



City of Columbus

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

Legislation Text

File #: 0878-2005, Version: 1

BACKGROUND: For the option to purchase Office Supplies for all City users, the largest user being the Health Department. The term of the proposal option contract would be 3 years. Contract is through December 31, 2008. The Purchasing Office opened formal bids on March 31, 2005.

The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06 (Solicitation No. SA 001569). Bids solicited: 275 (M1A: 19, F1: 11, MAJ: 245). Number of bid received: 12 (M1A: 1, F1: 0, MAJ: 11).

The company is not debarred according to the Excluded Party Listing System of the Federal Government.
This company is not listed with the Auditor of State for unresolved findings.

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

Office Depot, Inc., Contract Compliance Number: 592663954, \$ 1.00, the entire catalog. Contract Compliance Number is valid.
Total Estimated Annual Expenditure: \$ 400,000.00

FISCAL IMPACT: Funding to establish this option contract is budgeted in the Purchasing Contract Account. City Agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

To authorize and direct the Finance Director to enter into contract for the option to purchase Office Supplies with Office Depot, Inc., to authorize the expenditure of \$1.00 to establish the contract from the Purchasing/Contract Operation Fund. (\$ 1.00).

WHEREAS, the Purchasing Office advertised and solicited formal bids on March 31, 2005, and selected the lowest bid; 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, it is necessary to enter into a contract for an option to purchase Office Supplies, in order to establish a consistent, economical supply of products to maintain City facilities; and

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

SECTION 1. That the Finance Director be and is hereby authorized and directed to enter into the following contract for an option to purchase Office Supplies in accordance with Solicitation No. SA 001569 as follows:

Office Depot, Inc., All items, Amount: \$1.00

SECTION 2. That the expenditure of \$ 1.00 is hereby authorized from Purchasing Contract Account, Organization Level 1: 45-01, Fund: 05-517, Object Level 3: 2270, OCA: 451130, to pay the cost thereof.

SECTION 3. This ordinance shall take effect and be in force from and after its passage or by the earliest period allowed by law.