



## Legislation Text

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**File #:** 1709-2022, **Version:** 1

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### **BACKGROUND:**

This legislation will authorize the Director of Finance and Management, on behalf of the Department of Technology, for the City Attorney's Office, to establish a purchase order for the continued conversion of legal documents via backfile scanning and electronic signature process capabilities with 3SG Plus, LLC. This purchase is being done through the utilization of State of Ohio, State Term Schedule contract STS033, # 534577, with an expiration date of 6/30/2023. The City Attorney's Office requires the ability to automate processing and store information related to legal matters assigned to their office. These services will allow for the continuation of the conversion of legal documents via backfile scanning and will also provide the ability to utilize electronic signatures for processing on a more extensive basis than the current process in place. The total contract agreement amount is \$75,000.00 with a term period one (1) year from the date of a purchase order confirmed/certified by the Columbus City Auditor's Office. This contract was most recently authorized by authority of Ordinance No. 0479-2022, passed on March 21, 2022 through purchase order PO321832.

Ordinance No. 0582-87 authorizes the City of Columbus to purchase from cooperative purchasing contracts which are not bid, but negotiated contracts.

This ordinance will also authorize a waiver of competitive bidding, in accordance with relevant provisions of Chapter 329 of the Columbus City Codes. Given the extensive and urgent need for the continued conversion of legal documents via backfile scanning and electronic signature capabilities, it is in the City's best interests to utilize bid waiver legislation for this ordinance.

### **EMERGENCY LEGISLATION:**

There is an immediate need for the continued conversion of legal documents via backfile scanning, etc, and also the capability of utilizing electronic signatures. Emergency legislation is being requested so as to avoid interruption in the performance of critical services necessary in the usual and daily operation of the City Attorney's Office, and to facilitate contract execution and related payment for services.

### **FISCAL IMPACT:**

In 2020 and earlier in 2022, \$50,000.00 and \$75,000.00 was legislated with 3SG Plus, LLC for the City of Columbus, City Attorney's Office conversion of legal documents via backfile scanning and electronic signature process capabilities project. This ordinance will authorize funds in the amount of \$75,000.00 with 3SG Plus, LLC for the continued conversion of legal documents to a digitized format and the continued implementation of electronic signature capabilities. The funds associated with this project are budgeted and available within the Capital Improvements Budget. The expenditure of \$75,000.00, or so much thereof as may be necessary, is hereby authorized to be expended from the Information Services Bond Fund 5105.

### **CONTRACT COMPLIANCE:**

Vendor Name: 3SG Plus, LLC,  
(DAX Vendor Acct. #: 019867); CC#: 46-5504877; Expiration Date: 03/22/2023

To authorize the Director of Finance and Management, on behalf of the Department of Technology, for the City Attorney's Office, to establish a purchase order for the continued conversion of legal documents via backfile scanning and electronic signature process capabilities with 3SG Plus, LLC using a state term contract; to waive the competitive bidding

provisions of the Columbus City Codes; to authorize the expenditure of \$75,000.00 from the Information Services Bond Fund; and to declare an emergency. (\$75,000.00)

**WHEREAS**, this legislation authorizes the Director of Finance and Management, on behalf of the Department of Technology, for the City Attorney's Office, to establish a purchase order for the continued conversion of legal documents via backfile scanning and electronic signature process capabilities with 3SG Plus, LLC utilizing State of Ohio, State Term Schedule contract STS033, # 53477, with an expiration date of 6/30/2023. The total contract agreement amount is \$75,000.00; and

**WHEREAS**, Ordinance No. 0582-87 authorized the City of Columbus to purchase from cooperative purchasing contracts which are not bid, but negotiated contracts; and

**WHEREAS**, the vendor 3SG Plus, LLC is available on State Term Schedule contract STS033; and

**WHEREAS**, the term of this agreement will be one (1) year from the date of a purchase order confirmed/certified by the Columbus City Auditor's Office; and

**WHEREAS**, the contract was most recently authorized by authority of Ordinance No. 0479-2022, passed on March 21, 2022 through purchase order PO321832; and

**WHEREAS**, this ordinance will also authorize a waiver of competitive bidding in accordance with relevant provisions of Chapter 329 of the Columbus City Codes in order to enter into this agreement given the extensive and urgent need for continuation of the conversion of legal documents via backfile scanning and electronic signature process capabilities, it is in the City's best interests to utilize bid waiver legislation; and

**WHEREAS**, an emergency exists in the usual and daily operation of the City Attorney's Office in that it is immediately necessary to authorize the Director of Finance and Management, on behalf of the Department of Technology for the Columbus City Attorney's Office, to establish a purchase order with 3SG Plus, LLC using a State of Ohio, State Term Schedule contract so conversion of legal documents and electronic signature process capabilities can begin immediately, for the immediate preservation of the public health, peace, property and safety, **NOW, THEREFORE**,

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

**SECTION 1:** That the Director of Finance and Management, on behalf of the Department of Technology for the Columbus City Attorney's Office, be and is hereby authorized to establish a purchase order for the continued conversion of legal documents via backfile scanning and electronic signature process capabilities with 3SG Plus, LLC, utilizing State of Ohio, State Term Schedule STS033, # 534577, expiration date 6/30/2023, in the amount of \$75,000.00 for the term period one (1) year from the date of a purchase order confirmed/certified by the Columbus City Auditor's Office.

**SECTION 2:** That the expenditure of \$75,000.00, or so much thereof as may be necessary is hereby authorized to be expended from the Information Services Bond Fund as follows (**Please see attachment 1709-2022 EXP**):

**SECTION 3:** 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 4:** 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 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 this Council finds it in the City's best interest to waive the competitive bidding provisions of Chapter 329 of City Code to enter into this contract.

**SECTION 7:** That for the reasons stated 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 it's passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.