

**AGENDA ITEM REPORT**

**DATE:** September 5, 2017  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Purchase, Installation and Repair of Audiovisual Equipment

**I. MOTION REQUESTED**

Approve purchases of audiovisual equipment, installation, repair and related parts under Piggyback No. PB170042, through Hillsborough County Public Schools Contract No. ITB #14115-EST, on an as needed basis as approved in the departments' annual adopted budgets through the expiration date of the contract on January 20, 2018 and any renewals approved by Hillsborough County Public Schools.

**II. ITEM SUMMARY**

Approves purchases of audiovisual equipment, installation, repair and related parts under Piggyback No. PB170042 , through Hillsborough County Public Schools Contract No. ITB #14115-EST, on an as needed basis.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History.  
Piggyback No. PB170042 was administratively approved in November 2016 allowing the County to utilize pricing on the Hillsborough County Public Schools Contract No. ITB #14115-EST for the purchase, installation and repair of audiovisual equipment on an as needed basis. The Hillsborough County Public Schools contract went through the agency's competitive bidding process and is available for piggyback.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis  
Several County departments, including Facilities Construction and Management, Libraries and Sports Development, use this contract for their audio-visual equipment purchases, installation and repair. Open Purchase Orders for these products and services for Fiscal Year 2016-2017 total \$336,849.80. Because expenditures are anticipated to exceed \$100,000 per fiscal year, Board approval is required. The Hillsborough County Public Schools contract is effective through January 20, 2018. The contract does have renewal options available.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See H. below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Funding is available in the departments' annual, adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Hillsborough County Schools Invitation to Bid Renewal</a>	8/18/2017	Backup Material
	8/18/2017	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	8/22/2017 - 1:26 PM
Budget Services	Guttry, Angela	Approved	8/22/2017 - 2:32 PM
Budget Services	Henkel, Anne	Approved	8/22/2017 - 2:33 PM
Budget Services	Winton, Peter	Approved	8/22/2017 - 1:34 PM
County Attorney	Lira, Louis C.	Approved	8/23/2017 - 10:06 AM
County Manager	Brady, Christine	Approved	8/24/2017 - 12:21 PM