



## Legislation Text

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**File #:** 0352-2015, **Version:** 1

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**BACKGROUND:** This legislation is for the option to establish three (3) UTC contracts for Printing, Copying and Related Services to be used exclusively by the City's internal Print Services facility within the Finance and Management Department for printing, copying and related services to supplement and augment their services in efforts to meet the City agencies needs/requests for these services. The term of the proposed option contracts are upon contract execution through May 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 January 15, 2015.

The Purchasing Office advertised and solicited competitive bids in accordance with relevant provisions of City Code Chapter 329 relating to competitive bidding (Solicitation No. SA005701). One Hundred and Seventy-Five (175) bids were solicited: (MBR-2, M1A-5, F1-5). Three (3) bids were received.

Companies/suppliers were to quote not-to-exceed pricing for various type printing and copying jobs. Multiple contracts are being recommended for award to provide Printing, Copying and Related Services. The specifications stated that the City reserved the right to make multiple awards to the lowest, responsive, responsible and best bidders. The awarded contractors will be given opportunities to provide quotes throughout the term of the contract. When the Internal Print Services facility needs these services, the contractors are required to submit quotes to compete for the work based on the job requirements. The lowest, responsive contractor will be awarded a purchase order to provide the required services. A waiver of regulations is being submitted to award to multiple suppliers and to conduct competitive bids with all three (3) for each printing/copying opportunity and award a contract accordingly. Additionally, a waiver of regulations is needed for Post Printing, as their printing facility is outside a maximum 75 mile distance, by less than 5 additional miles, as specified in the bid.

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

The Herald Inc., CC# 273190748; Expires 2/19/2015  
Key Blue Prints, Inc., CC# 310933196; Expires 9/23/2015  
Post Printing Co., CC#344419901; Expired 3/27/2015  
Total Estimated Annual Expenditure: \$500,000.00

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 contracts need to be established so that the internal Print Services facility can meet City agencies printing and copying needs as 2015 funding becomes available.

**FISCAL IMPACT:** Funding to establish these option contracts is from the General Fund. The Print Services facility within the Finance and Management Department 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 three (3) contracts for the option to purchase Printing, Copying and Related Services with The Herald Inc., Key Blue Prints, Inc., and Post Printing Co.; to waive the relevant provisions of Chapter 329 of City Code relating to competitive bidding to permit the aforementioned contract; and to declare an emergency.

**WHEREAS**, Printing, Copying and Related Services are needed by various City agencies through the internal Print Services facility within the Finance and Management Department; and

**WHEREAS**, the Purchasing Office advertised and solicited formal bids on January 15, 2015 and selected the overall lowest, responsive, responsible and best bidders; and

**WHEREAS**, this ordinance requests a waiver of relevant provisions of Chapter 329 of the Columbus City Codes relating to competitive bidding to permit the aforementioned purchase; 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 have these contracts in place to supplement/augment the internal Print Services facility to meet City agencies needs for print and copy services as 2015 funding becomes available, 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 a contract for the option to purchase Printing, Copying and Related Services; 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 Printing, Copying and Related Services, in accordance with Solicitation No. SA005701 for contracts with a term upon execution through an expiration date of May 31, 2016, with the option to renew for one (1) additional year:

The Herald Inc.; Amount: \$1.00  
Key Blue Prints, Inc.; Amount: \$1.00  
Post Printing Co.; Amount: \$1.00

**SECTION 2.** That it is in the City's best interest to waive the relevant provisions of Chapter 329 of the Columbus City Codes to allow for multiple awards and a secondary bid process and additionally to make an award to a bidder that didn't meet a requirement of the specifications.

**SECTION 3.** That the expenditure of \$3.00 is hereby authorized by Ordinance 2890-2014, AC037233 to pay the cost thereof.

**SECTION 4.** That for the reasons 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 the passage if the Mayor neither approves nor vetoes the same.