



City of San Antonio

Agenda Memorandum

File Number:17-2767

Agenda Item Number: 5.

Agenda Date: 5/18/2017

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Preservation of City Archives and Records

SUMMARY:

An ordinance accepting an offer from Kofile Technologies Inc., utilizing TXMAS cooperative contract 13-36010, to provide the City with record management and preservation services for an estimated cost of \$154,000.00. This ordinance provides the procurement of services, as needed, and dependent on the Department's available budget.

BACKGROUND INFORMATION:

The Office of the City Clerk is responsible for the preservation and management of all City's archives and records. Pursuant to the Texas Local Government Code § 118.0216 Records Management and Preservation, the Office of the City Clerk is authorized to assess a fee for all birth and death certificate purchases for the sole purpose of managing and preserving records. The fee charged by the City of San Antonio for record preservation is \$1.00 per birth or death certificate.

ISSUE:

This ordinance approves a contract that addresses the need to preserve, manage, and digitize the City's archives and records of the City of San Antonio. The preservation of municipal documents ensures the survival of source originals for generations to come. Maintaining these documents in their best condition is essential for

protecting the history of our city and its residents.

The services requested would preserve the original documents to include conservation and restoration treatments, deacidify encapsulation of sheets, and binding. Archival imaging and microfilm will be included as a security back-up for disaster recovery.

The Office of the City Clerk would focus on preserving historical volumes of vital records that date back to 1880.

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

This contract is an exception to the Local Preference Program.

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

ALTERNATIVES:

Should this contract not be approved, the Office of the City Clerk will be unable to preserve, manage and digitize the City's archives and records.

FISCAL IMPACT:

Funding for this allocation is included in the FY2017 Adopted General Fund Budget for the Office of the City Clerk. All expenditures will be in accordance with the Department's adopted budget approved by City Council. These services are provided under the TXMAS-13-36010 per the City's Cooperative purchasing membership which provides for a volume discount.

RECOMMENDATION:

Staff recommends the approval of the contract with Kofile Technologies Inc., utilizing TXMAS cooperative contract 13-36010, to provide the City with record management and preservation services for an estimated cost of \$154,000.00. This contract is procured by means of cooperative purchasing and a Contract Disclosure Form is not required.