



City of Columbus

Legislation Report

Office of City Clerk
90 West Broad Street
Columbus OH 43215-9015
columbuscitycouncil.org

File Number: 2142-2023

Emergency

File ID: 2142-2023

Type: Ordinance

Status: Passed

Version: 1

***Committee:** Technology Committee

File Name: Smartsheet 2023 renewal

File Created: 07/07/2023

Final Action: 08/02/2023

Auditor Cert #: ACPO009463

Auditor: When assigned an Auditor Certificate Number I , the City Auditor, hereby certify that there is in the treasury, or anticipate to come into the treasury, and not appropriated for any other purpose, the amount of money specified hereon, to pay the within Ordinance.

Contact Name/No.: S. Gussler 5-5890; B. Angel 5-5740; F. Severance 5-1655

Floor Action (Clerk's Office Only)

Mayor's Action

Council Action

Mayor

Date

Date Passed/ Adopted

President of Council

Veto

Date

City Clerk

Title: To authorize the Director of the Department of Technology to renew a contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses; to authorize the expenditure of up to \$158,529.00 from the Department of Technology, Information Services Operating Fund for the above-mentioned purpose; and to declare an emergency. (\$158,529.00)

Sponsors:

Attachments: Brown Enterprise Smartsheet Quote 2023 Q33359,
2142-2023EXP

History of Legislative File

Ver.	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Columbus City Council	07/31/2023	Approved				Pass
1	COUNCIL PRESIDENT	07/31/2023	Signed				
1	MAYOR	08/02/2023	Signed				
1	ACTING CITY CLERK	08/02/2023	Attest				

ODI: Following the review and approval, when required, the Office of Diversity and Inclusion certifies compliance with Title 39 as of date listed.

City Attorney: Following review and approval, when required, this ordinance has been reviewed by the City Attorney's Office as to its form and legality only.

Explanation

This ordinance authorizes the Director of the Department of Technology (DoT) to renew a contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses for various city departments. Smartsheet is used by several city agencies as it is (and can be) used to collaborate on project timelines, documents, calendars, assignments and related tasks. Smartsheet's relatively simple user interface centers on "smartsheets," similar to other popular spreadsheets. Additionally, Smartsheet can import data from other applications, such as Microsoft Office or Google.

In July of 2021, DoT received four (4) responses to RFQ019097. Brown Enterprises LLC submitted the lowest, responsive quote and was awarded the contract. The original contract, authorized by ordinance 1926-2021 and passed on July 19, 2021, contained language allowing for up to three (3) renewals with mutual agreement by all interested parties. This ordinance authorizes the second of the three (3) allowable renewals for a one-year term, beginning on September 1, 2023 and ending on August 31, 2024.

Finally, this ordinance authorizes the expenditure of up to \$ \$158,529.00 for the above-described purpose.

FISCAL IMPACT

Funds to cover the cost of this service have been identified and are available in the Department of Technology, Information Services Operating Fund.

CONTRACT COMPLIANCE

Vendor Name: Brown Enterprises LLC

DAX Vendor #: 010668, Expiration Date 12-31-2023

EMERGENCY

Emergency designation is sought as the current contract expires on August 31, 2023. In order to have a new contract in place, and ensure continuity of service, emergency designation is needed.

Title

To authorize the Director of the Department of Technology to renew a contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses; to authorize the expenditure of up to \$158,529.00 from the Department of Technology, Information Services Operating Fund for the above-mentioned purpose; and to declare an emergency. (\$158,529.00)

Body

WHEREAS, on July 2, 2021, Brown Enterprises LLC submitted the lowest responsive bid in response to solicitation RFQ019097 for Smartsheet Control Center subscriptions and licenses; and

WHEREAS, ordinance 1926-2021, passed on July 19, 2021, authorized the original contract; and

WHEREAS, the original contract allowed for up to three renewals by mutual agreement and authorization by interested parties; and

WHEREAS, the Department of Technology desires to exercise the second of three (3) allowable renewals by entering into contract with Brown Enterprises LLC, beginning on September 1, 2023 and ending on August 31, 2024 for the above-mentioned services; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Technology in that it is immediately necessary to authorize the Director of the Department of Technology to enter into contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses to facilitate prompt contract execution and related payment for services as the current contract expires on August 31, 2023,

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 the Department of Technology be and is hereby authorized to renew the contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses, beginning on September 1, 2023 and ending on August 31, 2024 at a cost of up to \$158,529.00

SECTION 2. That the expenditure of up to \$158,529.00 or so much thereof as may be necessary is hereby authorized to be expended from the Department of Technology, Information Services Operating Fund, as follows in the attachment to this ordinance: (see attachment 2142-2023EXP)

SECTION 3. That the City Auditor is authorized to make any accounting changes to revise the funding source for any contract 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 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.

