

**CITY OF GRAND JUNCTION  
SOLE SOURCE JUSTIFICATION FORM**

Date: <u>July 25, 2024</u>	Requested By: <u>Selestina Sandoval</u>
Department: <u>City Clerk's Office</u>	Division: <u>Administration</u>
Vendor Name: <u>All Sound Design</u>	Net Cost Delivered: \$ <u>36,344.99</u>

Provide G/L Account where funds are budgeted: 100-1160-210.7410  
 Project code, if applicable \_\_\_\_\_

**SOLE SOURCE JUSTIFICATION  
(INITIAL ALL ENTRIES THAT APPLY)**

Material/Service Description: NewTek TriCaster 2 Elite

- Uniqueness: Is unique and unavailable from any other source due to proprietary rights, patents, copyrights, secret processes, or monopoly control;
- Compatibility: There is a need for compatibility with existing equipment, technologies, or processes, and only a specific product or service can satisfy that need;
- Urgency: Delay would lead to serious injury, death, or significant financial loss;
- Expertise: The vendor has unique experience, expertise, or capabilities unavailable elsewhere;
- Standardization: There is a need to standardize specific equipment or supplies to reduce training, inventory, or maintenance costs, and only one vendor can meet this need;
- Written demonstration and justification is available which reasonably and practicably establishes that the selection of a sole source vendor is in the best interest of the City.

**Attach Justification Memo and Pricing Documentation, then proceed with signatures below.  
 After Dept Head approval, forward to Purchasing.**

**Department Director Approval:**

I recommend that competitive procurement be waived and that the service or material described herein be purchased as a sole source.

Signed: , 7/25/2024  
 Department Head Signature Date

**Purchasing Approval:**

Based on the above and attached documents, I have determined this to be a sole source with no other vendor practicably available.

Signed: , \_\_\_\_\_  
 Purchasing Manager Signature Date

**Final Authorization**

City Manager Approval Required (\$25K to \$50K)

yes / no

Signed: , 7/25/2024  
 City Manager Signature Date

City Council Approval Required (over \$50K)

yes / no



## *Memorandum*

**TO:** Andrea Phillips, Interim City Manager  
**FROM:** Selestina Sandoval, City Clerk  
**DATE:** July 25, 2024  
**SUBJECT:** Sole Source Justification for Broadcast Booth Replacement

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This memo provides justification for the sole source procurement of equipment and services from All Sound Designs for the broadcast booth upgrade at the City of Grand Junction Auditorium. The justification is based on the compatibility of existing complex equipment, the expertise of All Sound Designs, and our longstanding relationship with the vendor since 2008.

### **Compatibility of Existing Equipment**

The proposed upgrade involves the installation of a NewTek TriCaster TC2, USB Audio Interface, and Quad Video DP Switch. These components are specifically selected for their compatibility with our current system.

#### **Seamless Integration:**

- The TriCaster TC2 is designed to work seamlessly with our existing Sony Broadcast Cameras via HD-SDI connections, eliminating the need for additional adapters or converters
- The USB Audio Interface will connect directly to our AV Rack audio DSP, maintaining the integrity and quality of audio signals and ensuring minimal disruption during the upgrade

### **Expertise of All Sound Designs**

All Sound Designs has been a trusted partner for the City of Grand Junction since 2008, providing consistent and high-quality service in broadcast technology.

#### **1. Proven Expertise:**

- With extensive experience in similar projects, All Sound Designs has a deep understanding of our specific requirements and the technical nuances of our broadcast operations
- Their proposal includes a detailed plan for installation, configuration, and testing, ensuring that all components are correctly installed and fully functional before project completion

#### **2. Comprehensive Service:**

- The vendor's services include thorough training for our personnel, ensuring they are well-equipped to operate and maintain the new system

- All Sound Designs provides robust post-installation support and maintenance, ensuring any issues are promptly addressed and resolved

## **Longstanding Relationship**

Our relationship with All Sound Designs spans over 15 years, beginning in 2008. This longstanding partnership offers several advantages:

### **1. Deep Vendor Understanding:**

- All Sound Designs has a comprehensive understanding of our systems, preferences, and operational needs, which allows for more efficient and tailored service delivery.
- Their historical knowledge of our setups and past projects reduces the learning curve and ensures continuity in service and support.

### **2. Reliable and Trustworthy Partnership:**

- Over the years, All Sound Designs has consistently demonstrated reliability and trustworthiness, making them a dependable partner for our technical needs.
- Their proven track record with the City of Grand Junction ensures that we receive high-quality service and support, reinforcing our decision to continue this partnership.

## **Conclusion**

Based on the compatibility of the proposed equipment with our existing system, the proven expertise of All Sound Designs, and our longstanding relationship with the vendor since, it is recommended to proceed with a sole source procurement from All Sound Designs for the broadcast booth equipment replacement. This approach ensures continuity, reliability, and the successful enhancement of our broadcast capabilities.

Please let me know if further details are required or if there are any additional considerations to address.



# 2024 City of GJ Auditorium Tricaster Installation with Integration and Setup Proposal

A PROPOSAL FOR

## **Selestina Sandoval**

City of Grand Junction  
selestinas@gjcity.org  
(970) 244-1533

250 North 5th Street  
Grand Junction, CO 81501

PREPARED BY JIM FRASER



All Sound Designs  
www.allsounddesigns.com  
(970) 242-7757


2768 Compass Drive  
104  
Grand Junction, CO 81506

# Areas & Items

## Preparation

### \*Preparation

- Power down AV rack & Broadcast rack.
- Remove wiring from existing Tricaster Broadcast switch/processor and Disc Player/Recorder (*this product can no longer be supported*)
- Uninstall Tricaster and Disc Player/Recorder
- Plan new component installation and signal flow modifications. Rearrange components as necessary
- Clean and prep broadcast rack for replacement Tricaster and supporting devices

Items	Sell Price	Qty	Total
 Labor Preparation Labor as Described Above	\$475.00	x1	\$475.00







**Preparation Total : \$475.00**

## Broadcast Production Technology Update

### \*Broadcast Production Technology Update

- Install Replacement Tricaster TC2, USB Audio Interface and Quad Video DP Switch into Broadcast rack
- **Install Tricaster Control Surface \*\*\*Control Surface Option Not Selected**
- Create/add interconnects to support the new system configuration. Make signal, network and power connections and connection adaptations including:
  - Audio connections from audio DSP
  - SDI connections to Sony Broadcast Cameras
  - Broadcast encoders/modulators
  - Network and USB connections to added Audio Interface
  - Video connections discrete and via Quad Video DP Switch including:
    - Main Tricaster Interface
    - Multiview Interface
    - Digital Recorder
    - Matrox/Monarch Recorder
    - Conferencing PC
    - Cable Interface
  - Power connections to all devices. Remanage power cabling as necessary
- Power up devices. Verify firmware versions. Perform updates as necessary
- Set up USB Audio Interface according to manufacturer recommendations. Configure for flat, unmanipulated audio pass through and USB output
- Work in Tricaster set up menu to:

- Configure connectivity input/output assignments
- Import audio from USB audio interface
- Import audio from AV Rack audio DSP
- Verify HD-SDI function of Sony Broadcast Cameras
- **Install and enable Tricaster Control Surface. Configure \*\*\*Control Surface Option Not Selected**
- Import USB Audio Interface driver and negotiate with Tricaster operating system
- Verify populated analog and USB provided audio signals and consolidate
- Implement audio and video signal channel flow arrangement
- Implement basic interface labeling
- Perform comprehensive system function test
  - Verify AV connection and test all signals to Tricaster including
    - Auditorium microphone systems, wired and wireless
    - Assistive Listening System
    - Line level signal source components
    - Video displays and projectors
  - Verify Recording, Streaming and Conferencing applications connection and test all signals to Tricaster including
    - Digital Recorder
    - Matrox/Monarch Recorder
    - Conferencing PC
    - Cable Interface
  - Verify Broadcast Room connection and test all signals to Tricaster including
    - Broadcast room monitors
    - **Tricaster Control Surface \*\*\*Control Surface Option Not Selected**
- Make adjustments as necessary to achieve system function following comprehensive testing


Items	Sell Price	Qty	Total
 <b>Labor</b> <b>Broadcast Production Technology Updates as Described Above</b>	\$3,240.00	x1	\$3,240.00
 <b>NewTek</b> NewTek TriCaster 2 Elite	\$31,995.00	x1	\$31,995.00
 <b>Focusrite</b> 18x20 USB 2.0 Audio Interface	\$599.99	x1	\$599.99
 <b>Apantac</b> 1x4 DisplayPort 1.2 Distribution	\$880.00	x1	\$880.00
 <b>NewTek</b> NewTek 2-Stripe Control Panel <i>***Control Surface Option Not Selected</i>	\$10,495.00	x0	\$0.00
 <b>Miscellaneous Parts &amp; Hardware</b> <i>Interconnects, wire, connectors and installation materials</i>	\$350.00	x1	\$350.00

**Broadcast Production Technology Update Total : \$37,064.99**

# Final Programming, Calibration, Testing and Training

## \*Final Adjustments, Calibration & Testing

- Make final adjustments to Tricaster set up and calibration to accommodate:
  - Relocation of user interface images and controls as necessary
  - Line source and microphone level matching and calibration
  - Final video quality assessment and calibration
  - *Tricaster Control Surface operation \*\*\*Control Surface Option Not Selected*
  - Final system interface labeling
  - Any other remaining items for adjustment or consolidation
- Perform final comprehensive system function test as before to:
  - Verify AV function and test all signals to Tricaster including
    - Auditorium microphone systems, wired and wireless
    - Assistive Listening System
    - Line level signal source components
    - Video displays and projectors
  - Verify Recording, Streaming and Conferencing applications connection and test all signals to Tricaster including
    - Digital Recorder
    - Matrox/Monarch Recorder
    - Conferencing PC
    - Cable Interface
  - Verify Broadcast Room connection and test all signals to Tricaster including
    - Broadcast room monitors
    - *Tricaster Control Surface \*\*\*Control Surface Option Not Selected*
- Power fail test the system. Identify any system shortcomings and adjust for finished system operation.
- Perform any remaining final calibration and system testing as necessary
- Perform training to City of GJ personnel and Broadcast Room Operators

Items	Sell Price	Qty	Total
 <b>Labor</b> Final Programming, Calibration Testing, and Training as Described	\$2,680.00	x1	\$2,680.00

**Final Programming, Calibration, Testing and Training Total : \$2,680.00**

## Existing Tricaster Trade-In Credit

Items	Sell Price	Qty	Total
 <b>Tricaster</b> TriCaster 8000 Trade-in Credit	(\$4,000.00)	x1	(\$4,000.00)
 <b>Labor Return Freight</b>	\$125.00	x1	\$125.00

**Existing Tricaster Trade-In Credit Total : (\$3,875.00)**

## Optional Newtek Services -- **\*\*\*These Services are Available Through Newtek but not currently recommended by All Sound Designs**

**\*Optional Newtek Services -- \*\*\*These Services are Available Through Newtek but not currently recommended by All Sound Designs**

- PSP-10HOUR -- 10 Hour Professional Services Plan - A minimum of 3 weeks-notice required; PSPs are prepaid and will be invoiced upon receipt of the order. Bundled blocks of time for Professional Services including, Training, Product Commissioning, Workflow Design and Commissioning, Installation Oversight, Interface Customization, System Automation, and Solution Support. Currently, services are being delivered remotely. A PSP has a 12-month expiration date.
- REMOTETRNG -- Remote Training, nontaxable - One-day (8 hours) operator training for Vizrtproducts that are installed at the facility. Training to be completed by a Vizrt Authorized Trainer according to a predetermined training plan. Maximum of 3 trainees. End User information (including email address) and tentative dates required; One-day (8 hours) operator training for NewTek products that are installed at the facility. Training to be completed by a NewTek Authorized Trainer according to a predetermined training plan. Maximum of 3 trainees. End User information (including email address) and tentative dates required. A minimum of 3 weeks-notice is required.
- **Prices on the Newtek Services are shown at -0- quantity as they are not recommended. If you choose to select either service, the respective price shown applies**

Items	Sell Price	Qty	Total
 <b>NewTek</b> 10 Hour Professional Services Plan	\$2,495.00	x0	\$0.00



Items



NewTek  
Remote Training\*, nontaxable

Sell Price	Qty	Total
\$1,995.00	x0	\$0.00

**Optional Newtek Services -- \*\*\*These Services are Available Through Newtek but not currently recommended by All Sound Designs Total : \$0.00**

## Financial Summary

Parts	\$29,824.99
Parts Total	\$29,824.99
Labor Total	\$6,520.00
Subtotal	\$36,344.99
<b>Proposal Total</b>	<b>\$36,344.99</b>

# Payment Schedule

1. Total Equipment Cost line item minus Labor or 75% of Project Total must be collected up front in order to start and reserve time within the production schedule.
2. Final payment is due upon completion of project.
3. Credit Card payments are subject to a 3% surcharge.

# Project Terms

**Any Change Order requests after original scope is defined must have all costs approved first and communicated via updated/revised proposal to all stakeholders involved.**