



Legislation Text

File #: 2483-2016, **Version:** 1

Background This legislation authorizes the Franklin County Municipal Court, Clerk of Court "Municipal Court Clerk" to modify the contract with Neopost USA, Inc. to enter into the first renewal year option for mail operational software support services in the amount of \$9,170.00 and for additional services in the amount of \$1,500.00 to update the current electronic receipt file process, totaling \$10,670.00. The update allows the uploading of the "successfully served" certified mail receipt information into the Municipal Court case management system; thereby negating manual updates for those services.

The mail operational software support and additional services "mail services" creates a more efficient and cost effective mail operation for the Municipal Court Clerk's Office through electronically processing certified mail and return receipts

Ordinance 2716-2015 authorized the Municipal Court Clerk to enter into contract with Neopost USA, Inc. for the mail services. The contract term is for one (1) year, with the option of three (3) consecutive one (1) year renewable periods. The implementation costs were \$34,701.10; the maintenance and support costs are \$9,170.00 annually, totaling \$43,871.10.

Bid Information:

The Municipal Court Clerk's Office solicited formal competitive bids through SA006034, for mail services in accordance with Columbus City Code, chapter 329. Proposals were received from three (3) vendors. The proposals were reviewed by a committee of three (3) and evaluated in accordance with the committee's criteria. Neopost USA, Inc. achieved the highest score. In agreement with the committee, the Municipal Court Clerk awarded the bid to Neopost USA, Inc.

This 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.

Neopost USA, Inc. Contract Compliance Number: 94-2388882

Expiration Date: 02/9/2018

Vendor # 010829

Contracts:

Ordinance: 2716-2015; EL017667; \$43,871.10

Ordinance: 2483-2016; \$10,670.00

Emergency: Emergency legislation is requested for the continuity of the mail services and the automation of the certified receipts for a more efficient and cost effective certified mail operation for the Municipal Court Clerk's Office.

Fiscal Impact: Funds totaling \$10,670.00 are available within the Municipal Court Clerk 2016 Computer Fund budget.

To authorize the Municipal Court Clerk to modify the contract with Neopost USA, Inc. for the provision of mail services; to authorize an expenditure of \$10,670.00 from the Municipal Court Clerk Computer Fund; and to declare an emergency (\$10,670.00).

WHEREAS, it is necessary to modify the contract with Neopost USA, Inc. for the procurement of mail services; and

WHEREAS, the mail services creates a more efficient and cost effective mail operation for the Municipal Court Clerk's Office through electronically processing certified mail and return receipts; and

WHEREAS, an emergency exists in the daily operations of the Municipal Court Clerk, in that it is immediately necessary to authorize Municipal Court Clerk to enter into contract with Neopost USA, Inc., for mail services for the immediate preservation of the public peace, health, safety and welfare; now therefore

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

SECTION 1. That the Municipal Court Clerk be and is hereby authorized to modify the contract with Neopost USA, Inc. to enter into the first option renewal year for mail services for the Municipal Court Clerk's Office in the amount of \$10,670.00.

SECTION 2. That the expenditure of \$9,170.00 or so much thereof as may be necessary is hereby authorized to be expended from Object Class 03 Contractual Services, per the accounting codes in the attachment to this ordinance.

SECTION 3. That the expenditure of \$1,500.00 or so much thereof as may be necessary is hereby authorized to be expended from Object Class 03 Contractual Services, per the accounting codes in the attachment to this ordinance.

SECTION 4. 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 5. 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.