

CITY COUNCIL COMMUNICATION



MEETING DATE: September 24, 2019

ITEM NUMBER: 8.F.

SECOND READING: N/A

R-2019-92

TYPE OF ITEM: Consent

PRESENTED BY: Sandra Seader, Assistant City Manager, (303) 651-8634

SUBJECT/AGENDA TITLE: A Resolution Of The Longmont City Council Approving The City Of Longmont, Services Contract, Proposal # RFP-VS-19065, For Public, Educational, And Governmental (PEG) Access Television Services

EXECUTIVE SUMMARY: Public access television services from the Longmont Cable Trust or any successor to that entity for providing public, educational, and governmental cable television services to the residents of the city are an exception to the competitive procurement requirements in §4.12 of the Longmont Municipal Code (*reference §4.12.020(1)*). Although the services are exempt from competition, Code does not preclude the City from opening such services to full open competition when direction is given by City Council to do so in the public interest. Under a motion of the City Council at the September 25, 2018 Regular Meeting, the City of Longmont solicited proposals via a publicly advertised Request for Proposals (RFP) for providing public communication services to include managing the Public, Educational and Government Access channels. The selection process was conducted in accordance with the Longmont Municipal Code §4.12.120, and followed the policies and procedures as outlined in the RFP. Proposals were evaluated by a team of five scoring evaluators and one non-scoring evaluator. The City received three proposals.

All three proposers self-certified as a Small Local Business by definition under the Longmont Municipal Code §4.12.190. Upon verification by City staff, only two of the proposers met the requirements per the definition in the Code and both received a 7.5% increase to their total score. However, local preference did not affect the outcome of the rankings. The evaluation committee pursued interviews and clarifications with the top two ranked proposers. Following interviews, the Evaluation Committee finalized scores and the Procurement Specialist finalized the rankings. The Longmont Observer scored the highest total number of points by including good use of new technology, a good approach to the Board and Commission recordings and voice-searchable archiving, an innovative approach to providing local programming and using many community groups to help with the creation of programming, and by taking a sustainable funding approach.

Longmont Observer: Total Score: 1730 | Total Final Score with Preference: 1859.75

Proposer #2: Total Score: 1690 | Total Final Score with Preference: 1816.75

Proposer #3: Total Final Score: 1260 (Preference not applicable)

Contract negotiations were conducted with the Longmont Observer to ensure mutual understanding of the scope of the contract, deliverables, and to refine any necessary requirements



and provisions peculiar to the services to be delivered.

The City Council, in some instances, or the Mayor in others, have the authority to bind the City by contract. The Mayor has delegated authority to sign contracts that are awarded through a procurement process to the Purchasing and Contracts Manager. However, the Council has the sole authority to approve the contract with the “Longmont Cable Trust or any successor to that entity for providing public, educational, and governmental cable television services to the residents of the city” in an open public meeting. Therefore, the contract is before the City Council for approval in an open, public meeting.

1. **COUNCIL OPTIONS:** Approve Resolution and Services Contract with Longmont Observer.
2. Do not approve the Resolution and Services Contract, resulting in no award for the RFP process.
3. Provide staff with other direction or other negotiation points to take back to the Longmont Observer.

RECOMMENDED OPTIONS: Approve Resolution and Services Contract.

FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION: Per the current financial policies, these services are funded with 25% of the franchise fees received from Comcast and PEG fees from Comcast are granted for purchase of equipment. \$155,000 is the amount of the franchise fees budgeted for 2020.

BACKGROUND AND ISSUE ANALYSIS: The Request for Proposals (RFP) process is outlined in the City’s Purchasing Manual and an excerpt outlining the process is attached.

ATTACHMENTS:

Resolution

Agreement

Excerpt from Purchasing Manual