



City of Columbus

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

Legislation Text

File #: 3366-2023, **Version:** 1

The Columbus City Attorney's Office entered into a contract with Access Information Management Corporation fka Retrievox, Inc. (herein referred to as "Access") for record storage, retrieval, destruction, and related supplies and services March 1, 2023 for up to \$25,000.00. This legislation authorizes the City Attorney to modify (Modification No. 1) said contract with Access; and to declare an emergency in order to ensure continued necessary services of uninterrupted record storage, retrieval, destruction, and related supplies and services.

BACKGROUND: The Columbus City Attorney's Office has an ongoing contract with Access that requires a modification for additional funds. The original contract was an estimate based on anticipated needs for the year. Unexpected increases in storage and management requirements have prompted the City Attorney's Office to seek a modification to address evolving needs. Modifying this contract allows the City Attorney's Office to sustain uninterrupted record storage, avoiding unnecessary expenses associated with initiating a new contract and potential costs related to transferring records.

FISCAL IMPACT: The amount of the contract modification is \$8,000.00, and the total amount of this contract, as modified, is \$33,000.00. This contract modification is funded by the General Fund.

Original contract amount \$25,000.00 (PO383315)
Modification No. 1 amount \$8,000.00 (This Ordinance)
Total contract amount \$33,000.00

COMPANY: Access Information Management Corporation fka Retrievox, Inc., FID: 04-3408536, CC027849, expires 12/23/2023

To authorize the City Attorney to modify an existing contract with Access Information Management Corporation; to authorize the expenditure of \$8,000.00 from the General Fund; and to declare an emergency. (\$8,000.00)

WHEREAS, the City Attorney has identified the need to modify an existing contract with Access Information Management Corporation ("Access"), for record storage and related services in an amount up to \$8,000.00; and

WHEREAS, it has become necessary in the usual daily operations of the Columbus City Attorney's Office to authorize the City Auditor to appropriate and expend these funds; and

WHEREAS, an emergency exists in the usual daily operation of the City Attorney's Office in that it is immediately necessary to authorize the City Attorney to modify the existing contract with Access, because insufficient funds remain under the current contract, and the modification is immediately necessary to ensure continued necessary services of uninterrupted record storage, retrieval, destruction, and related supplies and services; **NOW, THEREFORE,**

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

SECTION 1. That the City Attorney be and is hereby authorized to modify an existing contract with Access, in the amount of \$8,000.00, bringing the contract total to \$33,000.00.

SECTION 2. That for the purposes stated in Section 1, the expenditure of \$8,000.00 or so much thereof as may be necessary, be and is hereby authorized in Fund 1000 (General Fund), 24-2401 (City Attorney), in object class 03 (Purchased services) per the accounting codes in the attachment to this ordinance.

SECTION 3. That funds are hereby deemed appropriated and expenditures authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

SECTION 4. That this modification is made in accordance with the relevant provisions of the City Codes Chapter 329 relating to contract modifications.

SECTION 5. That the City Auditor is authorized to establish such accounting codes as necessary, to make any accounting changes to revise the funding source for all agreements, contracts, or modifications associated with this ordinance.

SECTION 6. 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 because insufficient funds remain under the contract 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.