

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/12/07		Item Number: <u>C-4</u>											
AGENDA ITEM: Authorize the Release of a Request for Proposals for Video Operator Services to Provide Video Operations Services to Broadcast and Videotape City Council, Redevelopment Agency, City Commissions, and Other Public Meetings.													
Contact Person/Dept.: Shelly Wolfberg		Phone Number: (310) 253-6008											
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒											
Public Hearing: ☐		Action Item: ☐ Attachments: ☒											
Public Notification: Master Notification List (03/07/07)													
Department Approval: Martin R. Cole (03/05/2007)		City Attorney Approval: Carol Schwab (by H. Iker) (03/06/07)											
City Controller Approval: Marlee Chang (03/07/07)		City Manager Approval: Jerry B. Fulwood (03/07/07)											
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize the release of an RFP for Video Operator Services. <u>BACKGROUND/ DISCUSSION:</u> The Public Works Department has been working with a contractor to make upgrades to the Mike Balkman Council Chambers. Upgrades to the Council Chambers are now complete, and the City Manager's Office wants to send out an RFP to video operators to obtain bids for a multi-year contract to provide video operation and broadcast services to the City. A copy of the RFP is found in Attachment 1. Should the City Council authorize the release of the RFP this evening, the following table provides tentative dates for the next steps in this process: <table border="1" style="margin: 10px auto; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="padding: 5px;">Item</th> <th style="padding: 5px;">Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Release of RFP</td> <td style="padding: 5px;">March 13, 2007</td> </tr> <tr> <td style="padding: 5px;">Final Date for Receipt of Proposals</td> <td style="padding: 5px;">April 26, 2007</td> </tr> <tr> <td style="padding: 5px;">Consideration of Award of Contract by the City Council/Agency</td> <td style="padding: 5px;">May 14, 2007</td> </tr> <tr> <td style="padding: 5px;">New Contract Effective Date</td> <td style="padding: 5px;">July 1, 2007</td> </tr> </tbody> </table>				Item	Date	Release of RFP	March 13, 2007	Final Date for Receipt of Proposals	April 26, 2007	Consideration of Award of Contract by the City Council/Agency	May 14, 2007	New Contract Effective Date	July 1, 2007
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The current contract (as amended) will expire on June 30, 2007 with a fee limit.

FISCAL ANALYSIS:

There are sufficient funds in the City Manager's Office FY 2006-07 to advertise the RFP in the local newspaper.

ATTACHMENTS:

1. Request for Proposals for Video Operating, Broadcasting, and Programming for the City of Culver City

MOTION:

That the City Council:

1. Authorize staff to release the Request for Proposals for Video Operating, Broadcasting, and Programming for the City of Culver City.