



DATE: February 1, 2022

TO: Mayor and City Council

FROM: CIO/Director of Information Technology

SUBJECT

Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Avidex Industries LLC, to Replace End-of-Life Hardware in the Council Chambers and City Hall Conference Room 2A in an Amount Not-to-Exceed of \$107,558.83

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with Avidex Industries, LLC to retrofit the Council Chambers and City Hall Conference Room 2A in the amount of \$97,780.83 plus a 10% contingency in the amount of \$9,778 for any related, but unforeseen work with a total of an amount ot-to- exceed of \$107,558.83.

SUMMARY

The City of Hayward Council meetings are public meetings and are broadcasted and recorded for the public from the Council Chambers at Hayward City Hall. The upgrade of the hardware in the Council Chambers and City Hall Conference Room 2A audio/video systems directly supports integral equipment needed to run Council, Planning Commission, and other official meetings for the City of Hayward. In June of 2021, the Council Chambers were upgraded to allow for hybrid participation meetings and during that time, additional equipment was identified as needing replacement. This upgrade will update end-of-life equipment as phase two of the City's hybrid meeting participation upgrade.

BACKGROUND AND DISCUSSION

In June of 2021, the Chambers and Conference Room 2A were retrofitted to allow for hybrid participation meetings. These specific upgrades were made to support dual participation with constituents and Council, as well as to allow for the overflow of participants from the pre-function area and add a third camera in a secondary conference room for greater broadcast coverage. During that time, additional equipment was discovered in these areas at their end-of-life and in need of replacement.

A second phase is needed for the Council Chambers and Conference Room 2A that will address the following issues:

Recording and Playback Limitations

Multiple commission, task force, and Council meetings that are scheduled to playback at the same time cannot currently be done. Upgrading the main infrastructure that broadcasts and plays back previously recorded meetings will be upgraded to address its current limitation while upgrading equipment in need of replacement.

Replace the Character Generator

This appliance is used for the graphics for all broadcasted Council, Commission, and Task Force meetings. This replacement will allow the City to replace end-of-life equipment and upgrade to the latest version of software.

Replace Teleconferencing Camera in 2A

This teleconference camera replacement will address the audio and video quality when joining a video conference call from the system in Conference Room 2A.

Avidex LLC is a trusted, industry leading vendor with extensive historical knowledge of the existing system and is currently managing and maintaining the software and hardware in the Chambers and Conference Room 2A. Avidex also successfully upgraded the audio/video systems to the current hybrid solution that now serves as a model that other agencies are adopting and referencing.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Improve Organizational Health by supporting the City's diversity, equity, and inclusion action plan by providing greater access for the Hayward community to City meetings.

FISCAL IMPACT

The cost of this service agreement with Avidex is not expected to exceed \$107,558.83 and will be covered under the American Rescue Plan Act Fund (Fund 103). Sufficient funds have been appropriated and no other funding is needed.

NEXT STEPS

If Council adopts the resolution, the City Manager will execute the agreement and staff will work with Avidex to begin the upgrade work in the Chambers and in Conference Room 2A.

Prepared by: Maritza Vargas, IT Client Support

Recommended by: Adam Kostrzak, Chief Information Officer

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager