



Jonathan Matte
Director
Department of Communications
414.302.8352
jmatte@westalliswi.gov

MEMORANDUM

To: Robert Barwick, Senior Buyer

From: Jonathan Matte, Director of Communications

Re: Single Source Contract for Conference Room Audio-Visual Equipment

Date: September 14, 2017

This communication is to recommend the single source purchase of audio-visual equipment to include robotic cameras and wireless microphones from Key Code Media, Inc. The Communications Department has been working with this vendor since 2014 when they previously installed similar and compatible equipment in the Council Chambers and Room 128. I hereby recommend approval of this vendor for their proposal for furnishing and installing cameras and wireless microphones for a total sum of \$55,963.00.

A handwritten signature in black ink that reads "Jonathan Matte".

Jonathan Matte
Director of Communications