



## Legislation Details (With Text)

**File #:** 24-0354      **Version:** 1      **Name:**  
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**File created:** 5/16/2024      **In control:** City Council  
**On agenda:** 6/25/2024      **Final action:** 6/25/2024

**Title:** A Resolution authorizing the Director of Purchasing to purchase video conferencing hardware and services from Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$66,640.53.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. R23-006-CoverMemorandum.pdf, 2. PD\_Conference\_Room\_-\_CoA\_-\_Signed\_-\_8Apr2024.pdf, 3. Water\_Treatment\_Plant\_-\_SoW\_-\_11Apr2024.pdf, 4. CHIQ67989.pdf, 5. CHIQ68178.pdf

Date	Ver.	Action By	Action	Result
6/25/2024	1	City Council	approved on the Consent Agenda	
6/18/2024	1	Committee of the Whole	(PLACED ON CONSENT AGENDA)	
6/13/2024	1	Finance Committee	recommended for approval	Pass

**TO:** Mayor Richard C. Irvin

**FROM:** Michael R Pegues, Chief Information Officer  
Jeff Anderson, Deputy CIO

**DATE:** May 4, 2024

### SUBJECT:

A Resolution authorizing the Director of Purchasing to purchase video conferencing hardware and services from Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$66,640.53.

### PURPOSE:

As part of a larger implementation of video conference capabilities in city-owned buildings, City staff seek to implement full-featured Microsoft Teams Room functionality in the Chief's Conference Room at the Aurora Police Department and the Conference Room located at the Water Production building.

### BACKGROUND:

After a competitive bid process and subsequent discovery project, resolution R23-006 awarded configuration and migration of Microsoft SharePoint services and Microsoft Teams environment remediation to Burwood Group ("Burwood").

As part of the services included with R23-006 Burwood completed a thorough evaluation of the current SharePoint environments which included interviews with key members of every City department. This evaluation allowed Burwood to understand how SharePoint and Teams were being utilized throughout the City. Burwood then made recommendations for migrating data to the Microsoft SharePoint Online environment as well as modifying Microsoft Teams for better utilization

by city staff.

Burwood performed above expectations of City staff while creating and remediating these foundational services. Due to the detailed knowledge of the city's SharePoint and Teams services, city staff believes Burwood is best suited to build upon the SharePoint and Teams foundations in place.

**DISCUSSION:**

The APD Chief's conference room the primary room used for communication with APD staff as well as other city departments and outside agencies. As such, having a flexible, user-friendly interface to connect with outside agencies is paramount. The current solution has been built over time by several different vendors and is prone to configuration and compatibility issues that impact the performance of the room. The suggested Burwood solution will correct these issues.

The Water Production conference room currently has no video conference or screen sharing capabilities. By adding these features, Water Production staff can hold group meetings with other city departments and outside vendors without a need to travel to a meeting location.

Costs for the two rooms are listed below:

	APD Chief's Conf Room	WPD Conf Room
Hardware, Cables, Shipping	27,439.81	9,884.72
Professional Services	18,316.00	11,000.00
Total	45,755.81	20,884.72

The total not to exceed for the two rooms is \$66,640.53.

A budget transfer to 101-1280-419.32-80 will be required to pay for these services.

**IMPACT STATEMENT:**

Completion of these two Teams rooms will provide significant improvements for hosting meetings with in-room and remote attendees..

**RECOMMENDATIONS:**

Request the proposed resolution be adopted.

cc: Finance Committee



CITY OF AURORA, ILLINOIS

RESOLUTION NO. \_\_\_\_\_  
DATE OF PASSAGE \_\_\_\_\_

A Resolution authorizing the Director of Purchasing to purchase video conferencing hardware and services from Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$66,640.53.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, as part of its Technology Strategic Plan, the IT Department of the City is identifying and replacing its outdated and underperforming systems; and

WHEREAS, the current video conferencing solution in the APD Chief's conference room is inadequate; and

WHEREAS, the Water Production conference room has no video conferencing capabilities; and

WHEREAS, Burwood Group has exceeded expectations on previous SharePoint and Teams work; and

WHEREAS, Burwood Group has gained detailed knowledge of the city's SharePoint and Teams environments; and

WHEREAS, a budget transfer will be required to account 101-1280-419.32-80 for this project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: that an agreement authorizing the Director of Purchasing to purchase video conferencing hardware and services from Burwood Group, Inc., Chicago, IL, for a total amount not to exceed \$66,640.53 is hereby authorized and further

BE IT RESOLVED, that the Director of Purchasing shall be and hereby is authorized to execute on behalf of the City such documents, orders or agreements necessary to carry the purposes of this Resolution into execution.