



CITY OF CARSON

Legislation Text

File #: 2019-014, Version: 1

Report to Mayor and City Council

Tuesday, April 16, 2019

Consent

SUBJECT:

CONSIDER AWARDED A THREE-YEAR CONTRACT TO BROADCAST SUPPORT, INC. DBA 5X5AV TO PROVIDE AUDIO VISUAL SERVICES AT THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER FOR THE PERIOD OF JANUARY 1, 2019 THROUGH DECEMBER 31, 2021 (CITY COUNCIL)

I. SUMMARY

On October 4, 2018, a Request for Proposal (RFP) notice was published to solicit qualified vendors for audio visual products and services for the Congresswoman Juanita Millender-McDonald Community Center ("Center"). A total of three vendors responded and submitted their proposals, which were opened on November 5, 2018. After reviewing and evaluating the proposals, it was determined that Broadcast Support Inc. dba 5x5AV was the most qualified to provide audio visual services to the Center.

Staff is now seeking City Council approval to award a three-year contract to Broadcast Support Inc., dba 5x5AV, for the period of January 1, 2019 through December 31, 2021, with one optional three-year extension at the City's sole election ("Agreement"). The contract sum is not-to-exceed \$35,000 per year, or \$105,000 total, for the initial 3-year term. Should the City exercise its option to thereafter extend the term for the additional three-year extension period, the contract sum would be increased by an amount not to exceed \$35,000 per year, or \$105,000 total, for the 3-year extension period. A future Council approval action would be required for the City to exercise its option to extend the term.

II. RECOMMENDATION

Take the following actions:

1. AWARD a three-year contract to Broadcast Support, Inc., dba 5x5AV, for the provision of audio visual services at the Congresswoman Juanita Millender-McDonald Community Center for the period of January 1, 2019 through December 31, 2021, with one optional three-year extension at the City's sole election; AND
2. AUTHORIZE the Mayor to execute the contract, following approval as to form by the

City Attorney.

III. ALTERNATIVES

1. DO NOT AWARD a three-year contract to Broadcast Support Inc. dba 5x5AV.
2. Take another action the City Council deems appropriate.

IV. BACKGROUND

The Center offers 40,000 square feet of versatile meeting space including a 12,000 square foot ball room and multiple meeting rooms that accommodate up to 1,200 guests. As such, audio visual products and services are available to purchase for various City, public and private events.

On October 4, 2018, the City issued a Request for Proposal (RFP) seeking qualified vendors to provide audio visual products and services for the Center. The contract would allow the City of Carson or Center customers to purchase audio visual products and services through the City on an “as needed” basis from a vendor operating pursuant to a competitively awarded contract. A total of three vendors responded and submitted proposals. Those vendors included “The Perfect Event,” “State of the Art Audio Visual Equipment” and “Broadcast Support Inc., dba 5x5 AV.” All proposals were reviewed for completeness, compliance with RFP requirements, qualifications, hiring and training practices, professional references, experience and cost.

Broadcast Support, Inc. dba 5x5AV received the highest rating and had the lowest overall pricing, offering a 30% discount to all equipment rentals. Although State of the Art Audio Visual Equipment offered the same discount, their prices per item were significantly higher than Broadcast Support Inc., dba 5x5AV. For example, State of the Art Audio Visual Equipment offers LCD projectors 3K and 5K at \$275/\$350 per item while Broadcast Support Inc. dba 5x5AV offers the same equipment at \$150/\$200 per item which is substantially less than State of the Art Audio Visual Equipment. The Perfect Event did not have a comparable inventory of items as 5x5AV or State of the Art and is geared more towards one time stand-alone Special Events as opposed to the events held at the Center.

Staff recommends that the City Council award a contract to Broadcast Support, Inc. dba 5x5AV to provide audio visual products and services from January 1, 2019 through December 31, 2021, with one optional three-year extension at the sole discretion of the City. The contract sum is not-to-exceed \$35,000 per year, or \$105,000 for the initial 3-year term, plus an additional up to \$105,000 should the 3-year contract extension be authorized by future Council action. Should the City Council award the 3-year contract and subsequently decide to exercise the optional 3-year extension, the agreement has the potential of remaining in effect until December 31, 2024.

V. FISCAL IMPACT

No additional funds are being requested at this time. Funds for audio visual services were included in the FY 2018-2019 adopted budget in account # 101-90-930-101-7002.

VI. EXHIBITS

1. Proposed Agreement for Contract Services Between the City and Broadcast Support, Inc., dba 5x5AV (Pgs.4-55).
2. Cost Comparison for Audio Visual Products and Services (Pgs.56-87).

Prepared by: Adrian Reynosa, Community Center Manager