



## Legislation Text

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**File #:** 0765-2019, **Version:** 1

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**Background:** The Department of Building and Zoning Services has an immediate need for the conversion of existing documents into electronic images. Ordinance Nos. 2833-2014, 1487-2016, 0624-2017, 2762-2017 and 0851-2018 authorized the purchase orders for imaging services. The imaging services optimize storage space, reduce future storage costs and provide efficient access to department information. The department requests an additional purchase order for ongoing document conversion services provided by 3SG Plus, LLC. For 2019, document conversion services will include Human Resources and GIS files.

This legislation authorizes the Director of Building and Zoning Services to establish a purchase order for the purchase of document conversion services from 3SG Plus, LLC, State of Ohio, State Term Schedule (STS): State Term Schedule # 534577, expiration date 6/30/2019. Due to time and storage constraints, as well as the continuity of the project, cost effectiveness and the minority certification of the company, it is deemed in the best interest of the City to purchase from the aforementioned State Term Schedule.

Ordinance 582-87 authorizes the City of Columbus to purchase from cooperative purchasing contracts which are not bid, but negotiated contracts.

**EMERGENCY:**

Emergency action is requested to expedite authorization of this contract in order to facilitate and maintain uninterrupted services from the supplier for critical technology services.

**CONTRACT COMPLIANCE:**

Vendor: 3SG Plus, LLC (DAX Vendor Acct.#: 019867); Certification #: MBE019867

The 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.

**Fiscal Impact:** The Department of Building and Zoning Services legislated \$800,000 (via Ordinance No. 2833-2014), \$252,500 (via Ordinance No. 1487-2016), \$322,893.20 (via Ordinance No. 0624-2017), \$250,000 (via Ordinance No. 2762-2017), and \$200,000 (via Ordinance No. 0851-2018) for document conversion services. This legislation authorizes the additional appropriation and expenditure of \$291,826.55. Including this request, the aggregate not-to-exceed amount for document imaging and conversion services is \$2,117,219.75. Funds were budgeted for this service in the 2019 budget.

To authorize the Director of Building and Zoning Services to establish a purchase order for the purchase of document conversion services from the 3SG Plus, LLC, State of Ohio, State Term Schedule (STS); to authorize the expenditure of \$291,826.55 from the Development Services Fund; and to declare an emergency. (\$291,826.55.)

**WHEREAS,** the Department of Building and Zoning Services has an immediate need for the provision of document conversion services to enhance services to the public; and

**WHEREAS**, there is a State Term Schedule contract with 3SG Plus, LLC for said services and the City was previously authorized to participate in these contracts via Ord. No. 582-87; and

**WHEREAS**, funds for this project are in the Development Services Fund; and

**WHEREAS**, an emergency exists in the daily operations of the Department of Building and Zoning Services in that it is immediately necessary to authorize the Director of Building and Zoning Services to establish a purchase order for the purchase of document conversion services in order to facilitate and maintain uninterrupted services, 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 Building and Zoning Services, be and is hereby authorized to establish a purchase order for the purchase of document conversion services from 3SG Plus, LLC, per the State Term Schedule for these services for the Department of Building and Zoning Services in an amount not to exceed of \$291,826.55.

**SECTION 2.** That the expenditure of \$291,826.55 or so much thereof as may be necessary is hereby authorized from the Department of Building and Zoning Services, Division No. 43-01, Development Services Fund, Fund No, 2240, in object class 03 Purchased Services per the accounting codes in the attachment to this ordinance.

See Attached File: Ordinance 0765-2019 Legislation Template.xlsx

**SECTION 3.** Funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this ordinance, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** 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.