

Kenai Peninsula Borough Purchasing and Contracting Department

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Lee Frey, Project Manager *LF*

DATE: October 1, 2020

RE: Authorization to Award a Contract for RFP21-004
Kenai Peninsula Borough Assembly Chamber AV Upgrades

The Purchasing and Contracting Office formally solicited and received proposals for RFP21-004 Kenai Peninsula Borough Assembly Chamber AV Upgrades. Proposal packets were released and the Request for Proposal was advertised in the Anchorage Daily News on September 2, 2020 and the Peninsula Clarion on September 4, 2020.

The project consists of design and installation of a new audio/visual system to be completed in the Kenai Peninsula Borough Assembly Chambers. Project will also include a design, purchase and set up of a portable system for remote meetings.

On the due date of September 22, 2020 three (3) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Key Code Media, Inc	Kent, WA	358
The Chariot Group	Anchorage, AK	297
Sound Decisions, LLC	Palmer, AK	232

The highest ranking proposal, which includes a cost factor, was submitted by Key Code Media, Inc. with a lump sum cost proposal of \$169,915.35. The proposal review committee recommends award of a contract to Key Code Media, Inc., Kent, WA. Your approval for this award is hereby requested.

Funding for this project is in account numbers 271.95071.CAR08.43011 and 271.95093.CAR10.43011.

Charlie Pierce

Charlie Pierce, Mayor

10/1/2020

Date

Page -2-
Date
To:
RE:

NOTES:n/a

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>271.95071.CAR08.43011</u>	
Amount <u>\$85,000.00</u>	
Acct. No. <u>271.95093.CAR10.43011</u>	
Amount <u>\$84,915.35</u>	
By: <u>PP BH</u>	Date: <u>10/1/2020</u>