

BOARD AGENDA ITEM

TO: Dr. Michelle Hubbard, Superintendent

FROM: David A. Smith, Chief Communications Officer

SUBJECT: BOE Agenda Item – October 9, 2023
Authorization to Contract with Electronic Contracting Company for the Purchase and Installation of Wireless Board Room Microphones

DATE: September 29, 2023

Overview

District staff recommend contracting with vendor Electronic Contracting Company (“ECC”) for the purchase and installation of wireless board room microphones at a cost of \$47,477.77, with a 5% contingency to cover any unforeseen circumstances.

While the District’s Board of Education (“BOE”) conference room (“Board Room”) currently has dedicated microphones affixed and wired to a dais for BOE members, District staff who report to the BOE do not utilize static desktop microphones; instead, staff utilize microphones that have to be temporarily wired and then unwired for each meeting. This current microphone deployment practice is time-consuming and cumbersome, and the District desires a wireless microphone solution that would eliminate this need for temporary wiring. Additionally, these current microphones are estimated to be approximately 25 years old, and are showing significant wear.

In August 2023, the District issued a Request for Proposal (“RFP”) for a wireless microphone solution, asking vendors to propose equipment and installation service solutions that would meet the District’s needs, including equipment compatibility and integration with the District’s current microphone and hearing assist systems. The RFP was posted on the District’s website, and the District contacted local vendors directly with information regarding the RFP; the District also contacted three local minority commerce organizations with information regarding the RFP. The District received two proposals from the following vendors: ECC and Kansas City Audio-Visual.

District staff evaluated and ranked the proposals using the following criteria: the vendor’s experience and qualifications; the vendor’s service approach; and the vendor’s proposed costs. ECC was the lowest cost, highest ranked vendor.

The proposed purchase includes fourteen (14) wireless microphones, rechargeable batteries, a charging station, and other peripherals, along with related configuration and installation services.

Founded in Lincoln, Nebraska, ECC has been in operation for the past 65 years; ECC has a local Kansas City, Missouri, office that can provide installation and service support to its clients. ECC provided the original Board Room microphone installations for BOE members.

This item is budgeted to be paid with capital outlay funds.