



# City of Columbus

Office of City Clerk  
90 West Broad Street  
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columbuscitycouncil.org

## Legislation Text

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The Division of Income Tax supplies city income tax forms and tax packets to the public. These forms are used for yearly individual and corporate tax returns and are vital to daily operation. In accordance with the Columbus City Code, the Income Tax Division used the competitive bidding process to obtain a contract for the production of the personalized income tax forms.

Bids for the printing of the personalized income tax forms were formally bid by the Purchasing Office. Six (6) timely bids were received, but not all deemed responsive.

The bid from The Shamrock Companies, Inc. was determined to be the best, as well as most responsive bid, providing an alternate and acceptable bid. The Shamrock Companies produced the annual tax forms packets for 2001. The Shamrock Companies stated in a memo "The Shamrock Companies will produce the City of Columbus Tax Forms in the same manner that they were produced last year if awarded the contract. The Shamrock Companies will provide samples for approval and verification."

To enter into contract with The Shamrock Companies, Inc. for the production of 2003-2004 personalized income tax forms for the Department of the City Auditor, Division of Income Tax and to authorize the expenditure of \$55,175.00.

WHEREAS, the Division of Income Tax requires a contract for the production of city income tax forms and tax packages for public use; and,

WHEREAS, the Division of Purchasing solicited bids for the tax forms and tax packages and the bid of the Shamrock Companies, Inc. has been selected as the lowest responsive bidder; now therefore,

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

SECTION 1. That the Finance Director be and his is hereby authorized and directed to enter into contract with The Shamrock Companies, Inc. for the production of 2004 personalized income tax forms.

SECTION 2. That the expenditure of \$55, 175.00 or so much thereof as may be necessary is hereby authorized from Department 22-02, General Fund 01-100, Character 03, Minor Object 352, Index Code 220202, to pay the cost thereof.

SECTION 3. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.