



# CITY OF CARSON

## Legislation Text

File #: 2020-423, Version: 1

### Report to Mayor and City Council

Tuesday, June 16, 2020

Consent

#### SUBJECT:

**CONSIDER APPROVAL OF AMENDMENT NO. 2 TO CONTRACT SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES ASSOCIATED WITH CITY MEETINGS (CITY COUNCIL)**

#### I. SUMMARY

For purposes of public access and transparency, it is critical that the City ensure the Audio/Video (AV) equipment for City Council and other City meetings function smoothly during public meetings and deliver high quality content to the public access channel and internet. The City has entered into a contract with Mediastar Inc. to maintain and operate certain audio/visual equipment and software used for City Council meetings, including those concerning remote interfacing capabilities that became necessary due to the Covid-19 pandemic and State issued guidelines. Services were subsequently added for remote management of City Council Special Meetings. Additional funds in the amount of \$24,900 are requested to extend the existing agreement with Mediastar Inc. by six (6) months to December 31, 2020, and to add additional on-site and remote support services for all City meetings as well as provide training to City staff on the basic management and operation of the AV equipment.

Staff will conduct an RFP during the extended term of the contract to enable other vendors to compete for this work going forward. **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE Amendment No. 2 to Contract Services Agreement with Mediastar, Inc. to extend the term by six (6) months and to include on-site support and meeting coverage during the contract term, and staff training for an additional contract sum of \$24,900.
2. AUTHORIZE the Mayor to execute the same upon approval as to form by the City Attorney.

### **III. ALTERNATIVES**

TAKE any other action the Council deems appropriate.

### **IV. BACKGROUND**

On March 17, 2020, the City Council approved a contract with Mediastar Inc. ("Agreement" - see Exhibit 1) for a not to exceed contract sum of \$62,972, expiring June 30, 2020, to manage, operate and monitor the City's AV equipment during City Council meetings. This helps to not only work out any unknown anomalies found in the installed equipment, but also ensuring a quick fix during live Council meetings having the AV staff present.

On May 5, 2020, the City Council approved Amendment 1 to the Agreement (Exhibit 2) for an additional \$11,250 to pay for services for remote management of AV equipment during all City Council Special Meetings, to bring the total contract sum to \$74,222.

Amendment 2 (Exhibit 3) would extend the Agreement term an additional six (6) months from July 1, 2020 through December 31, 2020 ("Extended Term"), and add additional services as follows: (1) support for on-site and remote regular City Council meetings and provision of on-site training to City staff on how to manage the meetings, (2) remote management of all meetings other than regular City Council meetings and training of City staff for the same, and (3) training of City staff on how to modify the existing schedule for airing on the local cable channels, City website and City's social media. The additional services to be provided during the Extended Term will increase the Contract Sum by \$24,900 for a new total Contract Sum of \$99,122.

Originally, it was staff's intention to have Mediastar Inc. train City staff on the basic management and operation of the AV equipment and to go out with an RFP. Due to physical limitations associated with the Covid-19 pandemic and the AV equipment having been installed right before the Covid-19 shelter in place, we continued to use Mediastar Inc. to provide this service. Now that the State, County and City are in the recovery phase, staff will conduct an RFP to enable other vendors to compete to oversee all equipment functionalities in the event any issues should arise during meetings. Staff proposes to extend the Agreement six (6) months to allow the vendor to continue providing services while we are conducting the RFP and to provide sufficient time for training City staff to assume basic AV equipment responsibilities.

### **V. FISCAL IMPACT**

Funds have been allocated for this software in FY 2020/21 in account number 101-50-520-101-604. Mediastar services during the extended term would include a total of 24 meetings at \$850 a meeting totaling \$20,400 and 6 supplemental remote managed meetings (special, planning etc.) at a cost \$4,500. These services increase the contract by \$24,900 for a new contract total of \$99,122.

## VI. EXHIBITS

1. Agreement for Contract Services Between City of Carson and Mediastar, Inc.
2. Amendment No. 1 to Agreement for Contract Services Between City of Carson and Mediastar, Inc.
3. Amendment No. 2 to Agreement for Contract Services Between City of Carson and Mediastar, Inc.
4. Mediastar Support Quote 7.11.20

Prepared by: Kevin Kennedy, Information Technology Manager