



# Agenda Report

October 28, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZE THE CITY MANAGER TO AMEND CITY CONTRACT NO. 32191 WITH GOLDEN STAR TECHNOLOGY INC. TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$250,000 AND TO EXTEND THE CONTRACT TERM BY ONE YEAR FOR THE PURCHASE AND INSTALLATION OF VIDEO CONFERENCING TECHNOLOGY SOLUTIONS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061 (b) (3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to amend Contract 32191 with Golden Star Technology Inc., to increase the contract amount by \$250,000 thereby increasing the total not-to-exceed amount from \$361,167 to \$611,167 and to extend the contract term for one year, to December 31, 2025. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

On December 6, 2021, the City Council approved Contract 32191 with Golden Star Technology Inc. (GST) to upgrade conference room technology in multiple City facilities. This upgrade was designed to support video conferencing capabilities.

Video conferencing has become a crucial tool for the city operations, enabling more efficient communication with the public, vendors, and employees. To ensure consistency and expedite implementation, the Department of Information Technology recommended the award of a contract to GST through a competitive process. The original contract is scheduled expire on December 31, 2024.

Since the contract began, twelve conference rooms have been successfully equipped with permanent video conferencing technology at City Hall and other locations. Demand for video conferencing continues to rise, and staff anticipate increasing requests for new installations in City facilities.

To meet current and future video conferencing needs, staff recommends amending Contract 32191 with GST. This amendment would increase the contract amount by \$250,000, bringing the not to exceed total to \$611,167, and extend the contract term one year to December 31, 2025. All other prices, terms and conditions will be as proposed in the RFP response.

If additional video conferencing technology is needed after the contract expires, staff will conduct a new request for proposal and contract award for Council approval.

There are currently no other active contracts open with GST.

### **COUNCIL POLICY CONSIDERATION:**

This proposed contract extension with GST 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 actions proposed herein are exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The approval to extend and add funding to an existing contract for maintenance and support on an existing system will not have a significant effect on the environment.

**FISCAL IMPACT:**

The maximum cost of this action will be \$250,000 for a revised total not to exceed of \$611,167 for contract 32191 with GST. Funding for this action will be addressed by the utilization of existing budgeted appropriations in various City department accounts that are provided by department staff when requests for video conferencing technology are made throughout the year.

Respectfully submitted,



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