



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: May 16, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Multi-Function Printers for San Antonio Vital Records

SUMMARY:

This ordinance will authorize a contract with the Xerox Corporation to lease six multi-function printers for the printing of vital records for a 5 year term beginning July 1, 2024 with a total contract value of \$76,770 for the Office of the City Clerk. Funding for the first-year lease costs of \$15,354 is available in the General Fund FY 2024 Adopted Budget. Funding for the subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a lease offer and firm pricing for a 60-month lease of multi-function printers for the Office of the City Clerk.

Currently the Office of the City Clerk is printing vital records through a series of workarounds utilizing printers from various manufacturers. These processes leverage printers that are not compatible with the Texas Department of State Health Services (DSHS) TxEver system used to print records from the DSHS repository. As a result, an additional burden is placed on City Clerk staff to push print requests to alternate printers that not equipped for high volume printing, and not

optimized for image resolution.

During the development of a contract for a new Vital Records Management System, a specific printer was identified by the new solution vendor. This change will significantly improve daily operations essential to the sale of birth and death records on printed security paper. The focus on long-term solutions for the City Clerk's basic operations is necessary to meet customer demand and reduce customer wait time. The ability to consolidate all security paper stock into one printer will also improve the security management of this controlled paper resource and reduce wasted resources due to printer errors and paper jams.

This contract will be procured through a Federal Supply Schedule of the United States General Services Administration (GSA) Multiple Award Schedule GS-03F-137DA authorized under Texas Local Government Code 271.103, which satisfies the legal requirements to seek competitive bids. The Xerox Corporation multi-function printers meet the printing requirements for the new Vital Records Management System and required security paper.

The initial term of the contract will begin on July 1, 2024, and will remain in full force for 60 months upon approval of this ordinance.

ISSUE:

Approval of this item will provide the Office of the City Clerk with a contract to lease six multi-function printers for the printing of vital records utilizing the General Services Administration Schedule GS-03F-137DA. The lease rate includes monthly preventive maintenance services and toner for the multi-function printers. Xerox Corporation will deliver and connect the printers, Information Technology Services Department will configure the printers for use.

This purchase is exempt from the Local Preference Program and the Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived for this contract.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Office of the City Clerk would not be able to leverage a single print solution for the new vital records management system. Multiple workarounds would still be required and continued waste of resources would be necessary.

FISCAL IMPACT:

This ordinance will authorize a contract with the Xerox Corporation to lease six multi-function printers for the printing of vital records for a 5 year term beginning July 1, 2024 with a total contract value of \$76,770 for the Office of the City Clerk. Funding for the first-year lease costs of \$15,354

is available in the General Fund FY 2024 Adopted Budget. Funding for the subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract was procured by means of cooperative agreement and a Contracts Disclosure Form is not required.