

**State Term Contract
Permission Request**

Date: 11/17/23 State Contract No/URL: <https://ohiobuys.ohio.gov/page.aspx/en/ctr/contract> Contract Type: Services Over \$50,000 Under \$50,000 _____
Requesting Agency: Contact Name: Email: LDVanHorn@columb

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.)

It is our objective to select the most cost effective option to perform the services needed per Ordinance 582-1987, which authorizes the City to buy goods and services from the State of Ohio Department of Administrative Services State Term Schedule contracts. This is the most cost effective method of procuring the needed services due to the specialized nature of the services needed to match the existing office decor originally supplied and installed by King Business Interiors Inc. Outside of the STS contract, the cost for the same needed services would increase. Rather than supplying three quotes, a bid waiver is being submitted with legislation to preserve the design aesthetic of the building because King Business Interiors Inc. is the only authorized seller of Haworth office systems in central Ohio.

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.)

N/A

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? ___SSF 11/20/23___

