

# City of San Antonio



## AGENDA

### City Council A Session

Municipal Plaza Building  
114 W. Commerce Street  
San Antonio, Texas 78205

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**Thursday, May 16, 2024**

**9:00 AM**

**Municipal Plaza Building**

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The City Council will hold its regular meeting in the Norma S. Rodriguez Council Chamber in the Municipal Plaza Building beginning at the above referenced date and time for the following items. Once convened, the City Council will take up the following items in any order during the meeting but no sooner than the designated times.

#### **9:00AM: Call to Order**

Members of the public can comment on items on the agenda. To sign up to speak visit [www.saspeakup.com](http://www.saspeakup.com). Click on meetings and events and select the meeting you'd like to participate in. Sign up to speak or submit a written comment. Questions relating to these rules may be directed to the Office of the City Clerk at (210) 207-7253.

Individuals signing up for public comment may register for VIA bus fare or parking validation at [www.saspeakup.com](http://www.saspeakup.com). VIA bus fare or parking at City Tower Garage (located at 100 Blk N. Main) will be provided to individuals who request the assistance. Staff will provide VIA bus fare passes and parking validation tickets in the lobby of City Council Chambers.

To view the Live meeting please view our [Live Stream](#)

During the meeting, the City Council may meet in executive session for consultation with the City Attorney's Office concerning attorney-client matters under Chapter 551 of the Texas

Government Code.

### **ACCESS STATEMENT**

**The City of San Antonio ensures meaningful access to City meetings, programs and services by reasonably providing: translation and interpretation, materials in alternate formats, and other accommodations upon request. To request these services call (210) 207-2098 or Relay Texas 711 or by requesting these services online at <https://www.sanantonio.gov/gpa/LanguageServices>. Providing at least 72 hours' notice will help to ensure availability.**

Intérpretes en español estarán disponibles durante la junta del consejo de la ciudad para los asistentes que lo requieran. También se proveerán intérpretes para los ciudadanos que deseen exponer su punto de vista al consejo de la ciudad. Para más información, llame al (210) 207-7253.

For additional information on any item on this agenda, please visit [www.sanantonio.gov](http://www.sanantonio.gov) or call (210) 207-7080.

7.

**2024-05-16-0349**

Ordinance approving a contract with the Xerox Corporation to lease six multi-function printers for printing vital records for the Office of the City Clerk for a term of five years beginning July 1, 2024, for a total cost of \$76,770. Funding is from the General Fund. [Ben Gorzell Jr., Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer, Finance]

### **THE CITY COUNCIL MAY RECESS FOR LUNCH AND RECONVENE TO CONSIDER ANY UNFINISHED COUNCIL BUSINESS**

6:00 P.M. – If the Council has not yet adjourned, the presiding officer shall entertain a motion to continue the council meeting, postpone the remaining items to the next council meeting date, or recess and reconvene the meeting at a specified time on the following day.

Posted on: 05/15/2025 01:34 AM



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 1

**Agenda Date:** May 16, 2024

**In Control:** City Council A Session

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**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.

## City of San Antonio Bid Tabulation

Opened: April 18, 2024 Annual Contract for Xerox Copiers Lease - Vital Records		<b>GSA</b> Xerox Corporation 1800 M Street N.W. Washington, DC 20036 (210) 805-8200	
		CVC	
Item	Description	Estimated Annual Quantity	
1	Lease of Xerox multi-function printer - 60 month contract term	6	
	Price Per Month		\$213.25
	Per print rate		\$0.00
	Total Cost per Month		\$1,279.50
	Total Cost per year		\$15,354.00
	Total Cost for 60 month contract		\$76,770.00
	Manufacturer		Xerox
	Part Number		B8155HG
	Delivery		July 1, 2024
	Payment Terms		Net 30
	Estimated Annual Total		\$15,354.00
	<b>Estimated Annual Award</b>		<b>\$15,354.00</b>

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

**ORDINANCE**

**APPROVING A CONTRACT WITH THE XEROX CORPORATION TO  
LEASE SIX MULTI-FUNCTION PRINTERS FOR PRINTING VITAL  
RECORDS FOR THE OFFICE OF THE CITY CLERK FOR A FIVE-YEAR  
TERM BEGINNING JULY 1, 2024, FOR A TOTAL CONTRACT COST OF  
\$76,770.00. FUNDING IS FROM THE GENERAL FUND.**

\* \* \* \* \*

**WHEREAS**, an offer was submitted by Xerox Corporation using a Federal Supply Schedule contract of the United States General Services Administration (GSA), Multiple Award Schedule (MAS) GS-03F-137DA, for lease of six (6) multi-function printers for printing vital records for a total 60-month contract cost of \$76,770.00; and

**WHEREAS**, the Office of the City Clerk requires printers that are compatible with the Texas Department of State Health Services (DSHS) TxEver system used to print records from the DSHS repository; and

**WHEREAS**, pursuant to Texas Local Government Code §271.103, this purchase satisfies any state law requiring the City to seek competitive bids for the purchase of the goods or services; and

**WHEREAS**, approval of this ordinance will authorize a contract with Xerox Corporation, beginning July 1, 2024 for a 60 month period, for a total cost of \$76,770.00; **NOW THEREFORE:**

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

**SECTION 1.** The offer submitted by Xerox Corporation using a Federal Supply Schedule contract of the United States General Services Administration (GSA), Multiple Award Schedule (MAS) GS-03F-137DA, for lease of six (6) multi-function printers for printing vital records for a total 60-month contract cost of \$76,770.00 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. The contract and bid tabulation sheet are attached hereto and incorporated herein for all purposes as **Exhibit I**. The Director of Finance, or designee, is hereby authorized to execute contracts and any documents necessary to carry out the purposes of this ordinance.

**SECTION 2.** Funding for this ordinance in the amount of \$15,354.00 is available in Fund 11001000, Cost Center 204010001 and General Ledger 5205020 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 contract term.

**SECTION 4.** Payment in the amount of \$76,770.00 is authorized to Xerox Corporation, and should be encumbered with a purchase order.

**SECTION 5.** The financial allocations in this ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance 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:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney