

## **CITY COUNCIL MEMORANDUM**

### **AGENDA ITEM**

**Authorize a competitive bid process for the purchase of directional panel partitions (air walls) and a digital signage system for the Killeen Civic and Conference Center**

### **ORIGINATING DEPARTMENT**

**COMMUNITY DEVELOPMENT/KILLEEN CIVIC & CONFERENCE CENTER**

### **BACKGROUND INFORMATION**

In April 2002, the Killeen Civic and Conference Center opened containing 63,000 square feet with a main ballroom that can be divided into three (3) smaller ballroom spaces, six (6) meeting rooms and a special events room. These rooms have air walls or directional panel partitions that can separate each room, and the rooms can also be joined together to make larger flexible space utilizing the air walls. The air walls also provide for sound and noise reduction, which is a high priority while multiple events take place throughout the facility on a regular basis. Over the past fifteen (15) years, the mechanisms and tracking system on the air walls have failed, causing the air walls to remain in positions that will not accommodate the clients' needs. On several occasions the Killeen Fire Department has been called to use a ladder truck to attempt to reach and allow for repair of the tracking mechanisms that are at the top of the ceiling, as the mechanical tracks range from twenty-three (23) feet in height to twenty-seven (27) feet in height.

Also, there is no indoor signage or wayfinding, other than paper signs on vertical sign boards that are used to identify events per room. Having a digital signage system would greatly enhance the appearance and functionality of the center. The proposed system includes ceiling-mounted digital displays and also interactive media monitors outside of the meeting rooms with software to allow for the digital signage to be changed per room, per event to guide guests and visitors to their particular event located in the center. These digital systems are used in most conference centers and are a benefit to the guests visiting and using the facility.

### **DISCUSSION/CONCLUSION**

In FY15-16, the replacement for the air walls was in the city budget; however, the sound system and the outdoor marquee both ceased operating during that time due to age and replacement parts no longer being manufactured. In order to have sound in the building and an outdoor marquee, those funds were used for installation of a new sound system and a new LED marquee, leaving no funding to replace the existing air walls.

The air walls will be manufactured to the building's size and room specifications. This can take approximately twelve (12) weeks. Staff acquired estimates from five (5) vendors that manufacture air walls. No vendors are on a state buy board or purchasing cooperative, so competitive bidding will be required. Also, the installation for the new air walls is expected to

take two (2) weeks. The Killeen Civic and Conference Center will have to block the space to allow for two weeks of installation if this purchase is authorized.

The digital signage system can be installed with minimal interruption of booked events.

### **FISCAL IMPACT**

The air walls at Killeen Civic and Conference Center will cost approximately \$260,000, and the cost of the digital signage system is \$13,137. The combined cost of both improvements is \$273,137. A budget amendment will be needed to provide funding for the total estimated cost.

### **RECOMMENDATION**

Staff recommends the City Council authorize competitive bidding for the purchase and installation of air walls for the Killeen Civic and Conference Center and also authorize the purchase of the digital signage system for facility use.