



Legislation Text

File #: 0971-2014, **Version:** 1

Background:

The current mail machine in Income Tax, purchased in November 2003, is no longer being manufactured, and service to repair the machine will cease at the end of 2014. A replacement machine and related software is available from Pitney Bowes, who has a pricing contract with the State of Ohio (STS 111 800051) that is negotiated (not bid) with pricing lower than standard commercial pricing for a straight sale. Also included in this purchase price is a 1 year warranty on equipment from date of purchase. The commercial warranty is only 90 days.

Commercial pricing for the same configuration: \$37,590.

The contract compliance number for Pitney Bowes Inc. is 06-0495050, expiring on 05/09/2014.

Fiscal Impact:

Funds are available in the General Permanent Improvement Fund in the amount of \$25,489.00.

Emergency designation:

Emergency legislation is necessary so that this equipment and software can be purchased and installed, allowing for uninterrupted operations within the Income Tax Division.

To authorize and direct the Director of Finance and Management to issue a purchase order on behalf of the Income Tax Division to Pitney Bowes for a mail machine, opener, and software using a State of Ohio contract; to authorize the City Auditor to appropriate and transfer funds within the General Permanent Improvement Fund; to amend the 2014 Capital Improvement Budget; to authorize the expenditure of \$25,489.00 from the General Permanent Improvement Fund; and to declare an emergency (\$25,489.00).

WHEREAS, the Division of Income Tax has a need to purchase a new mail machine, mail opener and software to replace equipment that is aged and outdated; and,

WHEREAS, this purchase can be made using a State of Ohio contract; and

WHEREAS, it is necessary to amend the 2014 Capital Improvement Budget;

WHEREAS, it is necessary to authorize the appropriation and transfer of funds between projects within the General Permanent Improvement Fund to provide sufficient funds in the appropriate project for this expense; and

WHEREAS, an emergency exists in the usual operation of the Office of the Auditor, Division of Income Tax in that to ensure continuity of services, there is an immediate need to purchase a new mail machine, opener, and software ; 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 Finance and Management Director is hereby authorized and directed to issue a purchase order on behalf of the Income Tax Division in the amount of \$25,489.00 to Pitney Bowes using a State of Ohio contract for the

purchase of a new mail machine, opener, and software.

SECTION 2. That the 2014 Capital Improvement Budget authorized by ordinance 0683-2014 be amended as follows to establish sufficient authority for this project:

Fund / Project / Project Name / Current / Change / Amended

748/ 748999-100000/ Unallocated Balance/ \$931,928/ (\$25,489)/ \$906,436

748/ 220002-100001/ Income Tax Capital Equipment/ \$0/ \$25,489/ \$25,489

SECTION 3. To appropriate from the unappropriated balance of the General Permanent Improvement Fund in Dept/Div: 45-01 | Fund: 748 | Project Number 748999-100000 | Project Name - Unallocated Balance Fd. 748 | OCA Code: 643114 | OL3: 6640 | Amount \$25,489.00

SECTION 4. That the transfer of cash and appropriation within the General Permanent Improvement Fund be authorized as follows:

FROM:

Dept/Div: 45-01 | Fund: 748 | Project Number 748999-100000 | Project Name - Unallocated Balance Fd. 748 | OCA Code: 643114 | OL3: 6640 | Amount \$25,489.00

TO:

Dept/Div: 22-02 | Fund: 748 | Project Number 220002-100001 | Project Name - Income Tax Capital Equipment | OCA Code: 220641 | OL3:6640 | Amount \$25,489.00

SECTION 5. That the expenditure of \$25,489.00 or so much thereof as may be necessary is hereby authorized from the General Permanent Improvement Fund 748 to pay the cost thereof.

Division: 22-02

Fund: 748

OCA: 220641

Project: 220002-100001

Object Level 1: 06

Object Level 3: 6640

Amount: \$25,489.00

SECTION 6. 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 7. 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 8. That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 9. That for 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.