

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

**AN ORDINANCE**

**ACCEPTING THE BID FROM QUANTUM OFFICE SOLUTIONS, INC. FOR THE PURCHASE OF TWO REPLACEMENT MAIL SYSTEMS, INCLUDING MAINTENANCE, SERVICE AND SUPPORT, AND THE LEASE OF TWO POSTAGE METERS FOR AN INITIAL, TOTAL ANNUAL COST OF \$50,059.62, FUNDED FROM THE FY 2017 FINANCE DEPARTMENT PROCUREMENT FUND.**

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**WHEREAS**, bids were submitted to provide the City of San Antonio with two replacement mail systems, including maintenance, service and support, the lease of two postage meters, and a trade-in value for the existing equipment; and

**WHEREAS**, the bids submitted by Neopost USA Inc. and Pitney Bowes Inc. failed to meet the City's specifications and/or requirements; and

**WHEREAS**, Quantum Office Solutions, Inc. will remove the existing equipment and has offered a credit of \$4,080.00 towards the second year of maintenance, service and support as a trade-in value of the existing equipment; and

**WHEREAS**, Quantum Office Solutions, Inc. was the lowest, responsive bidder for an estimated total cost of \$72,689.70 of which \$50,059.62 is the initial total cost for the first year and; **NOW THEREFORE:**

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

**SECTION 1.** The low, responsive bid from Quantum Office Solutions, Inc. to provide the City of San Antonio with two replacement mail systems, including maintenance, service and support, and the lease of two postage meters for an estimated total cost of \$72,689.70 is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. The bid tabulation sheet is attached hereto and incorporated herein for all purposes as **Exhibit I**. Copies of the bids are available for inspection in the offices of the Purchasing Division of the Finance Department.

**SECTION 2.** It has been found and declared that the low bids from Neopost USA Inc. and Pitney Bowes Inc. failed to meet the City's specifications and/or requirements.

**SECTION 3.** Funding for this ordinance in the amount up to \$50,059.62 is available as part of the Fiscal Year 2017 Budget as follows:

Amount	General Ledger	Cost Center	Fund
\$47,462.10	5501055	707100009	71001000
\$2,597.52	5204080	707100009	71001000
Total Amt. \$50,059.62			

**SECTION 4.** Payment not to exceed the budgeted amount is authorized to Quantum Office Solutions, Inc. and should be encumbered with a purchase order.

**SECTION 5.** Additional funding for this ordinance is contingent upon City Council approval of the City's operating budget and the availability of funds for future fiscal years.

**SECTION 6.** 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 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 7.** This ordinance is effective immediately upon passage by eight affirmative votes; otherwise it is effective on the tenth day after passage.

**PASSED and APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2017.

**M A Y O R**  
Ivy R. Taylor

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andrew Segovia, City Attorney