



City of Columbus

Office of City Clerk
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columbuscitycouncil.org

Legislation Text

File #: 3277-2023, **Version:** 1

BACKGROUND: This legislation authorizes the Director of the Department of Finance and Management to establish purchase orders for labor, material, supplies, and equipment in conjunction with the purchase or rental of office furniture, system furniture, or other space planning and configuration needs on behalf of the Office of Real Estate Management for the various needs of Departments citywide. This ordinance authorizes the Finance and Management Director to establish purchase orders from Ohio Department of Administrative Services (DAS) contracts, after approval of the Purchasing Office, for various office furniture and space configuration needs citywide. Ordinance #582-87 authorizes City agencies to participate in DAS cooperative contracts. This ordinance also authorizes the Director of the Department of Finance and Management to associate all General Budget Reservations resulting from this ordinance with the Universal Term Contract Purchase Agreement with Workspace Ohio LLC, DBA Dupler Office. The purchase of various furniture needs which will be procured via the competitive bid process per Columbus City Code Chapter 329 or from the aforementioned use of Ohio Department of Administrative Services contracts.

Supplier:

Workspace Ohio LLC, DBA Dupler Office
PA006655 - Furniture Services

Vendor Number #040812

Exp. 5/31/2024

Emergency Justification: Emergency action is requested to ensure that necessary office space needs can be addressed and procured immediately.

Fiscal Impact: This legislation authorizes an expenditure of \$285,000.00 from the General Permanent Improvement Fund 7748 for the acquisition of furniture for various Departments citywide. An amendment to the 2023 Capital budget will be necessary.

To authorize the Director of the Department of Finance and Management, on behalf of the Office of Real Estate Management, to establish purchase orders for labor, material, supplies, and equipment in conjunction with the purchase or rental of office furniture, system furniture, or other space planning and configuration needs for City Departments; to authorize the Director of the Department of Finance and Management to associate all General Budget Reservations resulting from this ordinance with the Universal Term Contract Purchase Agreement with Workspace Ohio LLC, DBA Dupler Office; to authorize the appropriation, transfer, and expenditure of \$285,000.00 from the General Permanent Improvement Fund; to amend the 2023 Capital Improvement Budget; and to declare an emergency. (\$285,000.00)

WHEREAS, the Department of Finance and Management, on behalf of the Office of Real Estate Management has a need to acquire furniture for various Departments citywide; and

WHEREAS, the City of Columbus, Purchasing Office has established a Universal Term Contract for the purchase of furniture and related services with Workspace Ohio LLC, DBA Dupler Office; and

WHEREAS, it is necessary to authorize the Director of the Department of Finance and Management to associate all General Budget Reservations resulting from this ordinance with the Universal Term Contract Purchase Agreement; and

WHEREAS, Ordinance #582-87 authorizes city agencies to participate in State of Ohio Cooperative Contracts; and

WHEREAS, the State of Ohio Cooperative contracts are available for the City's use for the purchase of various furniture needs and this ordinance authorizes the use of such cooperative contracts if needed; and

WHEREAS, bids for furniture acquisition will be conducted by the Purchasing Office in accordance with the competitive bidding provisions of Columbus City Codes Chapter 329; and

WHEREAS, it is necessary to amend the 2023 Capital Improvement Budget; and

WHEREAS, it is necessary to appropriate, transfer and expend funds within the General Permanent Improvement Fund; and

WHEREAS, an emergency exists in the usual daily operation of the Finance and Management Department in that it is immediately necessary to authorize the Director to establish purchase orders for labor, material, supplies, and equipment in conjunction with the purchase or rental of office furniture, system furniture, or other space planning and configuration needs so that office space needs can be addressed and procured immediately; **NOW, THEREFORE,**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Director of the Department of Finance and Management is hereby authorized to establish purchase orders for labor, material, supplies, and equipment in conjunction with the purchase or rental of office furniture, system furniture, or other space planning and configuration needs on behalf of the Office of Real Estate Management for the various needs of Departments citywide.

SECTION 2. That the Director of the Department of Finance and Management, on behalf of the Office of Real Estate Management, is hereby authorized to establish purchase orders pursuant to the terms and conditions of State of Ohio Cooperative Contracts pending approval by the Purchasing Office.

SECTION 3. That the Director of the Department of Finance and Management, on behalf of the Office of Real Estate Management, is hereby authorized to establish purchase orders from bids conducted in accordance with the competitive bidding provisions of City of Columbus Codes Chapter 329.

SECTION 4. That the Director of the Department of Finance and Management, on behalf of the Office of Real Estate Management, is hereby authorized to associate all General Budget Reservations resulting from this ordinance with the Universal Term Contract Purchase Agreements with Workspace Ohio LLC, DBA Dupler Office for furniture and related services.

SECTION 5. That the 2023 Capital Improvement Budget be amended in Fund 7748 as follows:

Project Number	Project Name	Current Auth.	Revised Auth.	Change
P748999-100000	Unallocated GPIF Carryover	\$1,010,702	\$725,702	(\$285,000)
P570115-100000	Furniture Replacement - Various	\$505,461	\$790,461	\$285,000

SECTION 6. That the appropriation of \$285,000.00 or so much thereof as may be needed, is hereby authorized within the General Permanent Improvement Fund 7748 per the account codes in the funding attachment to this ordinance.

SECTION 7. That the transfer of cash in the amount of \$285,000.00 between projects in fund 7748 is hereby authorized and approved per the accounting codes in the funding attachment to this ordinance.

SECTION 8. That the expenditure of \$285,000.00 or so much thereof as may be necessary in regard to the action authorized in Section 1, be and is hereby authorized and approved per the accounting codes in the funding attachment to this ordinance.

SECTION 9. 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 10. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

SECTION 11. That the City Auditor is hereby authorized to transfer the unencumbered balance remaining for this project account to the unallocated balance account within the same fund upon receipt of proper notification from the Department of Finance and Management that the project has been completed and the monies are no longer required for this project.

SECTION 12. That this Council hereby recognizes that this ordinance does not identify all potential contractors or vendors for the expenditure purposes authorized herein and hereby delegates sole and final contracting decisions relative to the determination of lowest, best, most responsive and most responsible vendor(s) to the Director of the Department of Finance and Management. All contracts will be entered into in compliance with the relevant provisions of the Columbus City Code, Chapter 329 or Ohio Department of Administrative Services (DAS) contracts.

SECTION 13. That for the reasons 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 (10) days after passage if the Mayor neither approves nor vetoes the same.