



Legislation Text

File #: 1905-2017, **Version:** 1

BACKGROUND: This legislation is for the option to establish a Universal Term Contract (UTC) for Office Supplies, Accessories and Papers. Office supplies, accessories and papers are used in all City agencies. The term of the proposed option contract would be approximately two (2) years, expiring July 31, 2019, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on May 25, 2017.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329.06 relating to competitive bidding (Request for Quotation No. RFQ005494). Four (4) bids were received and one (1) alternate proposal was submitted by Staples Business Advantage.

Multiple contracts are being awarded for Office Supplies, Accessories and Papers. The specification stated that the City might award to multiple contracts to the lowest, responsive and best bidders. Successful bidders were selected based on the supplier's lowest priced items, discounts, and the manufactures available through the supplier's catalog, pricelist, or web catalog.

The City implemented an e-catalog in January 2016. The City will upload into the e-catalog catalog type and price list type UTC contracts. By uploading these two catalogs or price lists to the e-catalog, City agencies will be able to search, review and order the needed items at discounted and best value prices. This change will enable the City agencies to more efficiently purchase office Supplies, accessories and papers with cost savings.

A waiver of regulations is being submitted to award to multiple suppliers and to award two (2) contracts as the Code does not envision multiple awards for the same category. The Department of Finance and Management believes it is in the best interest of the City to award multiple contracts to allow potential cost savings to divisions.

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

Bulldog Office Products, Inc. (FBE): CC# 251292273 expires 7/7/2019, Categories 1-3, Catalogs and discounts specified, \$1.00

Staples Business Advantage: CC# 043390816 expires 5/16/2019, Categories 1-3, Catalog and discounts specified, \$1.00

Total Estimated Annual Expenditure: \$780,000.00, User: All City Agencies

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. This ordinance is being submitted as an emergency because, without emergency action, no less than 37 days will be added to this procurement cycle and the efficient delivery of valuable public services will be slowed.

FISCAL IMPACT: Funding to establish this option contract is from the General Fund. 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 two Universal Term Contracts for the option to purchase Office Supplies, Accessories and Papers with Bulldog Office Products, Inc. and Staples Business Advantage; and to authorize the expenditure of \$2.00 to establish the contract from the General Fund; to waive the provisions of the City Code related to competitive bidding; and to declare an emergency. (\$2.00).

WHEREAS, the Office Supplies, Accessories and Papers UTC will provide for the purchase of office supplies, accessories, and various types of office papers to used to be used in all City agencies; and,

WHEREAS, the Purchasing Office advertised and solicited formal bids on May 25, 2017 and selected the overall lowest, responsive, responsible and best bidders; and

WHEREAS, it is in the best interests of the City to waive the competitive bidding requirements of the City Code Chapter 329 to award to multiple vendors; 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 Finance and Management Department, Purchasing Office, in that it is immediately necessary to authorize the Director to enter into contracts with Bulldog Office Products, Inc. and Staple Business Advantage for the option to purchase Office Supplies, Accessories and Papers because the current contract expires on July 31, 2017 and these items are needed to maintain daily operations, 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 contract for the option to purchase Office Supplies, Accessories and Papers in accordance with Request for Quotation RFQ005494 for a term of approximately two (2) years, expiring July 31, 2019, with the option to renew for one (1) additional year, as follows:

Bulldog Office Products, Inc. (FBE): Items: Categories 1-3, Catalogs and discounts specified, \$1.00
Staples Business Advantage: Items: Categories 1-3, Catalog and discounts specified, \$1.00

SECTION 2. That the expenditure of \$2.00 is hereby authorized in Fund 1000 General Fund in Object Class 02 Materials and Supplies per the account codes in the attachment of this ordinance to pay the cost thereof.

SECTION 3. That this Council finds it is in the City's best interest to waive the competitive bidding requirements of Chapter 329 of the City Code.

SECTION 4. 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 5. 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.