City of Columbus

Office of City Clerk
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Legislation Details (With Text)

File #:	2400-2020 **Version:** 1		
Type:	Ordinance	**Status:**	Passed
File created:	10/16/2020	**In control:**	Finance Committee
On agenda:	11/9/2020	**Final action:**	11/12/2020
Title:	To authorize the Finance and Management Director to enter into a contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC; to authorize the expenditure of $1.00 from General Budget Reservation BRPO001343; and to declare an emergency. ($1.00).		
Sponsors:			
Indexes:			
Code sections:			
Attachments:			

Date	Ver.	Action By	Action	Result
11/12/2020	1	CITY CLERK	Attest	
11/11/2020	1	MAYOR	Signed	
11/10/2020	1	COUNCIL PRESIDENT	Signed	
11/9/2020	1	Columbus City Council	Approved	Pass

BACKGROUND: This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC. This contract provides ink and toner cartridges citywide. The contract fulfils the need for all brands of cartridges for City agencies' printing needs including technical support and maintenance services. The term of the proposed option contract would be approximately three years, expiring December 31, 2023, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on September 24, 2020. In addition, the expenditure of $1.00 is hereby authorized from General Budget Reservation BRPO001343.

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. RFQ016411). Four bids were received.

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

US Laser, LLC, CC# 005163 expires October 5, 2022, All Items, $1.00
Total Estimated Annual Expenditure: $250,000, Citywide

Emergency Designation: The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance because ink and toner cartridges are critical to the operation of the City.

The company is 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.

FISCAL IMPACT: The expenditure of $1.00 is hereby authorized from General Budget Reservation BRPO001343. City Agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

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To authorize the Finance and Management Director to enter into a contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC; to authorize the expenditure of $1.00 from General Budget Reservation BRPO001343; and to declare an emergency. ($1.00).

WHEREAS, the Remanufactured and OEM Ink Cartridges UTC will provide for the purchase of ink and toner used in desktop and multi-function printers; and,

WHEREAS, the Purchasing Office advertised and solicited formal bids on September 24, 2020, and selected the overall lowest, responsive, responsible and best bidder; and

WHEREAS, an emergency exists in the usual daily operation City wide in that it is immediately necessary to authorize the Finance and Management Director to enter into a Universal Term Contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC because ink and toner cartridges are critical to the operation of the City, 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 is hereby authorized to enter into the following contract for the option to purchase Remanufactured and OEM Ink Cartridges in accordance with Request for Quotation RFQ016411 for a term of approximately three years, expiring December 31, 2023, with the option to renew for one (1) additional year, as follows:

US Laser LLC, All Items Remanufactured and OEM Ink Cartridges, $1.00

SECTION 2. That the expenditure of $1.00 is hereby authorized from General Budget Reservation BRPO001343 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 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 approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.

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