



Legislation Text

File #: 3531-2022, Version: 1

**Background:** The Real Estate Management Office, working with the Facilities Management Division, oversees a variety of office renovation projects to update painting, lighting, carpeting and furnishings. The replacement of furnishings involves acquisition of new, pre-owned, or reconditioned office case goods, systems furniture, seating, or a combination thereof, and ancillary services related to delivery, installation, modification, and cleaning of pre-owned and reconditioned items to meet project needs. A project was initiated to renovate office and common areas on the eighth floor of the 120 Marconi Building that included painting, replacement of carpeting and office furniture replacement. A professional designer was hired to prepare a design plan and to select appropriate office furnishings to be purchased. The Purchasing Office advertised and solicited competitive bids for office furniture in accordance with the relevant provisions of City Code Chapter 329 relating to competitive bidding via RFQ023281. The City received the following four (4) responses:

King Business Interiors	\$117,620.92
Friends Office	\$55,801.11 (partial)
Lakeshore	\$24,241.11 (partial)
Bay Products	\$116,908.38 (alternate products)

It was determined that King Business Interiors, Contract Compliance #WBE005688 expiring 12/7/2023, submitted a bid responsive to all specifications for office furnishings. The Real Estate Management Office recommends that an award be made for all items to in the amount of \$117,620.92 to King Business Interiors as the most responsive, responsible and best bidder. This legislation authorizes the Director of Finance and Management to enter into a contract with King Business Interiors for the purchase, delivery, and installation of office furniture in accordance with the specifications of RFQ023281; to appropriate and expend up to \$117,620.92 from Fund 7748, the General Permanent Improvement Fund; and to declare an emergency.

**Fiscal Impact:** Funding for the purchase is available and shall be from the General Permanent Improvement Fund 7748 (\$117,620.92).

**Emergency Justification:** Due to supply chain issues, long lead times are required from the date of order to the delivery of the furniture. Emergency action is requested to ensure that needed office furniture can be ordered at the earliest date possible so that the project can be completed within a reasonable time frame.

To authorize the appropriation and expenditure of \$117,620.92 from Fund 7748, the General Permanent Improvement Fund; to authorize Director of Finance and Management to enter into a contract with King Business Interiors for the purchase, delivery, and installation of office furniture; to amend the 2022 Capital Improvement Budget; and to declare an emergency (\$117,620.92).

**WHEREAS,** a project was initiated to renovate office and common areas and replace furniture in several offices on the eighth floor of the 120 Marconi Building; and

**WHEREAS,** a professional designer was hired to prepare a design plan and to select appropriate office furnishings to be purchased for these offices; and

**WHEREAS,** a formal bid was issued through the City’s Purchasing Office via RFQ023281 in order to determine the best

vendor for this furniture purchase; and

**WHEREAS**, it was determined that King Business Interiors was the best, responsive, responsible bidder; and

**WHEREAS**, supply chain issues have created very long lead times for the delivery of new furniture with most deliveries requiring a minimum four month interval between order and delivery; and

**WHEREAS**, it is necessary to amend the 2022 Capital Improvement Budget; 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 with King Business Interiors to allow for immediate purchase of office furniture for office space located on the eighth floor of 120 Marconi at the earliest possible date so the project can be completed within a reasonable time frame; 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 contract with King Business Interiors for the purchase and installation of office furniture desks, task chairs, conference table and other associated furnishings.

**SECTION 2.** That the transfer of cash from the unallocated project in Fund 7748, the appropriation, and expenditure in Fund 7748 P748999 Furniture Replacement of \$117,620.92 or so much thereof as may be necessary in regard to the action authorized in Section 1, be and is hereby authorized and approved per the accounting codes in the attachment to this ordinance. See Attached File: Ordinance 3531-2022 Funding Attachment.

**SECTION 3.** That the 2022 Capital Improvement Budget is hereby amended as follows:

**Fund/Project Number/ Project Name/ Current Authority/ Revised Authority/ Change**

7748/P748999-100000/Unallocated Project/ 1,342,035/\$1,224,414/(\$117,621)

7748/P570115-100000/Furniture Replacement-Variou/ \$0 / \$117,621 / \$117,621

**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 the City Auditor is authorized to make any accounting changes necessary to revise the funding source for all contract or contract modifications associated with this ordinance to ensure that this purchase is properly accounted for and recorded accurately on the City's financial records.

**SECTION 6.** That the City Auditor is hereby authorized to transfer the unencumbered balance remaining for this project account to the unallocated balance account within the same fund upon receipt of proper notification from the Department of Finance and Management that the project has been completed and the monies are no longer required for this project.

**SECTION 7.** That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared an emergency measure and shall take effect and be in force from and after passage and approval by the Mayor, or ten (10) days after passage if the Mayor neither approves nor vetoes the same.