



Procurement Management Department

Commission Agenda Staff Report

Date: October 21, 2025

Resolution No.: 2025-XX

To: Mayor and City Commission

From: Andrew Plotkin, Interim City Manager

Prepared By: Shereece George Depusoir, Chief Procurement Officer

Agenda Title: Resolution Approving Purchase Order with AVI SPC LLC

Background

The City's Parks and Recreation Department is seeking to utilize to upgrade the audio-visual capabilities of one of its facility conference rooms. The existing system is outdated and requires a full replacement to ensure reliable operation and compatibility with current technology standards.

Upgrading the system will enhance the City's ability to conduct meetings, training sessions, and public presentations while supporting hybrid participation. This modernization will improve accessibility and communication for community organizations, educational programs, and neighborhood associations that frequently use the facility for collaborative and civic engagement activities.

AVI SPC, LLC was awarded a contract through the Omnia Partners Cooperative Program, through lead agency, Region 4 Education Service Center (Contract No. R201201 for Audio Visual Equipment, Accessories, and Services) This contract is valid through March 31, 2026.

Recommendation

The Parks and Recreation Department Director and the Chief Procurement Officer recommend that the City Commission approve and authorize the City Manager or designee to issue a purchase order for Audio-Visual equipment from AVI SPC LLC in an estimated budgeted amount of \$117,070.

Fiscal Impact

Requesting a Purchase Order for the allocated amount of \$117,070, as approved in the adopted FY25 budget appropriation.