

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

SUBJECT: City Manager – Award of a purchase order to furnish and install a Post Production and Centralized Storage System. Expenditure: \$167,624.63

RECOMMENDATION

Recommendation of the City Manager that City Council award a purchase order to Key Code Media of Burbank, CA in the amount of \$167,624.63 plus \$8,381.27, 5% contingency for a total of \$176,005.90; to furnish and install a Post Production and Centralized Storage System.

Funding

Funding is available in the Cable TV PEG Fund. FEAP#196

BACKGROUND

The Office of Cable and Community Relations manages CitiCABLE, the City's award winning government access cable television channel. CitiCABLE uses post production systems to edit programs that are cablecast on the channel as well as in-house programs. The existing post production systems have been in operation between ten and five years. They are past due for replacement. The project was first submitted in 2002, and additional funding was approved in June 2012. Formal bids are received and the lowest responsible bidder has been recommended. The two bids were only \$335 apart, and significantly less than the allocated budget.

The recommended editor replacement features Windows XP platform, a full set of high performance built-in features for editing video, managing audio, creating real-time effects and titles, adding graphics, compositing and working seamlessly with third-party applications. The project includes a post-production system that allows all four edit workstations to communicate with each other as well as a shared storage system. Finally, the project calls for six near line edit decision list (EDL) to be accomplished at the desktop by producers.

ANALYSIS

On October 25, 2012, formal bids (B2012-32) were received and opened publically. The City received three (3) bid submittals as follows:

Vendor Name	Bid Amount
*Key Code Media Burbank, CA	\$167,624.63
Triton Technology San Clemente, CA	\$167,960.57
International Electronic Enterprises, DBA iEEi Newport Beach, CA	Non-Responsive Partial Bid

*Lowest Responsible bidder

Key Code Media submitted a bid with the bid total of \$171,896.20. This bid total did not match the detail of the line items they bid. They also entered an additional sales tax line and left off an item in the summary page of the bid. Staff has determined this to be an informality as the bid form provided by the City did not include that item and had a two spaces for sales tax on the summary page. The actual correct is \$167,624.63.

Respectfully submitted,

LeRoy J. Jackson
City Manager



By: _____

Michael D. Smith
Cable & Community Relations Manager

CONCUR:



LeRoy J. Jackson
City Manager