



Legislation Text

File #: 1294-2024, **Version:** 1

Background: This ordinance authorizes the Finance and Management Director to establish purchase orders with Grimco Inc. (\$3,042.90) and Hyatt's Graphic Supply Co. Inc (\$17,403.10) for a total of \$20,446.00 for the purchase of Gerber and 3M films and foils per the results of bid RFQ027586. These films and foils will be used to replace and repair emblems and markings on City vehicles. This bid was processed in accordance with the competitive bidding provisions of Columbus City Code. Two (2) responses were received and opened for RFQ027586 on April 29, 2024 as follows:

Grimco Inc., Vendor #023773, FID 43-0955083, Exp. 08/19/2024 - \$3,042.90

Hyatt's Graphic Supply Co. Inc, Vendor #000798, FID 16-0874429, Exp. 06/12/2025 - \$17,403.10

The Finance and Management Department therefore recommends that line 10 of RFQ027586 be awarded to Grimco Inc, and lines 20-50 of RFQ027586 be awarded to Hyatt's Graphic Supply Co. Inc as the lowest, most responsive and responsible bidders.

Fiscal Impact: This ordinance authorizes an appropriation and expenditure of \$20,446.00 from the Fleet Management Operating Fund with Grimco Inc.(\$3,042.90) and Hyatt's Graphic Supply Co. Inc (\$17,403.10) for the purchase of Gerber and 3M films and foils. In 2022, the Fleet Management Division expended \$57,644.22 for Gerber and 3M films and foils and in 2020 expenditures were \$4,800.00 for Gerber and 3M films and foils.

EMERGENCY DESIGNATION: This ordinance is being submitted as an emergency in order to ensure that the upkeep and maintenance of City Vehicles continues without interruption or delay, for the health and prosperity of City of Columbus citizens.

To authorize the Director of the Department of Finance and Management, on behalf of the Fleet Management Division, to establish a purchase orders with Grimco Inc and Hyatt's Graphic Supply Co. Inc, for the purchase of Gerber and 3M films and foils; and to authorize the expenditure of \$20,446.00 from 2024 Fleet Purchase Plan (ACPR002832); and to declare an emergency. (\$20,446.00)

WHEREAS, the City has a need for the purchase of Gerber and 3M films and foils for use at the Fleet Management Body Shop; and

WHEREAS, a formal bid (RFQ027586) was advertised on 06/07/2023; and

WHEREAS, the Finance and Management Department recommends a bid award to Grimco Inc.for line 10 and a bid award to Hyatt's Graphic Supply Co Inc. for lines 10-50 as the overall lowest, responsive, and responsible bidders; and

WHEREAS, funding for these films and foils are budgeted and available within the Fleet 2024 Purchase Plan; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management, Fleet Management Division, in that it is immediately necessary to authorize the Director to enter into contracts with Grimco Inc & Hyatt's Graphic Supply Co., so that upkeep of City Vehicles may continue without interruption, for the immediate preservation of the public health, peace, property, and safety; **NOW, THEREFORE**,

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

SECTION 1. That the Finance and Management Director, on behalf of the Fleet Management Division, is hereby authorized to establish a purchase orders with Hyatt's Graphic Supply Co. Inc and Grimco Inc. for the purchase of Gerber and 3M films and foils, as follows:

Request for Quotation RFQ027586:

Grimco Inc., \$3,042.90.

Hyatt's Graphic Supply Co. Inc - \$17,403.10

SECTION 2. That the expenditure of \$20,446.00 or so much thereof as may be necessary, in regard to the actions authorized in Section 1 are hereby authorized and approved from 2024 Fleet Purchase Plan (ACPR002832) from the General Fund-Income Tax Set Aside sub-fund, 1000-100099 via previously established Auditor Certificate ACPR002832:

SECTION 3. That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 4. That the monies in the foregoing Sections shall be paid upon order of the Director of Finance and Management, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

SECTION 5. 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 6. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

SECTION 7. That for reasons 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.