



## Legislation Text

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**File #: 0188-2018, Version: 1**

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### **1. BACKGROUND**

This legislation authorizes the Director of Public Service to execute a contract modification with PRIME 3SG, the technology division of PRIME AE Group, relative to the provision of electronic document imaging services to optimize document storage and retrieval within the Department of Public Service.

Ordinance 1592-2015 authorized the Director of Finance and Management, on behalf of the Department of Public Service, to establish purchase orders for the aforementioned services from two State of Ohio State Term Schedules (STS): State Term Schedule #800071-2, which has been replaced by the State with State Term Schedule #80448, expiring August 30, 2018; and State Term Schedule # 533272-3, expiring March 31, 2021. Pursuant to that legislation, the Department of Public Service executed a one-year service contract with PRIME 3SG for the conversion of existing Public Service files into electronic format and the storage of those images in an Enterprise Information Management system.

Ordinance 2324-2016 authorized the Director of Public Service to modify the aforementioned service contract to extend the term of that agreement through December 31, 2017, to facilitate the completion of the original project scope and provide for additional services as needed.

The purpose of this legislation is to extend the completion date until December 31, 2018, as the Department of Public Service has identified additional documents that need to be digitized in preparation for the upcoming office moves to 111 North Front Street.

### **2. CONTRACT COMPLIANCE**

The contract compliance number for PRIME AE Group, Inc. is CC002102, which expires September 21, 2019.

### **3. FISCAL IMPACT**

No additional funds will be encumbered or expended under the terms of the aforementioned contract modification.

### **4. EMERGENCY DESIGNATION**

Emergency action is requested to allow documents to be imaged before the Department of Public Service's move into the new building at 111 North Front Street at the end of February so the paper copies of the documents do not need to be moved.

To authorize the Director of Public Service to modify an existing service contract with PRIME 3SG to provide for the provision of electronic document imaging services through December 31, 2018; and to declare an emergency. (\$0.00)

**WHEREAS**, the Department of Public Service has a need to convert existing documents into electronic images, which will optimize storage space, reduce future storage costs, and provide more efficient and ready access to departmental information; and

**WHEREAS**, Ordinance 1592-2015 authorized the Director of Finance and Management, on behalf of the Department of Public Service, to establish purchase orders for the provision of imaging services from two PRIME AE Group, State of Ohio, State Term Schedules (STS): State Term Schedule #800071-2, which has since been replaced by State Term Schedule #80448, and State Term Schedule #533272-3; and

**WHEREAS**, pursuant to that legislation, the Director of Public Service executed a one-year service contract, FL006328, which expired on September 23, 2016, with PRIME 3SG, the technology division of PRIME AE Group, for that purpose;

and

**WHEREAS**, Ordinance 2324-2016 authorized the Director of Public Service to execute a contract modification with PRIME 3SG to provide for the continuation of document conversion services through December 31, 2017; and

**WHEREAS**, the purpose of this legislation is to authorize a second contract modification extending the completion date through December 31, 2018 to allow documents to be imaged before the Department of Public Service's move into the new building at 111 North Front Street at the end of February so the paper copies of the documents do not need to be moved; and

**WHEREAS**, an emergency exists in the usual daily operations of the Department of Public Service in that it is immediately necessary to authorize the Director to modify the current contract with Prime 3SG, 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 Public Service is authorized to modify the contract with PRIME 3SG, the technology division of PRIME AE Group, to provide for the provision of electronic document imaging services through December 31, 2018.

**SECTION 2.** 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.