



## Legislation Details (With Text)

**File #:** 2224-2015      **Version:** 1

**Type:** Ordinance      **Status:** Passed

**File created:** 9/3/2015      **In control:** Finance Committee

**On agenda:** 9/21/2015      **Final action:** 9/23/2015

**Title:** To authorize the Office of the City Auditor, Division of Income Tax, to enter into contract with Diversity Search Group for temporary staffing services; to authorize the expenditure of up to \$80,000.00 from the General Fund; and to declare an emergency. (\$80,000.00)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By             | Action   | Result |
|-----------|------|-----------------------|----------|--------|
| 9/23/2015 | 1    | CITY CLERK            | Attest   |        |
| 9/22/2015 | 1    | MAYOR                 | Signed   |        |
| 9/21/2015 | 1    | COUNCIL PRESIDENT     | Signed   |        |
| 9/21/2015 | 1    | Columbus City Council | Approved | Pass   |

This ordinance authorizes the Office of the City Auditor, Division of Income Tax to enter into contract for temporary staffing services for the ten (10) month period beginning October 25, 2015 and ending August 24, 2016. In order to maintain current productivity, it is prudent that the Division retain the ability to request temporary workers as needed. The Office of the Auditor, Division of Income Tax processed a formal bid for temporary staffing services (SA005929) and six (6) bids were received. PointPlus Personnel, Inc. was the lowest bid, but was deemed non-responsible. BMCH Inc., DBA Triad Staffing was the second (2<sup>nd</sup>) lowest bid, but was deemed non-responsive. Diversity Search Group was the third (3<sup>rd</sup>) lowest bid and was deemed the most responsive, responsible and best bidder. This legislation will authorize the contract and expenditure of up to \$80,000.00 for temporary staffing services with Diversity Search Group.

**Background:**

Periodic increases in documents received by the Division call for flexible staffing levels in the support area in order to timely process those documents. In order to ensure the timely opening and processing of documents, temporary staffing is required to assist current full-time Division staff. The Office of the City Auditor, Division of Income Tax requests funding to contract with Diversity Search Group for this purpose. Diversity Search Group's contract compliance number is 841696465 with an expiration date of July 7, 2017.

**Fiscal Impact:**

Funds are available in the 2015 budget from the general fund in the amount of \$80,000.00.

To authorize the Office of the City Auditor, Division of Income Tax, to enter into contract with Diversity Search Group for temporary staffing services; to authorize the expenditure of up to \$80,000.00 from the General Fund; and to declare an emergency. (\$80,000.00)

**WHEREAS**, the Division of Income Tax periodically requires temporary workers on an as-needed basis to assist in the

Division's Maintenance Section; and,

**WHEREAS**, the Division of Income Tax solicited bids for temporary staff services and the bid was awarded to Diversity Search Group as the most responsive, responsible and best bidder in July 2015 for up to \$150,000.00; and,

**WHEREAS**, the ability of the Division of Income Tax's Maintenance Section to remain current with respect to their work is integral to maintaining the timely and efficient processing of tax documents within the Division of Income Tax; and,

**WHEREAS**, an emergency exists in the usual operation of the Office of the Auditor, Division of Income Tax, in that it is immediately necessary to authorize the Auditor's office to enter into a contract with Diversity Search Group to ensure the timely processing of tax returns, thereby preserving the public health, safety and welfare; now therefore,

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

**SECTION 1.** That the City Auditor be and is hereby authorized and directed to enter into contract with Diversity Search Group for temporary staffing services.

**SECTION 2.** That the expenditure of \$80,000.00 or so much thereof as may be necessary is hereby authorized from Department 22, Organization Cost Account 220202, Fund 10, Object Level 1 03, Object Level 3 3296, to pay the cost thereof.

**SECTION 3.** That for 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.