

ORDINANCE 2020-12-17-0923

**APPROVING A CONTRACT WITH UNICOM GOVERNMENT, INC. IN THE AMOUNT OF \$1,211,416.90 AND AUTHORIZING AMENDMENTS UP TO \$188,583.10 FOR A TOTAL AMOUNT NOT TO EXCEED \$1,400,000 FOR THE PURCHASE AND INSTALLATION OF BROADCAST AND PRESENTATION EQUIPMENT FOR A CITY TOWER CONFERENCE CENTER.**

\* \* \* \* \*

**WHEREAS**, an offer was submitted by UNICOM Government, Inc., to provide for the purchase and installation of broadcast and presentation equipment for a conference center to be included in the City Tower Renovation Project, which will have television broadcast capabilities to support public meetings; and

**WHEREAS**, this purchase meets the requirements under the terms of the intergovernmental cooperative purchasing agreement entered into by the City of San Antonio by Ordinance No. 98797 on February 12, 2004; and

**WHEREAS**, this Ordinance approves a contract with UNICOM Government, Inc., in the amount of \$1,211,416.90 and authorizes amendments in an amount up to \$188,583.10, for a total amount not to exceed \$1.4 million, under the terms of the cooperative contract; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The offer submitted UNICOM Government, Inc., to provide for the purchase and installation of broadcast and presentation equipment for a City Tower conference center for an amount of \$1,211,416.90 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. The contract is attached hereto and incorporated herein for all purposes as **Exhibit I**.

The Director of the Government and Public Affairs Department is authorized to execute amendments to the contract with UNICOM Government, Inc., to provide for the purchase and installation of additional broadcast and presentation equipment in an amount up to \$188,583.10.

**SECTION 2.** The amount of \$1,400,000.00 is appropriated in Fund 11001003 Public Education Government Channel Sub Fund, SAP Internal Order # 390000002579, SAP GL account 6102100 - Interfund Transfer out to Fund 40099000 Other Capital Projects, WBS 23-01477-90-14-04. The amount of \$1,400,000.00 is authorized to be transferred to Fund 40099000.

**SECTION 3.** The budget in Fund 40099000 Other Capital Projects, SAP Project 23-01477 Downtown City Office Building, shall be revised by increasing WBS Element 23-01477-90-14-04 GL account 6101100 - Interfund Transfer In, by the amount \$1,400,000.00.

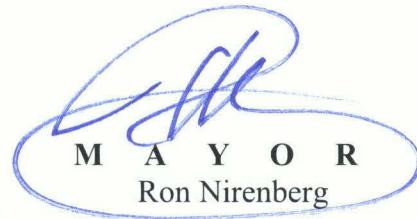
**SECTION 4.** Payment is authorized to be encumbered and made payable to UNICOM Government, Inc. (UNICOM) in an amount not to exceed \$1,400,000.00. Payment is in support of the Downtown City Office Building Project, using Fund 40099000, with WBS 23-01477-06-06 and GL 5201040. Funding for this is provided by PEG and is in the FY2021-FY2026 CIP Budget as amended above.

Payment is limited to the amounts budgeted in the Operating and/or Capital Budget funding sources identified. All expenditures will comply with approved operating and/or capital budgets for current and future fiscal years.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Fund Numbers, Project Definitions, WBS Elements, Internal Orders, Fund Centers, Cost Centers, Functional Areas, Funds Reservation Document Numbers, and GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED this 17<sup>th</sup> day of December, 2020.**



M A Y O R  
Ron Nirenberg

**ATTEST:**

  
\_\_\_\_\_  
Tina J. Flores, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Andrew Segovia, City Attorney



## City of San Antonio

### City Council

December 17, 2020

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**Item: 14C**

**File Number: 20-7376**

**Enactment Number:**

**2020-12-17-0923**

Ordinance approving a contract with UNICOM Government, Inc. in an amount not to exceed \$1,400,000 to fund the purchase of broadcast and presentation equipment for the City Tower conference center, which will have television broadcast capabilities to support public meetings; approving funding from the Public, Education, and Government Access (PEG) Fund; amending appropriations and providing for payment;

Councilmember Clayton H. Perry made a motion to approve. Councilmember Roberto C. Treviño seconded the motion. The motion passed by the following vote:

**Aye:** 11 Nirenberg, Treviño, Andrews-Sullivan, Viagran, Rocha Garcia, Gonzales, Cabello Havrda, Sandoval, Pelaez, Courage and Perry

KRH  
12/17/20  
Item No. 14C

# EXHIBIT I



# City Tower Video Workflow and Control Rooms UGI-20-19498

## ***Proposal to City of San Antonio (CoSA)***

August 31, 2020

**Customer Contact:**

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**UNICOM Government, Inc. Contact:**

Tom Ernst  
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*This proposal includes data that shall not be disclosed outside CoSA and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, CoSA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the CoSA right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in the sheets marked with the following legend: "Use or disclosure of the data contained on this sheet is subject to the restrictions on the title page of this proposal."*

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## 1.0 UNICOM GOVERNMENT, INC.

UNICOM Government, Inc. (UGI) is a recognized information technology (IT) solutions leader and Unified Visual Communications (UVC) solutions technology integrator, focusing exclusively on Federal Government, state and local governments, and large systems integrators worldwide. For more than 35 years, UGI has been delivering maximum value to our customers by employing industry leaders, developing solutions to meet customer-specific challenges, and by teaming with global IT leaders such as Microsoft, Cisco, Symantec, HP, Extron, and Crestron. We combine our experienced engineers, broad range of products and services, and our extensive contract portfolio to best support our customers.

By combining both products and services, UGI is a one-stop shop providing customers with a single point of contact (POC) for all their IT and audio visual (AV)/video teleconferencing (VTC) needs. Headquartered in Northern Virginia, UGI has offices throughout the United States and supports clients both within the continental United States (CONUS) and outside of the continental United States (OCONUS) in areas such as:

- **Professional Services.** UGI provides a wide range of professional services in support of enterprise software, enterprise storage, networking and communications, mobile and wireless, and AV/VTC systems. UGI engineers provide our clients with the expertise necessary to design, build, and maintain complex network infrastructures and AV/VTC systems in support of today's information dependent applications. Our technical experts perform storage needs assessments and design, implement, and manage IT and AV/VTC infrastructure solutions that provide consolidated environments that support a cohesive and collaborative workspace.
- **Task Order Management.** The UGI Program Management Office runs multiple, complex programs for our Federal Government and state and local government clients. We have Project Management Professional (PMP)-certified Project Managers (PM) who support our government and System Integrator clients in task order management. Our PMs provide task order oversight, risk mitigation, project scheduling, staff management, and project reporting.
- **Procurement.** UGI supports our client's procurement needs through our website, [unicomgov.com](http://unicomgov.com), which provides convenient, customized shopping zones to meet the specific and changing needs of our customers. Through the UGI Technology Practices, we are able to offer solutions that best respond to client needs and challenges by providing information on cutting edge technology and not simply quoting a requested list of products.
- **Logistics and Integration Management.** UGI has a proven logistics and integration practice available to our clients that can handle all equipment from warehouse and storage to integration and testing, and finally, to deployment. Every step in the process has been carefully thought out and documented and continues to go through our internal process improvement program. This ensures the highest level of customer satisfaction and quality allowing us to meet all customer-driven service level agreements (SLAs) and changing expectations.
- **Maintenance and Ongoing Support.** UGI and our partners are able to offer worldwide depot and onsite maintenance support. UGI offers first call support for complex, multi-product solutions, thus **reducing the quantity of information client's must retain for warranty support.** UGI provides onsite engineering support to provide hands on training and solution management.

UGI engineers provide our clients with the expertise necessary to design, build, and maintain complex network infrastructures in support of today's information dependent applications. Our technical experts assess, design, implement, and manage IT infrastructure solutions that provide consolidated environments that support critical data flows over multiple networks.

The UGI Focused Partner Program is a direct result of our experience in providing IT solutions to the government for more than 35 years. To provide total IT and AV/VTC solutions, we have formed partnerships with product vendors and professional services providers that meet exacting criteria in

providing the best support to our clients. We engage partners that share the UGI vision to provide products, services, and complete solutions who not only understand our client's missions, but the regulations, qualifications, clearances, budgets, deadlines, and metrics behind them as well.

For this effort, UGI is teamed with Nelco Media, Inc., (herein called "the UGI Team") to provide the subject matter expertise required for this effort.

## **2.0 SCOPE OF WORK**

The UGI Team will be installing of equipment in the CoSA City Tower. Two (2) control rooms equipment, two (2) translator rooms equipment, server room equipment, pan, tilt, zoom (PTZ) cameras, PTZ wall mounts and flat panel displays to be provided by the UGI Team. All wiring and power will be provided by a vendor selected by CoSA. These cameras will be fed to and be controlled from two (2) control rooms in City Tower. The UGI Team will install and integrate the quoted equipment to the new control rooms, meeting rooms, and server room.

The robotic cameras and flat panel displays will be installed in the meeting rooms. The connections will be made by CoSA and run to the server room, where fiber connections will be made to the City Tower building. The new live production equipment and control rooms will be installed in City Tower.

The UGI Team will install and mount the Sony PTZ cameras and flat panel displays. Video connections for the cameras and inputs from meeting room will be run by CoSA. The UGI Team will provide and install the converter boxes to change the serial digital interface (SDI) signal to fiber to be run to server room. All audio, video, and camera control connectivity from City Tower meeting rooms to server room will be provided by CoSA. The fiber strands are to be installed by CoSA. In the equipment room, the UGI Team will install the Ross video equipment, waveform monitor, audio monitor, ubiquity network switch, and rack power source into new racks at City Tower. In the control rooms, the UGI Team will build the control room desks and install the Ross control surfaces and remote camera controls. The UGI Team will build Interpreter room desk and integrated necessary equipment. All connections will be made to custom length and properly terminated. The UGI Team will coordinate connections and integration into the Dante audio network. Connection to the internet will be made by CoSA's IT department.

All equipment will include Standard Manufacturer's Warranty. Ross Extended Warranty is included as part of the pricing.

The UGI Team will provide all equipment listed on Bill of Materials (BOM) in Section 5.0. The inputs and camera positions will be managed and controlled via dedicated control rooms, one per meeting room. Each control room will be able to control the cameras, switch between video and audio sources, add video graphics to the shot, record, broadcast, and stream the resulting program to the output destinations.

### **2.1 Assumptions**

#### **Control Rooms Project (City Tower)**

CoSA must determine the room(s) where the equipment will be installed. IT and low voltage cable to control rooms will be provided CoSA.

#### **Interpreter Rooms (2 Rooms)**

CoSA must determine the room(s) where the equipment will be installed. IT and low voltage cable to control rooms will be provided by CoSA.

#### **Meeting Rooms**

The UGI Team will install flat panel displays and PTZ camera that will connect to infrastructure provided by CoSA. Each camera location will need power, two (2) SDI connections (1 – Video, 1 – Sync) and



Ethernet connection. Each FPD will need power, High-Definition Multimedia Interface (HDMI), and Ethernet connection.

## **2.2 Acceptance Criteria**

All related products and equipment are deemed accepted upon delivery to the designated CoSA location. The UGI PM will supply a form upon completion for the signed acceptance of this project.

## **3.0 PROJECT PRICING**

The official UGI quotation (Quote #: QUT5221500) can be found as an attachment to this proposal containing all products and professional services required to accomplish the tasks outlined in this proposal. The total project is offered at **\$1,211,416.9** for the work specifically defined herein.

Should any additional services be required for the scope within this proposal or that are outside of the scope of this proposal, CoSA shall execute a Change Order according to the process listed in Section 6.0.

### **3.1 Product Pricing**

The proposed products are provided for a total of **\$974,240.37**. Please refer to attached quote for the full break out of all products necessary to complete this project.

### **3.2 Services Pricing**

The proposed professional services are provided on a firm fixed basis for a total of **\$228,191.62**.

### **3.3 Travel Pricing**

Costs for Travel and Other Direct Costs (ODCs) have been calculated in accordance with the Federal Travel Regulations (FTR). The travel for the scope within this proposal is provided on a firm fixed basis for a total of **\$8,985.00**.

### **3.4 Invoicing Schedule**

UGI will invoice hardware/software/maintenance at the time the product is shipped to CoSA. UGI will invoice CoSA for the professional services outlined within this proposal on a monthly basis. CoSA shall pay UGI within Net 30 days upon receipt of an invoice.

## **4.0 PROJECT MANAGEMENT PLAN**

UGI will monitor all aspects of the contract, from initiation of a task to final solution delivery, while maintaining open communication channels between CoSA staff, management, and project personnel. The UGI PM will work with project leads to ensure that the project is completed on-time with appropriate personnel. Using a work breakdown structure method to prepare and monitor task deliverables, the UGI PM will execute based on a current, detailed overview of the work requirements of the project's task areas at all times.

## **5.0 PERFORMANCE OF WORK**

### **5.1 Estimated Period of Performance**

UGI estimates the implementation will be completed in six (6) weeks. The UGI PM and the designated CoSA POC will develop a mutually agreeable project start date post award no later than 45 days from award date. If the project does not start on or before the 45 days, then UGI reserves the right to request an adjustment of the proposed pricing. Post award, the UGI PM will work directly with the CoSA POC to establish delivery dates for the professional services outlined within this proposal.

## 5.2 Location of Work

Work on this effort will be primarily performed at the CoSA designated location. Portions of the work associated with this proposal may need to be completed at a UGI or subcontractor facility.

## 5.3 Hours of Work

Work may be performed at the CoSA site from 8:00A.M. to 5:00P.M. local time, excluding all observed Federal holidays. Any required weekend or non-business hour work may require additional funding and must be coordinated through the UGI Team with a modification of this proposal prior to execution.

## 6.0 CHANGE CONTROL

The pricing and project schedule are based on project scope. Any changes to the project scope after contract award are subject to UGI's Change Control Process as managed by the UGI PM. All changes will be agreed to in writing and approved by UGI and CoSA prior to any work force efforts.

Should UGI or CoSA want to change any Task, Deliverable, or Acceptance Criteria, the UGI PM will follow standard change control procedures. UGI will complete all work authorized under change control on a time-and-materials or fixed-price basis, dependent upon which contract type is most appropriate. Time and Materials will be charged at UGI's then current rates.

The objectives of change control are to:

- Assess the impact of scope changes on project schedules, resources, and pricing.
- Provide a formal vehicle for approval to proceed with any changes to the scope of work.
- Provide a record of all material changes to the original proposal.

If UGI or CoSA requests a change impacting the cost of or time for performance, as determined by UGI in its sole discretion, UGI and CoSA will review the request through our change control process set forth in the proposal and subsequent contract award. For each change, UGI will complete a change request form and provide the completed form to CoSA. Both UGI and CoSA will approve the change request detailed in the form, including the impact of the request on the schedule, resources, and the price of the project, before UGI will make then enact the request. When CoSA accepts the change form, CoSA will modify its purchase order and such other documents as requested by UGI, when applicable. If CoSA does not accept the request, including the impact on the schedule, resources, or price, then the Parties will complete their obligations with respect to the project as set forth in this proposal.

## 7.0 GENERAL ASSUMPTIONS

- This proposal is valid for a period of thirty (30) days from receipt of proposals.
- The information in this document is based on the most recent information available to the UGI Team. The scope of work and associated prices in this document may be adjusted should new or more detailed information become available regarding the project. The most recent proposal at the time of contract will govern performance.
- The information provided in this document is based on CoSA specifications and requirements and is developed in accordance with the original equipment manufacturer (OEM) specifications.
- CoSA will provide the UGI Team with one (1) onsite project coordinator, who has the necessary authority from CoSA to support the full scope of the project and who will be available on a timely basis to work with the UGI Team. CoSA will provide the UGI Team with adequate facility, network and device access, and any documentation necessary to perform the project, including facility, network, and device diagrams and configurations.

- As required, CoSA will provide the UGI Team timely access to appropriate resources within the CoSA facilities, including, but not limited to other personnel; work, training, or staging spaces; hardware, software, or network connections; and test and live data. Any material delay in providing such resources shall be considered a delay on the part of the CoSA.
- Contract award will constitute CoSA's approval and consent for UGI to subcontract to the subcontractors/consultants named in this proposal.
- Deliverable Acceptance Process. Due to the nature of a firm fixed price contract, written deliverables shall be delivered to the Contracting Officer's Representative (COR) by UGI in accordance with the time frames set forth in this proposal. Prior agreement regarding written deliverable content and format shall precede performance and shall govern acceptance of the final written deliverable. At the completion of the CoSA's review (within the time frame specified herein), the COR will promptly provide a single, conclusive, integrated set of consolidated comments to the UGI PM within 10 days (or as otherwise mutually agreed in advance) after receipt of each deliverable. If any comments identify changes desired by the COR, which do not constitute errors or omissions based on the requirements provided to UGI by CoSA, such changes will be addressed in accordance with the "Change Order Process".
- Should the project terminate for convenience, and notwithstanding which party terminates, in the event of termination prior to completion of the UGI Services, CoSA agrees to pay UGI: (i) for all UGI Services performed by UGI in accordance with the project invoiced and/or to be invoiced but to date unpaid (fees, expenses, milestone payments), up to the effective date of termination.
- Personnel Security Requirements: Upon award, security or clearance documentation, if required, should be forwarded to the UGI Facility Security Office at [FSO@unicomgov.com](mailto:FSO@unicomgov.com).
- Should any terms in this proposal conflict with the issued Delivery Order (DO) or the Prime contract, the DO/Prime contract will take precedence.
- Should any of these General Assumptions not apply to the project, they will become self-deleting.
- These General Assumptions and the Technical Project Assumptions are to be incorporated into the CoSA contract.