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Legislation Details (With Text)

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Type:	Ordinance	**Status:**	Passed
File created:	12/14/2018	**In control:**	Finance Committee
On agenda:	1/28/2019	**Final action:**	1/31/2019
Title:	To authorize the Finance and Management Director to enter into three Universal Term Contracts for the option to purchase sanitary paper supplies with Carmen's Distribution System, Inc., Hillyard, Inc., and Key-4 Cleaning Supplies Inc. and to authorize the expenditure of $3.00 from the General Budget Reservation BRPO000978. ($3.00).		
Sponsors:			
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Date	Ver.	Action By	Action	Result
1/31/2019	1	CITY CLERK	Attest	
1/30/2019	1	MAYOR	Signed	
1/28/2019	1	COUNCIL PRESIDENT	Signed	
1/28/2019	1	Columbus City Council	Approved	Pass
1/14/2019	1	Columbus City Council	Read for the First Time	

BACKGROUND: This legislation authorizes the Finance and Management Director to establish three Universal Term Contracts (UTC) for the option to purchase sanitary paper supplies with Carmen's Distribution System, Inc., Hillyard, Inc., and Key-4 Cleaning Supplies Inc. These contracts are for city wide use to provide paper towels, wipes, toilet paper, and dispensers. The term of the proposed option contracts would be approximately two (2) years, expiring February 28, 2021, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on November 29, 2018. In addition, the expenditure of $3.00 is hereby authorized from General Budget Reservation BRPO000978.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329 relating to competitive bidding (Request for Quotation No. RFQ010776). Four bids were received.

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

Carmen's Distribution System, Inc., CC# 005749, expires March 8, 2020, Sanitary Paper Products and Dispensers UTC, All items, $1.00

Hillyard, Inc., CC#008070, expires March 8, 2020, Sanitary Paper Products and Dispensers UTC, All items, $1.00

Key-4 Cleaning Supplies Inc., CC#005308, expires February 8, 2020, Sanitary Paper Products and Dispensers UTC, All items, $1.00

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.

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FISCAL IMPACT: The expenditure of $3.00 is hereby authorized from General Budget Reservation BRPO000978. 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 three Universal Term Contracts for the option to purchase sanitary paper supplies with Carmen's Distribution System, Inc., Hillyard, Inc., and Key-4 Cleaning Supplies Inc. and to authorize the expenditure of $3.00 from the General Budget Reservation BRPO000978. ($3.00).

WHEREAS, the Sanitary Paper Products and Dispensers UTC will provide for the purchase of paper towels, wipes, toilet paper, and dispensers throughout the City; and

WHEREAS, the Purchasing Office advertised and solicited formal bids on November 29, 2018, and selected the overall lowest, responsive, responsible and best bidders; and

WHEREAS, it has become necessary in the usual daily operation of the Finance and Management Department to authorize the Director to enter into Universal Term Contracts with Carmen's Distribution System, Inc., Hillyard, Inc., and Key-4 Cleaning Supplies Inc., to provide paper towels, wipes, toilet paper, and dispensers city wide after the earliest period allowed by law; **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 the following Universal Term Contracts for the option to purchase Sanitary Paper Supplies, in accordance with Request for Quotation RFQ010776 for a term of approximately two (2) years, expiring February 28, 2021, with the option to renew for one (1) additional year, as follows:

Carmen's Distribution System, Inc., Sanitary Paper Products and Dispensers UTC, All items, $1.00

Hillyard, Inc., Sanitary Paper Products and Dispensers UTC, All items, $1.00

Key-4 Cleaning Supplies Inc., Sanitary Paper Products and Dispensers UTC, All items, $1.00

SECTION 2. That the expenditure of $3.00 is hereby authorized from General Budget Reservation BRPO000978 of this ordinance to pay the cost thereof.

SECTION 3. 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 4. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

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