



CITY OF MENIFEE

SUBJECT: Change Order No. 2 to Agreement with Sky Technology Solutions for Council Chambers Audio Visual System Improvements

MEETING DATE: December 7, 2022

TO: Mayor and City Council

PREPARED BY: Antonio Chavez, Management Analyst

REVIEWED BY: Ron Puccinelli, Chief Information Officer

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

Approve change order No. 2 for the owner contractor agreement with Sky Technology Solutions increasing the contract amount by \$11,912.85 for a revised total amount of \$34,562.93.

DISCUSSION

Public meetings and events are regularly held and have taken place in the Meniffee City Council Chambers since the relocation of City Hall in 2019. The priority of the Information Technology Department (IT) is to make the meetings and events readily available for community engagement. This is accomplished through the live-streaming, recording, and storage of media files that are later made available in the form of videos to the public for on-demand viewing on the City's website. Given the events of the COVID-19 pandemic and the forced closures, the need to provide these services to the public has never been more important. It is essential to have a reliable and expanded Audio Visual system to make these meetings and events accessible to the public.

In 2021, the AV system began to experience various operational challenges. These challenges created difficulties in being able to effectively conduct meetings and produce quality video streams for the public. An onsite assessment found several issues in our systems, which included problems with our microphone system, audio feeds, cabling, network switch, video switcher, and dais lighting. A owner contractor agreement in the amount of \$22,650.08 was approved with Sky Technology Solutions for the cabling needed to support the AV system improvements. Due to unforeseen room scheduling conflicts additional time was needed to allow work to be completed. Change order No. 1 was approved for 60 additional working days and did not require additional scope or compensation. During the cabling work, additional cabling needs were discovered and necessary to successfully complete the project. Consequently, a second change order is needed for additional cabling and materials. With change order No. 2, the project cost will increase by

\$11,912.85 for a new not to exceed total amount of \$34,562.93. Pursuant to the City's municipal code, change orders exceeding 10% or \$25,000 require City Council approval.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

Funding for the proposed agreements with consultant(s) is available within the Fiscal Year 2022/23 budget, under Account No. 110-4115-52800 (Professional Services). No additional budget appropriation(s) would be required for this action.

ATTACHMENTS

1. Change Order No. 2
2. Change Order No. 1
3. Executed Agreement