

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

ORDINANCE

APPROVING A CONTRACT WITH BAKER & TAYLOR LLC TO PURCHASE LIBRARY MATERIALS AND PROVIDE CATALOGING, PROCESSING, ELECTRONIC ORDERING AND INVOICING SERVICES FOR THE SAN ANTONIO PUBLIC LIBRARY, BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2029, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS, FOR AN ANNUAL COST OF \$3,500,000.00, OR A TOTAL COST OF \$24,500,000.00 OVER THE ENTIRE CONTRACT TERM. FUNDING IN THE AMOUNT OF \$3,500,000.00 IS FROM THE GENERAL FUND FY 2025 PROPOSED BUDGET. FUNDING FOR SUBSEQUENT YEARS IS CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.

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WHEREAS, the City released a Request for Competitive Sealed Proposals (RFCSP) to provide library materials and provide cataloging, processing, electronic ordering and invoicing services for the San Antonio Public Library; and

WHEREAS, these materials will support the collections of the 29 library locations; and

WHEREAS, three proposals were received and evaluated; and

WHEREAS, staff recommends Baker & Taylor LLC 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 October 1, 2024 and ending September 30, 2029, with the option for the City to renew for two additional one-year periods, for an annual cost of \$3,500,000.00, or a total cost of \$24,500,000.00 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 Baker & Taylor LLC to provide the City of San Antonio to provide library materials and provide cataloging, processing, electronic ordering and invoicing services for the San Antonio Public Library for an annual cost of \$3,500,000.00, or a

total cost of \$24,500,000.00 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 \$3,500,000.00 is available in Fund 11001000, Cost Center 0402010001 and General Ledger 5304060 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 \$24,500,000.00 is authorized to Baker & Taylor LLC and should be encumbered with purchase orders.

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:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney