



# CITY OF CARSON

## Legislation Text

File #: 2021-559, Version: 1

### Report to Mayor and City Council

Tuesday, August 03, 2021

Consent

#### **SUBJECT:**

**CONSIDER AWARDING A CONTRACT SERVICES AGREEMENT AND A PURCHASE AGREEMENT WITH MEDIASTAR INC. TO COMPLETE THE LIGHTING AND AUDIO VISUAL EQUIPMENT UPGRADES AT THE JUANITA MILLENDER-MCDONALD COMMUNITY CENTER (CITY COUNCIL)**

#### **I. SUMMARY**

The Juanita Millender-McDonald Community Center has not had its lighting and audio-visual equipment brought up to industry standard since the current equipment was installed in both the Carson-Dominguez Room and Main Halls more than a decade ago. To respond to this deficiency and to provide a secondary site with the necessary technology for City Council and Commission meetings that exceed the capacity of the City Council Chambers (because of distancing protocols), the Community Services Department released a Request for Proposals (RFP) for Lighting and Audio-Visual equipment upgrades on April 29, 2021. Two firms submitted proposals. After reviewing and evaluating the submissions, Mediastar Inc. was selected by staff as the recommended firm based on the complete responsiveness to the RFP's requirements and experience with similar projects of this nature. The other firm's proposal was determined to be non-responsive to the RFP. Staff is requesting that City Council approve a Contract Services Agreement with Mediastar Inc. for consulting services for a not to exceed amount of \$60,625 and approve a Purchase Agreement for acquisition of all related equipment on the project for a not to exceed amount of \$259,575, inclusive of sales tax. The Public Works portion of the project includes various wire runs, panel terminations, and electrical work estimated to be valued at less than \$5,000.00, which will be contracted out to a third party

#### **II. RECOMMENDATION**

1. APPROVE a Contract Services Agreement with Mediastar Inc. to provide consulting services for the Lighting and Audio-Visual Upgrades at the Juanita Millender McDonald Community Center in an amount not to exceed \$60,625.00; AND

2. APPROVE a Purchasing Agreement with Mediastar Inc. to procure equipment for the Lighting and Audio-Visual Upgrades at the Juanita Millender McDonald Community Center in an amount not to exceed \$259,575.00; AND
3. AUTHORIZE the Mayor to execute the contracts after approval as to form by the City Attorney.

### **III. ALTERNATIVES**

1. TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

The Juanita Millender-McDonald Community Center has not had its lighting and audio-visual equipment brought up to industry standard since the current equipment was installed in both the Carson-Dominguez Room and Main Halls more than a decade ago. There has been minor equipment replaced but not a complete upgrade to bring the lighting and audio visual equipment up to industry standards.

Since March 2020, the COVID-19 pandemic has forced all public in-person meetings to be conducted virtually to limit the potential spread of the virus amongst meeting attendees. As the City contemplates the return of in-person public meetings, these proposed improvements will assist the City in providing additional space and technology to allow for socially distanced attendance and participation by the public. As such, there is a need to complete the improvements expeditiously to allow public meetings to be broadcast from and to the Community Center Main Hall and Carson-Dominguez Hall.

To address the antiquated hardware and to provide a secondary site with the necessary technology for City Council and Commission meetings, the Community Services Department released a Request for Proposals (RFP) for Lighting and Audio-Visual equipment upgrades on April 29, 2021. A mandatory pre-proposal job walk was held on May 4, 2021 to provide interested firms the opportunity to view the current equipment in the Main Halls and Carson- Dominguez Room, take measurements and relevant notes related to the project. Two firms submitted proposals by the May 27, 2021 deadline to turn in submissions, EIDIM AV Technology and Mediastar Inc.

After reviewing and evaluating the submittals, Mediastar Inc. was selected by the evaluators as the recommended firm, based upon responsiveness to RFP's requirements and experience with similar projects. It should be noted the EIDIM AV Technology had a lower overall bid cost but did not meet all of the RFP requirements and scope of the project. EIDIM AV Technology omitted an entire room, misinterpreted the project scope and added hardware specifications that were not conducive to the project.

<b><u>Firm</u></b>	<b><u>Price</u></b>	<b><u>Score</u></b>
EIDIM AV Technology	\$247,215.00	59.8

Mediastar Inc.

\$321,729.00

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Staff is requesting City Council's approval to award a Contract Services Agreement with Mediastar Inc. for consulting services and a Purchasing Agreement related to equipment needed to complete the project.

## **V. FISCAL IMPACT**

Funding for the Lighting and Audio-Visual upgrades is appropriated in accounts 247-50-520-101-6020 (PEG - Public Education & Government Access Special Revenue Fund) in the amount of \$259,575.00 and 290-90-930-101-8004 (10% Facility Admin Special Fund) in the amount of \$60,625.00.

## **VI. EXHIBITS**

1. Exhibit 1 - Mediastar Inc. Proposal (Pgs. 4-15)
2. Exhibit 2 - Mediastar Inc. Cost Summary (Pgs. 16-71)
3. Exhibit 3 - Bid Evaluation Summary (Pg. 72)
4. Exhibit 4 - Contract Services Agreement - Mediastar Inc. (Pgs. 73-103)
5. Exhibit 5 - Purchase Agreement - Mediastar Inc. (Pgs. 104-127)

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