



## Legislation Details (With Text)

**File #:** 1339-2013      **Version:** 1  
**Type:** Ordinance      **Status:** Passed  
**File created:** 5/28/2013      **In control:** Technology Committee  
**On agenda:** 7/1/2013      **Final action:** 7/3/2013

**Title:** To authorize the Director of the Department of Technology, to enter into an agreement and establish a purchase order with Print Solutions Today, LLC, for paper and envelope printing services; to authorize the expenditure of \$88,444.60 from the Department of Technology Internal Services Fund; and to declare an emergency. (\$88,444.60)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. AwardLetter Paper and Envelopes 2013 (2), 2. Bid Tab SA004909

Date	Ver.	Action By	Action	Result
7/3/2013	1	CITY CLERK	Attest	
7/2/2013	1	MAYOR	Signed	
7/1/2013	1	COUNCIL PRESIDENT	Signed	
7/1/2013	1	Columbus City Council	Approved	Pass

**BACKGROUND:**

This legislation authorizes the Director of the Department of Technology, to enter into an agreement and establish a purchase order with Print Solutions Today, LLC, for paper and envelope printing services. These services are required to support public utilities billing, payroll processing, income tax collections and police property room management. The term of this agreement is for one year from the date of a certified purchase order. The agreement may be renewed annually for two additional one year terms by mutual agreement and approval of proper City authorities. The cost of the service provided under this agreement/purchase order is \$88,444.60.

The Department of Technology is procuring this service through chapter 329.06 of Columbus City Code, pursuant to solicitation SA004909. Three responses to this solicitation were received by the bid opening date of May 2, 2013. Print Solutions Today, LLC is the lowest responsive and responsible and best bidder for items; 1-4, 6-7, and 9-14 within SA004909. Information Data Products, Inc. was the lowest bidder for items 5 and 8 totaling \$2,155.00. **See - Bid Award SA004909 attachment.**

**EMERGENCY:**

Emergency action is requested to expedite authorization of this contract in order to initiate services from the supplier and ensure on time delivery of printed materials.

**FISCAL IMPACT:**

The funds for this purchase in the total amount of \$88,444.60 are budgeted and available within the Department of Technology, Internal Services Fund.

**CONTRACT COMPLIANCE :**

Vendor Name: Print Solutions Today LLC      FID/CC#: 27-1305650      Expiration Date: 03/12/2014

To authorize the Director of the Department of Technology, to enter into an agreement and establish a purchase order with Print Solutions Today, LLC, for paper and envelope printing services; to authorize the expenditure of \$88,444.60 from the Department of Technology Internal Services Fund; and to declare an emergency. (\$88,444.60)

**WHEREAS**, this legislation authorizes the Director of the Department of Technology to enter into an agreement and establish a purchase order with Print Solutions Today, LLC, for paper and envelope printing services per "Bid Award SA004909" ; and

**WHEREAS**, the Department of Technology is procuring this service through chapter 329.06 of Columbus City Code, pursuant to solicitation SA004909. Three responses to this solicitation were received by the bid opening date of May 2, 2013. Print Solutions is the lowest responsive and responsible and best bidder for items 1-4, 6-7, and 9-14; and

**WHEREAS**, these services are required to support public utilities billing, payroll processing, income tax collections and police property room management. The term of this agreement is for one year from the date of a certified purchase order. The agreement may be renewed annually for two additional one year terms by mutual agreement and approval of proper City authorities. The cost of the service provided under this agreement is \$88,444.60; and

**WHEREAS**, an emergency exists in the daily operation of the city in that it is immediately necessary for the Department of Technology to enter into an agreement and establish a purchase order with Print Solutions Today, LLC, for paper and envelope printing services, thereby preserving the public health, peace, property, safety and welfare; now, therefore:

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Director of the Department of Technology be and is hereby authorized to enter into an agreement with Print Solutions Today, LLC, for paper and envelope printing services. The term of this agreement is for one year from the date of a certified purchase order. The agreement may be renewed annually for two additional one year terms by mutual agreement and approval of proper City authorities. The cost of the service provided under this agreement is \$88,444.60.

**SECTION 2.** That the expenditure of \$88,444.60 or so much thereof as may be necessary is hereby authorized to be expended from:

**Div.:** 47-01|**Fund:** 514|**Sub-Fund:** 550|**OCA Code:** 514550|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$4,851.64|  
Electricity

**Div.:** 47-01|**Fund:** 514|**Sub-Fund:** 600|**OCA Code:** 514600|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$30,859.57|  
Water

**Div.:** 47-01|**Fund:** 514|**Sub-Fund:** 650|**OCA Code:** 514650|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$34,597.73|  
Sewers & Drains

**Div.:** 47-01|**Fund:** 514|**Sub-Fund:** 675|**OCA Code:** 514675|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$9,226.06|  
Stormwater

TOTAL DPU: \$79,535.00

**Div.:** 47-01|**Fund:** 514|**Sub-Fund:** 010|**OCA Code:** 220247|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$7,247.60|  
Income Tax Division

**Div.:** 47-02|**Fund:** 514|**Sub-Fund:** 001|**OCA Code:** 280768|**Obj. Level 1:** 03|**Obj. Level 3:** 3352|**Amount:** \$1,662.00|

DoT

**SECTION 3.** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

**SECTION 4:** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5:** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.