



## Legislation Text

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**File #:** 0802-2023, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to purchase Window and Glass Repairs and Replacements with Columbus Glass and Mirror, Inc. The Facilities Management Division is the primary user for Window and Glass Repairs and Replacements. Window and glass repairs and replacements will include repairs and replacements for the items such as windows, skylights, glass handrails and glass tabletops, but not limited to these items. The term of the proposed option contract would be approximately three (3) years, expiring April 30, 2026, with the option to renew for two (2) additional one (1) year periods. The Purchasing Office opened formal bids on February 9, 2023. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253.

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. RFQ023698). One (1) bid was received.

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

Columbus Glass and Mirror, Inc., CC#005055 expires 02/22/2025, All Items, \$1.00  
Total Estimated Annual Expenditure: \$75,000.00, The Facilities Management Division the primary user.

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 \$1.00 is hereby authorized from General Budget Reservation BRPO002253. City Agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

To authorize the Finance and Management Director to enter into a Universal Term Contract for the option to purchase Window and Glass Repairs and Replacements with Columbus Glass and Mirror, Inc.; and to authorize the expenditure of \$1.00. (\$1.00)

**WHEREAS,** the Window and Glass Repairs and Replacements UTC will provide for the purchase of glass, windows, skylights, glass handrails and other glass and window related items used to repair, replacement and maintain windows and glass throughout the City; and,

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on February 9, 2023 and selected the overall lowest, responsive, responsible and best bidder; and

**WHEREAS,** it has become necessary in the daily operation of the Facilities Management Division to authorize the Director of Finance and Management to enter into a Universal Term Contract for the option to purchase Window and Glass Repairs and Replacements; **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 Universal Term Contract for the option to purchase Window and Glass Repairs and Replacements in accordance with Request for

Quotation RFQ023698 for a term of approximately three (3) years, expiring April 30, 2026, with the option to renew for two (2) additional one year periods, as follows:

Columbus Glass and Mirror, Inc., All Items, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.