The committee based their recommendation on the company's experience, timeframe to complete the work and pricing that is fair and reasonable based on similar installs in other Oakland County communities.

PROCESS:

Vendor Name and Address:

American Video Transfer, Inc.
9931 E. Grand River Avenue
Brighton, MI 48116

Reason for Selection:

Single Source

Method of Purchase:

Blanket Purchase Order / Contract

BUDGET:

Funding is included in the FY 2022 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.977000	Capitalized Equipment	\$78,500.00	\$78,073.80	\$426.20

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for the interview room audio and visual recording equipment and panels for the Oakland County Sheriff's Office Substation, 750 Barclay Circle, Rochester Hills, MI48307 to American Video Transfer, Inc., of Brighton, Michigan for a project budget amount of \$74,356.00 with a 5% contingency of \$3,717.80 for a total not-to-exceed project budget amount of \$78,073.80 and further authorize the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A