

## AN ORDINANCE

**AUTHORIZING THE CITY TO UTILIZE A COOPERATIVE CONTRACT WITH OPEN TEXT, INC. TO PROVIDE SCANNING AND INDEXING OF 3,105 EXISTING FLOODPLAIN MANAGEMENT FILES (621,035 PAGES) AND OTHER RELATED DOCUMENTS AND CONVERT THESE FILES INTO AN ELECTRONIC FORMAT FOR A TOTAL COST OF \$100,000.00, FUNDED WITH THE STORM WATER REGIONAL FACILITIES FUND.**

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**WHEREAS**, approximately 21,858 Floodplain Management related files are located at the City's El Paso, S. Alamo Street and Cherry Street locations, creating a need for additional storage space; and

**WHEREAS**, due to the large volume of plans that currently need to be scanned, it is more efficient to outsource the scanning of plans; and

**WHEREAS**, this procurement is available through cooperative purchasing agreement No. 920C-1 through the Texas Council on Competitive Government, which is managed by the Texas Comptroller of Public Accounts, **NOW THEREFORE**,

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

**SECTION 1.** A contract with Open Text, Inc. to provide scanning and indexing of 3,105 existing Floodplain Management files (621,035 pages) and other related documents and convert these files into an electronic format for a total cost of \$100,000.00, utilizing cooperative purchasing agreement No. 920C-1 through the Texas Council on Competitive Government, is hereby approved. A copy of the contract is attached hereto and is incorporated by reference as **Attachment I**. The Director or their designee is authorized to execute the amendment and any related documents.

**SECTION 2.** Funding in the amount of \$100,000.00 for this ordinance is available for Fund 29071000, Cost Center 2304110001 and General Ledger 5201040, as part of the Fiscal Year 2015 Budget.

**SECTION 3.** Payment not to exceed the budgeted amount is authorized to Open Text, Inc. and should be encumbered with a purchase order.

**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

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4/16/2015  
#TBD

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 shall be effective immediately upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

**PASSED and APPROVED** this 16<sup>th</sup> day of April, 2015.

**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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Martha G. Sepeda, Acting City Attorney