



## Legislation Text

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**File #:** 1056-2019, **Version:** 1

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### **1. BACKGROUND**

This legislation authorizes the Director of Public Service to modify a contract with PRIME 3SG, the technology division of PRIME AE Group, relative to the provision of electronic document imaging service 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the aforementioned services from two State of Ohio State Term Schedules (STS): State Term Schedule #800071-2, which has been replaced by the State with State Term Schedule #80448, expiring August 30, 2018; and State Term Schedule # 533272-3, expiring March 31, 2021.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 execute contract modification to extend the contract term through December 31, 2017, to facilitate the completion of the original project scope and the delivery of additional services as needed.

Ordinance 0188-2018 authorized the Director of Public Service to execute a second contract modification to extend the contract term through December 31, 2018, to facilitate the delivery of additional services requested by the Department of Public Service. PRIME 3SG performed said services; however, the purchase order established to support the associated costs was cancelled before final payment could be tendered to PRIME 3SG for those services.

This legislation authorizes the encumbrance and expenditure of the requisite funds necessary to satisfy the obligation owed to PRIME 3SG upon closeout of that contract.

### **2. CONTRACT COMPLIANCE**

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

### **3. FISCAL IMPACT**

Funds in the amount of \$10,248.01 are available in the Street Construction Maintenance and Repair Fund within the Department of Public Service.

### **4. EMERGENCY DESIGNATION**

Emergency action is requested to facilitate payment to PRIME 3SG as soon as reasonably practicable.

To authorize the Director of Public Service to modify an existing service contract with PRIME 3SG for document imaging services; to authorize the expenditure of \$10,248.01 from the Street Construction and Maintenance Repair Fund; and to declare an emergency. (\$10,248.01)

**WHEREAS**, the Department of Public Service had 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**, Ordinance 0188-2018 authorized the Director of Public Service to execute a second contract modification with PRIME 3SG to provide for the continuation of document conversion services through December 31, 2018; and

**WHEREAS**, PRIME 3SG performed the contracted scope of services; and

**WHEREAS**, the unexpended balance of FL006328 was liquidated before final payment was made to PRIME 3SG for the performance of those services; and

**WHEREAS**, this legislation authorizes the Director of Public Service to execute another contract modification with PRIME 3SG for that purpose; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Service in that it is immediately necessary to authorize the execution of the aforementioned contract modification and the encumbrance and expenditure of the requisite funds in so as to facilitate payment to PRIME 3SG as soon as reasonably practicable; **now, therefore**

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

**SECTION 1.** That the Director of Public Service be and is hereby authorized to execute a contract modification with PRIME 3SG, the technology division of PRIME AE Group for the purpose of adding funds to pay final invoices.

**SECTION 2.** That the expenditure of \$10,248.01 or so much thereof as may be needed, is hereby authorized in Fund 2265 (Street Construction Maintenance and Repair Fund) in Object Level 03 (Purchase 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 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 5.** 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 6.** 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 nor vetoes the same.