



City of Columbus

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

Legislation Text

File #: 0871-2010, Version: 1

This ordinance authorizes the City Attorney to enter into the second year of a three year contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. This provider was selected by the City Attorney, following the recommendation of a staff committee that reviewed and evaluated proposals offered by Cintas Document Management LLC, Fireproof Record Center and Iron Mountain Information Management.

The cost for the services will remain the same. The original contract was for a maximum of \$19,000.00 with a term of 07/01/09 - 06/30/10.

FISCAL IMPACT:

Term: 07/01/10 through 06/30/11

Maximum Cost: \$19,000.00

Funds are included in the City Attorney's 2010 approved general fund budget.

CONTRACT COMPLIANCE NUMBER:

Cintas Document Management LLC CC#: 311647654 Expires: 07/01/2011

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 enter into the second year of a three year contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services; to authorize the expenditure of Nineteen Thousand Dollars from the general fund; and to declare an emergency. (\$19,000.00)

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

WHEREAS, the City Attorney would like to enter into the second year of a three year contract with Cintas Document Management LLC for the provision of said services; and

WHEREAS, an emergency exists in the usual daily operation of the City Attorney's Office in that this contract will ensure uninterrupted availability of necessary record storage, retrieval and destruction services; 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 enter into the second year of a three year contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. The second year term will be 07/01/10 through 06/30/11.

SECTION 2. That the sum of Nineteen Thousand Dollars (\$19,000.00), or so much thereof as may be necessary is hereby authorized to be expended to pay the cost of said contract from: Department 2401, General Fund 010, OCA Code 240101, Object Level Three 3446.

SECTION 3. 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.

