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OFFICE OF THE CITY CLERK
OAKLAND

2016 FEB 10 PM 12:10

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

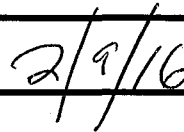
FROM: LaTonda Simmons
City Clerk

SUBJECT: Contracts with Specialized Providers
for KTOP-TV Operations

DATE: January 15, 2016

 City Administrator Approval

Date:



RECOMMENDATION

Staff Recommends that the City Council Adopt Three Resolutions Waiving The Advertising, Competitive Bidding, And The Request For Proposals/Qualifications ("RFP/Q") Competitive Selection Requirements And

1) Authorizing The City Administrator Or Her Designee To Enter Into A Professional Service Contract For A Two-Year Term From March 15, 2016, To March 14, 2018 With Advanced Systems Group LLC., In An Amount Not To Exceed \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content

2) Authorizing The City Administrator Or Her Designee To Enter Into A Professional Service Contract For A Two-Year Term From March 15, 2016, To March 14, 2018 With: Video Media Inc., In An Amount Not To Exceed \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content, Without Return To Council:

3) Authorizing The City Administrator Or Her Designee To Enter Into A Professional Service Contract For A Two-Year Term From March 15, 2016, To March 14, 2018 With Diversified Systems, Inc., In An Amount Not To Exceed \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content

EXECUTIVE SUMMARY

To provide for greater continuity of the 24-7 operations of KTOP -TV, staff proposes establishing contracts with (1) Diversified Systems, Inc., (2) Advanced Systems Group LLC and (3) Video Media Inc. to expedite equipment replacement and technical support to KTOP's systems in the event of unanticipated equipment failures. Establishment of these contracts will provide for rapid service restoration and more consistent support to legislative and non-legislative production activities.

Item: _____
Finance and Management Committee
February 23, 2016

Contract authorization will provide immediate access to qualified vendors for as needed specialized support to quickly replace equipment and restore systems in the event of unanticipated catastrophic failure.

BACKGROUND / LEGISLATIVE HISTORY

KTOP-TV is the City of Oakland's Government Cable Access television station. In accordance with local, State and Federal statutory requirements, KTOP-TV broadcasts and archives the meetings of the Oakland City Council City established legislative bodies, and special content related to City of Oakland activities.

In addition to broadcast activities, KTOP –TV provides support to special events scheduled in City Council Chambers and Hearing Rooms 1 and 2, requiring utilization of KTOP systems and technical facilities.

KTOP TV systems are a customized configuration of aged and current technical systems. The technical systems factor the capacity to meet broadcast requirements in a historic structure with limited funding. While KTOP continues with the scheduled replacement of equipment in tandem with the measured accumulation of funding, unexpected technical failures have been unavoidable. Such failures require immediate attention to restore operations to master control and/or broadcast capacity for designated City Hall meeting rooms.

Within the past 24 months, KTOP has experienced three unanticipated catastrophic equipment failures providing for equipment replacement and technical service requests in amounts ranging from \$50,000 to \$211,000. Conventional bidding procedures for equipment replacement routinely require four to 10 weeks to provide for complete processing of purchasing and bidding requests, resulting in the inability to use City facilities for open meetings and special events. KTOP experienced severe rental income loss due to delays in the edit suite equipment replacement. In an effort to provide for nimble operations and rapid recovery, staff proposes execution of contracts with the proposed vendors who can rapidly deploy specialized support and equipment.

ANALYSIS

The City of Oakland operates a complex television broadcast facility. The City's broadcast operation encompasses three active Committee Hearing Rooms logging approximately 96 hours of usage per month. This equipment is integral and critical to the City of Oakland's broadcast television station KTOP-TV. KTOP-TV operates 24 hours a day and seven-days a week. Each committee hearing room is designed with state of the art broadcast equipment; custom designed electronic sub-systems and custom software packages. This equipment must be maintained in a manner that the broadcast facility is always ready and serviceable to support the City's broadcast mission.

The selected vendors are widely regarded throughout the SF-Oakland Bay Area as companies held in high esteem in providing quality services in video system design and maintenance. In

addition to sales, the vendors routinely perform television systems design, integration, and repairs specifically for the mix of technical systems and equipment utilized by KTOP.

Diversified Systems, Inc. - Diversified Systems has an understanding of the limitations of historic buildings and familiarity with our infrastructure. Additionally they reengineered the source code required to work with current touch panel systems that control our cameras and microphones in the chamber and hearing rooms. Authorization of this contract will eliminate the need for the pre-bidding requirement for assessment and design, as required to obtain service from any vendors for emergency service restoration.

Advanced Systems Group, LLP – Advanced Systems Group is an authorized reseller of specific elements designed for our edit suite environment and developers of the original design. Any work required for this facility would be expedited by this firm and not require reverse engineering for discovery. Authorization of this contract will maximize the revenue generating facility within KTOP's broadcast facility, by providing for quicker restoration and maintenance of the functionality of the high end finishing edit suite.

Video Media Inc., (VMI) is an authorized reseller of key components used for remote productions. VMI's support is necessary to maintain equipment serviceability and reliability. The City of Oakland regularly holds off-site meetings of the Council and Council Committees and our mission requires that these meeting be recorded and rebroadcast. Authorization of this contract will maximize the efficiency of repairs and reliability of the (Electronic News Gathering) ENG and (Electronic Field Production) EFP equipment used to record off site meetings and any other productions away from the City Hall hearing rooms and KTOP broadcast facility.

Waiver of RFP/Q competitive Selection Requirements

Oakland Municipal Code ("OMC") Section 2.04.050 requires advertising and competitive bidding for contracts for the purchase of supplies, equipment, and computer software and the award to the lowest responsible, responsive bidder if award is made. OMC Section [2.04.050 I.5] provides an exception to the advertising and competitive bidding requirement of the OMC upon a finding and determination by the City Council that it is in the best interests of the City to do so. Additionally, OMC section 2.04.051 requires a competitive request for proposals or request for qualifications selection process for award of contracts that exceed \$25,000 for professional service contracts and which are exempt from bidding under Section 2.04.050.1.1. However, OMC sections 2.04.050.I. and 2.04.051.B permit the City Council to waive advertising, competitive bidding and the request for proposals/qualifications processes upon finding that it is in the City's best interest to do so. Staff recommends that it is in the City's best interests to waive competitive bidding, advertising, and the request for proposals/qualifications process requirements for the renewal of information technology operations, maintenance and support agreements for current systems because Ensuring equipment is functioning and quickly restored is critical to meet legislative and broadcast mandates. Often equipment failures are extremely urgent and impair KTOP TV-10's capacity to support required legislative broadcast activities.

FISCAL IMPACT

KTOP systems are utilized to support formal and informal activities in the Council Chamber and Hearing Rooms 1 and 2 in nearly all cases. These systems and components provide the means to meet the statutory requirements to broadcast, record, and preserve legislative meetings and non-legislative content. Additionally, the same systems and services support building services in generating revenue in the use of City facilities referenced in the City’s Master Fee Schedule. The amounts per agreement are an up to amount not to exceed \$140,000.00 per vendor.

Fund Source	Organization	Account	Project	Program	Amount
2999 (PEG)	46211	54611	P350210	IP13 / IP62	\$420,000

Vendor	Description of Work Provided By Vendor	Amount
Diversified Systems	Perform as-needed maintenance and repair of unexpected and unanticipated failure of our Master Control and Production Control facilities related to the legislative components of KTOP TV-10	Up to \$140,000.00
Advanced Systems Group	Perform as-needed maintenance and repair of unexpected and unanticipated failure of our Rental Edit Suite and Production Studio Facility	Up to \$140,000.00
Video Media Inc.	Perform as-needed maintenance and repair of unexpected and unanticipated failure of our ENG & EFP equipment used in off-site legislative recording.	Up to \$140,000.00

PUBLIC OUTREACH / INTEREST

No outreach was required other than posting on the City’s website, however inability to access meeting rooms due to technical failures restrict the City of Oakland’s ability to accommodate public access for open meetings and special events hosted by the City of Oakland and special interest groups utilizing city facilities.

COORDINATION

The Office of the City Clerk, KTOP Division, consulted with The City Attorney, Information Technology Department, Budget Unit of the Controller Bureau, and Building Services to form recommendations for this report.

SUSTAINABLE OPPORTUNITIES

Economic: There are no sustainable economic opportunities that apply to the professional services agreement.

Environmental: There are no sustainable environmental opportunities that apply to the contract.

Social Equity: There are no sustainable social equity opportunities that apply to the contract.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council Adopt Three Resolutions Waiving The Advertising, Competitive Bidding, And The Request For Proposals/Qualifications ("RFP/Q") Competitive Selection Requirements And

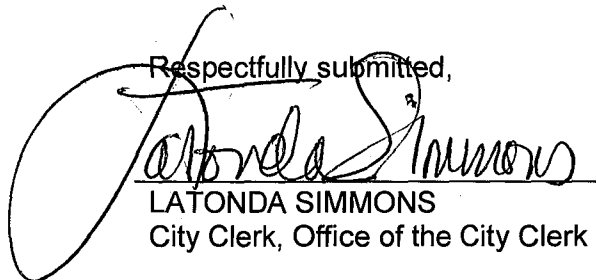
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For questions regarding this report, please contact Michael Munson, Production and Operations Manager, (510) 238-6565.

Respectfully submitted,



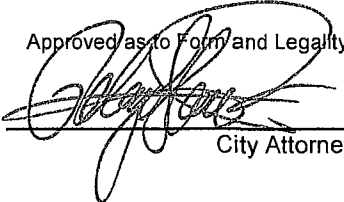
LATONDA SIMMONS
City Clerk, Office of the City Clerk

Prepared by: Michael A. Munson, Production & Operations Manager
Office of the City Clerk, KTOP - TV Division

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OAKLAND

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Approved as to Form and Legality



City Attorney

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION: (A)WAIVING ADVERTISING, COMPETITIVE BIDDING, AND THE REQUEST FOR PROPOSALS/QUALIFICATIONS (“RFP/Q”) COMPETITIVE SELECTION REQUIREMENTS AND (B) AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT FOR A TWO - YEAR TERM FROM MARCH 15, 2016, TO MARCH 14, 2018 WITH: VIDEO MEDIA INC., IN AN AMOUNT NOT TO EXCEED \$140,000.00 FOR THE PURCHASE, REPAIR, AND/OR MAINTENANCE OF EQUIPMENT USED TO RECORD AND BROADCAST CITY OF OAKLAND LEGISLATIVE AND NON-LEGISLATIVE CONTENT, WITHOUT RETURN TO COUNCIL:

WHEREAS, KTOP-TV is the City of Oakland’s Government Cable Access television station. Pursuant to state and federal statutory requirements, KTOP-TV broadcasts and archives the meetings of the Oakland City Council; City established legislative bodies, and special content regarding City of Oakland activities; and

WHEREAS, OMC Section 2.04.050 requires advertising and competitive bidding for contracts for the purchase of supplies, equipment, and computer software and the award to the lowest responsible, responsive bidder if award is made; and

WHEREAS, OMC Section 2.04.050 I.5 provides an exception to the advertising and competitive bidding requirement of the OMC upon a finding and determination by the City Council that it is in the best interests of the City to do so; and

WHEREAS, OMC section 2.04.051 requires a competitive request for proposals or request for qualifications selection process for award of contracts that exceed \$25,000 for professional service contracts and which are exempt from bidding under Section 2.04.050.1.1; and

WHEREAS, OMC sections 2.04.050.I. and 2.04.051.B permit the City Council to waive advertising, competitive bidding and the request for proposals/qualifications processes upon finding that it is in the City’s best interest to do so; and

WHEREAS, staff recommends that the Council waive the advertising, competitive bidding, and RFP/Q competitive selection requirements and authorize the City Administrator to execute the proposed contract with: Video Media Inc, for the purchase, repair, and/or

maintenance of equipment used to record and broadcast City of Oakland legislative and non-legislative content; and;

WHEREAS, In the Agenda Report accompanying this Resolution, staff has set forth the facts supporting waiver of the competitive selection process for this contract; and;

WHEREAS, sufficient funds have been budgeted in Miscellaneous Grants (2999), Customer Support (46211), PEG (Public Edu&Gov) Project (P350210), to pay for this contract; and

WHEREAS, KTOP TV – 10’s systems and equipment are utilized to support formal and informal activities in the Council Chamber and Hearing Rooms 1 and 2 in nearly all cases. These systems and components provide the means to meet the statutory requirements to broadcast, record, and preserve legislative meetings and non-legislative content; and

WHEREAS, KTOP TV – 10’s equipment functionality is critical to meet legislative and broadcast mandates. Often equipment failure repairs are extremely urgent and delays impair KTOP TV-10’s capacity to support legislative activities; and

WHEREAS, the ability to operate, maintain, support, upgrade and implement existing systems will provide significant cost savings and other efficiencies to the City by requiring the use of vendors who are familiar with the existing systems and KTOP architecture; now, therefore be it

RESOLVED, that the City Council finds and determines the forgoing recitals to be true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED, that pursuant to the Oakland Municipal Code Sections 2.04.050 I.5 and 2.04.051.B and for the reasons stated above and in the Agenda Report accompanying this item, the City Council hereby finds and determines that it is in the best interests of the City to waive the competitive bidding, advertising and the request for proposals/qualifications process requirements for the contract; and be it

FURTHER RESOLVED: That funds have been budgeted in Miscellaneous Grants (2999), Customer Support (46211), PEG (Public Edu&Gov) Project (P350210); and be it

FURTHER RESOLVED, that the City Administrator or her designee is authorized without returning to the City Council to negotiate and execute the agreement with Video Media, Inc., and all documents necessary and related to completion of the agreement, in an amount not to exceed \$140,000.00 for a term of not more than 2 years, commencing March 15, 2016, to provide equipment, maintenance, and repair for unexpected and unanticipated failure of KTOP TV-10 systems and equipment; and be it

FURTHER RESOLVED, that the Office of the City Attorney will approve the contracts as to form and legality and copies will be on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2016

PASSED BY THE FOLLOWING VOTE:

AYES – BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KERNIGHAN, REID, AND PRESIDENT MCELHANEY

NOES –

ABSENT –

ABSTENTION –

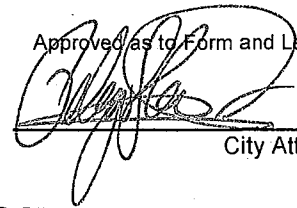
ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

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Approved as to Form and Legality



City Attorney

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

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WHEREAS, KTOP-TV is the City of Oakland's Government Cable Access television station. Pursuant to state and federal statutory requirements, KTOP-TV broadcasts and archives the meetings of the Oakland City Council, City established legislative bodies, and special content regarding City of Oakland activities; and

WHEREAS, OMC Section 2.04.050 requires advertising and competitive bidding for contracts for the purchase of supplies, equipment, and computer software and the award to the lowest responsible, responsive bidder if award is made; and

WHEREAS, OMC Section 2.04.050 I.5 provides an exception to the advertising and competitive bidding requirement of the OMC upon a finding and determination by the City Council that it is in the best interests of the City to do so; and

WHEREAS, OMC section 2.04.051 requires a competitive request for proposals or request for qualifications selection process for award of contracts that exceed \$25,000 for professional service contracts and which are exempt from bidding under Section 2.04.050.1.1; and

WHEREAS, OMC sections 2.04.050.I. and 2.04.051.B permit the City Council to waive advertising, competitive bidding and the request for proposals/qualifications processes upon finding that it is in the City's best interest to do so; and

WHEREAS, staff recommends that the Council waive the advertising, competitive bidding, and RFP/Q competitive selection requirements and authorize the City Administrator to execute the proposed contract with Diversified Systems, Inc. for purchase, repair, and/or maintenance of equipment used to record and broadcast City of Oakland legislative and non-legislative content. and;

WHEREAS, In the Agenda Report accompanying this Resolution, staff has set forth the facts supporting waiver of the competitive selection process for this contract; and

WHEREAS, sufficient funds have been budgeted in Miscellaneous Grants (2999), Customer Support (46211), PEG (Public Edu&Gov) Project (P350210), to pay for this contract; and

WHEREAS, KTOP TV – 10’s systems and equipment are utilized to support formal and informal public meetings in the Council Chamber and Hearing Rooms 1 and 2 in nearly all cases. These systems and components provide the means to meet the statutory requirements to broadcast, record, and preserve legislative meetings and non-legislative content; and

WHEREAS, KTOP TV – 10’s equipment functionality is critical to meet legislative and broadcast mandates. Often equipment failure repairs are extremely urgent and delays impair KTOP TV-10’s capacity to support legislative activities; and

WHEREAS, the ability to operate, maintain, support, upgrade and implement existing systems will provide significant cost savings and other efficiencies to the City by requiring the use of vendors who are familiar with the existing systems and KTOP architecture; now, therefore be it

RESOLVED, that the City Council finds and determines the forgoing recitals to be true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED, that pursuant to the Oakland Municipal Code Sections 2.04.050 I.5 and 2.04.051.B and for the reasons stated above and in the Agenda Report accompanying this Resolution, the City Council hereby finds and determines that it is in the best interests of the City to waive the competitive bidding, advertising and the request for proposals/qualifications process requirements for the contract; and be it

FURTHER RESOLVED: That funds have been budgeted in Miscellaneous Grants (2999), Customer Support (46211), PEG (Public Edu&Gov) Project (P350210); and be it

FURTHER RESOLVED, that the City Administrator or her designee is authorized, without returning to the City Council, to negotiate and execute the Agreement, with Diversified Systems, Inc., and all documents necessary and related to completion of the agreement, in an amount not to exceed \$140,000.00 for a term of not more than 2 years, commencing March 15, 2016, to provide equipment, maintenance, and repair for unexpected and unanticipated failure of KTOP TV-10 systems and equipment; and be it

FURTHER RESOLVED, that the Office of the City Attorney will approve the contracts as to form and legality and copies will be on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2016

PASSED BY THE FOLLOWING VOTE:

AYES – BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KERNIGHAN, REID, AND PRESIDENT MCELHANEY

NOES –

ABSENT –

ABSTENTION –

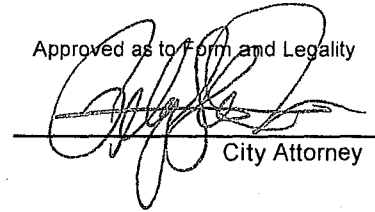
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LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

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City Attorney

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION: (A) WAIVING ADVERTISING, COMPETITIVE BIDDING, AND THE REQUEST FOR PROPOSALS/QUALIFICATIONS ("RFP/Q") COMPETITIVE SELECTION REQUIREMENTS AND (B) AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT FOR A TWO - -YEAR TERM FROM MARCH 15, 2016, TO MARCH 14, 2018 WITH ADVANCED SYSTEMS GROUP LLC., IN AN AMOUNT NOT TO EXCEED \$140,000.00 FOR THE PURCHASE, REPAIR, AND/OR MAINTENANCE OF EQUIPMENT USED TO RECORD AND BROADCAST CITY OF OAKLAND LEGISLATIVE AND NON-LEGISLATIVE CONTENT

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WHEREAS, OMC Section 2.04.050 requires advertising and competitive bidding for contracts for the purchase of supplies, equipment, and computer software and the award to the lowest responsible, responsive bidder if award is made; and

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WHEREAS, OMC section 2.04.051 requires a competitive request for proposals or request for qualifications selection process for award of contracts that exceed \$25,000 for professional service contracts and which are exempt from bidding under Section 2.04.050.1.1; and

WHEREAS, OMC sections 2.04.050.I. and 2.04.051.B permit the City Council to waive advertising, competitive bidding and the request for proposals/qualifications processes upon finding that it is in the City's best interest to do so; and

WHEREAS, staff recommends that the Council waive the advertising, competitive bidding, and RFP/Q competitive selection requirements and authorize the City Administrator to execute the proposed contract with Advanced Systems Group for purchase, repair, and/or

maintenance of equipment used to record and broadcast City of Oakland legislative and non-legislative content; and

WHEREAS, In the Agenda Report accompanying this Resolution, staff has set forth the facts supporting waiver of the competitive selection process for this contract;;

WHEREAS, sufficient funds have been budgeted in Miscellaneous Grants (2999), Customer Support (46211), PEG (Public Edu&Gov) Project (P350210), to pay for this contract; and

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WHEREAS, the ability to operate, maintain, support, upgrade and implement existing systems will provide significant cost savings and other efficiencies to the City by requiring the use of vendors who are familiar with the existing systems and KTOP architecture; now, therefore be it

RESOLVED, that the City Council finds and determines the foregoing recitals to be true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED, that pursuant to the Oakland Municipal Code Sections 2.04.050 I.5 and 2.04.051.B and for the reasons stated above and in the Agenda Report accompanying this item, the City Council hereby finds and determines that it is in the best interests of the City to waive the competitive bidding, advertising and the request for proposals/qualifications process requirements for the contract; and be it

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FURTHER RESOLVED, that the City Administrator or her designee is authorized, without returning to the City Council, to negotiate and execute an Agreement with Advanced Systems Group, LLC, and all documents necessary and related to completion of the Agreement, in a total amount not to exceed \$140,000.00, for a term of not more than 2 years, commencing March 15, 2016, to provide equipment, maintenance, and repair for unexpected and unanticipated failure of KTOP TV-10 systems and equipment;

FURTHER RESOLVED, that the Office of the City Attorney will approve the contract as to form and legality and copies will be on file in the Office of the City Clerk; and be it

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NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California