



# Memo

**To:** Town Council

**From:** Anthony Wilson, Town Manager

**Meeting date:** March 4, 2024

**Re:** Audio/visual RFP

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The Town received two proposals in response to its Request for Proposals for audio/visual systems for the All Purpose Room in the Town Office and for the event and meeting spaces in the basement of the Bailey Public Library. [Sierra Communications](#), the Town's IT provider, submitted a proposal totaling \$59,704. [Pro AV Systems](#), which previously made a presentation to the Council, submitted a proposal totaling \$148,704 for all three spaces.

After reviewing the proposals, Library Director Richard Fortin and I recommend the following:

- Awarding the contract for the All Purpose Room to Pro AV at a cost of \$57,802. Sierra proposed midgrade Logitech equipment that is billed as serving small to medium-sized conference rooms and includes only two speakers. We believe that setup would be inadequate for a space the size of the APR and for the types of meetings and sizes of audiences it must accommodate. The proposal from Pro AV is more extensive with pro-grade equipment featuring high-end cameras, built-in USB connections, a dedicated server, 12 flush-mounted speakers throughout the room, and industry-standard microphones. In total, that would ensure a high-quality experience for the Council and our other committees, for in-person participants, and for those participating remotely. The core of Pro AV's business is videoconferencing meeting systems, i.e. they are expert in this field. The cost of this project could be funded through American Rescue Plan Act (ARPA) funds. The Town has \$197,561 in ARPA funds that have not yet been spent or appropriated.
- Awarding the contract for the Library's event space to Pro AV, contingent on the Town securing grant funding to pay for the \$50,639 expense. As previously mentioned, T-Mobile's [Hometown Grant Program](#) seems tailor-made for this project. That program awards up to \$50,000 to projects that "foster local connections, like technology upgrades" in communities of fewer than 50,000 people. The Library Director would approach the library's fundraising groups about paying the difference.

If we failed to earn that grant, we would seek others. Again, we believe this space and the public would benefit from Pro AV's expertise.

- Awarding the contract for the Library's meeting room to Sierra at a cost not to exceed \$14,123. We are comfortable the equipment Sierra proposes for this space would serve it well. This, too, could be funded using ARPA.