

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

AN ORDINANCE

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH UNIQUE MANAGEMENT SERVICES FOR LIBRARY BOOK AND MATERIAL RECOVERY, REVENUE COLLECTION AND PATRON NOTIFICATION SERVICES.

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WHEREAS, the San Antonio Public Library (the Library) issued a Request for Proposal with a submission deadline of March 22, 2016 to continue to outsource for Collections and Patron Communication services; and

WHEREAS, Unique Management Services was the only respondent and after evaluation committee review and discussion, Unique Management Services was recommended for award by consensus of the evaluation committee; and

WHEREAS, there were no proposals submitted from local businesses or veteran owned small business; therefore, the Local Preference Program and Veteran-Owned Small Business Preference Program were not applied; and

WHEREAS, under this contract the Library will refer delinquent accounts exceeding \$25.00 owed and 60 days or more of inactivity; and

WHEREAS, Unique Management Services will pursue these accounts via a series of telephone calls and written letters; and

WHEREAS, the contractor will utilize a script approved by the Library; and

WHEREAS, in all cases, account holders will be referred back to the Library for payment, or to turn in books and materials; therefore, the contractor will not be handling any cash receipts or materials; and

WHEREAS, additionally the contract stipulates that no accounts will be referred to credit agencies during or after the processing by Unique Management Services; **NOW THEREFORE:**

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

SECTION 1. The City Manager or her designee, or the Director of the San Antonio Public Library or his designee, is authorized to execute a professional services agreement with Unique Management Services for library book and material recovery, revenue collection and patron

notification services. A copy of the agreement, in substantially final form, is attached hereto and incorporated herein for all purposes as **Attachment I**.

SECTION 2. Funds generated by this ordinance will be deposited into Fund 11001000, Internal Order 204000000526 and General Ledgers associated to library fines which include 4407400, 4407410 and 4407411.

SECTION 3. Payment amounts will be encumbered upon issuance of a purchase order, and made payable to Unique Management Services for professional services. Unique Management Services will be paid 22.5% of total recovery for every library account referred for their action. Funds will be paid out of Fund 11001000, Cost Center 0401010004 and General Ledger 5202020.

SECTION 4. 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 5. This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this ____ day of _____.

M A Y O R
Ivy R. Taylor

ATTEST:

Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:

Martha G. Sepeda, Acting City Attorney