

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AMENDMENT WITH THREE PRODUCTION LLC FOR VIDEOTAPING, AUDIO/VIDEO EDITING, TRANSCRIPTION SERVICES, AND IT CONSULTING SERVICES, OF THE BOARD OF SUPERVISORS BOARD MEETINGS, INCREASING THE MAXIMUM FISCAL OBLIGATION UNDER THE AGREEMENT BY \$255,000, FOR A NEW NOT TO EXCEED VALUE OF \$454,000

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Board of Supervisor meetings are an essential part on the County of San Mateo's intergovernmental process and showcases the transparency of decision making to the community; and

WHEREAS, with the opening of the new Board of Chambers and combination of in-person and virtual meetings, the County wants to ensure that the meetings are accessible and obtainable to all during and after the meetings; and

WHEREAS, the County conducted a three (3) bid process to select a vendor that can provide videotaping, audio/video edits, transcription, and IT consulting services. After an internal review, Three Production LLC was the selected vendor; and

WHEREAS, the County Executive's Office entered into an agreement with Three Production LLC on December 1, 2023. Since then, the vendor has been providing audio-visual services and the County has requested further services from Three Production LLC and the parties have proposed an amendment to the agreement to

broaden the scope of services and to increase the maximum amount payable under the agreement by \$255,000, for an amount not to exceed \$454,000.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of the Board of Supervisors is authorized and directed to execute an amendment with Three Production LLC for videotaping, audio/video editing, transcription services, and IT consulting services, of the Board of Supervisors Board Meetings, increasing the maximum fiscal obligation under the agreement by \$255,000, for a new not to exceed value of \$454,000.

BE IT FURTHER RESOLVED that the County Executive Officer, or designee, to execute subsequent change orders that modify the terms and conditions of the agreement and increasing the contract value by \$25,000 for a maximum not to exceed agreement \$479,000.

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