



## **Report to the Town Board**

**From: Andrew J. Quarnstrom, Township Supervisor**

**Date: February 2, 2016**

**Subject: Purchase of Audio Visual Equipment**

**A. Introduction:** The purpose of this report is to gain direction as to how to proceed in the purchase of audio visual equipment for the Township's new property at 51/53 E. Logan.

**B. Recommended Action:** Township Staff recommends Alternative 1, which would direct the Supervisor to purchase the slightly used audio visual equipment that is on site and installed in the building.

**C. Prior Action:** The Township Electors supported an initiative to attempt to sell and purchase Township real estate at the 2015 Annual Township Meeting. In August and September of 2015, bids were accepted and the property at Green and Randolph ultimately sold in December of 2015. At the same time, requests for proposals were accepted in October of 2015 with one RFP received and supported unanimously by the Township Board with an agreement to purchase 51/53 E. Logan in January of 2016. One key benefit to the property at 51/53 East Logan is the fact that it includes space for a community room concept that citizens could use for seminars, education forums, and neighborhood meetings among other events.

**D. Background:** The request for proposal and subsequent contract did not include the purchase of the audio visual equipment currently installed in the future Township community room. Discussions began to attempt to purchase the equipment as an addendum to the contract based on the fact that the equipment installed is made for the space as well as the cost savings expected from purchasing slightly used rather than new equipment. The audio visual equipment is available to the Township for \$19,377, a 40% reduction in cost from when it was purchased new in 2012. Although the purchase price is less than the \$20,000 that statute mandates a bid process take place, Township staff would like Board approval prior to moving forward with the purchase due to the cost.

Exhibit A has detailed visuals of the audio visual equipment as installed. Original purchase price in 2012 from an electronics company in Champaign was \$32,278.70. As noted in the detailed diagram, the costs include a projector, camera, permanently

mounted wide screen, speakers, and all equipment to make the community room functional.

#### **E. Discussion of Alternatives:**

**Alternative 1** would direct Township staff to purchase the audio visual equipment already installed in the building as listed in Exhibit A at the cost of \$19,377.00.

##### **-A. Advantages:**

- The equipment was purchased for the design of the community room and layout of the building.
- The equipment is already installed saving thousands in installation of new equipment.
- The cost is approximately half of what new equipment would cost.

##### **-B. Disadvantages:**

- The Township is purchasing used equipment that could have a shorter life than purchasing new.

**Alternative 2** would direct Township staff to put out a request for proposal of audio visual equipment to meet the needs of the Township in the new community room.

##### **-A. Advantages:**

- Equipment would likely be new as finding similar used equipment would be unlikely.

##### **-B. Disadvantages:**

- The cost to the Township would likely be significantly higher.
- Due to high cost, the Township would have to purchase equipment in phases over the next few years.
- The equipment would need to be installed, increasing the cost.

#### **F. Community Input:**

Community input will be received at the Township meeting. Response has been very positive from the community regarding the new community room concept and uses for the room.

#### **G. Budget Impact:**

The Township has budgeted approximately \$25,000.00 for purchases such as this associated with the new property. Any purchase amounts over this amount would need to be postponed for future fiscal years.

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**H. Staffing Impact:**

Alternative 1 would have very little staffing impact. The equipment is already installed and operable. The only impact would be a legal review of a purchase agreement.

Prepared by:

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Township Supervisor, City of Champaign Township

Attachments:

Exhibit A