

**City of Culver City, California
Agenda Item Report**

Meeting Date: 04/02/12		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to Extend the Existing Professional Services Agreement with Imagery Video Productions to Provide Video Operations Services to Broadcast and Videotape Meetings of the City Council, and City Commissions, and Special Meetings or Events, for an Additional Three-Year Term and an Optional Two-Year Extension.			
Contact Person/Dept.: Shelly Wolfberg		Phone Number: (310) 253-6008	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments:	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Imagery Video Production and Meetings and Agendas - City Council (03/30/12)			
Department Approval: Martin R. Cole (03/28/12)		City Attorney Approval: Carol Schwab (by H. Baker) (03/28/12)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (03/28/12)		City Manager Approval: John Nachbar (03/29/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Imagery Video Productions to continue providing broadcasting and videotaping services for meetings of the City Council, City Commissions, and special meetings or events, for an additional three-year term with an optional two-year extension. <u>BACKGROUND/ DISCUSSION:</u> Since 1997, Imagery Video has been providing video operations services to the City of Culver City. Imagery Video personnel have provided excellent service relative to the scope of work required to operate the Council Chambers' system. Mr. Nielsen, the principal of Imagery Video, has coordinated repair efforts with staff, Time Warner Cable, and video equipment repair technicians. Mr. Nielsen has also made himself available to meet with staff and contractors at City Hall. In addition to managing broadcasts from the Council Chambers, Mr. Nielsen has video recorded various Commission and other meetings which have taken place outside the Council Chambers. In 2007, staff went out to bid with an RFP for video operations services. At that time, one other company in addition to Imagery Video responded to the RFP. On May 29, 2007, following the review of the two proposals and based on staff's recommendation, the City Council approved an amendment to the previous			

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professional services agreement among the City of Culver City, the (former) Redevelopment Agency, and Imagery Video Productions to extend the term of the Agreement until June 30, 2010, with an optional two year extension, at the rate of \$200.00 for three hours and \$40.00 per hour thereafter, for a maximum amount of \$31,500.00 annually, subject to the (former) Culver City Redevelopment Agency paying a maximum amount of \$6,000 annually during the contract period. The current agreement expires on June 30, 2012.

Staff has contacted Doug Nielsen of Imagery Video for a cost proposal for a new contract with the City. Mr. Nielsen provided the same terms and conditions of the previous contract, which are agreeable to the City Manager's Office staff. Additionally, there is one modification to Imagery's contract fees to include \$75/year for Liability Insurance. This additional reimbursable cost is agreeable to staff. Based on previous years, staff recommends a contract amount not to exceed \$25,000 annually for three years, with an option to extend the additional agreement for two years at the same terms and conditions with the City Manager's Approval.

Culver City Municipal Code § 3.07.085.A, allows for the City to award a contract for professional services without complying with the City's formal bid requirements; provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager. As discussed above, the City Manager has determined that it would be impractical to obtain such quotations in this case.

FISCAL ANALYSIS:

Should the City Council approve this action, staff will include a \$25,000 budget request as part of the Fiscal Year 2012/2013 Budget process.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement between the City of Culver City and Imagery Video Productions to extend the term of the Agreement until June 30, 2015, with an optional two-year extension, at the rate of \$200 for three hours and \$40 per hour thereafter, for a maximum amount of \$25,000 annually; and

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2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.