



City of Columbus

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

Legislation Text

File #: 1950-2014, **Version:** 1

BACKGROUND: This ordinance authorizes the Director of the Finance and Management to modify a contract with Modern Office Methods Inc., on behalf of the Print Shop, which is housed in the Financial Management Division. Purchase Order DE100100 was created on March 7, 2014 and was estimated to provide sufficient funds to cover first year lease copier payments, color, black and white copies, supplies and maintenance. The Recreation and Parks Department's own print equipment was out of service for a period of time and the Print Shop was able to accommodate and assist with all their print and copy jobs in a timely manner. Recreation and Parks typically does not use the Print Shop, as they have their own equipment. Due to this unforeseen circumstance, the cost of copies has exceeded the amount allocated on the Modern Office Methods contract. Therefore, it is necessary to modify this contract in order for the Print Shop to provide uninterrupted service to various city departments through February, 2015 as originally planned.

This contract is based on Solicitation SO045574.

Due to unforeseen additional print jobs, an estimated additional \$20,000.00 will be needed to cover expenses through February 28, 2015, which will be the end of the first year of the four year contract.

Modern Office Method Contract Compliance # 31-1479207 valid through August 25, 2016.

Emergency action is requested to allow for uninterrupted services by the Print Shop to city departments.

FISCAL IMPACT: Funding is available in the Print and Mail Services Fund. Agencies are billed monthly for services provided by the Print Shop.

To authorize the Director of the Finance and Management Department to modify an existing contract with Modern Office Methods Inc. to allow the Print Shop to fund unforeseen expenses for copier lease, supplies and maintenance; to authorize the expenditure of \$20,000.00 from the Print and Mail Services Fund; and to declare an emergency. (\$20,000.00)

WHEREAS, the Print Shop assisted Recreation and Parks with printing needs when that department's own printing equipment was out of service for a period of time; and

WHEREAS, the resulting expenses from this assistance caused the funding allocation originally estimated in the current purchase order with Modern Office Methods Inc. to be depleted; and

WHEREAS, additional funding is necessary to allow the Print Shop to provide services to departments through February, 2015 when the first year of the four year contract with Modern Office Methods is up; and

WHEREAS, in order for the Print Shop to maintain the ability to provide uninterrupted service without interruption to city agencies, this ordinance is being submitted for consideration as an emergency measure; and

WHEREAS, an emergency exists in the usual daily operations of the Finance and Management Department, Print Services, in that it is immediately necessary to increase funding for print services, thereby preserving the public health,

peace, property, safety and welfare; now, therefore,

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

SECTION 1. That the Finance and Management Director be and is hereby authorized and directed to modify a contract with Modern Office Method Inc. in the amount of \$20,000.00 through February 28, 2015.

SECTION 2. That the expenditure of \$20,000.00 is hereby authorized from the Print and Mail Services, Fund 517, OCA 451237, Object Level One: 03, Object Level 03: 3372 to pay the cost thereof.

SECTION 3. That the monies in the foregoing Section 2 shall be paid upon order of the Director of the Finance and Management Department, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

SECTION 4. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications.

SECTION 5. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 6. That the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared an emergency measure and shall take effect and be in force from and after its passage and approvals by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.