



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: May 9,2023	ITEM TIME:
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FROM:	J. Kennedy/J. Stepan/S. Faulkner
TODAY'S DATE:	May 1, 2023
AGENDA TITLE:	Sole Source Approval for BCC Audio Visual Project Electrical Contractor

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

Request the Board of County Commissioners approve the sole source award and the Chair sign the Notice of Award to contract Central Electric, LLC for an amount not to exceed \$38,800.

II. MOTION:

Motion by the Board of County Commissioners to approve the sole source award and the Chair sign the Notice of Award to contract Central Electric, LLC for an amount not to exceed \$38,800.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE <i>(if applicable):</i>
CURRENT BUDGETED AMOUNT: \$150,000**
PROPOSED EXPENDITURE: \$38,800

FUNDING SOURCE: Facilities BCC Hearing Room Updates

SUPPLEMENTAL BUDGET NEEDED: YES NO

****This budget amount includes the new furniture, design and engineering fees and audio equipment; a supplemental budget is being prepared for the additional construction requirements to be approved at the end of 2023.**

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None



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V. BACKGROUND INFORMATION:

The Board of County Commissioners have authorized the Facilities Department to update the Audio Visual System for improved communication during Public Hearings, Planning Department Commission hearings, and various other activities. The contract has been awarded to the AV supplier and is scheduled to be installed beginning in late June, 2023.

In order to accommodate the new equipment, several updates to the Historic Courthouse hearing room are necessary. These include electrical outlets installed in the floor, carpentry work for installation of new TV screens in 3 areas and removal of existing outdated equipment that requires plaster repairs with final paint. While the Facilities Department will act as "GC" for this project, the need to hire a contractor for the electrical updates is required.

In order to meet the schedule established by the AV Supplier, we request waiver of the formal purchasing process to contract directly with Central Electric, LLC per the following conditions as detailed in the Purchasing Manual Sixth Edition, page 8, section 3.4:

- Although there may exist more than one responsible source, a competitive process cannot reasonably be used or, if used, will result in a substantial cost to the County, will otherwise injure the County's financial interests or will substantially impede the County's administrative functions or the delivery of services to the public.
- Where the process may cause undue delay or hardship for a department.
- Waiver of the competitive process is found to be in the best interests of the County and its citizens.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

Recommend the Board of County Commissioners approve the sole source award and the Chair sign the Notice of Award to contract Central Electric, LLC for an amount not to exceed \$38,800.

IX. LIST OF ATTACHMENTS:

Central Electric Quote