



# City of Columbus

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

## Legislation Text

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**File #:** 2496-2013, **Version:** 1

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This ordinance authorizes the City Attorney to extend an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. No additional funds are needed to facilitate this extension.

The original contract was for the term of 07/01/08 through 06/30/09 and was renewable up to three years. Ordinance 0436-13 authorized an extension of the contract through 06/30/13 and ordinance 1510-13 authorized an extension through 09/30/13. This final extension is requested as the selection process of a vendor (SO044578) has been completed and a new contract is scheduled to begin 11/01/13.

**FISCAL IMPACT:**

Additional cost: \$0

**CONTRACT COMPLIANCE NUMBER:**

Cintas Document Management LLC CC#: 311647654 act expires 03/26/14

**EMERGENCY PROVISION**

This legislation is requested to be an emergency so there is no break in the provision of services.

To authorize the City Attorney to extend an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services; and to declare an emergency. (\$0)

**WHEREAS**, the City Attorney's Office is in need of record storage, retrieval and destruction services; and

**WHEREAS**, the selection process of a vendor has been completed and a resulting contract is scheduled to begin on 11/01/13; and

**WHEREAS**, the City Attorney would like to extend the current contract with Cintas Document Management LLC for the provision of said services through 10/31/13; and

**WHEREAS**, an emergency exists in the usual daily operation of the City Attorney's Office in that an extension will ensure uninterrupted availability of necessary record storage, retrieval and destruction services and thereby preserve the public health, peace, property, safety, and welfare; now, therefore,

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

**SECTION 1.** That the City Attorney be and hereby is authorized to extend the current contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services through October 31, 2013.

**SECTION 2.** 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.