



Legislation Text

File #: 2627-2017, **Version:** 1

Background: This ordinance authorizes the City Attorney to enter into the fifth year of a contract with Retrievox, Inc. dba Access for the provision of record storage, retrieval and destruction services. This vendor was awarded a contract as the sole bidder in response to SO044578. Said contract is renewable for up to five years with the cost of services remaining the same.

The original contract was for the maximum amount of \$17,000.00 and for the term of 11/01/2013 through 10/31/2014
The contract was modified for an additional amount of \$17,000.00 and extended through 10/31/2015 (Ord. 2092-2014)
The contract was assigned to Retrievox, Inc., dba Access (Ord. 0628-2015)
The contract was modified for an additional amount of \$16,000.00 and extended through 10/31/2016 (Ord. 2703-2015)
The contract was modified for an additional amount of \$16,000.00 and extended through 10/31/2017 (Ord. 2386-2016)
This modification authorizes an additional amount of \$25,000.00 and an extension through 10/17/2018.
The new total maximum amount of the contract would be \$91,000.00.

Fiscal Impact: The cost of the fifth year of the contract through 10/31/2018 is estimated to be a maximum of \$25,000.00.

These funds are included in the City Attorney's 2017 approved general fund budget.

Contract Compliance Number: Retrievox Holdings Corp. Certification Number CC67000-96532 expires 10/10/2019

Emergency Provision: This legislation is requested to be an emergency so there is no break in the provision of services.

To authorize the City Attorney to modify a contract with Retrievox, Inc., dba Access, for the provision of record storage, retrieval and destruction services; to authorize the expenditure of \$25,000.00 from the general fund; and to declare an emergency.

WHEREAS, the City Attorney's Office is in need of record storage, retrieval and destruction services; and

WHEREAS, a contract to meet these needs was awarded to Cintas Corporation now known as Retrievox, Inc., dba Access, as the sole bidder in response to SO044578; and

WHEREAS, said contract was for one year and renewable for an additional four years, or a maximum of five years, with no increase in the cost of services; and

WHEREAS, the City Attorney would like to modify and extend the current contract for services through October 31, 2018 and for an additional amount of \$25,000.00;

WHEREAS, an emergency exists in the usual daily operation of the city in that it is immediately necessary to authorize this modification to ensure uninterrupted availability of necessary record storage, retrieval and destruction services and thereby preserve the public health, peace, property, safety, and welfare; now, therefore,

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

SECTION 1. That the City Attorney be, and hereby is, authorized to modify and extend the current contract with Retrievox, Inc., dba Access, for the provision of record storage, retrieval and destruction services through October 31,

2018 and for an additional \$25,000.00.

SECTION 2. That the sum of \$25,000.00, or so much thereof as may be necessary is hereby authorized to be expended to pay the cost of said services from Fund 1000, General Operating Fund, Object Class 03, Contractual Services, per the account codes in the attachment to this ordinance.

SECTION 3. 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 4. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared 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.