



Legislation Text

File #: 3274-2023, Version: 1

This legislation authorizes the Director of the Department of Building and Zoning Services (BZS) to enter into a service contract with Mid-West Presort Mailing Service, Inc. in an amount up to \$100,000.00 for the purpose of providing presorting, mailing, and other mail related services. BZS is in need of these services to convey essential information to the citizens expected to be most impacted by the upcoming Zoning Code Update.

RFQ026187 was posted for this purpose, and Mid-West Presort Mailing Service, 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 mailing services provided by Mid-West Presort Mailing Service, Inc. The term of the contract is one year, beginning the earliest a purchase order can be confirmed, at a cost of \$100,000.00. The project may extend beyond one year, so the contract will include the option to renew for two additional one-year terms, subject to mutual agreement, Council reauthorization, and additional funding allocation.

Contract Compliance: The vendor's contract compliance number is CC-006678 and is valid through 6-23-2024.

The company is not prohibited from being awarded a contract according to the Auditor of State unresolved finding for recovery certified search.

FISCAL IMPACT: Funding is available in the 2023 Development Services Fund Budget.

To authorize the Director of the Department of Building and Zoning Services to execute a service contract with Mid-West Presort Mailing Service, Inc. for the purpose of providing mailing services; and to authorize an expenditure of \$100,000.00 from the Development Services Fund. (\$100,000.00)

WHEREAS, Mid-West Presort Mailing Service, Inc. was selected as the lowest, responsive, responsible, and best bidder as a result of RFQ026187 per the provisions of Chapter 329 of the Columbus City Codes; 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 \$100,000.00; 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, it is now necessary to authorize the Director of the Department of Building and Zoning Services to enter into a contract with Mid-West Presort Mailing Service, Inc. to convey essential information to citizens expected to be most impacted by the upcoming Zoning Code Update; **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 Mid-West Presort Mailing Service, Inc. in an amount up to \$100,000.00 for the purpose of providing mailing services with two optional one-year extensions beyond the initial one-year contract period, subject to mutual agreement, Council reauthorization, and additional funding allocation; and.

SECTION 2. That the expenditure of \$100,000.00, 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. 3274-2023 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.