



Legislation Text

File #: 3458-2023, **Version:** 1

Background: Working with the Division of Income Tax, the Real Estate Management Office engaged in a suite renovation project to better utilize the Division's office space within 77 N. Front Street to accommodate current and projected increases in staffing. The Universal Term Contract Purchase Agreement established with Workspace Ohio LLC, DBA Dupler Office authorized by Ordinance 1477-2023, was used for professional design services to analyze existing space layouts, prepare a new plan for space layout, and to select appropriate office furnishings to be purchased to meet the operational needs of the Division of Income Tax. In addition, new carpet will be installed throughout the suite using the Universal Term Contract Purchase Agreement with 2K General Company authorized by Ordinance 2891-2023.

This legislation authorizes the Director of the Department of Finance and Management to appropriate and expend \$222,020.74 for the purchase, delivery, and installation of office furniture and the replacement of carpet for the Division of Income Tax from Fund 7748, the General Permanent Improvement Fund; and to declare an emergency.

Supplier:

Workspace Ohio LLC, DBA Dupler Office
PA006655 - Furniture Services

Vendor Number #040812

Exp. 5/31/2024

2K General Company
Exp. 6/14/2024

Vendor Number #005739

PA005177 - General maintenance, service, repair

Fiscal Impact: Funding for the purchase is available and shall be from the General Permanent Improvement Fund 7748 (\$222,020.74). An amendment to the 2023 Capital budget will be necessary.

Emergency Justification: Due to supply chain issues, long lead times are required from the date of order to the delivery of the furniture. Emergency action is requested to ensure that needed office furniture can be ordered at the earliest date possible so that the project can be completed within a reasonable time frame so that the Division of Income Tax operations can benefit from the efficiency of the redesigned office space as soon as possible.

To authorize the Director of the Department of Finance and Management, on behalf of the Real Estate Management Office, to associate all General Budget Reservations resulting from this ordinance with the Universal Term Contract Purchase Agreement with Workspace Ohio LLC, DBA Dupler Office for purchase of office furniture and the Universal Term Contract Purchase Agreement with TwoK General Co. d/b/a 2K General Co for carpet replacement; to authorize the appropriation of \$219,956.74 within the General Permanent Improvement Fund; to authorize the transfer and expenditure of \$222,020.74 in the General Permanent Improvement Fund; to amend the 2023 Capital Improvement Budget; and to declare an emergency (\$222,020.74).

WHEREAS, suite renovations and reconfiguration and replacement of furniture on the second floor, Suite C, of 77 North Front Street is required to accommodate Division of Income Tax growth and the hiring of additional staff; 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 one for the general construction with TwoK General Co. d/b/a 2K General Co; and

WHEREAS, a Universal Term Contract was used for professional design services to analyze existing space layouts, prepare a new office space plan, and to select appropriate office furnishings to be purchased to meet the operational needs of the Division of Income Tax; and

WHEREAS, a Universal Term Contract for general construction was used for carpet replacement; 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 Agreements; 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 Department of Finance and Management in that it is immediately necessary to appropriate and expend funds to allow for the purchase of office furniture at the earliest possible date, necessary for the redesign of office space located on the second floor of 77 North Front Street occupied by the Division of Income Tax, in light of supply chain issues and long lead times required from the date of order to the delivery of furniture; **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 appropriate and expend funds, for the purchase of office workstations, task chairs, and other associated furnishings in accordance with the specifications of the Universal Term Contract Purchase Agreement established with Workspace Ohio LLC, DBA Dupler Office.

SECTION 2. That the 2023 Capital Improvement Budget be amended in Fund 7748 as follows:

| Project Number | Project Name | Revised Auth. | Remaining Auth. | Change |
|-----------------------|---------------------------------|----------------------|------------------------|-------------------------|
| P748999-100000 | Unallocated GPIF Carryover | \$725,702 | \$505,745 | (\$219,957) |
| P570115-100000 | Furniture Replacement - Various | \$790,461 | \$792,525 | \$2,064 (to match cash) |
| P570115-100000 | Furniture Replacement - Various | \$792,525 | \$1,012,482 | \$219,957 |

SECTION 3. That the appropriation of \$219,957.74 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 4. That the transfer of \$2,064.00 of cash and appropriation is hereby authorized within the General Permanent Improvement Fund 7748 per the account codes in the funding attachment to this ordinance.

SECTION 5. That the transfer of cash in the amount of \$219,954.74 between projects in Fund 7748 is hereby authorized and approved per the accounting codes in the funding attachment to this ordinance.

SECTION 6. That the expenditure of \$222,020.74 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 7. 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 8. That the City Auditor is authorized to make any accounting changes necessary to revise the funding source for all contract or contract modifications associated with this ordinance to ensure that this purchase is properly accounted for and recorded accurately on the City's financial records.

SECTION 9. 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 10. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared an emergency measure and shall take effect and be in force from and after passage and approval by the Mayor, or ten (10) days after passage if the Mayor neither approves nor vetoes the same.