



## Legislation Text

**File #:** 1518-2008, **Version:** 1

### 1. BACKGROUND

In November of 1998, two divisions of the Public Service Department, Refuse Collection and Engineering & Construction (as they were known then), each purchased Genesis For Windows from Stephen J. Springer dba Advanced Time Recording (ATR). Taking into consideration the labor contracts with the separate bargaining units, ATR setup the systems, configured the divisions, method codes, shifts, policies, overtime rules, hours codes and other configurable settings in each system. In addition, ATR configured and installed all of the clocks and provided training classes to system users.

In October of 2001, additional clocks were added to the Department of Public Service, bringing Traffic, Facilities, Fleet and Construction Inspection into Genesis so that their time records could also be automated. The software for the system was also upgraded to the new version of GenPro and training and technical support on the new system was provided.

This legislation authorizes the Director of Public Service to enter into contract with Stephen J. Springer dba Advanced Time Recording for the purchase of hardware, software, installation and maintenance of the time and attendance system currently in place. This contract is for one year with renewal options for the subsequent three years.

Advanced Time Recording (Contract Compliance 28-9469853, expiration: 03/13/2010) is a sole source vendor in that the existing equipment requires expertise and knowledge of the detailed setup of the software rules for the specific client in order to make the program generate accurate reports and provide specific information to the users. Allowing access to the software by any other vendor could jeopardize the City's information, auditing and accountability of payroll records.

### 2. EMERGENCY DESIGNATION

**Emergency action** is requested to proceed with needed installation and maintenance.

### 3. FISCAL IMPACT

While it was not a budgeted item, there are funds available in the Street Construction, Maintenance and Repair Fund for this expenditure.

To authorize the Director of Public Service to enter into a contract with Stephen J. Springer dba Advanced Time Recording to provide hardware, software, installation and maintenance of the time and attendance system currently in place in accordance with the sole source procurement provisions of the Columbus City Codes, 1959; to authorize the expenditure of \$10,000.00 from the Street Construction, Maintenance and Repair Fund; and to declare an emergency. (\$10,000.00)

**WHEREAS**, the Department of Public Service currently uses a time and attendance system that was purchased, installed, programmed and maintained by Advanced Time Recording; and

**WHEREAS**, it is necessary to purchase additional goods and services to maintain the equipment; and

**WHEREAS**, this contract is being awarded per the sole source provisions of the Columbus City Code Chapter 329.07(e); and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Service, in that the Department is in immediate need of procuring said goods and services, thereby preserving the public health, peace, and safety; now, therefore

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

**Section 1.** That the Director of Public Service be and is hereby authorized to enter into a one year contract with option to renew for

the subsequent three years with Stephen J. Springer dba Advanced Time Recording, 5362 Caleb Drive, Columbus, Ohio 43220, in the amount of \$10,000.00 to provide hardware, software, installation and maintenance of the time and attendance system currently in use by the Department.

**Section 2.** That this Council finds to be in the best interests of the City of Columbus that this contract be awarded per the sole source provisions of the Columbus City Codes, 1959, Chapter 329.07(e) with respect to the services provided by Advanced Time Recording.

**Section 3.** That for purpose of paying the costs of the contract, the sum of \$10,000.00 or so much thereof as may be necessary, is hereby authorized to be expended from the Street Construction, Maintenance and Repair Fund, Department No. 59-09, Object Level One Code 03, Object Level Three Code 3336, OCA Code 599001.

**Section 4.** 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.