



## Legislation Text

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**File #:** 1413-2021, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish two (2) Universal Term Contracts (UTC) for the option to purchase Sneeze Guards with Blink Marketing, LLC and Think 360, Incorporated. These contracts will be used city wide to provide sneeze guards as needed for city facilities. Sneeze guards are clear plastic barriers that can be placed on flat surfaces in the workplace (e.g. cubicles, counters, desks, tables, etc.) to reduce employee exposure to respiratory droplets, which are dispensed when coughing, sneezing or even talking.

In an effort to mitigate the spread of Covid-19, sneeze guards are necessary to protect from exposure to respiratory droplets for personal safety and hygiene. The term of the proposed option contracts would be approximately three (3) years, expiring April 30, 2024, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on April 29, 2021. In addition, the expenditure of \$2.00 is hereby authorized from General Budget Reservation BRPO001670.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329 relating to competitive bidding (Request for Quotation No. RFQ018125). Eight (8) bids were received.

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

Blink Marketing LLC., CC# 027225 expires 3/04/2023, All Items, \$1.00

Think 360 Incorporated, CC#034086, expires 5/25/2023, All Items, \$1.00

Total Estimated Annual Expenditure: \$50,000, City wide users.

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation be considered an emergency ordinance to ensure a reliable supply of sneeze guards for use throughout City facilities.

The company is 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 BRPO001670. City agencies will be required to obtain approval to expend from their own appropriations for the estimated annual expenditures.

To authorize the Finance and Management Director to enter into two (2) contracts for the option to purchase Sneeze Guards with Blink Marketing, LLC and Think 360, Incorporated; to authorize the expenditure of \$2.00 from General Budget Reservation BRPO001670; and to declare an emergency. (\$2.00).

**WHEREAS,** the Sneeze Guard UTC will provide for the purchase of sneeze guards used to protect employees and the general public from exposure to respiratory droplets for personal safety and hygiene; and,

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on April 29, 2021 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 Sneeze Guards, 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 Sneeze Guards in accordance with Request for Quotation RFQ018125 for a term of approximately three (3) years, expiring April 30, 2024, with the option to renew for one (1) additional year, as follows:

Blink Marketing LLC, All Items, \$1.00

Think 360 Incorporated, All Items, \$1.00

**SECTION 2.** That the expenditure of \$2.00 is hereby authorized from General Budget Reservation BRPO001670 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.