



# City of San Antonio

## Agenda Memorandum

**File Number:**18-2823

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**Agenda Item Number:** 5.

**Agenda Date:** 5/17/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Annual Contract Equipment for Government & Public Affairs

### **SUMMARY:**

This ordinance authorizes a contract with Unicom Government, Inc. for an initial expenditure of \$711,729.65 for currently defined studio and field equipment and service needs. This ordinance also authorizes an additional \$1,088,270.35 for purchases to provide equipment and required services for the Government & Public Affairs Department (GPA) for an estimated total contract value of \$1,800,000.00. Funding for this contract is available through the FY 2018 Public, Education and Government (PEG) Fund Budget. Purchases authorized through this ordinance will be made in accordance with the U.S. Communities Cooperative Program authorized by Ordinance No. 98797, which provides for government procurement resources and solutions to local and state government agencies and nonprofits.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is an offer submitted by Unicom Government, Inc. to provide for the purchase of studio and field equipment and required services to continue to televise City Council meetings, operate the TVSA and Public Access (PATV) studios and support field television production operations. This equipment will support more than 200 Public Access TV producers with studio and field production equipment, such as upgraded cameras and audio recording equipment, lighting, tripods, and other video accessories. This equipment purchase also includes a live-television solution comprised of cameras, microphones, switcher, and a "live-pack" to accomplish airing meetings/events that take place outside of Municipal Plaza.

This ordinance will also provide additional contract capacity to replace equipment in the current City television environment.

GPA is responsible for maintaining studio and live-television equipment valued at over \$8,000,000. This equipment is necessary for the in-room and on-air success of City Council meetings, studio and field productions. Audiences include City Council members, staff and members of the public attending in person and watching productions on television and online. If components in the existing environment were to fail, such as cameras, display monitors, live-switchers, routers, and various other distribution equipment, it would jeopardize the ability to successfully hold a meeting in-room and televise the meeting to the public. The additional contract capacity will allow GPA the ability to address issues for existing equipment in an immediate manner to minimize any interruptions in service.

Over the past two years, the City has live televised or web-streamed major City-wide events such as the City Council Budget Goal Setting Session, the Mayor & City Council Inauguration and other select events. Because live broadcasts and webstreaming requires special equipment and staffing, the City has had to hire outside vendors to meet the need and the quality has not always met expectations. By purchasing this equipment, GPA will be able to standardize the process and ensure a high quality product.

The City issued a Request for Offer (RFO) for “Annual Contract for Equipment for Government & Public Affairs” to Unicom Government, Inc. on March 14, 2018, with a submission deadline of March 28, 2018. This contract utilizes U.S. Communities Contract #4400006645 with UNICOM Government, which allows other Participating Public Agencies in need of similar products and services to make purchases through an existing contract through U.S. Communities. Purchases authorized through this ordinance will be made in accordance with the U.S. Communities Cooperative Program authorized by Ordinance No. 98797, which provides for government procurement resources and solutions to local and state government agencies and nonprofits by ensuring all Participating Public Agencies have access to the same terms and conditions of an existing solicited contract.

The initial term of the agreement shall begin upon approval of the contract by City Council and terminate April 30, 2019. One additional one-year renewal at the City’s option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide GPA with a purchase of currently defined studio and field equipment requirements in addition to additional contract capacity for the purchase of equipment and required services to replace equipment in the current City television environment.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee set a 10% Minority/Women Business Enterprise (M/WBE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service

contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be awarded, the City would be required to issue individual solicitations to replace and expand studio and field equipment that is used at City Council Chambers and in-studio production facilities. This could significantly lengthen the procurement process and limit the City's ability to maintain an environment where equipment is available to provide in-room support for and televise and web-stream all City Council meetings, and tape council members, City staff, and members of the public in-studio.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract for a total estimated cost of \$1,800,000.00 available from the FY 2018 Public, Education and Government Fund Budget. Of the \$1,800,000.00, \$1,088,270.35 will be used to replace equipment in the current City television environment and \$711,729.65 will be allocated towards the purchase of studio and field equipment requirements. Funding for subsequent purchases will be in accordance with the Department's adopted budget approved by City Council.

#### **RECOMMENDATION:**

Staff recommends the approval of this contract with Unicom Government, Inc. for an estimated total amount of \$1,800,000.00 to provide GPA with contract capacity to purchase and/or replace studio and field equipment that is necessary to support, televise and web-stream all City Council meetings and to conduct other productions.

This contract is procured by means of cooperative purchasing and a Discretionary Contract Disclosure Form is not required.