



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

---

**File #:** A 22-491, **Version:** 1

---

- a. Authorize the Chief Information Officer to execute a non-standard Agreement with Spinitar for Board Chamber Audio Visual & Broadcast System Upgrade project services, set forth in Request for Proposal (RFP) Number 10776, in the amount of \$2,016.247 for the term of October 3, 2022 through October 3, 2025; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) additional amendments to this Agreement, each extending the term by one year, where the additional costs per year do not exceed ten percent (10%) of the cost of the prior year, subject to County Counsel review, and provided that the terms and conditions of the agreement remain substantially the same.
- c. Consider adopting a resolution to:
  - i. Authorize and direct the Auditor-Controller to amend the FY 2022-23 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$2,016,247, where the funding source is PEG Fee Restricted Fund Balance (Fund 001-3042, Sub-BSA 193-P), for funding the Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776) (4/5ths vote required).

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Chief Information Officer to execute a non-standard Agreement with Spinitar for Board Chamber Audio Visual & Broadcast System Upgrade project services, set forth in Request for Proposal (RFP) Number 10776, in the amount of \$2,016.247 for the term of October 3, 2022 through October 3, 2025; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) additional amendments to this Agreement, each extending the term by one year, where the additional costs per year do not exceed ten percent (10%) of the cost of the prior year, subject to County Counsel review, and provided that the terms and conditions of the agreement remain substantially the same.
- c. Consider adopting a resolution to:
  - i. Authorize and direct the Auditor-Controller to amend the FY 2022-23 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$2,016,247, where the funding source is PEG Fee Restricted Fund Balance (Fund 001-3042, Sub-BSA 193-P), for funding the Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776) (4/5ths vote required).

### SUMMARY:

The Information Technology Department (ITD) solicited a Request for Proposal, Board Chamber Audio Visual & Broadcast System Upgrade (RFP #10776). Spinitar was awarded the contract to design, update and provide technology upgrades to the Monterey County Board Chamber.

### DISCUSSION:

On March 1, 2021, the Information Technology Department submitted a Request for Proposal through the Contracts & Purchasing Department. The County received six (6) proposals and through a thorough evaluation process Spinitar was selected and awarded this project.

In line with the RFP requirements, Spinitar submitted a proposal and has agreed to upgrade multiple audio-visual systems and services throughout Monterey County. The following areas are included in this project; Board Chamber redesign and updated production services, broadcast headend equipment, installation of digital signage & kiosks located at the Government Center and Schilling building lobby and update portable

broadcasting system. In addition, the SeaCave room will be outfitted for a Press Conference area and the Monterey Room will be outfitted with additional technology to be used as a backup boardroom.

This project is expected to be a multi-year upgrade, and with coordinated effort to limit the disturbance of Monterey County's business operations.

The Chief Information Officer recommends the approval of this Agreement for audiovisual upgrades to the County's presentation and broadcast technologies systems.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the non-standard Agreement with Spinitar.

FINANCING:

Any required funding will utilize resources from Fund 001, BSA 3042 Restricted Fund -Balance - General, Sub BSA 193-P Restricted PEG Fee Fund Balance, which has a current available balance of \$5,284,277.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of the recommended agreement will address the County's outdated video and audio equipment and update the Board Chambers and areas throughout the County where public hearings and business operations are conducted.

X Economic Development  
X Administration  
X Health & Human Services  
X Infrastructure  
X Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Eric A. Chatham, Chief Information Officer, 759-6920

Attachments:  
Agreement  
Exhibits A-F  
Resolution