

Mayor and Council Communication

DATE: 02/04/20

M&C FILE NUMBER: M&C 20-0060

LOG NAME: 13P AUDIO VISUAL EQUIPMENT AMENDMENT JC

SUBJECT

Authorize an Amendment to the Existing Purchase Agreement with GTS Technology Solutions, Inc., for Audio/Visual Equipment and Systems to Increase the Amount by \$300,000.00 for a Total Annual Amount of \$700,000.00 Using The Interlocal Purchasing Systems (TIPS) Cooperative Purchasing Agreement 180306 for the Information Technology Solutions Department (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to the existing Purchase Agreement with GTS Technology Solutions, Inc., for audio/visual equipment and systems to increase the amount by \$300,000.00 for a total annual amount of \$700,000.00 using The Interlocal Purchasing Systems (TIPS) Cooperative Purchasing Agreement 180306 for the Information Technology Solutions Department.

DISCUSSION:

On June 18, 2019, the City Council approved Mayor and Council Communication (M&C) P-12340 authoring the execution of a purchase agreement (Agreement) with GTS Technology Solutions, Inc. (GTS) in the annual amount of \$300,000.00 using The Interlocal Purchasing System (TIPS) contract 180306. The Agreement increased by \$100,000.00 using an Administrative Change Order allowed per M&C P-12340 on October 31, 2019, for a total annual amount of \$400,000.00. The Information Technology Solutions (ITS) Department uses the Agreement to purchase audio visual equipment such as digital signage, large flat panel displays, projectors and other similar equipment for City departments. The original Agreement amount was calculated considering equipment that would be needed to provide a basic small conference room, large conference room or standard office arrangements based on the known needs from departments.

Since June, IT has conducted site surveys and assessments to ascertain departmental needs and conditions of existing equipment. Through these assessments, specialized configurations have been identified such as courtrooms with driven sound and virtual courtrooms at libraries and community centers. The specialized needs were not factored into the original Agreement. Therefore, the additional contract spending authority is needed to implement the department's requirements. The audio-visual program is included in the planned and adopted Information Technology Solutions (ITS) Department Capital Improvement Plan. This request would only pertain to year one of the Agreement.

ITS Department has agreements with several vendors to purchase audio visual equipment. The agreements include installation but at an additional cost. ITS Department has a managed services agreement with GTS which covers installation at no additional cost therefore provides savings to the City of Fort Worth.

MWBE: A MBE/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

COOPERATIVE PURCHASE: The Purchasing Division will use TIPS contract 180306 to acquire the audio-visual products and systems. State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the items. TIPS contracts have been competitively bid to increase and simplify the purchasing power of government entities.

SUCCESSOR CONTRACTS: To facilitate planning and budgeting, Staff would prefer to have annual Agreements that align with the Fiscal Year. However, the TIPS contract is out of alignment with the City's Fiscal Year. The current term of TIPS 180306 is:

Year 1- May 26, 2018 - May 26, 2019

Year 2 - May 26, 2019 - May 26, 2020

In order for the Agreement to align with the City's Fiscal Year, adoption of this Mayor and Council Communication (M&C) technically authorizes (i) a series of Purchase Agreements, each of which will align to the terms of the respective cooperative contract to ensure legal authority exists for the contract, and (ii) an annual spend amount, future years of which would be subject to City Council appropriation. In the event that a cooperative contract is not renewed, Staff would cease purchasing at the end of the last Purchase Agreement coinciding with the valid cooperative contract. If the City Council were to not appropriate funds for a future year, Staff would stop making purchases when the last appropriation expires, regardless of whether the then-current Purchase Agreement has expired. The City initially uses these cooperative contracts to make purchases authorized by this M&C. If TIPS 180306 is extended, this M&C authorizes the City to purchase similar services under the extended contracts. If TIPS 180306 is not extended, but a new cooperative contract is executed with GTS Technology Solutions, Inc., with substantially similar terms as the previous cooperative contract, this M&C authorizes the City to purchase the services under the new cooperative contract.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager in the amount up to \$100,000.00 per year and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERM: The initial term of these Agreements shall commence upon City Council's approval and expire in accordance with the cooperative agreement's term.

RENEWAL OPTIONS: The agreement may be renewed for additional terms according to the cooperative agreement at the City's options to renew. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term. Staff anticipates the cost for renewal years will be approximately the same as for the first year.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and award of the contract, funds are available in the current capital budget, as appropriated, in the ITS Capital Fund FY18 Digital Signage, FY18 AV Equipment CFW, and FY19 AV & Digital Signage projects. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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