



Agenda Action Form Overview

Approval of the transfer of the current balance and programmed funds for FY19 totaling \$293,231.64 from the Laserfiche capital project fund to the Audio-Visual/Technology Life Cycle Replacement capital fund will permit the IS&T Department to replace the aging audio visual equipment / systems in the Health and Human Services building and the Courthouse. Maintaining reliable and up-to-date audio-visual equipment / systems has direct impacts on the operational effectiveness and efficiency of our business departments, the Administrative Office of the Courts, and public meetings held in the Durham County conference and meeting spaces.

Background/Justification

The Board is requested to authorize the transfer of \$293,231.64, from the Major Laserfiche Upgrade Project to create a new Audio-Visual/Technology Life Cycle Replacement Capital Project for the life cycle replacement and technology updates of the equipment and systems.

Implementation of the Laserfiche application, document management system, is complete and the ongoing periodic major version and functional upgrades are now included in the annual operating costs. The funds are no longer required for the Laserfiche project.

Starting in FY 2011, the two phases of the Health and Human Services Building opened and the new Courthouse opened in FY2013 with nearly \$575,000 in new audio-visual equipment and systems. Digital signage expanded from a handful screens to nearly every department in the County totaling 56 managed displays across the County. Many County departments funded implementations of audio-visual equipment in their areas to improve operations. Since 2011, equipment has aged and requires life cycle replacement to continue to reliably serve the needs of the business departments and the public.

The new Administration II building and soon the new Main Library will bring additional audio-visual equipment and systems that will require future life-cycle replacement.

Audio-Visual equipment / systems will be scheduled for life cycle replacement every four (4) to seven (7) years depending on the equipment / system and its estimated reliability for continued use.

Policy Impact

This capital project will not impact policy but will allow Durham County Government to continue to effective and efficient operations in conference rooms and meeting spaces.

Procurement Background

Audio-visual equipment and systems are purchased in accordance with County purchasing policies as the equipment or system become due for replacement and go before the Board for approval if required.

Type of purchase



- ☐ Goods
- ☐ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☒ Other - Request for funding capital project; no expenditures requested at this time.

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☒

If no, why?

Request for funding capital project; no expenditures requested at this time.

Fiscal Impact

The transfer will meet the immediate needs for life cycle replacement of audio visual equipment/systems. The Audio-Visual/Technology Life Cycle Replacement capital project will require additional funding in future years to sustain the on-going reliable operation of County audio-visual equipment / systems.

Recommendation

The County Manager recommends that the Board authorize the transfer of the \$293,231.62 remaining balance from the Major Laserfiche Upgrade Capital Project to the Audio-Visual/Technology Life Cycle Replacement Capital Project for life cycle replacement and technology updates of County audio-visual equipment and systems.