



Legislation Details (With Text)

File #: 1862-2007 **Version:** 1
Type: Ordinance **Status:** Passed
File created: 11/2/2007 **In control:** Finance & Economic Development Committee
On agenda: 11/19/2007 **Final action:** 11/21/2007

Title: To authorize and direct the Finance and Management Director to increase a purchase order with ComDoc, Inc. for copying capability for the Print & Copy Center, to authorize the expenditure of \$9,000 from the City Print Services Fund, to waive formal competitive bidding requirements, and to declare an emergency. (\$9,000).

Sponsors:

Indexes:

Code sections:

Attachments: 1. 10-26-07 Waiver Form Color Copies.pdf

Date	Ver.	Action By	Action	Result
11/21/2007	1	CITY CLERK	Attest	
11/20/2007	1	MAYOR	Signed	
11/19/2007	1	Columbus City Council	Approved	Pass
11/19/2007	1	COUNCIL PRESIDENT PRO-TEM	Signed	
11/9/2007	1	ODI DIRECTOR	Reviewed and Approved	
11/9/2007	1	Finance - Purchasing Drafter	Sent for Approval	
11/9/2007	1	Auditor Reviewer	Reviewed and Approved	
11/9/2007	1	CITY AUDITOR	Reviewed and Approved	
11/9/2007	1	EBOCO Reviewer	Reviewed and Approved	
11/9/2007	1	Finance - Purchasing Drafter	Sent for Approval	
11/9/2007	1	CITY ATTORNEY	Reviewed and Approved	
11/9/2007	1	Finance - Purchasing Drafter	Sent to Clerk's Office for Council	
11/8/2007	1	Finance - Purchasing Drafter	Sent for Approval	
11/6/2007	1	FINANCE DIRECTOR	Reviewed and Approved	
11/5/2007	1	Finance - Purchasing Drafter	Sent for Approval	
11/5/2007	1	Finance - Purchasing Reviewer	Reviewed and Approved	
11/5/2007	1	Finance - Purchasing Reviewer	Reviewed and Approved	

BACKGROUND: This ordinance is to authorize the increase of an existing purchase order for the Finance & Management Print & Copy Center with ComDoc, Inc.

The Purchasing Office previously issued purchase order FP014943 (color cost per copy program) to provide copying capability for the Print & Copy Center in order to provide color copies to all agencies as requested. Agencies are billed monthly for services received. Based on usage estimates at the time the purchase order was issued, it was anticipated that expenditures would not exceed \$20,000 per fiscal year. However, due to an unusually large volume of requests this year, it is estimated an additional \$9,000 will be

needed through February 28, 2008, the date the purchase order expires. Waiver of City Code Section 329.06 is being requested because the Print & Copy Center seeks to continue their operation without interruption and there is not sufficient time to request formal bids.

Company information:

ComDoc, Inc., Contract Compliance #340813593, Expires 2/25/2008

The company is not debarred according to the Excluded Party Listing System of the Federal Government or prohibited from being awarded a contract according to the Auditor of State Unresolved Findings for Recovery Certified Search. This ordinance is being submitted as an emergency because additional funding is required to ensure the Print & Copy Center can continue their internal service operations without interruption.

FISCAL IMPACT: Funding to increase the purchase order is available in the City Print Services Fund. Agencies are billing monthly for services provided by the Print & Copy Center.

To authorize and direct the Finance and Management Director to increase a purchase order with ComDoc, Inc. for copying capability for the Print & Copy Center, to authorize the expenditure of \$9,000 from the City Print Services Fund, to waive formal competitive bidding requirements, and to declare an emergency. (\$9,000).

WHEREAS, the Purchasing Office issued purchase order FP014943 (color copies) with ComDoc, Inc. and because of a larger volume of copying than originally estimated it is now necessary to exceed the \$20,000 informal purchase order limit, resulting in the need to waive the formal bidding requirements of City Code; and

WHEREAS, in order to maintain the ability to provide color copier services without interruption by the Print & Copy Center to all agencies as requested, this ordinance is being submitted for consideration as an emergency measure; and

WHEREAS, an emergency exists in the usual daily operation of the Finance & Management Department, Print & Copy Center in that it is immediately necessary to increase a purchase order for color copies, 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 Finance and Management Director be and is hereby authorized and directed to increase purchase order FP014943 in the amount of \$9,000, to and through February 28, 2008.

SECTION 2. That the expenditure of \$9,000 is hereby authorized from the City Print Services Fund: Fund: 05-517, Object Level 3: 3372, OCA: 451237, to pay the cost thereof.

SECTION 3. That in accordance with Section 329.27 of the Columbus City Code, this Council finds the best interest of the City is served by waiving, and does hereby waive Section 329.06 (Formal Competitive Bidding) of the Columbus City Code.

SECTION 4. That for the reason 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.