



# City of Columbus

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

## Legislation Text

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**File #: 2481-2013, Version: 1**

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### Background

The Franklin County Municipal Court, Clerk of Court (“Municipal Court Clerk”) and Neopost, USA Inc. entered into contract #EL009960 (the “contract”), which was authorized by Ordinance No. 1646-2009, passed by Columbus City Council on December 14, 2009, for the procurement of mail operational hardware and software support services (“mail services”). The contract term was for three (3) years, with the option of three (3) consecutive one (1) year renewable periods.

Ordinance 2559-2012, passed by Columbus City Council on December 17, 2012, authorized the assignment of the contract from Neopost USA Inc. to MailFinance, Inc., a Neopost USA Company; extended the contract for one (1) three-year period, subject to annual approval and appropriations of funds by Columbus City Council; modified the products/services thereby reducing the annual payment by \$16,108.44.

This legislation authorizes the Municipal Court Clerk to enter into the second year of the one (1) three-year period contract with MailFinance Inc. for the provision of mail services.

The mail services created a more efficient and cost effective mail operation for the Municipal Court Clerk's Office through electronically processing mail and return receipts.

### Bid Information:

The Municipal Court Clerk's Office solicited formal competitive bids through SA003420, for mail services. Proposals were received from two vendors. The proposals were reviewed by a committee of three and evaluated in accordance with the committee's criteria. Neopost USA, Inc. achieved the highest score. In agreement with the committee, the Municipal Court Clerk awarded the bid to Neopost USA, Inc.

This company is not debarred according to the excluded party listing system of the Federal Government or prohibited from being awarded a contract according to the Auditor of State unresolved finding for recovery certified search.

MailFinance, Inc. Contract Compliance Number: 94-2984524

Expiration Date: 11/5/2014

### Contracts:

Ordinance: 1646-2009 - \$39,496.44; EL009960

Ordinance: 1593-2010 - \$39,496.44; EL011121

Ordinance: 1559-2011 - \$39,496.44; EL012201

Ordinance: 2559-2012 - \$23,388.00; EL013701

Ordinance: 2481-2013 - \$23,388.00

**Emergency:** Emergency legislation is requested for the continuity of the mail services for the Municipal Court Clerk's Office.

**Fiscal Impact:** Funds totaling \$23,388.00 are available within the Municipal Court Clerk 2013 computer fund budget.

To authorize the Municipal Court Clerk to modify the contract with MailFinance, Inc. for the provision of mailroom services.; to authorize an expenditure of \$23,388.00 from the Municipal Court Clerk computer fund; and to declare an

emergency (\$23,388.00).

**WHEREAS**, the Municipal Court Clerk and Neopost, USA Inc. entered into the contract which was authorized by Ordinance Number 1646-2009, passed by Columbus City Council for the procurement of mail services; and

**WHEREAS**, Ordinance Number 2559-2012, passed by Columbus City Council, authorized the assignment of the contract from Neopost, USA to MailFinance, Inc., a Neopost USA Company; and

**WHEREAS**, it is necessary to modify the existing contract with MailFinance, Inc.; and

**WHEREAS**, the mail services creates a more efficient and cost effective mail operation for the Municipal Court Clerk's Office through electronically processing mail and return receipts; and

**WHEREAS**, an emergency exists in the daily operations of the Municipal Court Clerk, in that it is immediately necessary to authorize the modifications to such contract with Mail Finance, Inc. for mail services for the immediate preservation of the public peace, health, safety and welfare; now therefore

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

**Section 1.** That the Municipal Court Clerk is authorized to modify the contract with MailFinance, Inc. for mail room services for the Municipal Court Clerk's Office.

**Section 2.** That the expenditure of \$23,388.00 or so much thereof as may be necessary is hereby authorized to be expended from the Municipal Court Clerk computer fund, department 2601, fund 227, oca 260208, object level one-03, object level three-3369.

**Section 4.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**Section 5.** That for reasons stated in the preamble hereto, where is hereby made a part hereof, this ordinance is hereby declared an emergency measure, which shall take effect and be in force from and after its passage and approved by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.