File #: 3110-2019, **Version:** 1

This ordinance authorizes the Office of the City Auditor, Division of Income Tax to enter into contract for temporary staffing services for a twelve (12) month period. In order to maintain current productivity, it is prudent that the Division retain the ability to request temporary workers as needed. The Office of the Auditor, Division of Income Tax processed a formal bid for temporary staffing services (RFQ13862) and five (5) bids were received. Abacus Corporation was the lowest bid and was deemed the most responsive, responsible and best bidder. This legislation will authorize the contract and expenditure of up to $100,000.00 for temporary staffing services with Abacus Corporation.

Background:
Periodic increases in documents received by the Division call for flexible staffing levels in the support area in order to timely process those documents. In order to ensure the timely opening and processing of documents, temporary staffing is required to assist current full-time Division staff. The Office of the City Auditor, Division of Income Tax requests funding to contract with Abacus Corporation for this purpose. Abacus Corporation's contract compliance number is 52-0554932 with an expiration date of November 08, 2020.

Emergency Action: Emergency action is requested to prevent a lapse in temporary staffing services to the Division of Income Tax.

Fiscal Impact:
Funds are available in the Division of Income Tax's 2019 budget from the general fund in the amount of $100,000.00.

To authorize the Office of the City Auditor, Division of Income Tax, to enter into contract with Abacus Corporation for temporary staffing services; to authorize the expenditure of up to $100,000.00 from the General Fund; and to declare an emergency. ($100,000.00)

WHEREAS, the Division of Income Tax periodically requires temporary workers on an as-needed basis to assist in the Division's Document Management Section; and

WHEREAS, the Division of Income Tax solicited bids for temporary staff services and Abacus Corporation. was the lowest bid and was deemed the most responsive, responsible and best bidder for up to $100,000.00; and

WHEREAS, the ability of the Division of Income Tax's Document Management Section to remain current with respect to their work is integral to maintaining the timely and efficient processing of tax documents within the Division of Income Tax; and

WHEREAS, an emergency exists in the usual daily operation of the Office of the Auditor, Division of Income Tax, in that it is immediately necessary to authorize the Division to enter into a contract and provide funding withAbacus Corporation to ensure the timely processing of tax returns, for the public health, safety and welfare; now therefore,

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

SECTION 1. That the Office of the City Auditor, Division of Income Tax, be and is hereby authorized and directed to enter into contract with Abacus Corporation for temporary staffing services.

SECTION 2. 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 3. That the expenditure of $100,000.00 or so much thereof as may be necessary is hereby authorized in Fund 1000 General Fund, Dept-Div 2202 Division of Income Tax, object class 3 contractual services, per the accounting codes in the attachment to this ordinance.

SECTION 4. That for 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.

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