



## Legislation Text

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**File #:** 17-695, **Version:** 1

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Staff Report for a Resolution Approving a Consulting Services Agreement with ConvergeOne, Inc. for Deployment of Polycom Video Conferencing Equipment (in the amount of \$63,746.29.)

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council approve a resolution authorizing the City Manager to execute a Consulting Services agreement to procure hardware and the services needed to install and configure Polycom video conferencing equipment in City facilities. The contract is valued at \$63,746.29.

### **BACKGROUND**

City facilities that have conference rooms include City Hall, Main Library, Water Pollution Control Plant, and Public Works Service Center. Currently, all such locations utilize outdated voice conferencing technology devices. These conference rooms have limited ability for video conferencing, and some do not have video monitors to display computer presentations.

Staff researched solutions to provide modernized video and voice conferencing and determined that hardware developed by Polycom is the ideal solution for this need.

### **Analysis**

The Polycom devices will integrate with the City's Office 365 service allowing for Skype video conferencing. In addition, these devices can display video output from a computer or laptop, along with supporting standard voice calling and teleconferencing functionalities. This represents a major upgrade over the current conference room equipment. In total, ten conference rooms will be upgraded.

They are:

1. City Manager's Large Conference Room
2. Small Council Conference Room
3. Finance Conference Room
4. Recreation Conference Room
5. Human Resources Conference Room
6. Engineering & Transportation Conference Room
7. Community Development Conference Room
8. Main Library Staff Conference Room
9. Public Works Service Center Conference Room
10. Water Pollution Control Plant Conference Room

Throughout September and October of 2017, Staff solicited competitive bids to identify a contractor to procure the Polycom hardware from and also to install the equipment on-site. Staff received three bids from authorized Polycom resellers, including: Solutionz, Inc.; Team One Solutions; and Strategic Products and Services. Staff recommends awarding the contract to ConvergeOne, Inc. as they demonstrated a superior knowledge of Polycom equipment and how it will integrate with existing City IT equipment, and have a history of successful IT projects with the City of San Leandro. ConvergeOne, Inc.'s pricing was also very competitive.

### **Legal Analysis**

The City Attorney's office reviewed and approved the Consulting Services Agreement.

### **Fiscal Impacts**

The total one-time cost of this agreement is \$63,746.29.

### **Budget Authority**

The Finance Director determined there are sufficient funds in the 2017-2018 IT operating budget, Account 688-13-121-7410 for the \$63,746.29 contract.

### **Attachment(s) to Staff Report**

- Consulting Services Agreement between the City of San Leandro and ConvergeOne, Inc.

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