



City of Columbus

Office of City Clerk
90 West Broad Street
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columbuscitycouncil.org

Legislation Text

File #: 1697-2012, **Version:** 1

BACKGROUND: For the option to purchase Office Supplies and Office Papers (Recycled) for all City agencies. The term of the proposed option contract is through July 31, 2014. The contracts may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on May 24, 2012.

The Purchasing Office advertised and solicited competitive bids in accordance with Section 329.06 Solicitation SA004377; 135 bids were solicited (MBE:5; FBE:2); Seven (7) bids were received (MBE:0; FBE:1). The contract(s) will provide City agencies with the ability to purchase general offices supplies of high standard and quality. Agencies will also have the availability to purchase recycled office papers to be used in a variety of office and mass production equipment. These office papers contain a minimum of 30% or more post consumer fiber content.

The Purchasing Office is recommending a split award of contracts to the lowest, responsive, responsible and best bidder as follows [Staples Contract & Commercial, Inc. for Office Supplies and a split award between Bulldog Office Products, Inc., Office Max North America, Inc. and Sterling Paper for Recycled Office Papers]:

Bulldog Office Products, Inc. - (FBE): CC#251292273 (expires: 11/30/2012)

Office Max North America, Inc.: CC# 341573735 (expires: 8/4/2013)

Staples Contract & Commercial, Inc.: CC# 043390816 (expires: 5/9/2013)

Sterling Paper: CC#: 314317038 (expires: 2/22/2014)

Total Estimated Annual Expenditure: \$900,000.00

These companies are not debarred according to the Federal Excluded Parties Listing or the State Auditor's Findings For Recovery Database.

This ordinance is being submitted as an emergency because, without emergency action, no less than 37 days will be added to this procurement cycle and the efficient delivery of valuable public services will be slowed. The evaluation of the bids took longer than expected to complete.

FISCAL IMPACT: Funding to establish this option contract is budgeted in the Mail, Print Services and UTC Fund. Agencies will be required to obtain approval to expend from their own appropriation.

To authorize the Finance and Management Director to enter into four Universal Term Contracts for the option to purchase Office Supplies and Office Papers (Recycled) with Bulldog Office Products, Inc., Office Max North America, Inc., Staples Contract & Commercial, Inc. and Sterling Paper; to authorize the expenditure of four (4) dollars to establish the contract from the Mail, Print Services and UTC Fund; and to declare an emergency. (\$4.00)

WHEREAS, the Purchasing Office advertised and solicited formal bids on May 24, 2012 and selected the lowest, responsive, responsible and best bids. Seven (7) bids were received; 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, it is necessary to enter into contracts to provide for the option to purchase Office Supplies and Office Papers (Recycled) for all City agencies; and

WHEREAS, an emergency exists in the usual daily operation of the Purchasing Office in that it is immediately necessary to enter into four (4) contracts for an option to purchase Office Supplies and Office Papers (Recycled) to ensure uninterrupted supply of materials, 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 be and is hereby authorized and directed to enter into the following contracts for an option to purchase Office Supplies and Office Papers (Recycled) through July 31, 2014 with the option to extend for one (1) additional year in accordance with Solicitation SA004377.

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

Category 1: Office Supplies: Award made to Staples Contract & Commercial, Inc. (\$1.00).

Category 2: Office Papers (Recycled): Award made to:

Bulldog Office Products: Items 10-10B, 11-11B, 12-12B, 13-13B, 14-14B, 15-15B, 16-16B, 17, 17A, 18 - 18B (\$1.00);

Office Max North America, Inc.: Items 1-1B, 2-2B, 3-3B, 4B, 5-5B, 6-6B, and 7-7B (\$1.00);

Sterling Paper: Items 4, 4A, 8, 8A, 9 and 9A (1.00).

No award was made on Item 8B, 9B, and 17B.

SECTION 2. That the expenditure of \$4.00 is hereby authorized from Mail, Print Services and UTC Fund, Organization Level 1: 45-01, Fund: 05-517, Object Level 3: 2201, OCA: 451130, to pay the cost thereof.

SECTION 3. That for the reason stated in the preamble here to, 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.