



Legislation Details (With Text)

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On agenda: 10/26/2020 **Final action:** 10/29/2020

Title: To authorize the Director of Finance and Management to enter into contract with Hy-Tek Material Handling for the purchase of an electric motor forklift; to authorize the expenditure of up to \$37,250.00 from the Streets and Highways Bond Fund to purchase the equipment; and to declare an emergency. (\$37,250.00)

Sponsors:

Indexes:

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Attachments: 1. ORD 2340-2020 - Financials

Date	Ver.	Action By	Action	Result
10/29/2020	1	CITY CLERK	Attest	
10/28/2020	1	MAYOR	Signed	
10/26/2020	1	COUNCIL PRESIDENT	Signed	
10/26/2020	1	Columbus City Council	Approved	Pass

1. BACKGROUND

This ordinance authorizes the Director of Finance and Management to enter into a contract and issue a purchase order as needed with Hy-Tek Material Handling, Inc., to purchase an electric motor forklift. This purchase will be made for the Department of Public Service, Division of Traffic Management.

The Division of Traffic Management will use the equipment to efficiently operate within its warehouse facility. The City of Columbus, Fleet Management Division, approved the purchase of this equipment to replace equipment that has reached the end of its useful life.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of City Code Chapter 329 relating to competitive bidding (Solicitation RFQ016549) through Vendor Services. The City received seven bids for the electric motor forklift on October 2, 2020, and they were tabulated as follows:

<u>Company Name</u>	<u>Bid Amount</u>	<u>City/State</u>
Majority/MBE/FBE Hy-Tek Material Handling, Inc.	\$37,250	.00 Columbus, OH
Majority OCTANE Forklifts, Inc.	\$47,701.00	Denver, CO
Majority Tarazi, LLC	\$48,300.00	Columbus, OH
Majority Brennan Industrial Truck Co.	\$27,601.00	Holland, OH
Majority Oer	\$45,268.00	Elk Grove Village, IL
Majority Technology International, Inc.	\$38,813.72	Lake Mary, FL

Majority
Horizon Technologies \$40,114.94 Monmouth Jct, NJ
Majority

The lowest bidder, Brennan Industrial Truck Co., did not meet the specifications based on only quoting 209 inches high on the mast as well as not including a battery and charger, which makes the vendor non-compliant.

The award is to be made to Hy-Tek Material Handling, Inc., as the lowest responsive and responsible and best bidder for all lines of its bid of \$37,250.00.

Searches in the System for Award Management (Federal) and the Findings for Recovery list (State) produced no findings against Hy-Tek Material Handling, Inc.

2. CONTRACT COMPLIANCE

The contract compliance number for Hy-Tek Material Handling, Inc., is CC004954 and expires on 10/8/2022.

3. FISCAL IMPACT

Funds are available and appropriated for this purchase within the Streets and Highways Bond Fund, Fund 7704.

4. EMERGENCY DESIGNATION

The department requests emergency designation for this ordinance so this equipment can be put into service as quickly as possible to prevent interruption or disruption of the efficient operations within its warehouse facility.

To authorize the Director of Finance and Management to enter into contract with Hy-Tek Material Handling for the purchase of an electric motor forklift; to authorize the expenditure of up to \$37,250.00 from the Streets and Highways Bond Fund to purchase the equipment; and to declare an emergency. (\$37,250.00)

WHEREAS, the Department of Public Service, Division of Traffic Management, needs to purchase an electric motor forklift to efficiently operating within its warehouse facility; and

WHEREAS, this purchase has been approved by the City's Fleet Management Division; and

WHEREAS, the Purchasing Office received formal bids on October 2, 2020, for an electric motor forklift for the Division of Traffic Management; and

WHEREAS, Hy-Tek Material Handling, Inc., submitted a bid in the amount of \$37,250.00 for an electric motor forklift and is the lowest responsive and responsible and best bidder; and

WHEREAS, it has become necessary to authorize the Director of Finance and Management to enter into contract with and to issue a purchase order to Hy-Tek Material Handling, Inc., in accordance with the terms, conditions, and specifications of Solicitation Number RFQ016549 on file in the Purchasing Office; and

WHEREAS, it is necessary to expend funds to pay for the equipment; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Public Service in that it is immediately necessary to authorize the Finance and Management Director to enter into contracts with Hy-Tek Material Handling, Inc., so this equipment can be put into service as quickly as possible to prevent interruption or disruption of efficient operations of its warehouse facility, 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 Finance and Management be and is hereby authorized to enter into contract with and

issue purchase orders to Hy-Tek Material Handling, Inc., for the purchase of an electric motor forklift.

SECTION 2. That the expenditure of \$37,250.00, or so much thereof as may be needed, is hereby authorized in Fund 7704 (Streets and Highways Bond Fund), Dept-Div 5913 (Traffic Management), Project P530020-100026 (Street Equipment - Traffic Management), in Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

SECTION 3. Funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

SECTION 4. 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 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 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.