



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2019-0097

**TO:** Mayor and City Council Members  
**FROM:** Bryan Barnett, Mayor  
**DATE:** March 11, 2019  
**SUBJECT:** Video and Audio Storage Systems

---

**REQUEST:**

City Council is requested to authorize a purchase order for purchase and installation of video and audio storage systems to Key Code Media, Inc., of Burbank, California in the amount not-to-exceed \$38,230.00.

**REASON FOR PURCHASE:**

The current storage system – purchased in 2013 as part of the 2013-2018 CIP – has outlived its expected life and has begun to fail. The current system is no longer supported by the manufacturer as far as updates or replacement components. The video and audio storage system is used daily by the Media Division of the Mayor’s Office for long-term storage of and daily editing of video clips, graphics and other media in support of official City communications for events, programs and announcements. The proposed system would provide both the necessary capacity and speed for daily use but would also provide the ability for offsite data backup – similar to how the City backs up non-media data.

The Purchasing Division solicited competitive sealed Request for Proposals for the video and audio storage systems including on-site engineering services and a three-year extended warranty. Two competitive proposals were received. A committee comprising of staff from Facilities and Purchasing evaluated the responses and determined the response from Key Code Media, Inc. of Burbank, California was most advantageous for the project.

The proposal received from Key Code Media, Inc. was deemed to be the best value to the City based on their proposed methodology for the installation to complete the work and providing the lowest cost to perform the work and is recommended for award.

Key Code Media, Inc. is headquartered in Burbank, CA but has a location in Huntington Woods, MI that will service the City.

**PROCESS:**

**Vendor Name and Address:**

Key Code Media, Inc.  
270 S. Flower Street  
Burbank, CA 91502

**Reason for Selection:**

Best Value

**Method of Purchase:**

Purchase Order

**BUDGET:**

Partial funding is included in the FY 2019 Adopted Budget. If approved by City Council, a 2<sup>nd</sup> Quarter 2019 Budget Amendment will be forthcoming to draw the additional funding from Capital Improvement Fund fund balance to cover the overage.

| <b>Fund Name</b>    | <b>Department Account No</b> | <b>Account No. Description</b> | <b>Budget Amount</b> | <b>Cost</b> | <b>Remaining Budget</b> |
|---------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Capital Improvement | 420.977000                   | Equipment Capitalized          | \$37,000             | \$38,230    | (\$1,230)               |

**RECOMMENDATION:**

It is recommended that City Council authorize a purchase order of two (2) EVO Base Storage System for Video and Audio Workgroups, installation with on-site engineer, and a three-year extended warranty to Key Code Media, Inc., of Burbank , California in the amount not-to-exceed \$38,230.00

| <b>APPROVALS:</b>                                | <b>SIGNATURE</b> | <b>DATE</b> |
|--|------------------|-------------|
| Department Review                                |                  |             |
| Department Director                              |                  |             |
| Budget Content:<br>Chief Financial Officer       |                  |             |
| Purchasing Process:<br>Supervisor of Procurement |                  |             |
| Mayor  |                  |             |
| Deputy Clerk                                     |                  |             |