



Legislation Text

File #: 0274-2014, Version: 1

This legislation authorizes the Director of the Department of Public Utilities (DPU) to modify an existing agreement with Progressive Marketing & Management Agency for special event planning and consulting services including coordination, marketing and execution of the 2014 Mayor's Small Business Conference (MSBC).

The Department of Public Utilities provides quality water, wastewater, and electricity services to over 1 million people in Central Ohio and is the City's largest contracting agency, fulfilling over \$150,000,000 in contracts in 2013. It is in this capacity that DPU serves as the lead agency for the Mayor's Small Business Conference. Planning partners include the City's Equal Business Opportunity Commission Office (EBOCO) and seven additional City departments which help guide MSBC programming. The 2014 conference will take place in October.

The Department of Public Utilities advertised Request for Proposals (RFPs) for the subject services in the City Bulletin in accordance with the provisions of Section 329 Columbus City Codes, 1959. Eighteen (18) vendors were solicited, four (4) of which held MIA status, three (3) of which held F1 status. The Director of Public Utilities received a proposal from one (1) vendor on December 20, 2012. After review of the information presented and having evaluated the proposal the Director of Public Utilities recommended the award of the contract to be made to Progressive Marketing & Management Agency.

The maximum obligation of the City for services described in this agreement for the period of one (1) year from the date of execution is limited to \$65,000.00. The contract is for one (1) year with the option to renew for two (2) additional years, on a year-to-year and available funding basis and approval by Columbus City Council. This is the 2nd of 3 possible years of the contract.

SUPPLIER: Progressive Marketing & Management Agency (31-1643608), expires August 7, 2014. This vendor holds MBE (AFA) certification with the City of Columbus.

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.

1. Amount of additional funds: Total amount of additional funds needed for this contract modification is ADD \$65,000.00. Total contract amount including this modification is \$130,000.00.
2. Reason additional funds were not foreseen: The need for additional funds was known at the time of the initial contract. The contract was initially established for one (1) year and contract language allows for two (2) additional years on a year to year basis and available funding and approval by Columbus City Council. This legislation authorizes the first of two planned modifications.
3. Reason other procurement processes not used: Work under this modification is a continuation of services included in the scope of the original RFP. No lower pricing/more attractive terms and conditions are anticipated at this time.
4. How was cost determined: The Department of Public Utilities and Progressive Marketing & Management Agency negotiated the cost of the planned contract modification.

FISCAL IMPACT: A total of \$65,000.00 is budgeted and needed for this contract modification.

2013: \$65,000 was spent by DPU for similar services

2012: \$11,000 was spent by DPU for similar services

To authorize the Director of Public Utilities to enter into a planned modification of the 2014 Mayor's Small Business Conference Event Planning and Marketing with Progressive Marketing & Management Agency for special event planning and consultation services; to authorize the expenditure of \$3,965.00 from the Power System Operating Fund, \$25,220.00 from the Water System Operating Fund, \$28,275.00 from the Sewer System Operating Fund, and \$7,540.00 from the Stormwater Operating Fund. (\$65,000.00)

WHEREAS, the Department of Public Utilities is the lead planning agency for the 2014 Mayor's Small Business Conference, which offers workshops and networking opportunities for small businesses with over 75 government, public and private sector leaders; and

WHEREAS, The Department of Public Utilities established a contract with Progressive Marketing & Management for the 2013 Mayor's Small Business Conference; and

WHEREAS, The Department of Public Utilities wishes to modify and increase EL014788 with Progressive Marketing & Management Agency for event planning and consultation services for the 2014 Mayor's Small Business Conference; and

WHEREAS, the original contract was established for one (1) year and contract language allows for two (2) options to renew the contract on a year to year basis and available funding and approval of Columbus City Council, and

WHEREAS, the vendor has agreed to modify and increase EL014788 at current prices and conditions, and it is in the best interest of the City to exercise this option; and

WHEREAS, these services are necessary to continue the Mayor's Small Business Conference and are for the preservation of public health, peace, property and safety; **NOW, THEREFORE**

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

SECTION 1. That the Director of Public Utilities be, and hereby is authorized to modify professional services agreement EL014788 with Progressive Marketing & Management Agency for the 2014 Mayor's Small Business Conference, in accordance with the terms and conditions as shown in the contract on file in the office of the Department of Public Utilities.

SECTION 2. That the said firm shall conduct the work to the satisfaction of the Director of Public Utilities.

SECTION 3. That the expenditure of \$65,000.00 or so much thereof as may be needed, be and the same hereby is authorized to pay the cost of this contract as follows:

Division of Power - 60-07

Fund: 550

OCA: 600023

Object Level 1: 03

Object Level 3: 3336

Amount: \$3,965.00

Division of Water - 60-09

Fund: 600
OCA: 600049
Object Level 1: 03
Object Level 3: 3336
Amount: \$25,220.00

Division of Sewerage & Drainage - 60-05

Fund: 650
OCA: 600056
Object Level 1: 03
Object Level 3: 3336
Amount: \$28,275.00

Division of Sewerage & Drainage - 60-15

Fund: 675
OCA: 600065
Object Level 1: 03
Object Level 3: 3336
Amount: \$7,540.00

SECTION 4. 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 5. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.