



City of Columbus

Office of City Clerk
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columbuscitycouncil.org

Legislation Text

File #: 1881-2011, Version: 1

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.

A formal request for bids was processed online via Vendor Services for the printing of the personalized income tax forms by the Division of Income Tax and one bid was received.

The bid from The Shamrock Companies, Inc. was determined to be the lowest and most responsive bid. The Shamrock Companies produced the annual tax forms packets for 2001, and 2004 through 2010. Their contract compliance number is 34-1609149 and it expires 10/24/2013.

Fiscal Impact:

\$60,000 was budgeted and available for the printing of the 2011 tax forms. The proposed amount is \$30,049. In 2010 it was \$49,140.00.

To authorize the City Auditor to enter into contract with The Shamrock Companies, Inc. for the production of 2011 personalized income tax forms for the Office of the City Auditor, Division of Income Tax; to authorize the expenditure of \$30,049.00; and to declare an emergency (\$30,049.00).

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 Income Tax solicited bids for the tax forms and tax packages and the bid has been awarded to the lowest responsive bidder; and,

WHEREAS, an emergency exists in the usual operation of the City in that to ensure the timely production of the tax forms and meeting of mailing guidelines, there is an immediate need to provide the funding; 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 for the production of 2011 personalized income tax forms.

SECTION 2. That the expenditure of \$30,049.00 or so much thereof as may be necessary is hereby authorized from Department 22-02, General Fund 01-100, Character 03, Minor Object 3352, Index Code 220202, to pay the cost thereof.

SECTION 3. That for 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 passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.