



Legislation Text

File #: 1123-2016, **Version:** 1

Background: This ordinance authorizes the Finance and Management Director to enter into an agreement to establish one (1) UTC contract for the option to purchase services for Document Destruction to be used by various City agencies to destroy paper documents. The term of the proposed option contract is through June 30, 2018. The contract may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on March 31, 2016.

The Purchasing Office advertised and solicited competitive bids in accordance with the competitive bid section of the City Code (Solicitation RFQ000333). Sixty three (63) bids were solicited; two (2) bids were received.

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

Briar Gate Realty Inc dba Fireproof Records Center: CC006055 expires: 03/28/2018 Lines 10-100 \$1.00

Total Estimated Annual Expenditure: \$30,000.00

This 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: Funding to establish this option contract is from the General Fund. City agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

Emergency: This ordinance is being submitted as emergency legislation as there is no current contract to purchase services for Document Destruction and there is an immediate need to contract with the companies named herein to quickly and efficiently provide services.

To authorize the Finance & Management Director to enter into one (1) Universal Term Contract for the option to purchase Document Destruction services with Briar Gate Realty, Inc., dba Fireproof Records Center; to authorize the expenditure of one (1) dollar to establish the contract from the General Fund (\$1.00); and to declare an emergency.

WHEREAS, Document Destruction services are used by various City Agencies; and

WHEREAS, the Purchasing Office advertised and solicited formal bids on March 31, 2016 and selected Briar Gate Realty, Inc., dba Fireproof Records Center, the lowest, responsive, responsible and best bidder; and

WHEREAS, this ordinance addresses Purchasing objectives 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 contract for City agencies to efficiently maintain their supply chain and service to the public; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director to enter into contract for the option to purchase Document Destruction

services so various City agency services are not interrupted, for the public health, safety and welfare; now, therefore,

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

SECTION 1. That the Finance and Management Director be and is hereby authorized to enter into the following contract for an option to purchase Document Destruction services through June 30, 2018 with the option to extend for one (1) additional year in accordance with Solicitation RFQ000333;

Briar Gate Realty Inc dba Fireproof Records Center: Lines 10-100 \$1.00

SECTION 2. That the expenditure of \$1.00 is hereby authorized in Fund 1000 General Fund in Object Class 03 Services per the account codes in the attachment of this ordinance.

SECTION 3. 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.