

**State Term Contract
Permission Request**

Date: 01/14/2025 State Contract No/URL: Contract Type: Over \$50,000 X Under \$50,000 ____

Requesting Agency: Contact Name: Email:

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

Two quotes are attached from one of the vendors listed on the State Term Contract as an approved dealer. It is the only such dealer in Central Ohio. This furniture will be used in the Division of Police, Records Management Office at Police Headquarters. Past procurement efforts in our department have shown that using the State Term Contract provides the most cost effective method to purchase furniture because there is no third-party markup. Furthermore, purchasing this Haworth furniture through King Business will allow us to match and coordinate with existing furniture used in the department's offices.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

This is not the continuation of an existing project.

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved? _____