



# City of Columbus

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

## Legislation Text

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**File #:** 1510-2013, **Version:** 1

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This ordinance authorizes the City Attorney to 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 for the term of 07/01/08 through 06/30/09 and was renewable up to three years. Ordinance 0436-13 authorized extension of the contract through 06/30/13. However, due to a delay in the move of the City Attorney's offices located at City Hall and 109 North Front Street to 77 North Front Street, an extension of the term is needed until 09/30/13 to enable sufficient time to prepare specifications for a new contract and to accommodate the possible move of files to a different location.

**FISCAL IMPACT:**

Term: 07/01/12 through 09/30/13

Additional cost: \$0

**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 an existing contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services; and to declare an emergency. (\$0)

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

**WHEREAS**, time is needed to prepare specifications for a new contract and accommodate the possible move of files to a new location; and

**WHEREAS**, the City Attorney would like to extend the current contract with Cintas Document Management LLC for the provision of said services through 09/30/13; and

**WHEREAS**, an emergency exists in the usual daily operation of the City Attorney's Office in that an extension 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 extend the current contract with Cintas Document Management LLC for the provision of record storage, retrieval and destruction services through September 30, 2013.

**SECTION 2.** 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.