



## MEMORANDUM

DATE: March 11, 2026

TO: Water Utility Commission

FROM: Cortney Nagel, Administrative Services Manager

RE: Audio Visual Equipment for the New Operations Center

As part of the construction of the new Operations Center, the Utility will need to purchase audio visual (AV) equipment to support communication and engagement within the facility. This equipment will be used to capture, transmit, and display sound and images, which will enhance the overall communications experience in the new Operations Center.

Although the AV equipment was included in the overall Operations Center budget, it was planned to be a separate purchase outside the formal bid package. AV support for the Utility is provided through City IT/Communications, and accordingly, we have been working with the City's AV contractor, Forte', to develop a proposal for the new facility.

Forte' has submitted a quote of \$155,098.67 for the purchase and installation of the AV equipment. This proposal includes all necessary components except for the equipment required to operate Granicus, the system used for monthly Commission meetings.

I recommend moving forward with securing an agreement with Forte' for the AV equipment and installation at the new Operations Center.

**Recommended Motion:** Move to approve \$155,098.67 to Forte' for audio visual equipment and installation services for the new Operations Center.