

# MARIN EMERGENCY RADIO AUTHORITY

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## MEMORANDUM

**DATE:** January 12, 2006  
**TO:** MERA Board of Directors  
**FROM:** Martin J. Nichols, Executive Officer  
**SUBJECT:** AGENDA ITEM H: RFP TO REPLACE LOGGING RECORDER SYSTEM

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Recommended Action: Authorize the Executive Officer to execute an agreement with CitCom, Inc. to develop an plan and process to replace our logging recorder system.

Background:

As the Sheriff's office reported to the Board on August 18, 2005, there are ongoing problems with the MERA logging recorders in the County dispatch center. This equipment records dispatch audio.

At the October 4, 2005 Executive Committee meeting, the Committee recommended a contract with Cit Com, Inc. to:

1. Preparing specifications for replacement system.
2. Preparing an RFP to potential vendors.
3. Recommending competent vendors to receive the RFP.
4. Assist and receive responses.
5. Assistance in negotiating a contract with the selected vendor.
6. Supervising new system implementation.
7. Resolving any installation problems or warranty issues.

The cost for this project is estimated to cost \$15,000.