

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

**ORDINANCE**

**APPROVING A CONTRACT WITH PITNEY BOWES, INC., FOR THE PURCHASE OF TWO HIGH-VOLUME, TURNKEY MAIL SYSTEMS AND PERIPHERALS FOR THE FINANCE DEPARTMENT, PRINT AND MAIL OPERATIONS, AND MAINTENANCE AND SUPPORT FOR ONE YEAR WITH TWO, ONE-YEAR RENEWAL OPTIONS FOR AN ESTIMATED TOTAL COST OF \$191,000.00. FUNDING OF \$121,000.00 FOR THE INITIAL 12-MONTH PERIOD IS FROM THE FY 2024 PURCHASING AND GENERAL SERVICE FUND OPERATING BUDGET. FUNDING IN THE AMOUNT OF \$35,000.00 ANNUALLY FOR EQUIPMENT MAINTENANCE AND SUBSCRIPTION FEES FOR YEAR TWO AND YEAR THREE IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.**

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**WHEREAS**, an offer was submitted by Pitney Bowes, Inc., for the purchase of two high-volume, turnkey mail systems and peripherals for the Finance Department, Print and Mail Operations, and maintenance and support for one year with two, one-year renewal options for an estimated total cost of \$191,000.00; and

**WHEREAS**, the current equipment will be replaced by a modernized mail handling and processing system, and an online platform with end-user serviceability, with improved fiscal processing and elimination of manual certified mail logs; and

**WHEREAS**, this purchase meets the requirements under the terms of the State of Texas Cooperative Purchasing Agreement adopted by the City of San Antonio by Resolution No. 91-39-53 on September 12, 1991; and

**WHEREAS**, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

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

**SECTION 1.** The offer submitted by Pitney Bowes, Inc., for the purchase of two high-volume, turnkey mail systems and peripherals for the Finance Department, Print and Mail Operations, and maintenance and support for one year with the option for the City to renew for two, one-year periods for an estimated total cost of \$191,000.00 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the bid tabulation sheet and contract are attached hereto and incorporated herein for all purposes as **Exhibit I**.

**SECTION 2.** Funding for this ordinance in the amount of \$150,000.00 is available in Fund 71001000, Cost Center 707100009 and General Ledger 5709050 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 term of the contract.

**SECTION 4.** Payment in the amount of \$191,000.00 is authorized to Pitney Bowes, Inc., and should be encumbered with a purchase order(s).

**SECTION 5.** The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer 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

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Andrew Segovia, City Attorney