



## Legislation Details (With Text)

**File #:** 1401-2023      **Version:** 1

**Type:** Ordinance      **Status:** Passed

**File created:** 5/5/2023      **In control:** Building and Zoning Policy Committee

**On agenda:** 6/5/2023      **Final action:** 6/9/2023

**Title:** To authorize the Director of the Department of Building and Zoning Services to enter into contract with 3SG Plus, LLC, for the purchase of document conversion services from 3SG Plus, LLC; to waive the competitive bidding provisions of the Columbus City Codes; to authorize that this contract begin retroactively on April 1, 2023; to authorize the expenditure of \$149,960.00 from the Development Services Fund; and to declare an emergency. (\$149,960.00)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Ord. 1401-2023 Legislation Attachment, 2. 1401-2023 Bid Waiver Attachment, 3. 3SG Plus Proposal - Document Conversion Services - City of Columbus BZS - 2023 REVISED

Date	Ver.	Action By	Action	Result
6/9/2023	1	CITY CLERK	Attest	
6/8/2023	1	MAYOR	Signed	
6/5/2023	1	COUNCIL PRESIDENT	Signed	
6/5/2023	1	Columbus City Council	Approved	Pass

The Department of Building and Zoning Services (BZS) has an immediate need for the conversion of physical documents into electronic images. Ordinance Nos. 2833-2014, 1487-2016, 0624-2017, 2762-2017, 0851-2018, 0765-2019, 2847-2019, 0657-2020, 1117-2021, and 0648-2022 authorized purchase orders for document conversion and e-plan solution services. These document conversion services optimize storage space, reduce future storage costs, and provide efficient access to department information.

This legislation authorizes BZS to enter into contract for ongoing document conversion provided by 3SG Plus, LLC. The term of the contract is seven months, beginning retroactively on April 1, 2023 through October 31, 2023 at a cost of \$149,960.00.

This ordinance authorizes a waiver of competitive bidding provisions of Columbus City Codes, Chapter 329. Prior ordinances for this service authorized entering into contract under sole source provisions as 3SG Plus, LLC was the sole authorized provider of Hyland OnBase Software, the City's electronic content managing software. Recently however, multiple re-sellers of the service have been authorized, requiring that it be competitively bid out. The seven-month contract authorized by this ordinance will ensure continuation of services while BZS pursues a formal procurement effort.

**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: 3SG Plus, LLC (D365 Vendor Acct. No.: 019867)

Certification #: MBE019867 - Exp. 4/30/24

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.

**FISCAL IMPACT:**

The Department of Building and Zoning Services legislated \$1,443,390.36 (via Ordinance No. 2833-2014), \$252,500 (via Ordinance No. 1487-2016), \$532,511.20 (via Ordinance No. 0624-2017), \$250,000 (via Ordinance No. 2762-2017), \$200,000 (via Ordinance No. 0851-2018), \$291,826.55 (via Ordinance 0765-2019), \$85,000 (via Ordinance No. 2847-2019), \$325,000 (via Ordinance No. 0657-2020), \$324,995 (via Ordinance No. 1117-2021), and \$377,526.36 (via Ordinance No. 0648-2022) for document conversion and e-plan solution services. This legislation authorizes the additional expenditure of \$149,960.00. Including this request, the aggregate not-to-exceed amount for document conversion and e-plan solution services is \$4,232,709.47. Funds are available for these services in the 2023 Development Services Fund budget.

To authorize the Director of the Department of Building and Zoning Services to enter into contract with 3SG Plus, LLC, for the purchase of document conversion services from 3SG Plus, LLC; to waive the competitive bidding provisions of the Columbus City Codes; to authorize that this contract begin retroactively on April 1, 2023; to authorize the expenditure of \$149,960.00 from the Development Services Fund; and to declare an emergency. (\$149,960.00)

**WHEREAS**, the seven-month contract with 3SG Plus, LLC authorized by this ordinance will ensure continuation of the service while BZS bids it out; and

**WHEREAS**, the contract authorized by this ordinance will be for a term of seven months, beginning retroactively on April 1, 2023 and ending on October 31, 2023 at a cost of \$149,960.00; and

**WHEREAS**, a waiver of the competitive bidding provisions of Columbus City Code, section 329, is necessary to award this contract, as there are now multiple authorized re-sellers of the OnBase service; 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 Building and Zoning Services to enter into contract with 3SG Plus, LLC for the purchase of document conversion services to maintain uninterrupted services from the supplier for critical technology services; **NOW, THEREFORE**,

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

**SECTION 1.** That the Director of Building and Zoning Services, be and is hereby authorized to enter into contract with 3SG Plus, LLC for the purchase of document conversion services for a period of seven months, beginning retroactively on April 1, 2023 and ending October 30, 2023, in an amount not to exceed of \$149,960.00.

**SECTION 2.** That the expenditure of \$149,960.00, 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 03 Purchased Services per the accounting codes in the attachment to this ordinance.

See Attached File: Ord. 1401-2023 Legislation Attachment.xlsx

**SECTION 3.** That this Council finds it in the City's best interest to waive the competitive bidding provisions of Chapter 329 of the Columbus City Code to enter into this agreement.

**SECTION 4.** 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 5.** 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 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 approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.