



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council

**Item No.** \_\_\_\_\_

**FROM:** City Administrator

**SUBJECT:** Release of a Request for Proposal (RFQ) for audiovisual broadcasting equipment

**MEETING DATE:** May 15, 2018

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### **RECOMMENDATION:**

1. Approve the release of the audiovisual Broadcasting Equipment Request for Quotes (RFQ);
2. Authorize staff to advertise for proposals and designate May 29, 2018, as the due date for proposals; and
3. Direct staff to return to the City Council with a recommendation to award an agreement following review of the quotes received.

### **BACKGROUND & ANALYSIS:**

The City acquired most of the cable broadcasting equipment in the 1990<sup>s</sup>. In 2017 Staff provided a presentation to the City Council regarding cable broadcasting equipment reaching the end of its lifecycle and difficulties with maintaining the current equipment. The issues are: all broadcasting equipment is out of warranty and manufacturers do not provide any support, therefore, repair parts could only be purchased via ebay and on-line second hand sites.

Two weeks ago the switcher board that controls all broadcasting equipment broke and at this point staff is looking into renting another board while the City issues a Request for Quotes and purchases new equipment.

In 2017, City Council approved the allocation of \$500,000 from the City's abatement fund for cable equipment upgrade with the condition that different options be provided, including potentially phasing the upgrade. Should equipment be upgraded, it will be either HD or 4K format and that would require a different fiber wiring between Aquatics Center where cable studio is located, City Hall, EOC and Senior Center. With that upgrade old equipment could not be operated or phased out due to the different technical requirements. Basically new equipment would not communicate with the old equipment and a new fiber connection would not allow transmittal of the old broadcasting equipment.

If the release of the RFQ is approved, City staff will return to the City Council with a recommendation to award after reviewing the quotes.

**ALTERNATIVES:**

1. Approve staff recommendation
2. Provide staff with further direction

**FISCAL IMPACT:**

There is no fiscal impact associated to the City by authorizing to solicit the RFQ. Once proposals are received and reviewed by staff, an agenda report will be provided to the City Council indicating the actual cost.

Prepared by: Lena Shumway, Director of Administrative Services and City Clerk

Approved as to form: Noel Tapia, City Attorney

Approved: Vilko Domic, Director of Finance

Respectfully submitted: Edgar P. Cisneros, City Administrator