



Legislation Text

File #: 0828-2012, Version: 1

BACKGROUND: This ordinance is for the option to purchase Arts and Crafts Supplies for the Recreation and Parks Department, the biggest user. The contract will provide the department with arts and crafts items of sufficient quality and design to allow children of all ages to have successful learning experiences. The term of the proposed option contract is through March 31, 2014. The contract may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on January 5, 2012.

The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06 Solicitation SA004193; 41 bids were solicited (MBE:1; FBE:1); Five (5) bids were received (MBE: 0; FBE: 0).

Over 100 lines were bid. The Purchasing Office is recommending a split award of contracts to the lowest, responsive, responsible and best bidder as follows:

Business Stationers: CC#100471531(expires: 12/21/2013)
Commercial Arts Supply: CC# 161123929 (expires: 12/15/2013)
Quill Corporation: CC# 362952904 (expires: 4/19/2014)
S & S Worldwide: CC# 060520020 (expires: 9/21/2013)
Standard Stationery Supply Co.: CC# 362714258 (expires: 11/28/2013)
Total Estimated Annual Expenditure: \$25,000.00

These companies are not debarred according to the Federal Excluded Parties Listing or the State Auditor's Findings For Recovery Database.

This ordinance is being submitted as an emergency because, without emergency action, necessary supplies for educational programs could be unavailable on a UTC, necessitating a more expensive procurement..

FISCAL IMPACT: Funding to establish this option contract is budgeted in the Mail, Print Services and UTC Fund. Agencies will be required to obtain approval to expend from their own appropriation.

To authorize the Finance and Management Director to enter into five (5) UTC contracts for the option to purchase Arts and Crafts Supplies with Business Stationers, Commercial Arts Supply, Quill Corporation, S & S Worldwide, and Standard Stationery Supply Co.; to authorize the expenditure of five (5) dollars to establish the contract from the Mail, Print Services and UTC Fund; and to declare an emergency. (\$5.00)

WHEREAS, the Purchasing Office advertised and solicited formal bids on January 5, 2012 and selected the lowest, responsive, responsible and best bids. Five (5) bids were received; and

WHEREAS, it is recommending that the bid be split awarded to allow for the best pricing, and

WHEREAS, this ordinance addresses Purchasing objective of 1) maximizing the use of City resources by obtaining optimal products/services at low prices and 2) encouraging economic development by improving access to City bid opportunities and 3) providing effective option contracts for City agencies to efficiently maintain their supply chain and service to the public; and

WHEREAS, an emergency exists in the usual daily operation of the Purchasing Office in that it is immediately necessary to enter into five (5) contracts for an option to purchase Arts and Crafts Supplies to ensure uninterrupted supply of materials, 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 enter into the following contracts for an option to purchase Arts and Crafts Supplies through April 30, 2014 with the option to extend for one (1) additional year in accordance with Solicitation SA004193;

The Purchasing Office is recommending award of a contract to the lowest, responsive, responsible and best bidder as follows:

Business Stationers: Award made for items 14, 18, 19, 21, 33, and 72. (\$1.00)

Commercial Arts Supply: Award made for items 10, 20, 37- 45, 49, 52, 55-59, 84, 86A, 86D, 104, 105, 107, 109, and 111.(\$1.00)

Quill Corporation: Award made for items 4, 5, 35, 36, 48, and 62. (\$1.00)

S&S Worldwide: Award made for items 1, 2, 3, 7, 9, 23, 25, 30, 46, 47, 50, 51, 65 - 71, 73-79, 82, 86B, 86C, 88, and 94. (\$1.00)

Standard Stationery Supply Co.: Award made for items 6, 13, 15, 16, 17, 22, 24, 26, 28, 31, 32, 34, 53A - 53C, 54A - 54G, 80, 85, 91, 92, 95, and 100. (\$1.00)

No award made on items 8, 12, 27, 61, 63, 64, 83, 89, 90, 93, 96-99, 101-103, 106, 108, 110, and 112-115.

SECTION 2. That the expenditure of \$5.00 is hereby authorized from Mail, Print Services and UTC Fund, Organization Level 1: 45-01, Fund: 05-517, Object Level 3: 2208, OCA: 451130, to pay the cost thereof.

SECTION 3. That for the reason stated in the preamble here to, 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.