



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 3/12/2019**

**File #: 19-128, Version: 2**

**SUBJECT: Consent Agenda**  
**A Resolution Of The Board Of Trustees Of The Town Of Erie Authorizing An Agreement For Services With Peak Media, Inc. For Audio Video System Renovation**

**DEPARTMENT:** Information Technology

**PRESENTER:** Denise Jakan, Director of Information Technology

**FISCAL INFORMATION:**

Cost as Recommended: \$79,951.89  
Balance Available: \$70,000.00 (Audio Video Equipment)  
\$114,367.16 (Office Equipment)  
Budget Line Item Number: 100.80.110.600000.000000 \$69,951.89 (Audio Video Equipment)  
100.80.110.530100.000000 \$5,000.00 (Office Equipment)  
New Appropriation Required: No

**STAFF RECOMMENDATION:**

Approve the Resolution and authorize the appropriate Town officer to execute said contract.

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The 2019 Capital Budget includes funds to remove and replace audio video system equipment in the Town Hall lower level. Work includes cameras, video switcher system, camera control system, video systems equipment, including all connections, wiring and equipment from sources through control room equipment, playback system, and connections with cable systems and web streaming system with warranty.

On February 4, 2019 an invitation to bid was released and four bids were received, as shown below:

|                             |             |
|-----------------------------|-------------|
| Interface Communications    | \$79,950.00 |
| AVI                         | \$83,084.00 |
| Peak Media                  | \$79,951.00 |
| Advanced Network Management | \$59,277.32 |

Staff recommends awarding the contract to Peak Media, Inc. as their bids was the most detailed and received the highest score using the bid criteria matrix. In addition, Peak Media, Inc. has previously successfully completed work for the Town of Erie, Town of Superior, Town of Windsor, Town of Milliken, Adam County, City of Glendale, City and County of Denver, and City of Thornton.

**ATTACHMENTS:**

1. Resolution
2. Agreement for Services

3. Peak Media, Inc. Bid
4. Bid Criteria Scoring Matrix