Legislation Details (With Text)

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Type:	Ordinance	**Status:**	Passed
File created:	10/20/2025	**In control:**	Finance & Governance Committee
On agenda:	11/3/2025	**Final action:**	11/5/2025
Title:	To authorize the Finance and Management Director to modify and extend the contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser LLC, and to declare an emergency. ($0.00)		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. US Laser LLC - SOS Business_Details.pdf		

Date	Ver.	Action By	Action	Result
11/5/2025	1	CITY CLERK	Attest	
11/4/2025	1	MAYOR	Signed	
11/3/2025	1	COUNCIL PRESIDENT	Signed	
11/3/2025	1	Columbus City Council	Approved	Pass

..Explanation

BACKGROUND: This legislation authorizes the Finance and Management Director to modify and extend an existing Universal Term Contract (UTC) for the option to obtain Remanufactured and OEM Ink Cartridges with US Laser LLC, CC# CC-005163, expires August 8, 2026. This contract provides ink cartridges used by all City agencies. Ink, toner, and accessories are used for printing and copying. This modification is necessary to ensure that ink cartridges are readily available for printing and copying needs. The contract, PO361488 was established in accordance with Request for Quotation RFQ022851 and will expire December 31, 2025. It is in the best interest of the City that the contract be modified to allow for an extension for a period of one (1) year to and including December 31, 2026, to ensure the products are supplied to help maintain copy and print equipment.

Pursuant to Section 329.09(a) of Columbus City Codes:
(1) Amount of additional funds to be expended under the modification: For UTCs, no additional funding will be immediately necessary for a modification, but if the modification deals with price changes or added items, please explain that users of the UTC will have to secure their own funding for use of the UTC for the additional price/additional item as they place orders. N/A
(2) Why the need for additional goods or services could not be foreseen at the time the contract was initially awarded: N/A
(3) Why it would not be in the city's best interests to have the additional contract requirements awarded through other procurement processes specified in this chapter: N/A
(4) How the price for the additional goods or services which are the subject of the modification was determined: N/A

EMERGENCY DESIGNATION: The Finance and Management Department respectfully requests this legislation be considered an emergency because the current contract expires December 31, 2025 and ink, toner and accessories need to be readily available for printing and copying needs Citywide.

FISCAL IMPACT: No funding is required to modify the option contract. The Departments must set aside their own funding for their estimated expenditures.

To authorize the Finance and Management Director to modify and extend the contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser LLC, and to declare an emergency. ($0.00)

WHEREAS, the Purchasing Office entered into a Universal Term Contract for Remanufactured and OEM ink Cartridges for use by all City agencies; and

WHEREAS, it is necessary to modify and extend the existing Universal Term Contract with US Laser LLC, to ensure ink, toner, and accessories are readily available for printing and copying; and

WHEREAS, an emergency exists in the usual daily operation of Departments citywide in that it is necessary to authorize the Finance and Management Director to immediately modify and extend a Universal Term Contract with US Laser LLC for the option to obtain Remanufactured and OEM Ink Cartridges, as the current contract expires December 31, 2025 and ink, toner and accessories are needed Citywide for printing and copying, all for the immediate preservation of the public health, peace, property, safety and welfare; and **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 modify and extend a contract for the option to obtain Remanufactured and OEM Ink Cartridges with US Laser LLC, for a period of one (1) year from January 1, 2026 to and including December 31, 2026.

SECTION 2. That this modification is in accordance with relevant provisions of Chapter 329 of the Columbus City Codes.

SECTION 3. 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 passage if the Mayor neither approves nor vetoes the same.

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