



Legislation Text

File #: O-064-22, **Version:** 1

DPU030122DOCUMENTSCANNING

Engineering Services
Christy Soncrant (x2851)

Authorizing the expenditure of an amount not to exceed \$54,000 from the Sewer Operating Fund; authorizing the mayor to enter into a contract extension with 3SG+ for document scanning; authorizing the waiver of competitive proposal and bidding requirements under Toledo Municipal Code Chapter 187; and declaring an emergency.

SUMMARY & BACKGROUND:

The City of Toledo's Division of Engineering Services is currently under contract with 3SG+ for the purpose of scanning a large number of documents which are required to be maintained permanently per the City of Toledo Records Retention Schedule. The original contract was awarded to 3SG+ under State of Ohio contract #534577.

Due to the amount and deteriorating condition of the documents needing to be scanned, the vendor requires an extension of the current contract and additional funds to complete the project. 3SG+ is presently in possession of these documents and has provided excellent quality service thus far. 3SG+ has agreed to complete the project at the original state term prices. It is for these reasons that the regular competitive bid process will not result in any further cost savings for the division.

This ordinance will authorize the expenditure and allow the extension of this contract to complete the necessary document scanning.

Funding for this expenditure has been included in the Division of Engineering Service's 2022 Operating Budget.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That an amount not to exceed \$54,000 is authorized for expenditure from the Sewer Operating Fund Account Code 6070-35000-4000508STDSTD for the purpose of document scanning services.

SECTION 2. That the mayor is authorized to waive competitive bidding per the requirements of TMC Chapter 187 and further authorized to extend the current contract with 3SG+ for document scanning services.

SECTION 3. That the Director of Finance is authorized to issue their warrant or warrants against the above listed account codes in an amount not to exceed \$54,000 in payment of the obligations incurred pursuant to the contract authorized in Section 7 upon presentation of proper voucher or vouchers.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for the

immediate preservation of the public peace, health, safety, and property and for the further reason that this Ordinance must be immediately effective in order to expedite the preservation of historic files.

Vote on emergency clause: yeas _____, nays _____.

Passed: _____, as an emergency measure: yeas _____, nays _____.

Attest: _____
Clerk of Council

President of Council

Approved: _____

Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

_____.

Attest: _____
Clerk of Council