



# City of Columbus

Office of City Clerk  
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## Legislation Text

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**File #:** 2467-2021, **Version:** 1

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**Background:** This ordinance authorizes the Finance and Management Director to associate all General Budget reservations resulting from this ordinance with appropriate Universal Term Contracts for auto body repair services, on behalf of the Fleet Management Division, in order to repair and service City vehicles. Purchase orders will be issued as needed from Universal Term Contracts previously established by the Purchasing Office.

Keens Body Shop, Inc. - EIN# 31-0854439, CC#: 310854439, Vendor# 004390 - PA005292 exp. 6/30/2023

During 2021, the Fleet Management Division is budgeted to spend \$2.2 million for services to keep the City's fleet of approximately 6,000 vehicles in operation. Fleet Management processes over 40,000 work orders annually for all City vehicles and equipment.

**Fiscal Impact:** This ordinance authorizes an expenditure of \$100,000 from the Fleet Management Operating Fund from previously established Universal Term Contracts for auto body repair services related to City vehicles. In 2020, the Fleet Management Division expended \$355,778 for auto body repair. In 2019, \$420,000 was expended.

To authorize the Director of Finance and Management to associate all General Budget reservations resulting from this ordinance with the appropriate Universal Term Contract Purchase Agreement and to establish related purchase orders for auto body repair services for the Fleet Management Division per the terms and conditions of previously established Universal Term Contracts; to authorize the expenditure of \$100,000.00 from the Fleet Management Operating Fund. (\$100,000.00)

**WHEREAS,** various Universal Term Contracts (UTC) have been established through the formal competitive bidding process of the Purchasing Office for auto body repair services; and

**WHEREAS,** the Finance and Management Department, Fleet Management Division, has a need to purchase auto body repair services for motorized equipment and vehicles operated by the City; and

**WHEREAS,** it is necessary to authorize the expenditure of \$100,000.00 from the Fleet Management Operating Fund; and

**WHEREAS,** it has become necessary in the usual daily operation of the Department of Finance and Management, Fleet Management Division, to authorize the Finance and Management Director to establish a purchase order with Keens Body Shop, Inc. for the purchase of auto body repair services; **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 associate all General Budget reservations resulting from this ordinance with the appropriate Universal Term Contract Purchase Agreement, and to establish related purchase orders for auto body repair services for the Fleet Management Division per the terms and conditions of previously established Universal Term Contracts, the current vendor is as follows:

Auto Body Repair UTC - Keens Body Shop, Inc. - EIN# 31-0854439, CC#: 310854439, Vendor# 004390 - PA005292 exp. 6/30/2023

**SECTION 2.** That the expenditure of \$100,000.00, or so much thereof as may be necessary in regard to the action

authorized in Section 1, is hereby authorized in Fund 5200 Fleet Management Operating Fund in object class 03 per the accounting codes in the attachment to this ordinance.

**See Attached File: Ord 2467-2021 Legislation Template.xls**

**SECTION 3.** That the Finance and Management Director is hereby authorized to issue purchase orders and establish contracts for services with various vendors on behalf of the Fleet Management Division to ensure no disruptions to operations and to establish Auditor's Certificates for the same.

**SECTION 4.** That the monies in the foregoing Sections shall be paid upon order of the Director of Finance and Management, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

**SECTION 5.** 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 6.** That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.