Legislation Text

File #: 1324-2012, **Version:** 1

This ordinance authorizes the City Attorney to modify and extend an existing 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 original contract was renewable up to three years for a maximum amount of $19,000.00; the second year authorized by Ordinance 0794-2010 was for a maximum amount of $19,000.00. The third year of the contract authorized by ordinance 0745-2011 was for a maximum amount of $16,000.00 bringing the total authorized amount to $54,000.00.

This modification will extend the term for an additional eight months to 02/28/2013 and increase the amount by an additional $16,000.00 for a new maximum contact amount of $70,000.00. The cost for the services will remain the same. This extension is needed due to the move of the City Attorney's offices currently located at City Hall and 109 North Front Street to 120 West Gay Street. This move will result in major changes in the amount of onsite storage space available therefore possibly requiring more and different offsite storage services as well as additional destruction costs.

This modification will afford enough time to complete the move, evaluate the offsite storage needs and prepare specifications for a new contract.

FISCAL IMPACT:
Term: 07/01/12 through 02/28/13
Maximum Cost: $16,000.00

Funds are included in the City Attorney's 2012 approved general fund budget.

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 and modify an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services; to authorize the expenditure of Sixteen Thousand Dollars from the general fund; and to declare an emergency. ($16,000.00)

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

WHEREAS, the upcoming move of the City Attorney's offices to 120 West Gay Street will reduce the onsite storage facilities available; and

WHEREAS, time is needed to accomplish the move, evaluate resulting offsite storage needs and to prepare specifications for a new contract; and

WHEREAS, the City Attorney would like modify and extend the current 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 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 modify and extend the current contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. The new term will be 07/01/12 through 02/28/13.

SECTION 2. That the sum of Sixteen Thousand Dollars ($16,000.00), 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, Organizational Cost Accounting 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.