

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

**ORDINANCE**

**AUTHORIZING A LEASE AGREEMENT ON A FIVE-YEAR INITIAL TERM WITH SK3 LOGISTICS BUSINESS SOLUTIONS, LLC FOR AN ESTIMATED ANNUAL REVENUE OF \$8,400 TO PROVIDE A FULL-SERVICE BUSINESS CENTER LOCATED IN THE HENRY B. GONZALEZ CONVENTION CENTER.**

\* \* \* \* \*

**WHEREAS**, City Council originally authorized the Amendment and Restatement of the Henry B. Gonzalez Convention Center (Business Center) Lease Agreement pursuant to Ordinance 2013-11-21-0787, passed and approved on November 21, 2013, with Texas Badger Developments-1, LLC (d/b/a The UPS Store); and

**WHEREAS**, the previous lease is valid through December 31, 2023, however, the owner retired and assigned the lease to SK3 Logistics Business Solutions, LLC on April 25, 2023 through December 31, 2023, or upon effective date of new lease, whichever is sooner; and

**WHEREAS**, the City issued a Request for Proposal (RFP) to provide business center services to clients and visitors of the Henry B. Gonzalez Convention Center on April 21, 2022 for services including packing and shipping services, document services, typing/word processing services, mailbox rental, computer services, passport and photo ID services, notary services, fax services, and a variety of office and mailing supplies, as well as sundries, to clients and visitors of the Convention Center, including the Lila Cockrell Theatre, and no responses; and a second RFP was issued on November 30, 2022; and

**WHEREAS**, a second RFP was issued on November 30, 2022 and two proposals were received, of which one proposal was deemed non-responsive and the remaining proposal received from SK3 Logistics Business Solutions, LLC was deemed responsive for consensus evaluation; and

**WHEREAS**, the evaluation committee met on March 1, 2023, to evaluate the one responsive proposal received and recommends entering a lease agreement with SK3 Logistics Business Solutions, LLC; **NOW THEREFORE:**

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

**SECTION 1.** The terms and conditions of the Henry B. Gonzalez Convention Center Business Center Lease Agreement are authorized and approved. The City Manager is authorized to execute the Agreement, a copy of which, previously executed by SK3 Logistics Business Solutions, LLC, is attached to this Ordinance as Exhibit I.

**SECTION 2.** Funds received for this Ordinance will be deposited in Fund 29006000, Internal Order 242000000001 and General Ledger 4401110.

**SECTION 3.** 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 allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 4.** This Ordinance shall take effect immediately upon the receipt of eight affirmative votes; otherwise it shall be effective ten days after its passage.

**PASSED AND APPROVED** this 17<sup>th</sup> day of August, 2023.

**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