



## Legislation Text

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**File #:** 1047-2021, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish four (4) Universal Term Contracts (UTC) for the option to purchase Janitorial Supplies with Carmen’s Distribution System, Inc., Hillyard Inc., Key 4 Cleaning Supplies Inc., and Friends Business Source. These contracts will be used City Wide to provide janitorial supplies as needed for City of Columbus. Mops, brooms, deodorizers, and trash bags are used throughout City of Columbus facilities. The term of the proposed option contracts would be approximately three (3) years, expiring August 30, 2024 with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on March 18, 2021. In addition, the expenditure of \$4.00 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. RFQ017870). Nine (9) bids were received.

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

Carmen’s Distribution System, Inc. CC #005749, expires 01/22/2023, All Items, \$1.00

Hillyard Inc., CC #008070, expires 04/15/2023, All Items, \$1.00

Key 4 Cleaning Supplies, Inc., CC #005308, expires 12/10/2021, All Items, \$1.00

Friends Business Source., CC# 006796 expires 04/20/2022, All Items, \$1.00

Total Estimated Annual Expenditure: \$300,000, 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 janitorial materials for use throughout all of the City of Columbus Facilities.

These companies are 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 \$4.00 is hereby authorized from General Budget Reservation BRPO001670. 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 four (4) contracts for the option to purchase Janitorial Supplies with Carmen’s Distribution System Inc., Hillyard Inc., Key 4 Cleaning Supplies Inc. and Friends Business Source Inc.; to authorize the expenditure of \$4.00 from General Budget Reservation BRPO001670; and to declare an emergency. (\$4.00).

**WHEREAS,** the Janitorial Supplies contracts will provide for the purchase of janitorial supplies used in facilities throughout the City of Columbus; and,

**WHEREAS**, the Purchasing Office advertised and solicited formal bids on March 18, 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 four (4) Universal Term Contracts for the option to purchase Janitorial Supplies to ensure a reliable supply of janitorial materials for use throughout all of the City of Columbus Facilities, 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 Janitorial Supplies in accordance with Request for Quotation RFQ017870 for a term of approximately three (3) years, expiring August 30, 2024, with the option to renew for one (1) additional year, as follows:

Carmen's Distribution System Inc., All Items, \$1.00

Hillyard Inc., All Items, \$1.00

Key 4 Cleaning Supplies Inc., All Items, \$1.00

Friends Business Source, All Items, \$1.00

**SECTION 2.** That the expenditure of \$4.00 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.