

**31693**  
**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE**  
**DISTRICT NO. 508**  
**DECEMBER 7, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**BROADCAST FILE ANALYZING EQUIPMENT**  
**VIDEOTAPE PRODUCTS, INC.**  
**WYCC PBC CHICAGO**  
**KENNEDY-KING COLLEGE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees approves the issuance of a purchase order to Videotape Products, Inc. to provide broadcast file analyzing equipment for WYCC-TV for the period from December 6, 2012 through June 30, 2013, at a total cost not to exceed \$22,441.42.

**VENDOR:** Videotape Products, Inc.  
2721 West Magnolia Boulevard  
Burbank, California 91505

**USER:** WYCC PBS Chicago – Kennedy King College

**ORIGINAL TERM:**

The term of this agreement will commence on December 6, 2012 and end on June 30, 2013.

**SCOPE OF SERVICES:**

The equipment requested is a Harris Quic server and software box which will optimize WYCC's ability to review and repair digital programs and computer files prior to airing, thus eliminating programs airing with errant audio or video files. This equipment analyzes and processes files for errors that the human eye is unable to detect without playing the program for its total running time. After passing through this equipment and software, a WYCC show is then able to be processed and is automatically sent to our broadcast server for transmission to the master control company, and finally to air for viewers. This process limits human error and decreases the amount of time required to get a program on the air.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The equipment requested will significantly reduce the number of technical problems with shows that air on WYCC and increase the quality and look of our programs for our viewers. In addition, it will decrease the amount of human quality control steps necessary while increasing our ability to deliver content to air. WYCC-TV currently completes this process manually, taking a tremendous amount of time and manpower, which can be spent on creating more content for our viewers to watch and our students to participate. The new process is projected to save WYCC-TV approximately 2 hours of screening time per one hour-long program.

**DELIVERABLES:**

The manufacturer, Harris Quic, will ship and install the file analyzer. In addition, one day of on-site training will be provided for all WYCC Broadcast Maintenance Engineers. Also included is one year of 9am-5pm CST phone support with advance exchange. There will also be one year of software updates included.

**VENDOR SELECTION CRITERIA:**

Bids for this equipment and software were solicited from five firms. Three firms responded with the written quotes received from each as follows:

Videotape Products, Inc.	\$22,441.42
AVI Systems	\$23,551.00
Diversified Systems	\$24,045.00

As the bidder with the lowest proposed cost, Videotape Products, Inc. was chosen as the recommended vendor to provide the equipment and associated software. Pursuant to Board Report 31443 adopted on May 2012, Videotape Products was approved to provide Wide Area Camera Lenses in an amount not to exceed \$43,384. The lenses were received and paid in FY2013. Pursuant to Board Policy, expenditures to a single vendor over \$25,000 in a fiscal year require Board approval.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the submitted bids of the three responding firms as well as WYCC's efforts in attempting to obtain written quotes from two certified M/WBE vendors, Solai & Cameron and Cable Communications, Inc. Board policy requires at least one quote from a certified MBE or WBE vendor. Neither of the certified M/WBE vendors is able to provide this broadcast equipment and software. In addition, since there are no other certified MBE or WBE subcontracting opportunities available related to this one-time purchase of equipment and software. WYCC has complied with the Board's policy on soliciting quotes from at least one certified MBE or WBE vendor for this purchase.

**GENERAL CONDITIONS:**

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total FY13:** \$22,441.42

**Charge To:** Capital Budget

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**December 7, 2012 – WYCC PBS Chicago – Kennedy-King College**