



**City of Missoula, Montana
Item to be Referred to City Council Committee**

Committee: Administration and Finance

Item: Hardware Quotes for Conference Room Equipment

Date: November 29, 2021

Sponsor(s): Carl Horton

Prepared by: Alicia Vanderheiden

Ward(s) Affected:

Ward 1 Ward 4

Ward 2 Ward 5

Ward 3 Ward 6

All Wards N/A

Action Required:

Approve two hardware quotes from Cerium for the purchase of poly-com equipment for seven city conference rooms and three court rooms.

Recommended Motion(s):

I move the City Council: approve and authorize the mayor to sign quotes CERQ95365 and CERQ95761 from Cerium for the purchase of poly-com equipment for seven conference rooms and three court rooms in the total amount of \$53,163.58

Timeline:

Referral to committee: November 29, 2021
 Committee discussion: December 1, 2021
 Council action (or sets hearing): December 6, 2021
 Public Hearing (if required): [Click or tap here to enter text.](#)
 Deadline: [Click or tap here to enter text.](#)

Background and Alternatives Explored:

With this purchase, the city will make seven heavily used conference rooms and three courtrooms function as Microsoft Teams rooms, providing a more seamless meeting experience for staff/users with our move to Office 365 and Teams. The seven rooms include the Mayor’s Conference Room, Jack Reidy, Hal Fraser, three rooms in CPDI, and one large conference room at Water. Additionally, recent purchases for the Fire Department will provide our Fire Stations with enhanced meeting capabilities in the Teams environment. Rooms were toured and measured by Cerium personnel prior to configuration recommendations for collaboration bars/ speakerphones and other needed equipment.

Financial Implications:

The total project cost in FY22 is \$58,973.72 which includes the seven conference rooms (\$23,627.17) three court rooms (\$29,536.41) and an initial purchase of conference room equipment for Fire Station 2 and 5 (\$5,810.14). The project will be funded through a combination of approved FY22 IT CIP / ARPA budgets and department support as needed. Ongoing annual costs of \$179 - \$280 – or \$470/room, depending on the size of the room, will be integrated into the IT annual operating budget. Teams Room licenses are funded in our annual Microsoft software agreement. We anticipate submitting a new budget request in FY23 to fund equipment

that will bring other city conference rooms up to par with the new operational standard. This could include conference rooms used by Police, Attorneys Office, Parks, Wastewater and others.

Links to external websites: NA