

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

ORDINANCE

APPROVING A CONTRACT WITH THE XEROX CORPORATION TO LEASE SIX MULTI-FUNCTION PRINTERS FOR PRINTING VITAL RECORDS FOR THE OFFICE OF THE CITY CLERK FOR A FIVE-YEAR TERM BEGINNING JULY 1, 2024, FOR A TOTAL CONTRACT COST OF \$76,770.00. FUNDING IS FROM THE GENERAL FUND.

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WHEREAS, an offer was submitted by Xerox Corporation using a Federal Supply Schedule contract of the United States General Services Administration (GSA), Multiple Award Schedule (MAS) GS-03F-137DA, for lease of six (6) multi-function printers for printing vital records for a total 60-month contract cost of \$76,770.00; and

WHEREAS, the Office of the City Clerk requires printers that are compatible with the Texas Department of State Health Services (DSHS) TxEver system used to print records from the DSHS repository; and

WHEREAS, pursuant to Texas Local Government Code §271.103, this purchase satisfies any state law requiring the City to seek competitive bids for the purchase of the goods or services; and

WHEREAS, approval of this ordinance will authorize a contract with Xerox Corporation, beginning July 1, 2024 for a 60 month period, for a total cost of \$76,770.00; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The offer submitted by Xerox Corporation using a Federal Supply Schedule contract of the United States General Services Administration (GSA), Multiple Award Schedule (MAS) GS-03F-137DA, for lease of six (6) multi-function printers for printing vital records for a total 60-month contract cost of \$76,770.00 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. The contract and bid tabulation sheet are attached hereto and incorporated herein for all purposes as **Exhibit I**. The Director of Finance, or designee, is hereby authorized to execute contracts and any documents necessary to carry out the purposes of this ordinance.

SECTION 2. Funding for this ordinance in the amount of \$15,354.00 is available in Fund 11001000, Cost Center 204010001 and General Ledger 5205020 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

SECTION 3. Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract term.

SECTION 4. Payment in the amount of \$76,770.00 is authorized to Xerox Corporation, and should be encumbered with a purchase order.

SECTION 5. The financial allocations in this ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager, or the City Manager’s designee, correct allocation to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

SECTION 6. This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

PASSED and APPROVED this __ day of _____, 2024.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney