



## Legislation Text

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**File #: 0558-2023, Version: 1**

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**Background:** This ordinance authorizes the City Auditor to modify the service contract with Mid-West Presort Mailing Services, to add funding in the amount of \$250,000.00 for continuation of printing, presorting, mailing and related services, and to extend the term of the initial contract through Feb 29, 2024.

Ordinance 1837-2022 authorized the City Auditor to execute a professional services contract with Mid-West Presort Mailing Services for the purpose of printing, presorting, mailing and related services.

The Division of Income Tax is in need of additional professional services for the purpose of printing, presorting, mailing and related services. The Income Tax Division has been working with Mid-West Presort Mailing Services for printing and mailing services over the last few years.

The initial contract was for one (1) year from the date of execution (Sept.1, 2022 to Aug 31, 2023), with the option to renew for three (3) additional years based upon mutual agreement, budgeted funds and approval by city council.

This ordinance is to extend the initial contract date to Feb 29, 2024 and allow for the option to renew for up to three (3) years. For each renewal year, funds for service shall be reviewed and expenditures shall be approved by ordinance of City Council, and the appropriation and certification of funds by the City Auditor.

**Contract Compliance:** The vendor contract compliance number is 6678 and is valid through 06-23-2024.

1. Amount of additional funds: Total amount of additional funds needed for this contract modification no. 1 is \$250,000.00. The total contract amount including this renewal is \$411,000.00.
2. Reasons additional funds were not foreseen: The potential need for additional funds is because additional taxpayer mailings have been added to the service to promote adoption of the new system, as well as the timing and launch of the new system made it difficult to estimate accurately. This modification is to provide the additional funding necessary to pay for services through Feb 29, 2024.
3. How was cost determined: The cost, terms, and conditions are in accordance with the original agreement.

**FISCAL IMPACT:** Funding is available in the 2023 General Fund Budget.

**Emergency Designation:** Emergency action is requested to expedite authorization of this contract in order to facilitate and maintain uninterrupted services from the supplier and to meet the Income tax season deadlines.

To authorize the City Auditor to modify and extend a service contract with Mid-West Presort Mailing Services to provide printing and mailing services for the Division of Income Tax; to authorize the expenditure of \$250,000.00 from the General Fund; and to declare an emergency (\$250,000.00).

WHEREAS, Ordinance No. 1837-2022, passed by the Columbus City Council on July 11, 2022, authorized the

Department of the City Auditor, Division of Income Tax, to enter into a contract with Mid-West Presort Mailing Services to provide printing, presorting, mailing and related services; and

WHEREAS, the original contract was for one (1) year from the date of execution, with the option to renew for three (3) additional one-year terms based upon mutual agreement of the parties, budgeted funds, and approval by City Council; and

WHEREAS, this ordinance authorizes the modification of this contract to add funding and the expenditure of \$250,000.00, or so much thereof as may be needed, from the General Fund, along with the extension of the initial contract through February 29, 2024; and

WHEREAS, it has become necessary in the usual daily operation of the Income Tax Division to authorize the City Auditor to modify the contract for printing, presorting, mailing and related services with Mid-West Presort Mailing Services.;and

WHEREAS, an emergency exists in the usual daily operation of the City Auditor's Office, Division of Income Tax, in that it is immediately necessary to authorize the City Auditor to enter into a contract with Mid-West Presort Mailing Services to prevent any delays in printing and mailing services, NOW, THEREFORE

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

SECTION 1. That the City Auditor be and hereby is authorized to modify and extend the contract with Mid-West Presort Mailing Services for the Division of Income Tax.

SECTION 2. That the expenditure of \$250,00.00 or so much thereof as may be needed, is hereby authorized in Fund 1000 (General Fund), Dept-Div 2202 (Division of Income Tax), object class 03 (Services) per the accounting codes in the attachment to this ordinance.

SECTION 3. That the contract can be renewed for up to three (3) additional years based upon mutual agreement of the parties, budgeted funds, and approved by council.

SECTION 4. 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 5. 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 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 and shall take effect and be in force from and after its approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.