



Legislation Text

File #: 3276-2023, Version: 1

The Department of Building and Zoning Services (BZS) has a need for the conversion of physical documents into electronic images. Ordinance Nos. 2833-2014, 1487-2016, 0624-2017, 2762-2017, 0851-2018, 0765-2019, 2847-2019, 0657-2020, 1117-2021, 0648-2022, and 1401-2023 authorized purchase orders for document conversion. These document conversion services optimize storage space, reduce future storage costs, and provide efficient access to department information.

RFQ026093 was posted for this purpose, and R3 Uniq Inc. was selected as the lowest, responsive, responsible, and best bidder per the provisions of Chapter 329 of the Columbus City Codes. This legislation authorizes BZS to enter into contract for ongoing document conversion provided by R3 Uniq Inc. The term of the contract is one year, beginning the earliest a purchase order can be confirmed, at a cost of \$150,000.00. This contract will include two optional one-year extensions to allow for project continuity, subject to mutual agreement, Council reauthorization, and additional funding allocation.

CONTRACT COMPLIANCE:

Vendor: R3 Uniq Inc. (D365 Vendor Acct. No.: 032623); Certification #: CC-032623 - Exp. 10/17/2025

The company is not debarred according to the excluded party listing system of the Federal Government or prohibited from being awarded a contract according to the Auditor of State unresolved finding for recovery certified search.

FISCAL IMPACT: The Department of Building and Zoning Services legislated \$1,443,390.36 (via Ord. 2833-2014), \$252,500 (via Ord. 1487-2016), \$532,511.20 (via Ord. 0624-2017), \$250,000 (via Ord. 2762-2017), \$200,000 (via Ord. 0851-2018), \$291,826.55 (via Ord. 0765-2019), \$85,000 (via Ord. 2847-2019), \$325,000 (via Ord. 0657-2020), \$324,995 (via Ordinance No. 1117-2021), \$377,526.36 (via Ord. 0648-2022), and \$149,960 (via Ord. 1401-2023) for document conversion and e-plan solution services. This legislation authorizes the additional expenditure of \$150,000.00 for document conversion services. Including this request, the aggregate not-to-exceed amount for services is \$4,382,709.47. Funds are available for these services in the 2023 Development Services Fund budget.

To authorize the Director of the Department of Building and Zoning Services to enter into contract with R3 Uniq Inc. for the purchase of document conversion services; and to authorize an expenditure of \$150,000.00 from the Development Services Fund. (\$150,000.00)

WHEREAS, R3 Uniq Inc. was selected as the lowest, responsive, responsible, and best bidder as the result of RFQ026093 per the provisions of Chapter 329 of the Columbus City Code; and

WHEREAS, the contract authorized by this ordinance will be for a term of one year, beginning as soon as a purchase order can be confirmed, at a cost of \$150,000.00; and

WHEREAS, the project may extend beyond one year, so the contract will include two optional one-year extensions beyond the initial one-year contract period, subject to mutual agreement, Council reauthorization, and additional funding allocation; and

WHEREAS, funds for this project are in the Development Services Fund; and

WHEREAS, it is now necessary to authorize the Director of the Department of Building and Zoning Services to enter into a contract with R3 Uniq Inc. to ensure continuation of document conversion services for the optimization of storage

space, reduction of future storage costs, and provision of efficient access to department information; **NOW, THEREFORE,**

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

SECTION 1. That the Director of the Department of Building and Zoning Services, be and is hereby authorized to enter into contract with R3 Uniq Inc. for the purchase of document conversion services for a period of one year in an amount not to exceed of \$150,000.00 with two optional one-year extensions, subject to mutual agreement, Council reauthorization, and additional funding allocation.

SECTION 2. That the expenditure of \$150,000.00, or so much thereof as may be necessary, is hereby authorized from the Department of Building and Zoning Services, Division No. 43-01, Development Services Fund, Fund No. 2240, in object class 03, Purchased Services, per the accounting codes in the attachment to this ordinance.

See Attached File: Ord. 3276-2023 Legislation Attachment.xlsx

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

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

SECTION 5. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.