



## Legislation Text

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**File #:** 0079-2008, **Version:** 1

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**Background:** The Department of Technology (DoT) has a need to purchase new folder/inserter equipment and related services, with folding; feeding; insertion and mail processing capability. This equipment will replace the current aged and out-dated machinery, utilized by the Department of Technology's Operations section, and located at the City Data Center, performing various tasks and functions for various City Agencies; such as mail related process of licenses notices, small claims notices, payroll checks, quarterly tax notices, water bills and much more. Also, the current machinery has passed the manufacturer's expected lifespan of ten (10) years, as it is at least fifteen (15) years old. This purchase is needed prior to July of 2008, as the current contract for the current equipment will expire around that time. Purchasing the equipment now will allow DoT proper amount of time to install the new equipment and go through training, related to the operations of the new equipment, prior to contract expiration of the old equipment; thus minimizing any operational downtime.

The Department of Technology (DoT) exercised due diligence; utilizing services provided by the Purchasing Office, by completing a process to comply with Columbus City Code Section 329. Through this process, documents associated with a Request for Information (RFI) were prepared (SA002475) for responses from vendors. Out of this process the City received information from three (3) companies in response to the RFI; presentations were given by vendors; the City's DoT Operation staff visited office sites of vendors that had responded, allowing DoT to actually see the equipment and the performance of the equipment associated with the RFI.

The three (3) companies that responded to the RFI were:

- Bowe Bell & Howell - Contract Compliant # 363580100- Majority company - amount of \$249,390.10
- Pitney Bowes - Contract Compliance # 060495050 - PHC company - amount of \$234,885.00  
(The equipment offered will not fit in the space or area designated for the operation of the equipment)
- Mail Processing Systems - Contract Compliance # 311479321 - 51%Female - (The vendor was unable to provide a site visit to view and watch a demonstration of the proposed equipment)

Upon completion of reviewing responses out of the RFI process; and the site visits, it was determined that only one company had equipment that would fit in the space, thus resulting in negotiations, which led to the recommendation of the award be made to Bowe Bell & Howell, in the amount of \$249,390.10, which is inclusive of the actual equipment and related services, as they were deemed, responsive, responsible and best offeror per specification.

This legislation authorizes the Director of the Department of Finance and Management, on behalf of the Department of Technology, to establish a purchase order for the purchase of a mail inserter and related services from Bowe Bell & Howell.

Also, the proposed equipment from Bowe Bell & Howell will fit into the planned inserter room at the Data Center without additional structural changes; whereas the mail inserter proposed by Pitney Bowes is too large for the area. Therefore, this ordinance request approval to waive competitive bid, utilizing the information received out of the RFI process, so that DoT may purchase the mail inserter equipment from Bowe Bell & Howell; and that Bowe Bell & Howell may provide the necessary services associated with the installation of said equipment.

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

**Fiscal Impact:** Funds for this purchase, totaling \$249,390.10 have been identified and are available within the Information Services Capital Improvement Fund. This is the first time that the Department of Technology has made a purchase with respect to a mail inserter in at least fifteen years.

**Contract Compliance:** 363580100      Expiration Date: 07/07/2008

To authorize the Director of the Department of Finance and Management, on behalf of The Department of Technology, to establish a purchase order with Bowe Bell & Howell, for the purchase of mail inserter equipment and related services; to waive the competitive bidding process in accordance with City Code; to authorize the expenditure of \$249,390.10 from the Department of Technology, Information Services Capital Improvement Fund. (\$249,390.10)

**WHEREAS**, the Department of Technology has a need to purchase new mail inserter equipment, along with related services, to replace equipment that is aged and out-dated; and

**WHEREAS**, this equipment will replace the current aged and out-dated machinery, utilized by the Department of Technology's Operations section, and located at the City Data Center, performing various tasks and functions for various City Agencies; such as mail related process of licenses notices, small claims notices, payroll checks, quarterly tax notices, water bills and much more; and

**WHEREAS**, the Department of Technology exercised due diligence through a Request for Information (RFI) process in compliance with Columbus City Code Section 329, associated with SA002475; and

**WHEREAS**, that in accordance with Section 329.27 of the Columbus City Codes, City Council finds it to be in the best interest of the City of Columbus that the competitive bidding requirements of Section 329.06 of the Columbus City Codes be and are hereby waived; and

**WHEREAS**, 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; and

**WHEREAS**, it is necessary to purchase a mail inserter, for the Department of Technology, and related services from Bowe Bell & Howell, 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 the Director of the Department of Finance and Management, on behalf of the Department of Technology now and is hereby authorized to establish a purchase order with Bowe Bell & Howell for the purchase of a mail inserter and related services, associated with SA002475, in the amount of \$249,390.10.

**SECTION 2:** That for the purpose of paying the costs referred to in Section 1, the expenditure of \$249,390.10 or so much thereof as may be necessary from the Information Services Capital Improvement Fund, is hereby authorized as follows:

**Div.:** 47-02|**Fund:** 514|**Project Name:** Mail Inserter| **Project No.:** 470051| **Project OCA:** 470051| **Obj. Level 1:** 06|**Obj. Level 3:** 6649|**Amount:** \$249,390.10

**SECTION 3:** 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 4:** That in accordance with Section 329.27 of the Columbus City Codes, City Council finds it to be in the best interest of the City of Columbus that the competitive bidding requirements of Section 329.06 of the Columbus City Codes be and are hereby waived.

**SECTION 5:** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.