



Legislation Text

File #: 1984-2014, **Version:** 1

BACKGROUND: This legislation is for the option to establish four (4) UTC contracts for Office Supplies, Accessories and Office Papers (Recycled) to be used by various City agencies. The term of the proposed option contracts is two (2) years, through July 31, 2016. The contracts may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on June 19, 2014.

The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06 (Solicitation No. SA005448). One hundred eighty-one (181) bids were solicited: (M1A-7, F1-3). Five (5) bids were received.

Multiple contracts are being awarded for Office Supplies, Accessories and Office Papers (Recycled). The specification stated that no more than two (2) contracts would be awarded to the lowest, responsive, responsible and best bidders, per category.

At this time, the City of Columbus has embarked on implementing a new e-catalog, as approved by Ordinance 1078-2013. The catalog system purchased from Vinimaya, Inc. will allow City agencies to shop City contracts. The requesting agency will log into the e-catalog, search for the item needed and the e-catalog will search the City catalogs, including these four (4) suppliers, bringing back the results that meet the searched term and providing the user with the contracted price.

The City will upload into the e-catalog most catalog type and price list type UTC contracts. By uploading these four (4) catalogs to the e-catalog, the agencies will be able to search, review and order the needed items at discounted and best value prices. This change will enable the City agencies to more efficiently purchase Office Supplies, Accessories, and Office Papers (Recycled) with cost savings.

A waiver of regulations is being submitted to award to multiple suppliers and to award four (4) contracts as the Code does not envision multiple awards for the same category.

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

Bulldog Office Products, Inc., CC# 251292273; Expires 8/18/2016 - (F1)
Office Depot, Inc., CC# 592663954; Expires 6/18/2016
Staples Contract & Commercial, Inc., operating as Staples Advantage; CC#043390816; Expires 5/2/2015
Sterling Paper Company, CC# 314317038; Expires 3/26/2016
Total Estimated Annual Expenditure: \$770,000.00

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.

This ordinance is being submitted as an emergency because the current contracts for Office Supplies and Office Papers (Recycled) will expire on September 30, 2014.

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.

To authorize the Finance and Management Director to enter into four (4) contracts for the option to purchase Office

Supplies, Accessories and Office Papers (Recycled) with Bulldog Office Products, Inc., Office Depot, Inc., Staples Contract & Commercial, Inc., operating as Staples Advantage, and Sterling Paper Company; to waive the competitive bidding requirements of Chapter 329 of the Columbus City Code; to authorize the expenditure of \$4.00 to establish the contracts from the General Fund; and to declare an emergency. (\$4.00)

WHEREAS, Office Supplies, Accessories and Office Papers (Recycled) are used by various City agencies; and

WHEREAS, the Purchasing Office advertised and solicited formal bids on June 19, 2014 and selected the overall lowest, responsive, responsible and best bidders; and

WHEREAS, this ordinance requests a waiver of requirements in Section 329.06 of the Columbus City Codes; and

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

WHEREAS, in order to maintain Office Supplies, Accessories and Office Papers (Recycled), and the current contracts expire on September 30, 2014, this is being submitted for consideration as an emergency measure; and

WHEREAS, an emergency exists in the usual daily operation of the Purchasing Office in that it is immediately necessary to enter into contracts for the option to purchase Office Supplies, Accessories and Office Papers (Recycled) so the purchase of office supplies, accessories and office papers (recycled) are not interrupted; 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 contracts for the option to purchase Office Supplies, Accessories and Office Papers (Recycled), in accordance with Solicitation No. SA005448 for a term of approximately two (2) years, expiring July 31, 2016, with the option to renew for one (1) additional year.

Office Depot, Inc.; Category 1 - All items: Amount: \$1.00
Staples Contract & Commercial, Inc., operating as Staples Advantage; Category 1 - All items: Amount: \$1.00
Bulldog Office Products, Inc.; Category 2 - Item# 7, 7A, 10, 10A, 10B, 11, 11A, 11B, 12, 12A, 12B, 13, 13A, 13B, 14, 14A, 14B, 15, 15A, 15B, 16, 16A, 18, 18A: Amount: \$1.00
Sterling Paper Company; Category 2 - Item# 1, 1A, 1B, 2, 2A, 2B, 3, 3A, 3B, 4, 4A, 4B, 5, 5A, 5B, 6, 6A, 6B, 8, 8A, 9, and 9A: Amount: \$1.00

No award made for Items 7B, 8B, 16B, 17, 17A, 17B, and 18B.

SECTION 2. That it is in the City's best interest to waive the competitive bidding requirements of Chapter 329 of the Columbus City Code.

SECTION 3. That the expenditure of \$4.00 is hereby authorized from the General Fund, Organization Level 1: 45-01, Fund 10, OCA: 450047, Object Level 3: 2270 to pay the cost thereof.

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 approvals by the Mayor, or ten day after passage if the Mayor neither approves nor vetoes the same.

