



## Legislation Text

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**File #:** 2202-2016, **Version:** 1

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**BACKGROUND:** This ordinance authorizes the purchase of two (2) Fujitsu fi-6800 high-speed scanners and two (2) Fujitsu 1<sup>st</sup> year Scancare warranties for the Income Tax Division. These scanners are replacement units for two (2) of the four (4) Fujitsu fi-5900c high-speed scanners currently used by the Income Tax Division. The scanners are heavily utilized for the secure high-speed scanning of Income Tax documents. The Income Tax Division has a need to replace existing equipment that frequently requires repair. The downtime while awaiting repair results in a backlog of scanning that impedes the efficiency of the Income Tax Division.

**Bid Information:** The Purchasing Department processed a formal bid for two (2) new Fujitsu fi-6800 scanners and two (2) Fujitsu 1<sup>st</sup> year Scancare warranties (RFQ001830) and three (3) bids were received. Harris, Mackessy & Brennan, Inc. (HMB) was deemed the lowest, most responsive, responsible and best bidder.

**Contract Compliance:** HMB's contract compliance number is 311410213 with an expiration date of September 1, 2018.

**Emergency Action:** Is requested to continue operations in a timely manner without interruptions and backlog of scanning documents.

**FISCAL IMPACT:** This ordinance authorizes expenditure of \$5,271.94 from the Income Tax Division's General Fund Budget and the appropriation, transfer and expenditure of \$22,994.20 from the General Permanent Improvement Fund.

To amend the 2016 Capital Improvement Budget, to authorize the appropriation and transfer of funds within the General Permanent Improvement Fund; to authorize and direct the Finance and Management Director to issue a purchase order for two (2) Fujitsu fi-6800 high-speed scanners and two (2) Fujitsu 1<sup>st</sup> year Scancare warranties for the Division of Income Tax; to authorize the expenditure of \$5,271.94 from the General Fund and \$22,994.20 from the General Permanent Improvement Fund; and to declare an emergency. (\$28,266.14)

**WHEREAS,** it is necessary to amend the 2016 Capital Improvement Budget and to authorize the appropriation and transfer of funds between projects within the General Permanent Improvement Fund to provide funds in the appropriate project for this expense; and

**WHEREAS,** the Income Tax Division has a need to purchase two (2) Fujitsu fi-6800 high-speed scanners and two (2) Fujitsu 1<sup>st</sup> year Scancare warranties; and

**WHEREAS,** HMB was deemed the lowest, most responsive, responsible and best bidder; and

**WHEREAS,** an emergency exists in the usual daily operation of the Office of the City Auditor, Division of Income Tax, in that it is immediately necessary to purchase said scanners and warranties, for the immediate preservation of 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 2016 Capital Improvement Budget authorized by ordinance 0960-2016 be amended as follows:

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

7748/P748999-100000/Unallocated Balance/ \$327,463/(\$22,295)/\$305,168

7748/P220002-100003/Income Tax-Scanners/\$0/\$22,295/\$22,295

**SECTION 2.** To appropriate from the unappropriated balance of the General Permanent Improvement Fund per the accounting codes in the attachment to this ordinance.

**SECTION 3.** That the transfer of cash and appropriation within the General Permanent Improvement Fund be authorized per the accounting codes in the attachment to this ordinance.

**SECTION 4.** That the appropriation and expenditure of \$28,266.14, or so much thereof as may be necessary, be and is hereby authorized per the accounting codes in the attachment to this ordinance.

**SECTION 5.** That the Finance and Management Director be and is hereby authorized and directed to issue a purchase order for the purchase of said equipment and warranties for the Income Tax Division.

**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 the 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 or vetoes the same.