


CITY COUNCIL ACTION REQUEST

Department(s) Finance	CEQA Not a Project, File No. PP17-003, Agreements/ Contracts (New or Amended) resulting in no physical changes to the environment	Coordination City Attorney's Office; City Manager's Budget Office; Department of Public Works	Dept. Approval /s/ Maria Öberg
Council District(s) Citywide			CMO Approval  2/20/2025

SUBJECT: Actions Related to the Purchase Order with San José Community Media Access Corporation dba CreaTV San José for Video Production and Engineering Support Services

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to exercise up to five one-year options to extend the term of the purchase order with San José Community Media Access Corporation dba CreaTV San José (San José, CA) for video production and engineering support services with the last option ending on or about December 31, 2030, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

San José CivicCenter Television, a program within the Department of Public Works, records and broadcasts meetings of the City Council, committees, select boards and commissions, as well as events. Programs are typically broadcast live and replayed on a government access cable channel. Programs are also streamed live and available on-demand via City Granicus and YouTube websites. The City owns the necessary equipment to broadcast from City Hall and requires supplemental labor for accompanying video production-related services. Outside vendors are utilized to support these video production and engineering services for City meetings and other events.

In October 2023, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder qualified for the City's local and small business preference. Staff awarded to San José Community Media Access Corporation dba CreaTV San José as the sole, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1) under City Manager authority. The option period for January 1, 2026 to December 31, 2026, is projected to be in the amount of \$120,000, and future options will be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input associated with this action.

COST AND FUNDING SOURCE

The recommended action relating to this purchase order of \$120,000 is funded by the Public Works Non-Personal/Equipment appropriation in the General Fund.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance - Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.