

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

**ORDINANCE**

**APPROVING A CONTRACT WITH APTAERO INC. TO  
PROVIDE A SOFTWARE SOLUTION AND  
IMPLEMENTATION SERVICES FOR AN ONLINE  
VISITOR MANAGEMENT PROGRAM FOR THE  
AVIATION DEPARTMENT FOR A TOTAL COST OF  
\$250,000.00. FUNDING IS FROM THE AIRPORT  
OPERATING & MAINTENANCE FUND.**

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**WHEREAS**, the City released a Request for Competitive Sealed Proposals (RFCSP) to provide a software solution and implementation services for an online Visitor Management Program for the San Antonio International Airport; and

**WHEREAS**, one proposal was received and evaluated; and

**WHEREAS**, staff recommends Aptaero Inc. for award of a contract based on the City's standard RFCSP evaluation process; and

**WHEREAS**, approval of this ordinance will authorize a contract, beginning upon award and after implementation/set up and City's final acceptance of the system, licensing and support for this contract shall begin and continue in full force and effect on a year-to-year basis for a three-year period, with the option for the City to renew for up to two additional, one-year periods, for an estimated total cost of \$250,000.00, over the entire contract term including renewals; 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 proposal submitted by Aptaero Inc. to provide the City of San Antonio a software solution and implementation services for an online Visitor Management Program for the San Antonio International Airport for an estimated total cost of \$250,000.00 over the entire contract term including renewals, is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the RFCSP is attached hereto and incorporated herein for all purposes as **Exhibit I**.

**SECTION 2.** Funding for this ordinance in the amount of \$62,400.00 is available in Fund 51001000, Cost Center 3305040004 and General Ledger 5201047 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. Funds will be encumbered upon issuance of purchase orders, and payment is authorized to Aptaero Inc.

**SECTION 4.** Payment in the amount of \$250,000.00 is authorized to Aptaero Inc. and should be encumbered with a purchase order.

**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 designee, correct allocations 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:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney