

**From:** Jonathan Emert  
**Sent:** Tuesday, May 07, 2013 2:50 PM  
**To:** Kuntz, Robert; Aiken, Tom  
**Cc:** John Mueller  
**Subject:** BOA Renovation A/V Bid Comparison

Bob/Tom,  
Please see attached Audio Visual Bid Comparison Sheet with attachments.

Based on the comments from the last council meeting, we have asked the bidders to provide the following:

- Confirmation of Team Member Certifications
- References (if not provided with original bid)
- Confirmation of Shipping and Handling Costs
- Deduct for Document Camera
- Deduct for eliminating the Speaker Notification Function

The attached bid comparison sheet includes a summary of these items. The revised Bid amount including the deduct for the speaker notification function is included.

There is a wide range of costs for the deduct items. Communitronics indicated they bid the job extremely tight and could not offer the full credit for the scope of the speaker notification function. They, however, remain the low bid. The only items we are waiting on are additional project references from Communitronics and I will pass those on as soon as we receive them.

Please let me know if you have any questions.

Thank You,

--

Jon Emert, LEED AP  
Partner

**JEMA**



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May 8, 2013

Robert Kuntz  
City Administrator  
City of Ballwin  
14811 Manchester Road  
Ballwin, MO 63011

RE: BOA/ Court Room Renovation Audio Visual Bid Summary

Dear Bob:

In response to the City Council request at the April 22<sup>nd</sup> meeting to gather additional information that was missing from the original Audio Visual Bids, we offer the following recap and summary.

Recap of Bid Process:

- Innovative Technology Group, a consultant of JEMA, developed the audio visual bid specifications and drawings following a series of meetings with the City of Ballwin to determine the desired system functionality. The specifications were based on current accepted industry standards.
- Three bids were received for the Audio Visual scope. The three bidders were Communitronics, TSI, and Innovative Technology Group (ITG).
- All three bidders provided a cost for the system per specifications and drawings. Innovative Technology Group was the only bidder to include a bid bond and all information requested in the bid specs. TSI was missing the bid bond and CTS-D certification. Communitronics was missing the bid bond, CTS-D certification, company financials, and project references.
- Our original recommendation to select ITG was based on completeness of bid, former successful experience, and knowledge of the project.

Upon presentation to the Board of Alderman on April 22 by JEMA recommending ITG , the Board requested that JEMA ascertain additional information from each bidder in order to attain additional information that was missing from the original bid. JEMA contacted each A/V sub-contractor and asked them to provide the additional information. The Summary of requested information missing from original bids is listed below:

- Communitronics has provided company financial information post bid. See attachments.
- Communitronics has followed up with confirmation of requested certifications. See attachments. They have confirmed the only missing certification per bid spec is the CTS-D

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- Communitronics has followed up with three project references. At the time of this letter, we are still waiting to hear back from the project references provided by Communitronics. A phone number provided for one of the references was incorrect.
- At the time of this letter, we have not received confirmation that Communitronics will be able to provide a bid or performance bond.
- TSI has confirmed they would be able to provide a bid and performance bond.
- TSI confirmed the only missing certification per bid spec is the CTS-D

The deducts provided for the two cost saving strategy items varies greatly between the bidders. The resulting revised bid numbers now fall relatively close to each other.

Based on the information received to date (5/8), we see the following:

- Communitronics has not satisfactorily fulfilled our inquiries: incorrect information on references, no bid and performance bond.
- TSI has provided all the necessary information with the exception of having a CTS-D.
- ITG has provided all the necessary information.

Sincerely,

Jon Emert  
Partner, JEMA

