



Legislation Text

File #: 21-0741, **Version:** 1

Resolution to Approve a General Services Agreement with Magnasync Moviola Corporation dba Filmtools for the Community Television Network (CTN) ENCO enCaption Automated Captioning System (\$45,134.00)

Attached for your review and action is a resolution authorizing a contract with Magnasync Moviola Corporation dba Filmtools in the amount of \$45,134.00 for the purchase and installation of an automated captioning system in the CTN master control from where the four (4) access channels are cablecast and streamed by CTN staff.

CTN currently utilizes two services to provide captioning for the regularly scheduled live meetings of City Council, Planning Commission, and the Commission on Disability Issues. In the past year, CTN had to increase the budget for captioning as these services charge based upon the meeting length. Also, the captioning services were not available to provide captioning for additional and special meetings added to the schedule. Therefore, CTN would like to expand captioning options by adding an automated captioning system which would be available 24/7, could be used for additional boards and commissions, and would reduce overall costs of providing captions.

CTN staff have researched automated captioning systems and believe ENCO's enCaption4 will be the best solution. The enCaption4 is an automated captioning system produced by ENCO Systems, Inc., with headquarters in Novi, MI. This new system will allow for an expanded use of captioning for city meetings as well as other programming produced by CTN staff.

Bids were solicited through ITB #4661 issued by the City and opened on February 24, 2021. The bid submitted by Magnasync Moviola Corporation dba Filmtools, Brighton, MI, was determined to be the most appropriate in response to the guidelines set forth in the ITB. The total amount for the contracted service will be \$45,134.00.

Magnasync Moviola Corporation dba Filmtools complies with the requirements of the City's non-discrimination ordinances.

Budget/Fiscal Impact: The purchase was planned and was budgeted at \$50,000.00 for FY 2021. Funding for this purchase is included in the Community Television Network fund in the approved FY 2021 budget.

Prepared by: Greg McDonald, CTN Manager

Reviewed by: Lisa Wondrash, Communications Unit Manager

Approved by: Tom Crawford, City Administrator

Whereas, The City issued ITB #4661 in February 2021 for the Community Television Network (CTN) Unit to acquire the services of a company to assist in the purchasing and installation of an automated captioning system for the CTN Master Control system which cablecasts and streams the four (4) CTN channels;

Whereas, The City selected Magnasync Moviola Corporation dba Filmtools out of two proposals for

the purchase and installation of an ENCO enCaption4 automated captioning system;

Whereas, The total amount to be paid for these contracted services will be \$45,134.00 in FY 2021;

Whereas, The funds for the ENCO enCaption Automated Captioning System are available in the approved FY 2021 the Community Television Network fund; and

Whereas, Magnasync Moviola Corporation dba Filmtools complies with the requirements of the City's Non-Discrimination and Living Wage ordinances as of 2/24/2021.

RESOLVED, That the City Council approve the attached general services agreement with Magnasync Moviola Corporation dba Filmtools for the ENCO enCaption Automated Captioning System per ITB #4661 in the amount of \$45,134.00;

RESOLVED, That funds for the purchase of this equipment in the amount of \$45,134.00 come from the FY 2021 the Community Television Network fund;

RESOLVED, That City Council approve a ten percent (10%) contingency in the amount of \$4,513 to be paid from the FY 2021 Community Television Network fund budget, subject to City Administrator approval;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the general services agreement with Magnasync Moviola Corporation dba Filmtools after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution including execution of any authorized renewals and any changes or amendments that do not exceed the contingency amount.