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**To:** Board of Directors

**From:** Leanne P. Redden, Executive Director

**Date:** September 8, 2021

**Re:** Ordinance authoring a contract for purchase and installation of an audio-visual equipment update for the RTA board room and board conference room

**Action Requested**

Staff requests the approval of an ordinance authorizing the Executive Director to execute a contract with PACE Systems, Inc to provide, install, configure, and warranty new audio-visual (AV) equipment for the RTA board room and board conference room. The total value of the purchase will not exceed \$200,000.00.

**Background**

With few exceptions, public bodies such as the RTA are required by the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) to hold all meetings of its Board of Directors in person. The RTA Act (70 ILCS 3615/1.01 *et seq.*) further requires that its open meetings be broadcast live for the public. In order to meet these requirements, it is essential that the AV equipment is up-to-date and of high quality. The current AV equipment in the Authority's board room and board conference room no longer functions to meet the Authority's needs and is no longer supported because it is beyond its useful life.

PACE Systems Inc, provided, installed, configured, and warranted the AV equipment that was recently installed on the fifteenth floor of the Authority's headquarters. The Authority wishes to benefit from the consistency of the AV equipment and warranties provided by PACE System, Inc. in the Authority's board room and board conference room, thus it would be disadvantageous for the RTA to conduct a competitive procurement for this purchase. PACE Systems, Inc. provided a quote that contains all of the equipment needed, the installation and configuration of the equipment and warranties at a cost of \$189,916.50. Staff is requesting an additional 5% contingency of \$10,083.50 for any unforeseen issues that may arise with installation of the equipment, bringing the total of the request to \$200,000.00 for your approval.

Pace Systems, Inc. has submitted the Authority's Vendor/Contractor Certification that discloses the names of the principals and any contracted lobbyists, certifies that entering into this contract

will not create a prohibited conflict of interest, and certifies that the firm and its principals have not been debarred or suspended from participating in public contracts and have not been convicted of procurement-related offenses. This firm has agreed to update the Certification should any of the information change during the contract period.

**Financial Impact**

The total value of the contract is \$189,916.50 with an additional \$10,083.50 contingency requested for a total project cost of \$200,000.00. The RTA has sufficient funds available in the 2021 budget to cover the cost of this project.

Prepared by: Mobility Services  
LPR/MJV



## ORDINANCE NO.

**WHEREAS**, the Regional Transportation Authority (the “Authority”) is required to hold all meetings of its Board of Directors, with few exceptions, in person pursuant to the Open Meetings Act and to broadcast those meetings live live-streamed a consistent with the RTA Act;

**WHEREAS**, up-to-date, high-quality audio-visual equipment is necessary to meet the Authority’s statutory requirements with regard to its meetings;

**WHEREAS**, the audio-visual equipment in the Authority’s board conference rooms is beyond its useful life, no longer functions to meet the Authority’s needs, and is no longer supported due to its age;

**WHEREAS**, Pace Systems Inc, provided, configured, and warranted the audio-visual equipment installed on the fifteenth floor of the Authority’s headquarters;

**WHEREAS**, it is in the Authority’s best interests to benefit from the consistency of the audio-visual equipment and warranties provided by PACE Systems, Inc. throughout the Authority’s headquarters;

**WHEREAS**, it would therefore be disadvantageous for the RTA to competitively procure audio-visual equipment, installation, and configuration; and

**WHEREAS**, Pace Systems, Inc. has submitted the Authority’s Vendor/Contractor Certification that discloses the names of the principals and any contracted lobbyists, certifies that entering into this contract will not create a prohibited conflict of interest, and certifies that the firm and its principals have not been debarred or suspended from participating in public contracts and have not been convicted of procurement-related offenses. This firm has agreed to update the Certification should any of the information change during the contract period.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REGIONAL TRANSPORTATION AUTHORITY THAT:**

- 1) The Executive Director is hereby authorized to execute a contract with Pace Systems, Inc. to provide, install, configure, and warranty audio-visual equipment for the Authority's board room for an amount not to exceed \$189,916.50 with an additional \$10,083.50 contingency requested for a total project cost of \$200,000.00.
- 2) The Executive Director is authorized and directed to take such further action as the Executive Director deems necessary or appropriate to implement, administer, and enforce this ordinance and said contract.