

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

ORDINANCE

APPROVING A CONTRACT WITH MIDWEST TAPE, LLC, TO PROVIDE MEDIA, CATALOGING, AND DIGITAL PROCESSING SERVICES FOR THE SAN ANTONIO PUBLIC LIBRARY FOR AN ESTIMATED COST OF \$3 MILLION ANNUALLY, TOTALING AN ESTIMATED \$15 MILLION OVER THE ENTIRE CONTRACT TERM, INCLUDING RENEWAL OPTIONS. FUNDING FOR THIS CONTRACT IS FROM THE SAN ANTONIO PUBLIC LIBRARY FY 2023 GENERAL FUND PROPOSED BUDGET CONTINGENT UPON CITY COUNCIL APPROVAL.

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WHEREAS, the City released a Request for Competitive Sealed Proposals (RFCSP) to provide media, cataloging, and digital processing services for the San Antonio Public Library; and

WHEREAS, two proposals were received and evaluated; and

WHEREAS, staff recommends Midwest Tape, 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 upon the effective date of the ordinance awarding the contract or October 1, 2022, whichever is later, and terminating September 30, 2025, with the option for the City to renew for two additional, one-year periods, for a total estimated annual cost of \$3 million; 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 Midwest Tape, LLC, for an estimated cost of \$3 million annually is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the Score Summary and RFCSP is attached hereto and incorporated herein for all purposes as **Exhibit I**.

SECTION 2. Funding for this ordinance in the amount of \$3,000,000.00 is available in Fund 11001000, Cost Center 402010001 and General Ledger 5304060 contingent upon City Council approval of the proposed Fiscal Year 2023 Budget.

SECTION 3. Additional funding is contingent upon City Council approval of subsequent budgets within the term of this contract.

SECTION 4. 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 5. 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 _____, 2022.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney