## Legislation Text

**File #:** 0624-2017, **Version:** 1

**Background:**  The Department of Building and Zoning Services has an immediate need for software services and the conversion of existing documents into electronic images.  Ordinance Nos. 2833-2014 and 1487-2016 authorized the Director of Finance and Management to establish purchase orders for imaging and software services from Prime AE Group.  The imaging services and conversion system will optimize storage space, reduce future storage costs and provide efficient access to department information. The department requests an additional purchase order due to the increased number of documents to be converted to electronic format.   Additional software services are needed for additional workflow development and system integration.

This legislation authorizes the Director of Finance and Management  to establish purchase orders for the purchase of document conversion and software services from Prime AE Group, State of Ohio, State Term Schedules (STS):  Prime AE Group, State Term Schedule # 800448, expiration date 8/30/2017 and State Term Schedule #533272-3-26, expiration date 3/31/2021.  Due to time and storage constraints, as well as the continuity of the project, cost effectiveness and the minority certification of the company, it is deemed in the best interest of the City to purchase from the aforementioned State Term Schedules.

Ordinance 582-87 authorizes the City of Columbus to purchase from cooperative purchasing contracts which are not bid, but negotiated contracts.

**EMERGENCY:**
Emergency action is requested to expedite authorization of this contract in order to facilitate and maintain uninterrupted services from the supplier for critical technology services.

**CONTRACT COMPLIANCE:**
Vendor: Prime AE Group, Inc. (DAX Vendor Acct.#: 002102); C.C #: 26-0546656; Expiration Date:  10/30/2017

The 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.

F**iscal Impact:**  The Department of Building and Zoning Services legislated $1,443,390.36 (via Ordinance No. 2833-2014) and $252,500 (via Ordinance No. 1487-2016) for document conversion and software services provided by Prime AE Group.  This legislation authorizes the additional appropriation and expenditure of $532,511.20.  Including this request, the aggregate not-to-exceed amount for document imaging, software, and conversion services by Prime AE Group is $2,228,401.56.   Upon passage, funds in the amount of $532,511.20 will be appropriated from the Development Services Fund.

To authorize and direct the City Auditor to appropriate $532,511.20 from the Development Services Fund; to authorize the Director of Finance and Management to establish purchase orders for the purchase of software and document conversion services from two Prime AE Group, Inc. State of Ohio, State Term Schedules (STS); to authorize the expenditure of $532,511.20 from the Development Services Fund; and to declare an emergency. ($532,511.20)

**WHEREAS,** the Department of Building and Zoning Services has an immediate need for the provision of document conversion services and software services to enhance services to the public; and

**WHEREAS**, there are State Term Schedule contracts with Prime AE Group for said services and the City was previously authorized to participate in these contracts via Ord. No. 582-87; and

**WHEREAS,** funds for this project are in the Development Services Fund; and

**WHEREAS,** an emergency exists in the daily operations of the Department of Building and Zoning Services in that it is immediately necessary to authorize the Director of Finance and Management to establish purchase orders for the purchase of document conversion and software services, thereby  preserving the public health, peace, property, safety, and welfare; now, therefore

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

**SECTION 1.**   That from the unappropriated monies in the Development Services Fund, and from any and all sources unappropriated for any other purpose during the fiscal year ending December 31, 2017, the sum of $532,511.20 be and is hereby appropriated to the Building and Zoning Services, Department No. 43-01, Fund 2240, in object class 06 Capital Outlay per the accounting codes in the attachment to this ordinance.

See Attached File:  Ordinance 0624-2017 Legislation Template.xlsx

**SECTION 2.**   That the Director of Finance and Management, be and is hereby authorized to establish a purchase order for the purchase of document conversion services from Prime AE Group, per the State Term Schedule for these services for the Department of Building and Zoning Services in an amount not to exceed $322,893.20.

**SECTION 3.**   That the Director of Finance and Management, on behalf of the Department of Technology (DoT), be and is hereby authorized to establish a purchase order for the purchase of  software services for the Department of Building and Zoning Services from Prime AE Group, per the State Term Schedule in an amount not to exceed $209,618.00.

**SECTION 4.**   That the expenditure of $532,511.20 or so much thereof as may be necessary is hereby authorized from the Department of Building and Zoning Services, Division No. 43-01, Development Services Fund, Fund No, 2240, in object class 06 Capital Outlay per the accounting codes in the attachment to this ordinance.

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**SECTION 5.**   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 6.**   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.