

Agenda Report

December 6, 2021

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH GOLDEN STAR TECHNOLOGY INC FOR THE PURCHASE AND INSTALLATION OF VIDEO CONFERENCING TECHNOLOGY SOLUTIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3); and
2. Authorize the Interim City Manager to enter into a three-year contract, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Golden Star Technology Inc. for the purchase and installation of video conferencing technology in multiple City locations for an amount not to exceed \$361,167, which includes a ten percent contingency.

BACKGROUND:

Prior to 2019, video conferencing technology had been used sparingly in the City. The situation changed dramatically as social distancing guidelines were established and many City staff were required to work remotely from home during the COVID-19 pandemic. The City was compelled to find an alternative to face-to-face meetings and video conferencing was the obvious solution. To that end, DoIT experienced an immediate, urgent demand for this technology and it was addressed on an incremental, as-needed basis. However, long-term, the City needs a suite of video conferencing technology solutions that will address requirements for a number of different facilities.

To adequately assess what may be needed, each City facility was analyzed to identify locations (conference rooms, community rooms, etc.) within the facility that are suitable for video conferencing technology. Suitability was based on the existence of audiovisual technology, which is required for the successful integration of video conferencing technology. Other features and characteristics for each location were identified to categorize video conferencing requirements common to a number of locations or specific to single locations. As a result of this analysis, 23 locations were

identified and categorized into four types of rooms based on the existing technology therein.

On May 13, 2021, a Request for Proposals (RFP) for a "City-Wide Video Conferencing Solution" was released through PlanetBids that incorporated the results of the facilities assessment. Competitive bidding is not required pursuant to the City Charter Section 1002(F), contracts for professional or unique services. Three vendors participated in an optional Pre-Proposal meeting on May 19, 2021. No Pasadena vendors participated in this meeting.

On June 17, 2021, a total of four responsive proposals were received. A panel comprised of Department of Information Technology (DoIT) staff reviewed and scored each proposal based on the evaluation criteria stated in the RFP. The criteria is outlined below:

Criteria	Weight
Proposed Solution	30%
Experience	30%
Cost Proposal	30%
Local Pasadena Business	5%
Small or Micro-Business	5%
Total	100%

Per the evaluation procedures and criteria stated in the RFP, the proposals were scored and ranked as follows:

Rank	Proposer	Location	Score (100 max)
1	Golden Star Technology Inc.	Cerritos, CA	70.03
2	DIVAD Corporation	Orange, CA	66.20
3	Verrex LLC	Cypress, CA	58.00
4	EIDIM Group Inc.	Buena Park, CA	52.20

Attachment A contains the scoring summary of each criteria for the proposals.

Based on the scoring above, staff recommends authorization to enter into a three-year contract with Golden Star Technology, Inc (GST) for the installation of video conferencing equipment in up to 23 City locations. The costs listed below include all equipment and installation costs:

Base Implementation Amount	\$328,333.46
Contingency Allowance (10%)	<u>\$ 32,833.54</u>
Contract "Not To Exceed" Amount	\$361,167.00

Golden Star Technology, Inc., incorporated in 1985, is one of the leading information technology and audiovisual solution providers in California. With three decades of experience managing critical technology systems, GST recognizes the value of active

engagement and cultivates innovative collaboration to deliver cost-effective solutions and services. Based on extensive work providing similar upgrades for other entities, strong vendor relationships, and experienced professional personnel, GST is well qualified to provide the desired video conferencing solution.

The first five locations in City Hall that are used extensively for staff and public meetings are expected to be completed in 6 to 7 months. This timeline assumes that equipment delivery is not adversely impacted by the current global supply chain shortage. The other eighteen locations will be scheduled and implemented in coordination with the respective departments that primarily use them.

There is currently one open purchase order with GST for similar work completed in two locations that was awarded through a competitive selection process in FY 2021.

COUNCIL POLICY CONSIDERATION:

The proposed contract with Golden Star Technology supports the City Council's strategic goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

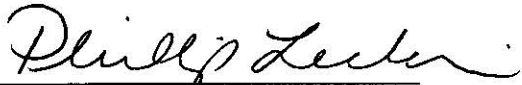
ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for installation of video conferencing equipment in existing structures, which will not result in any physical changes to the environment.


FISCAL IMPACT:

The total cost of the proposed action will be \$361,167. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program project #71165 (DoIT Equipment Lifecycle Replacement FY 2020 - FY 2024). It is anticipated that the entire amount will be spent during the current fiscal year. Annual ongoing maintenance and support costs beyond the initial one-year warranty period for equipment and installation is expected to be minimal, and will be addressed by future budgeted appropriations in the Department of Information Technology operating budget.

Respectfully submitted,


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Attachment A: Summary of Proposal Scoring