



# City of Columbus

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

## Legislation Text

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**File #: 0436-2013, Version: 1**

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This ordinance authorizes the City Attorney to modify and extend an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. This provider was selected by the City Attorney following the recommendation of a staff committee that reviewed and evaluated proposals offered by Cintas Document Management LLC, Fireproof Record Center and Iron Mountain Information Management.

The original contract was renewable up to three years for a maximum amount of \$19,000.00; the second year authorized by Ordinance 0794-2010 was for a maximum amount of \$19,000.00. The third year of the contract authorized by ordinance 0745-2011 was for a maximum amount of \$16,000.00 bringing the total authorized amount to \$54,000.00.

Due to the upcoming move of the City Attorney's offices currently located at City Hall and 109 North Front Street to 120 West Gay Street a modification of the original contract was authorized by ordinance 1324-2012. This modification extended the term of the contract until 02/28/13 and authorized additional expenditures in the maximum amount of \$16,000.00. This brought the new total amount authorized to \$70,000.00.

The City Attorney's office has now received an estimated move date of mid April, 2013. In preparing for the move, additional destruction costs and offsite storage services have been identified resulting in a need to authorize up to \$15,000.00 in additional expenditures and extend the contract until June 30, 2013. All other terms of the contract shall remain the same. This second modification will bring the total amount authorized by the contract to \$85,000.00 and will afford enough time to complete destructions, complete the evaluation of offsite storage needs, complete the move, and prepare specifications for a new contract.

### **FISCAL IMPACT:**

Term: 07/01/12 through 06/30/13

Additional Maximum Cost: \$15,000.00

Funds are included in the City Attorney's 2013 approved general fund budget.

### **CONTRACT COMPLIANCE NUMBER:**

Cintas Document Management LLC CC#: 311647654 act expires 03/26/14

### **EMERGENCY PROVISION**

This legislation is requested to be an emergency so there is no break in the provision of services.

To authorize the City Attorney to extend and modify an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services; to authorize the expenditure of Fifteen Thousand Dollars from the general fund; and to declare an emergency. (\$15,000.00)

**WHEREAS**, the City Attorney's Office is in need of record storage, retrieval and destruction services; and

**WHEREAS**, the upcoming move of the City Attorney's offices to 120 West Gay Street will reduce the onsite storage facilities available; and

**WHEREAS**, time and funds are needed to complete destruction services, complete evaluation of offsite storage needs, complete the move and to prepare specifications for a new contract; and

**WHEREAS**, the City Attorney would like modify and extend the current contract with Cintas Document Management LLC for the provision of said services; and

**WHEREAS**, an emergency exists in the usual daily operation of the City Attorney's Office in that this contract will ensure uninterrupted availability of necessary record storage, retrieval and destruction services and thereby preserve the public health, peace, property, safety, and welfare; now, therefore,

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

**SECTION 1.** That the City Attorney be and hereby is authorized to modify and extend the current contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services. The new term will be through June 30, 2013.

**SECTION 2.** That the sum of Fifteen Thousand Dollars (\$15,000.00), or so much thereof as may be necessary is hereby authorized to be expended to pay the cost of said contract from: Department 2401, General Fund 010, Organizational Cost Accounting Code 240101, Object Level Three 3446.

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