



# City of Columbus

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

## Legislation Text

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**File #:** 1117-2013, **Version:** 1

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**BACKGROUND:** This ordinance is for the option to purchase Janitorial Supplies for all City agencies. The term of the proposed option contract is through March 31, 2015. The contracts may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on February 14, 2013.

The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06 Solicitation SA004764; 173 bids were solicited (MBE:10; FBE:2); 10 bids were received (MBE:0; FBE:1). The contract(s) will provide City agencies with the ability to purchase Janitorial Supplies of highest quality and standard that are available.

In support of the Mayor's Green Initiative and to implement environmentally friendly cleaning in City buildings, bidders were requested to submit quotes on environmentally preferable products, if available. Bidders were required to provide supporting documentation proving products meet standards for "green" certification, as they contain ingredients which are safer for the workplace. To create a safer and more cost effective program for the City, dilution controlled systems, training and technical assistance is available on the contract, at no cost to the City.

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

Key-4 Cleaning Supplies, Inc. - (FBE): CC# 311417716 (expires: 2/12/2015)

Staples Contract & Commercial, Inc.: CC# 043390816 (expires: 5/2/2015)

Total Estimated Annual Expenditure: \$800,000.00

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, 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 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 & Management Director to enter into two (2) UTC contracts for the option to purchase Janitorial Supplies with Key-4 Cleaning Supplies, Inc., and Staples Contract & Commercial, Inc., to authorize the expenditure of two (2) dollars to establish the contract from the Mail, Print Services and UTC Fund; and to declare an emergency. (\$2.00)

**WHEREAS**, the Purchasing Office advertised and solicited formal bids on February 14, 2013 and selected the lowest, responsive, responsible and best bids. Ten bids were received; 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**, janitorial supplies are used in City buildings, as part of an effort to purchase environmentally preferable janitorial cleaning products, which represent a lesser impact to public health and the environment than competing products; and

**WHEREAS**, an emergency exists in the usual daily operation of the Purchasing Office in that it is immediately necessary to enter into three (3) contracts for an option to purchase janitorial 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 to enter into the following contracts for an option to purchase Janitorial Supplies through March 31, 2015 with the option to extend for one (1) additional year in accordance with Solicitation SA004764;

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

Key 4 Cleaning Supplies, Inc.: Category 1, 2, 3, 4, 11, and Category 13. (\$1.00)

Staples Contract & Commercial, Inc.: Category 5, 6, 7, and 10. (\$1.00)

No award made on Categories 8, 9, and 12.

**SECTION 2.** That the expenditure of \$2.00 is hereby authorized from Mail, Print Services and UTC Fund, Organization Level 1: 45-01, Fund: 05-517, Object Level 3: 2201, 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.