



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER - MINUTES (DRAFT)

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 346, 61 Locust St., Dover, NH
Meeting Date: **Monday, July 19, 2010**
Meeting Time: **6:00 p.m.**

Members Present: Parks Christenbury, Dean Trefethen, Audra Lurvey, Sarah Fuller

Members absent: Kirt Schuman, Aviva Grasso

Others Attending: Media Access Coordinator Mike Gillis, City Manager J. Michael Joyal, Jr., Libby Simmons (SAU), Peter Middleton of Martini Northern, Gary Goudreau of David Goudreau Architects, Inc.

Meeting commenced at 6:00 p.m.

1. Call to Order

Chairman Christenbury called the meeting to order at 6 p.m.

2. Approval of Meeting Minutes of June 15, 2010 and July 8, 2010

Audra Lurvey moved to accept the minutes of June 15, 2010. Seconded by Dean Trefethen. Unanimous.

Sarah Fuller moved to accept the minutes of July 8, 2010. Seconded by Dean Trefethen. Unanimous.

3. Update on project from Martini Northern

While the JBC awaited the arrival of Peter Middleton, the board discussed the revised layout for the access center. Mike Gillis explained the details of the layout, as discussed previously. Gillis then handed out a sheet detailing the additional costs of adding a double door and revisions to the layout. The total additional expense was \$12,700.

Middleton then explained in detail the additional expenses. The reception area, including new walls and door frames and office glass, amount to \$6,400. He explained that the double door requires a fair amount of additional work and will generate more than a ton of waste. The total expense for the door and demo work is \$6,260.

Middleton addressed the addendum sent to Martini about wiring specs, based on additional requirements provided by the City's Information Technology Department. The reason, Gillis explained, is to specify the type of data and wiring needed and where it will be connected. It also specifies the number of drops. Middleton said he has passed on the addendum to the electrical contractor. Gillis handed out copies of the proposed addendum to the JBC.



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Trefethen made a motion to allow Christenbury to sign the addendum. Seconded by Fuller. Unanimous.

Discussion continued on the additional expense. Lurvey asked if there is enough in the budget to accommodate the change. Christenbury and Gillis said yes.

Lurvey made a motion to accept the additional expense and change order of \$12,700. Seconded by Fuller. Unanimous.

Middleton said the Gary Goudreau would talk to the city about code. He added that they will need a key to the space. Middleton said his company has not yet decided how the brick will be cut for the double door. Although there is consideration for other tenants, he did say it will be loud.

City Manager Joyal asked how long the door cutting will take. Middleton said it is at least one day, probably two. Joyal asked about lead time. Middleton said he can give a week's notice.

Fuller asked if it was possible to do the work at night or on a weekend. Although there is no provision in the contract for nights or weekends, Middleton said he will see about arranging to have his crew work a Wednesday to Sunday shift and cut the door on the weekend, if possible.

4. Review and selection of vendor: Requests for Proposal, Equipment, Purchase and/or installation, for School District Media Access Center

Gillis presented the bids and vendors for the two bid requests, one for purchase of equipment and the second for the purchase and installation of equipment.

He reviewed the terms of the RFPs. He also stated that one of the vendors listed submitted a nonconforming bid, for lack of a bid bond, which disqualified them. That left two vendors submitting for purchase and installation.

Gillis said that one of the vendors, the low bid, submitted several equipment alternatives outside of the specifications included in the RFP. The biggest concern with the low bid, Gillis said, is some of the alternative equipment did not meet the needs of



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the City and School District. This was primarily the video server and switcher, which does not include video on demand. The bid from Access A/V included all of the requested equipment specified in the RFP, but also added a piece of equipment required but not included in the RFP. Gillis said Access A/V also includes a loaner program for equipment and has performed installations at many of the access centers in New England. In addition, they are authorized dealers for the equipment on the list, which was a requirement of the RFP.

In the case of purchase only bids, one was from Access A/V, which was the same list, excepting the cost of installation. The other vendor included some alternatives, but is not an authorized dealer for many of the key pieces of equipment.

Fuller asked if the cost of installation was reasonable. Gillis said based on his experience and discussions with other access centers, it is. He said he prefers the purchase and installation option because of the protection afforded by someone like Access A/V, including their experience.

Christenbury said it makes sense to have someone with that kind of experience install the equipment and perform the engineering.

Fuller asked about the low bid on purchase only. Gillis said he was not entirely familiar with the company, except that they were primarily an A/V solution for businesses. He said their bid also did not include shipping.

Christenbury said it made sense to go with experience, and the difference in cost, was not enough to justify using the low bid, which did not include the requested equipment. He added it's not low bid, but what was best for the city.

City Manager said he has had a good experience with Access A/V in the past, when they installed equipment in City Hall.

Gillis said he has talked to other access centers about Access A/V and they get high marks for price and service.

Joyal said they were lacking in one area when they worked at City Hall, which was the schematic and drawings detailing all the cabling and wiring.



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Gillis said it is typically a matter of course now that it is provided, but said the City would spell that out as a condition, including adding language in the contract.

Audra Lurvey moved to award the bid for purchase and installation of equipment at the School District Media Access Center to Access A/V of Concord in the amount of \$67,956. Seconded by Trefethen. Unanimous.

Christenbury asked where that leaves the JBC on the budget. Gillis said based on the contract with Martini Northern, the change order, and the equipment bid, about \$120,000 would remain.

5. Other business

a. Update on asbestos testing

Gillis said some concerns about mastic in the rooms contained asbestos was determined to not contain asbestos.

6. Set Next Meeting

The next meeting was scheduled for Monday, August, at 6 p.m., location to be determined.

7. Adjourn

Lurvey motioned to adjourn, Trefethen seconded. The meeting adjourned at 6:47 p.m.