



Legislation Text

File #: 20-0969, **Version:** 1

Resolution to Approve Increasing the Purchase Order for Alternative Communication Services, LLC (\$27,111.25)

Attached for your review and consideration for approval is a resolution authorizing approval for increasing the Purchase Order for captioning services for City Council and Planning Commission meetings.

Community Television Network (CTN) uses Alternative Communication Services, LLC to provide captioning service for City Council and Planning Commission regular and work session public meetings. The cost of the service is tied to the length of the meetings and the PO amount (\$22,500) was set based upon the average of prior fiscal years' meeting lengths. During the current 2020 fiscal year, the meeting lengths have exceeded the estimate by approximately 30 hours, resulting in a need to increase the purchase order for this vendor and seek City Council approval as the new PO amount will exceed \$25,000.

Budget/Fiscal Impact: CTN seeks Council approval for the total amount of the captioning services, \$27,111.25, from the FY20 budget, as the service was provided prior to the end of the fiscal year. An additional amount not to exceed \$4,611.25 is needed for captioning services for FY20. The original purchase order was issued for \$22,500 in FY20. It is also requested that the purchase order for FY21 be increased to a total of \$27,111.25. Funding is available in the approved FY20 and FY21 Communications Office budgets.

Alternative Communication Services, LLC complies with the City's Non-Discrimination and Living Wage Ordinances.

Prepared by: Lisa Wondrash, Communications Director

Reviewed by: Kim Buselmeier, Budget and Finance Supervisor

Reviewed by: John Fournier, Assistant City Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, The City has approved a contract with Alternative Communication Services, LLC to provide captioning services for City Council and Planning Commission meetings;

Whereas, In July 2019, The City authorized the issuance of a purchase order to Alternative Communication Services, LLC in an amount not to exceed \$22,500.00 annually for FY20 and FY21;

Whereas, Current captioning services will deplete the original \$22,500.00 purchase order authorization for FY20;

Whereas, An additional amount not to exceed \$4,611.25 is needed for captioning services for FY20 and for anticipated captioning services for FY21;

Whereas, Alternative Communication Services, LLC complies with the City's Conflict of Interest,

Living Wage, Prevailing Wage and Non-Discrimination ordinance requirements; and

Whereas, Adequate funding for the amended purchase order is available in the approved FY20 and FY21 Communications/CTN Budgets;

RESOLVED, That the City Council approve an amendment to the purchase order to Alternative Communication Services, LLC ., in an amount not to exceed \$4,611.25 annually for FY20 and FY21 thereby making the total purchase order \$27,111.25 for FY20 and \$27,111.25 in FY21;

RESOLVED, That funding for the work comes from the appropriate Communications/CTN Budget; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.