



## Legislation Text

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**File #:** 1393-2020, **Version:** 1

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### **..Explanation**

**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish three (3) Universal Term Contracts (UTC) for the option to purchase Office Supplies, Accessories and Papers with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company. Office supplies, accessories and papers are used in various City agencies. The term of the proposed option contract would be approximately two (2) years, expiring July 31, 2022, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on April 30, 2020. In addition, the expenditure of \$3.00 is hereby authorized from General Budget Reservation BRPO001343.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329 relating to competitive bidding (Request for Quotation No. RFQ015363). Five (5) bids were received.

The Purchasing Office is recommending award to the overall lowest, responsive, responsible and best bidders as follows:

HiTouch Business Services LLC, CC# 032413, expires 3/18/2022, Categories 1-3, catalogs and discounts specified, \$1.00  
Key 4 Cleaning Supplies Inc., CC# 005308 (FBE), expires 12/10/2021, Categories 1-3, catalogs and discounts specified, \$1.00

Sterling Paper Company, CC# 006039, expires 6/9/2022, Category 3: Items 21, 23, 25, 28 - 32, 34 and 36, \$1.00

Total Estimated Annual Expenditure: \$840,000.00, Various City Agencies

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation be considered an emergency ordinance because the current contract expires July 31, 2020.

These companies are 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.

**FISCAL IMPACT:** The expenditure of \$3.00 is hereby authorized from General Budget Reservation BRPO001343. City Agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

To authorize the Finance and Management Director to enter into three (3) contracts for the option to purchase Office Supplies, Accessories and Papers with HiTouch Business Services LLC, Key 4 Cleaning Supplies Inc. and Sterling Paper Company; to authorize the expenditure of \$3.00 from General Budget Reservation BRPO001343; and to declare an emergency. (\$3.00).

**WHEREAS,** the Office Supplies, Accessories and Papers UTC will provide for the purchase of office supplies, accessories and papers used in various City offices; and,

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on April 30, 2020 and selected the overall lowest, responsive, responsible and best bidders; and

**WHEREAS**, an emergency exists in the usual daily operation of various City agencies in that it is immediately necessary to authorize the Finance and Management Director to enter into three (3) Universal Term Contracts for the option to purchase Office Supplies, Accessories and Papers before the current contracts expire, 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 is hereby authorized to enter into the following contracts for the option to purchase Office Supplies, Accessories and Papers in accordance with Request for Quotation RFQ015363 for a term of approximately two (2) years, expiring July 31, 2022, with the option to renew for one (1) additional year, as follows:

HiTouch Business Services LLC, Categories 1-3, catalogs and discounts specified, \$1.00

Key 4 Cleaning Supplies Inc., Categories 1-3, catalogs and discounts specified, \$1.00

Sterling Paper Company, Category 3: Items 21, 23, 25, 28 - 32, 34 and 36, \$1.00

**SECTION 2.** That the expenditure of \$3.00 is hereby authorized from General Budget Reservation BRPO001343 of this ordinance to pay the cost thereof.

**SECTION 3.** 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 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.