



City of Columbus

Office of City Clerk
90 West Broad Street
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Legislation Text

File #: 0121-2021, **Version:** 1

..Explanation

BACKGROUND: This legislation authorizes the Finance and Management Director to establish two (2) Universal Term Contracts (UTC) for the option to purchase Sanitary Paper Products and Dispensers with Carmen's Distribution System, Inc. and Key 4 Cleaning Supplies, Inc. These contracts will be used City Wide to provide Sanitary Paper Products and Dispensers as needed for City of Columbus use. Sanitary Paper Products and Dispensers are necessary for maintaining personal hygiene. The term of the proposed option contracts would be approximately two (2) years, expiring February 28, 2023, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on December 03, 2020. In addition, the expenditure of \$2.00 is hereby authorized from General Budget Reservation BRPO001343.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Chapter 329 relating to competitive bidding (Request for Quotation No. RFQ016972). Four (4) bids were received.

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

Carmen's Distribution System, Inc., CC# 005749 expires 1/22/2023, All Items, \$1.00

Key 4 Cleaning Supplies, Inc., CC#005308, expires 12/10/2021, All Items, \$1.00

Total Estimated Annual Expenditure: \$200,000, City Wide users.

Emergency Designation: The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance because the current contract expires 2/28/2021.

The 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 \$2.00 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 two (2) contracts for the option to purchase Sanitary Paper Products and Dispensers with Carmen's Distribution System, Inc. and Key 4 Cleaning Supplies, Inc; to authorize the expenditure of \$2.00 from General Budget Reservation BRPO001343; and to declare an emergency. (\$2.00).

WHEREAS, the Sanitary Paper Products and Dispensers UTC will provide for the purchase of sanitary paper products and dispensers used to maintain personal hygiene; and,

WHEREAS, the Purchasing Office advertised and solicited formal bids on December 03, 2020 and selected the overall lowest, responsive, responsible and best bidders; and

WHEREAS, an emergency exists in the usual daily operation of the City of Columbus in that it is immediately necessary to authorize the Finance and Management Director to enter into two (2) Universal Term Contracts for the option to purchase Sanitary Paper Products and Dispensers before the current contract expires, 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 Sanitary Paper Products and Dispensers in accordance with Request for Quotation RFQ016972 for a term of approximately two (2) years, expiring February 28, 2023, with the option to renew for one (1) additional year, as follows:

Carmen's Distribution System, Inc, All Items, \$1.00

Key 4 Cleaning Supplies, Inc., All Items, \$1.00

SECTION 2. That the expenditure of \$2.00 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.