

MEETING DATE:

May 18, 2009

CALL TO PODIUM:

Michele Potter,
Director of Parks, Recreation and
Culture

RESPONSIBLE STAFF:

Peter Cottrell

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract to Build an Audio Recording Studio (\$134,000)

SUPPORTING BACKGROUND:
<p>The City wishes to enter into a contract to build an audio recording studio. The studio will be located in the new Olde Towne Youth Center currently under construction and will be used by participants of Youth Services programs.</p> <p>Students will start out in group classes in a nine-person audio computer lab learning the fundamentals before moving on to working in the main studio. The main studio will be made up of a mixing control room, a recording room and a sound isolation booth.</p> <p>The project was bid out as a standard request for proposal. Only one bid response was received from Washington Professional Systems.</p> <p>The cost of this project will not exceed \$134,000.</p>

DESIRED OUTCOME:
Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Brian Helms Date of City Council Meeting: 5/18/09

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date 3/4/09
Newspaper(s) Gazette
Bids Opened/Tabulated (date) 4/3/09 5pm

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Equipment and services required to provide a fully operational, professional-caliber audio recording studio in its new Olde Towne Youth Center. Detailed equipment and labor description attached to this form.

CONTRACTED/PURCHASE FROM:

Company Name: Washington Professional Systems
Street Address: 11242 Grandview Avenue
City/State/Zip: Wheaton, MD 20902

CONTRACT/PURCHASE AMOUNT: \$134,000

Check One: In the Amount of Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget Capital Improvements Budget

Account Number: CIP 06-1
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available Not available

AW Belton 5/18/09
Finance Dept. Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR AN
AUDIO RECORDING STUDIO

WHEREAS, an invitation to bid for proposals was duly advertised in the March 4, 2009 issue of the Gazette, and sealed bids were opened and tabulated on April 3, 2009; and

WHEREAS, the Qualification and Selection Committee reviewed and evaluated all proposals according to the criteria in the RFP, and interviewed Washington Professional Systems with the highest ranking proposal; and

WHEREAS, the Committee unanimously ranked Washington Professional Systems as the most qualified and capable of the proposals that were reviewed; and

WHEREAS, it is recommended that the City enter into a contract to provide an Audio Recording Studio:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and is hereby authorized to enter into a contract with Washington Professional Systems, 11242 Grandview Avenue, Wheaton, Maryland 20902, for an Audio Recording Studio in the amount of One Hundred Thirty-Four Thousand Dollars (\$134,000); said funds to be expended from the Olde Towne Youth Center Construction CIP Budget.

ADOPTED by the Mayor and City Council this 18th day of May, 2009

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 18th day
of May, 2009.

Angel L. Jones, City Manager