



# City of San Antonio

## Agenda Memorandum

**File Number:**

---

**Agenda Item Number:** 5

**Agenda Date:** February 2, 2023

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

02/02/2023 Annual Contracts

**SUMMARY:**

An ordinance awarding one contract to provide the City with commodities and services on an annual basis for the term of the contract, for an estimated annual cost of \$165,000 annually. This ordinance provides the procurement of the following item, as needed, and dependent on the department's available budget, for the term of the contract:

A. COX Subscriptions, Inc. dba WT Cox Information Services, for periodical subscription, \$165,000 annually (1 contract, San Antonio Public Library)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Contract procured on the basis of low bid:

COX Subscriptions, Inc. dba WT Cox Information Services, for periodical subscription, \$165,000 annually, upon award through November 30, 2025, with two, one-year renewal options – will provide the San Antonio Public Library (SAPL) with an annual subscription service of approximately 1500 subscriptions of print magazine, newspaper, journal, or other types of periodical subscriptions and approximately 500 unique titles which will be utilized by the Central Library, twenty-seven (27) branch libraries, and one public/private school library. The San Antonio Public Library has the option of ordering any additional required subscription through the vendor's catalog for an 8% discount off the list price.

## **ISSUE:**

This contract represents a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

### **A. Periodical Subscription**

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

## **ALTERNATIVES:**

A. Periodical Subscription - Should this contract not be approved, the San Antonio Public Library staff would be required to arrange contracts directly, one-on-one with hundreds of publishers. This would necessitate a separate billing, payment and claims service with individual publishers that would be an unnecessary strain on library staff and could cause disruption to patron service.

## **FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of this contract submitted through this ordinance to provide the City with specified services on an annual contract basis. This annual contract is critical to the City's daily operations.

This contract was procured via the basis of low bid, therefore Contract Disclosure Form is not required.