

Consent Agenda

Agenda Item #	2A
Meeting Date	July 27, 2009
Prepared By	Lonni Moffet Communications Manager
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance Authorizing Execution of a Contract to Provide Video Engineering and Integration Services and Procurement of Equipment
Background	<p>Contract Video Specialists (CVS) has been serving as the City’s Audio-Visual Consultant on the Auditorium Renovation project. Recognizing that CVS’ assistance would continue to be required as the Auditorium renovation moves forward, the City Council authorized the City Manager to enter into a contract with CVS to provide system integration services on an as-needed basis for a sum not to exceed \$50,000; this authorization was given in April 2009. The City’s retention of CVS was a cooperative purchase utilizing a GSA Contract for “Assessment, Design, and System Integration Services.”</p> <p>On July 27, 2009, the City Council is scheduled to award a contract for renovation of the Auditorium. As the City’s Audio-Visual Consultant, CVS will play a critical role during the construction process which includes the Cable TV Audio Visual Systems Upgrade Project.</p> <p>The \$50,000 for engineering and integration services has not yet been fully expended. However, staff anticipates that the cost for CVS’ work will exceed this amount. As a result, staff is seeking Council authorization to increase the amount allocated for CVS’ technical assistance. The proposed ordinance would increase the authorized amount to \$80,000. Staff recommends that the City continue to “piggyback” off a GSA Contract for “Assessment, Design, and System Integration Services” for the services that are required.</p> <p>The Auditorium renovation will entail the removal of certain audio-visual equipment, with some being replaced due to age, the acquisition of new technology, and the integration of all of the components to create the auditorium’s audio-visual and television broadcast system. The cost of the equipment is estimated to be \$220,000.</p> <p>In its role as the City’s Audio-Visual Consultant, CVS played an integral role in determining cabling, conduit, and other infrastructure requirements for the Auditorium renovation’s construction documents. Because of this, staff believes that CVS is uniquely positioned to assist the City with the procurement of the various pieces of equipment.</p> <p>While each piece of equipment associated with the Auditorium renovation could be separately procured, a considerable amount of time, effort, and cost would be incurred in preparing scopes of service and bid documents, bid announcements, etc. Most importantly, the involvement of multiple vendors would make it difficult to</p>

	<p>integrate the installation with other construction activities. By contracting with CVS for the procurement of all project-related equipment, a “one stop shop” would be achieved, with the firm being responsible for ordering, testing, pre-wiring, installation, training, equipment repair, and equipment warranty. The City Manager has prepared a memo outlining the reasons that CVS should be deemed a sole source provider for this service, a copy of which is provided.</p> <p>Much of the equipment to be acquired for the project is only available from authorized distributors. For equipment available from multiple vendors, CVS has assured the City that it would honor the lowest price available. CVS will assure compliance with the City’s Nuclear Free Ordinance in all purchases. The firm has a reseller identification number with the Internal Revenue Service; because the City is a tax exempt entity, CVS will not be required to collect any sales taxes that would be passed on to the City.</p>
Policy	<p><u>City Code Section 7.04.060</u>: “The City Council shall, by ordinance duly enacted, approve all expenditures of \$10,000.00 or more for...goods or services . . .”</p> <p><u>City Code Section 7.04.060</u>: "If the project, goods or services were authorized in the budget ordinance but exceed the budgeted amount, an ordinance approving such expenditure may be enacted upon a single reading without being read at 2 meetings of the City Council prior to adoption; provided, however, that the City Administrator makes a determination that funds are available to cover the cost of the procurement.”</p> <p><u>City Code Section 7.08.070</u>: “Cooperative Purchasing. The City Administrator may enter into contracts or agreements for cooperative purchasing...”</p>
Fiscal Impact	<p>Funding for the Cable TV Audio Visual Systems Upgrade Project is budgeted in the Special Revenue Fund. The Cable Fund is a dedicated revenue stream received by the City via the cable television franchises expressly for support of the City's government access channel. The FY 2010 Budget includes \$200,000 for project expenditures but it has been determined that \$300,000 will be needed. There are sufficient fund balance monies to accommodate the increased expenditures. A budget amendment will be presented during the month of September to increase the budgeted amount to \$300,000.</p>
Attachments	<p>GSA Contract Schedule 58 I Professional Audio/Video, Telecommunications and Security Solutions. Contract Number: GS-03F-0054P</p> <p>Single Reading Ordinance Awarding a Contract for Audio-Visual System Integration Services and Sole Source Procurement of Equipment</p> <p>Memo dated July 23, 2009 from City Manager Barbara B. Matthews regarding Sole Source Procurement of Equipment</p>
Recommendation	Adopt ordinance and authorize contract with Contract Video Specialists
Special Consideration	

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2009-**

**AUTHORIZING EXECUTION OF A CONTRACT
FOR VIDEO ENGINEERING AND INTEGRATION SERVICES
AND PROCUREMENT OF EQUIPMENT**

- WHEREAS, Contract Video Specialists (CVS) was retained by the City to serve as the Audio-Visual Consultant on the Auditorium Renovation project, which includes the Cable TV Audio Visual System Upgrade Project; and,
- WHEREAS, in its role as the City's Audio-Visual Consultant, CVS determined cabling, conduit, and other infrastructure requirements for the Auditorium renovation's construction documents; and,
- WHEREAS, the Auditorium renovation will entail the removal of certain audio-visual equipment, with some being replaced due to age, the acquisition of new technology, and the integration of all of the components to create the auditorium's audio-visual and television broadcast system; and,
- WHEREAS, the cost of the equipment associated with the Cable TV Audio Visual System Upgrade Project is estimated to be \$220,000.
- WHEREAS, because of its involvement in determining the infrastructure requirements for the Cable TV Audio Visual System Upgrade Project, CVS is uniquely positioned to assist the City with the procurement of the various pieces of equipment; and,
- WHEREAS, in accordance with Section 7.08.080 of the City Code, the City Manager has determined that CVS' procurement of the various pieces of project equipment on behalf of the City meets the requirements for a sole source procurement; and,
- WHEREAS, the City Council has reviewed the City Manager's determination relative to the designation of CVS as a sole source procurement and concurs with her determination; and,
- WHEREAS, in April 2009, the City Council authorized the City Manager to enter into a contract with CVS to provide system integration services on an as-needed basis for a sum not to exceed \$50,000; and,
- WHEREAS, staff anticipates that the cost for CVS' work will exceed this amount and is seeking Council authorization to increase the amount to \$80,000; and,
- WHEREAS, for the labor portion of CVS' work, staff recommends that the City continue to "piggyback" off a GSA Contract for "Assessment, Design, and System

Integration Services;” and,

WHEREAS, the FY 2010 budget includes \$200,000 for project expenditures but it has been determined that \$300,000 will be needed; and,

WHEREAS, there are sufficient fund balance monies to accommodate the increased project amount; and,

WHEREAS, following the Council’s summer recess, the City Manager will present a budget amendment to increase the budget allocation for the project.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is authorized to enter into a contract with Contract Video Specialists to provide video engineering and integration services and procurement of equipment on an as-needed basis for a sum not to exceed \$300,000.

SECTION 2. This Ordinance shall become effective upon adoption.

Adopted this__ day of July, 2009 by roll-call vote as follows.

AYE:

NAY:

ABSTAIN:

ABSENT:

Memo

To: City Council
From: Barbara B. Matthews, City Manager
Date: July 23, 2009
Re: Sole Source Procurement

Section 7.08.070 (D) of the Code of the City of Takoma Park allows a contract to be awarded for a good, service, or construction item without competitive bidding if the City Manager determines that there is only one available source for the good, service, or construction item or if a specific manufacturer's product is required to ensure compatibility. After careful research and consideration, I believe that utilizing the services of Contract Video Services (CVS) to acquire equipment related to the Auditorium renovation meets this criterion.

The basis of my determination is outlined below:

- The Cable TV Audio Visual Systems Upgrade is a limited scope project involving the acquisition of multiple pieces of complex equipment and the integration of these components into an audio-visual and broadcast system that supports the larger Auditorium Renovation project.
- In its capacity as the City's Audio-Visual Consultant, CVS determined cabling, conduit, and other infrastructure requirements for the Auditorium renovation and created plans for the Integrated Audio-Visual/Television System in which the Auditorium is the studio for the City's cable channel.
- By contracting with CVS for the procurement of all project-related equipment, a "one stop shop" would be achieved, with one firm being responsible for ordering, testing, pre-wiring, installation, training, equipment repair, and equipment warranty.

Funding for the Cable TV Audio Visual Systems Upgrade Project is budgeted in the Special Revenue Fund. The Cable Fund is a dedicated revenue stream received by the City via the cable television franchises expressly for support of the City's government access channel. The FY 2010 Budget includes \$200,000 for project expenditures but it has been determined that \$300,000 will be needed. There are sufficient fund balance monies to accommodate the increased expenditures. A budget amendment will be presented during the month of September to increase the budgeted amount to \$300,000.