

# South Bay Cities Council of Governments

February 23, 2023

TO: SBCCOG Board of Directors  
FROM: SBCCOG Steering Committee  
SUBJECT: 2023 General Assembly Technical Support Costs

Adherence to Strategic Plan:

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

**BACKGROUND**

With the success of last year’s in-person General Assembly, the goal for producing this year’s General Assembly will be another in-person event. The event will follow, as required, the COVID-19 guidelines of the City of Carson and Los Angeles County.

While the event will be “in-person” for attendees, speakers will be provided the option of participating via video conference. The Carson Community Center provides sufficient bandwidth to provide for this option and the AV vendor will be enlisted to support this functionality. The Event will be streamed for recording purposes with the digital record available to the SBCCOG for future use.

For the past seven years (7), the SBCCOG has used the services of Don’s Audio-Visual Services (DAVS) to provide the equipment and services to support the production of the General Assembly. DAVS is recommended as the preferred vendor of the Carson Community Center by the City of Carson.

**COST**

The quote to provide audio-visual support services for the 2023 General Assembly is \$10,801.80. In comparison, for the same support, this quote is approximately \$1,800 less than the 2022 General Assembly:

| General Assembly Year | DAVS Quote  |
|-----------------------|-------------|
| 2022                  | \$12,618.90 |
| 2023                  | \$10,801.80 |

**RECOMMENDATION**

Board approve expenditure of funds to retain DAVS for audio-visual support for the 2023 General Assembly.

Prepared by Aaron Baum



Don's Audio Visual Services

# Work Order

Signed Original  Customer

**Ph: 310-893-7165**

21901 Grant Avenue  
Torrance, CA 90503

|                 |  |                      |   |
|-----------------|--|----------------------|---|
| Venue:          | Carson Comm. Center  | Work Order #         | <b>WO 23-004</b>                        |
| Phone:          | 310.371.7222 ext 215   | Date(s) of Function: | <b>3/22-23/2023</b>                     |
| Attention:      | Aaron Baum   | Room(s):             | Hall ABC                                |
| Email:          | <a href="mailto:aaron@southbaycities.org">aaron@southbaycities.org</a> | Client Name:         | South Bay Cities Council of Governments |
| Venue Address:  | 801 East Carson Street,<br>Carson, CA 90745                            | Quote Ref #          |   |
| Set/Start Times | <b>Set up 3-23 Wed. 10a - 6p /<br/>Show 3-24 Thurs. 630a</b>           | Strike Time:         | <b>1430p</b>                            |

| Quantity | Description   | Days | Unit Price | Cost     |
|----------|---|------|------------|----------|
| 1        | 9k LCD Projector w/Long throw lens for Front Screen                           | 1    | \$800.00   | \$800.00 |
| 1        | 20k DLP Projector in Hall B Booth (CCC New Projector) Direct Charge to Center | 1    | \$0.00     | \$0.00   |
| 1        | 9x12' FF Front Screen with DuK (Complete)                                     | 1    | \$250.00   | \$250.00 |
| 1        | Truss Tower for 9K LCD Projector (Complete)                                   | 1    | \$250.00   | \$250.00 |
| 10       | 10' Pipe & Drape (Black)  | 1    | \$11.00    | \$110.00 |
| 10       | WL HH, Lav., & Headset Mic Kits (2 HH for Q&A)                                | 1    | \$85.00    | \$850.00 |
| 1        | WL HH Microphone (iFor Hall C announcements)                                  | 1    | \$85.00    | \$85.00  |
| 1        | Antennae Distribution System (Complete)                                       | 1    | \$60.00    | \$60.00  |
| 1        | Black Magic ATEM Mini Pro Extreme ISO Video Switcher (8 Input Video Switcher) | 1    | \$400.00   | \$400.00 |
| 1        | Black Magic ATEM Mini Pro Video Switcher (4 Input Video Switcher)             | 1    | \$200.00   | \$200.00 |
| 2        | HDMI or SDI Distribution Amp  | 1    | \$50.00    | \$100.00 |
| 2        | MacBook Pro Laptops   | 1    | \$150.00   | \$300.00 |
| 1        | Digital Audio Mixing Console  | 1    | \$180.00   | \$180.00 |
| 1        | Perfect Cue Light System  | 1    | \$60.00    | \$60.00  |
| 1        | Booth Drape Kit (Complete)  | 1    | \$90.00    | \$90.00  |
| 1        | Video support cabling run to 2 DLP Projectors & Confidence Monitor            | 1    | \$200.00   | \$200.00 |
| 8        | Power Drops to Booths in Hall C   | 1    | \$20.00    | \$160.00 |
| 1        | 50" Confidence Monitor  | 1    | \$175.00   | \$175.00 |
| 3        | 50" Monitors on Stands for Booth in C (2)                                     | 1    | \$175.00   | \$525.00 |
| 2        | Truss totems with 3 Fixtures & Dimmers for Stage Wash                         | 1    | \$225.00   | \$450.00 |
| 1        | Lighting Control Board  | 1    | \$75.00    | \$75.00  |

| Quantity | Description  | Days      | Unit Price                       | Cost               |
|----------|--|-----------|----------------------------------|--------------------|
| 1        | Video Camcorder w/Tripod for Stage Image Magnification (Back-Center of Hall B)   | 1         | \$200.00                         | \$200.00           |
| 2        | Video Camcorders w/Tripods for Close up Main Stage Right and Left  | 1         | \$200.00                         | \$400.00           |
|          | <b>LABOR:</b>  |           |                                  |                    |
|          | (3)Technicians to Set/Run Through (3/22 Wed.) @ \$75 ph x 8 hours (10a - 6p) each = \$1800, (3)Technicians to Operate event (3/23 Thurs.) @ \$75 ph (630a - 1430p) x 8 hours each = \$1800, 3 Techs to Strike 3 Hours @ \$75 = \$675: Total = \$4275 |           | \$4,275.00                       |                    |
|          | Included is attendance at Pre-Cons / Walk throughs prior to function day.  |           | Subtotal                         | \$5,920.00         |
|          |  |           |                                  |                    |
|          |  | New Total |                                  | \$5,920.00         |
|          |  | Tax       | 10.25%                           | \$606.80           |
|          |  | Labor     |                                  | \$4,275.00         |
|          |  |           | <b>Total</b>                     | <b>\$10,801.80</b> |
|          |  |           | <b>50% 1 week in advance</b>     | <b>\$5,400.90</b>  |
|          |  |           | <b>50% Due End of Set-up Day</b> | <b>\$5,400.90</b>  |