



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 23-533

November 28, 2023

Introduced: 11/13/2023

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Authorize the Chief Information Officer to amend the Spinitar Agreement for Monterey County's Board Chamber Audio Visual & Broadcast System Upgrade by 10% (or \$201,625) of the original contract amount of \$2,016,247, bringing the overall contract aggregate not to exceed amount to \$2,217,872 as a contingency allowance for project and services to be used on an as-needed basis; and
- b. Authorize the Chief Information Officer or his designee to sign order forms, change order forms, deliverable acceptance forms, and related documents as necessary for the Board Chamber Audio Visual & Broadcast System Upgrade project and services; and
- c. Consider adopting a Resolution to:
Authorize and direct the Auditor-Controller to amend the FY 2023-24 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$1,077,365 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 amend the Spinitar Agreement for Monterey County's Board Chamber Audio Visual & Broadcast System Upgrade by 10% (or \$201,625) of the original contract amount of \$2,016,247, bringing the overall contract aggregate not to exceed amount to \$2,217,872 as a contingency allowance for project and services to be used on an as-needed basis; and
- b. Authorize the Chief Information Officer or his designee to sign order forms, change order forms, deliverable acceptance forms, and related documents as necessary for the Board Chamber Audio Visual & Broadcast System Upgrade project and services; and
- c. Consider adopting a Resolution to:
Authorize and direct the Auditor-Controller to amend the FY 2023-24 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$1,077,365 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:

On September 15, 2022, the Board of Supervisor approved the Agreement between Spinitar and the County to design, update and provide technology upgrades to the Monterey County Board Chamber. The approval of this amendment will allow the County to use the funds towards the project on an

as-needed basis. The request for appropriations increase is to cover the balance of project funding required due to project rollover from FY 2022-23 into FY 2023-24.

DISCUSSION:

On March 1, 2021, the Information Technology Department (ITD) submitted a Request for Proposal, Board Chamber Audio Visual & Broadcast System Upgrade (RFP #10776) through the Contracts & Purchasing Department. Through a thorough evaluation process, Spinitar was selected and awarded this project in the not to exceed amount of \$2,016,247.

The Information Technology Department has made substantial progress in the smooth transition of public meetings to a new location while actively retrofitting the existing board chambers. The primary objective during the next phase is to implement all the advanced technology upgrades outlined in the contract. This project was expected to be a multi-year upgrade; however, it is now expected to be complete in or around June 2024. The project invoicing will be completed by year end FY 23-24.

ITD is requesting a ten percent contingency allowance to the Spinitar Agreement, which was inadvertently omitted from the Board Report (A 22-491), for any unforeseen needs directly related to this project. Funds will be used on an as-needed basis.

The amount being requested in the Resolution to be transferred from the Restricted PEG Fund, is to cover the balance of the required project funding that will take place in FY 2023-24. Any unused PEG funds transferred into ITD Appropriations INF002 in FY 2022-2023 were transferred back into the Restricted PEG Fund at the close of the fiscal year. Now, an additional transfer of funds back into ITD Appropriations Unit INF002 is required for FY 2023-24 use. This transaction directs the Auditors to allow movement of those required funds.

The Chief Information Officer recommends the approval of the Spinitar Amendment as well as the request for transfer of PEG funds to complete the audiovisual upgrades to the County's presentation and broadcast technologies systems.

On September 27, 2023, the Budget Committee approved both the BC 23-121 Spinitar Amendment and the BC 23-122 ITD Appropriations increase request to cover this BOS request.

OTHER AGENCY INVOLVEMENT:

County Counsel approves this Amendment 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 FY 2023-24 beginning balance of \$4,697,521.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

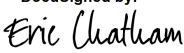
The Board's approval of the recommended agreement will address the County's outdated video and audio equipment and update the Board Chambers and areas throughout the County where public hearings and business operations are conducted.

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- 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:

DocuSigned by:

Date: 11/20/2023 | 9:46 AM PST
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Eric A. Chatham, Chief Information Officer, 759-6920

Attachments:

- Spinitar Amendment No. 1
- Spinitar Agreement