



# City of Columbus

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

## Legislation Text

---

**File #:** 1837-2022, **Version:** 1

---

**Background:** This legislation authorizes the City Auditor to waive the request for proposal requirements of Columbus City Code Chapter 329 and enter into a professional services contract with Mid-West Presort Mailing Services in an amount up to \$161,000.00 for the purpose of printing, presorting, mailing and related services. The contract is for a period of one (1) year beginning September 1, 2022 through August 31, 2023, with the option to renew for three (3) additional one (1) year terms, subject to annual approval and appropriation from City Council.

The Division of Income Tax is in need of additional professional services to 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.

Due to Mid-West Presort Mailing Services' gained knowledge of Division operations, their compliance in safeguarding tax information as per IRS Publication 1075 and their success in printing and mailing services, the Division is requesting to waive the request for proposal requirements outlined in Columbus City Code Chapter 329.

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

**FISCAL IMPACT:** Funding is available in the 2022 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.

**Waiver of Request for Proposal Requirements:** A waiver of the request for proposal requirements outlined in Columbus City Code Chapter 329 is being requested to contract with a firm that specializes in compliance with IRS Publication 1075 requirements, and has intricate knowledge of existing Division safeguarding practices.

To authorize the City Auditor to execute a professional services contract with Mid-West Presort Mailing Services in an amount up to \$161,000.00 for the purpose of providing printing, presorting, mailing and related services for the Division in compliance with federal tax information safeguarding requirements as required in IRS Publication 1075; to authorize an expenditure up to \$161,000.00 from the General Fund; to waive the competitive bidding requirements of City Code Chapter 329; and to declare an emergency (\$161,000.00).

**WHEREAS,** the Division of Income Tax desires to work with Mid-West Presort Mailing Services to provide printing, presorting, mailing and related services for the Division while complying with federal tax information safeguarding requirements as required in IRS Publication 1075; and

**WHEREAS,** Mid-West Presort Mailing Services has the necessary experience and expertise to provide said services while ensuring federal tax information compliance; and

**WHEREAS,** it is in the City's best interests to waive the competitive bidding requirements of City Code Chapter 329 because Mid-West Presort Mailing Services has intricate knowledge of Income Tax Division operations and IRS Publication 1075 requirements; and

**WHEREAS**, an emergency exists in the usual daily operations of the Division of Income Tax in that it is immediately necessary to authorize the City Auditor to execute a contract with Mid-West Presort Mailing Services for the continuation of professional services, for the immediate preservation of the public health, peace, property, safety and welfare; now, therefore:

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

**SECTION 1:** That the City Auditor is authorized to enter into contract with Mid-West Presort Mailing Services in an amount up to \$161,000 for the purpose of providing printing, presorting, mailing and related services for the Division in compliance with federal tax information safeguarding requirements as required in IRS Publication 1075.

**SECTION 2.** That this Council finds that it is in the best interest of the City to waive the competitive bidding provisions of Chapter 329 of City Code to enter into this contract.

**SECTION 3.** That the expenditure of \$161,00.00 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 account codes in the attachment to this ordinance.

**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.