



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** December 7, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

TV Studio Upgrades for Communications & Engagement Department

**SUMMARY:**

This ordinance authorizes a contract with Unicom Government, Inc. to provide Audio Visual equipment replacements and upgrades, upon Council approval through October 31, 2024, for orders placed by October 31, 2023, for an amount not to exceed \$2,000,000.00 for the Communications & Engagement Department. Funding for the initial purchase in the amount of \$664,147.19 is available from the Public Education and Government (PEG) Fund FY 2023 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is an offer submitted by Unicom Government, Inc. to provide various pieces of replacement equipment and upgrades for the TVSA studios. The equipment includes Ikegami television cameras and lenses, teleprompt hardware and software, and green screen flooring and accessories. The equipment will be installed in the government and public access television studios located at 115 Plaza de Armas. The original equipment was

installed between 2014 and 2015 and has been used extensively for high profile productions and public access. The studios have hosted COVID-19 briefings, production of public service announcements, virtual town hall meetings and other public information services. The studios are also regularly used by members of the community who are producing content for the Public Access Channel.

The equipment in the studios has surpassed its estimated lifespan and has resulted in some production failures and production disruptions. The replacement and upgrade of the equipment will ensure the TVSA studios remain an accessible production studio for the City and the public.

The City issued a Request for Offer (RFO) for “Annual Contract for TV Studio Upgrades for Communications & Engagement Department”, RFO 6100017269 on July 24, 2023, with a submission deadline of July 28, 2023. One offer was received from Unicom Government, Inc. and the vendor offer meets the published specifications.

This contract utilizes OMNIA Partners Contract #4400006645 with UNICOM Government, Inc. which allows other participating public agencies in need of similar products and services to make purchases using an existing contract through OMNIA. Purchases authorized through this ordinance will be made in accordance with the U.S. Communities Cooperative Program authorized by Ordinance No. 98797, which provides for government procurement resources and solutions to local and state government agencies and nonprofits by ensuring all participating public agencies have access to the same terms and conditions of an existing solicited contract. There is a lack of local businesses available to provide audio visual equipment.

The initial term of the agreement will begin upon approval of the contract by City Council for orders placed by October 31, 2023, and terminate when City’s total expenditures reach \$2,000,000.00 or on October 31, 2024, whichever is earlier.

A one-year renewal option will be authorized by this ordinance for use in the event that OMNIA Partners and UNICOM Government, Inc., enter into another cooperative contract. The renewal is contingent upon an amendment to incorporate any new underlying cooperative contract using the new OMNIA Partners Contract with UNICOM Government, Inc. for “Technology Products, Services, Solutions and Related Products and Services.”

**ISSUE:**

This contract will provide the Communications & Engagement Department with a purchase of currently defined studio equipment requirements in addition to additional contract capacity for the purchase of equipment and required services to replace equipment in the current City television environment.

The lifespan of the new equipment is 5 years. The The warranty for the Ikegami hardware is 3 years and the warranty for the Teleprompt is 2 years.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were

waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, the City would be required to issue individual solicitations to replace and expand studio equipment that is used for in-studio production facilities. This could significantly lengthen the procurement process and limit the City's ability to maintain an environment where equipment is available to tape council members, City staff, and members of the public in-studio.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Unicom Government, Inc. to provide Audio Visual equipment replacements and upgrades, upon Council approval through October 31, 2024, for an amount not to exceed \$2,000,000.00 for the Communications & Engagement Department. Funding for the initial purchase in the amount of \$664,147.19 is available from the Public Education and Government (PEG) Fund FY 2023 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Unicom Government, Inc. for an amount not to exceed \$2,000,000 for Unicom Government, Inc. to provide Audio Video installations for the Communications & Engagement Department.

This contract is procured by means of cooperative purchasing and a Discretionary Contract Disclosure Form is not required.