



Legislation Text

File #: 2176-2016, Version: 1

This ordinance is to establish an option contract to provide the Division of Income Tax with nine (9) multi-function printers(MFP's) that are combination copier, printer, scanner and fax machine and associated installation, maintenance, supplies, support and training. Additionally, nine (9) existing copier systems will be used for trade-in. The MFP's will be installed at 77 North Front St. and leased for 36 months with the option to purchase the devices for \$1.00 each. The term of the proposed contract is for three (3) years. The Purchasing Office opened formal bids on June 16, 2016.

The Purchasing Office advertised and solicited competitive bids in accordance with the competitive bid section of the City Code (RFQ No. RFQ001609). Fifty-Six (56) bids were solicited. Three (3) bids were received.

The Purchasing Office is recommending award to the lowest, responsive, responsible and best bid.

Office Products, Inc. DBA MT Business Technologies, Inc. CC# 341964774 (Expires 11/10/2017)
Total Estimated Annual Expenditure: \$25,000.00

This company is not debarred according to the Federal Excluded Parties Listing or the State auditor's Finding for Recovery Database.

EMERGENCY DESIGNATION: Emergency legislation is requested to expedite the process of this purchase to allow the supplier sufficient time to insure that the installation will be done prior to the end of the current service agreement for the copier systems that are being replaced so that operations will not be significantly interrupted.

FISCAL IMPACT: Funding to establish this option contract is from the General Fund. The Income Tax Division 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 an option contract to provide the Division of Income Tax with nine (9) Multi-Functional Printers (MFP's) that will be leased over a thirty-six (36) month term with the option to purchase each for \$1.00 at the end of the term with trade-in and associated installation, maintenance, supplies, support and training provided on an as needed basis with Office Products, Inc. DBA MT Business Technologies, Inc.; to authorize the expenditure of one (1) dollar to establish the contract from the General Fund; and to declare an emergency. (\$1.00)

WHEREAS, the Purchasing Office advertised and solicited formal bids June 16, 2016 and selected the lowest, responsive, responsible and best bidder; and

WHEREAS, this ordinance addresses Purchasing objectives 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; and

WHEREAS, these MFP's and associated services are needed for effective and efficient communication and documentation processing associated with the Division of Income Tax operations; and

WHEREAS, the contract will be in effect for a thirty-six (36) month term estimated to expire in October 2019; and

WHEREAS, an emergency exists in the usual daily operations of the Income Tax Division and it is immediately necessary to enter into a contract for multi-functional digital Printers (MFP's) and associated services and supplies to insure that the equipment will be installed and operational prior to the end of the current service agreement to minimize any disruption in providing essential services to the public and the City of Columbus, 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 be and is hereby authorized to enter into the following option contract for a thirty-six (36) month lease with the option to purchase nine (9) multi-functional digital devices for one (1) dollar each and associated maintenance, service and supplies with a trade-in of three (9) existing machines, in accordance with Section 329.06 of the Columbus City Code and Solicitation RFQ001609, as follows:

Office Products, Inc. DBA MT Business Technologies, Inc.: Award all items (1-9); \$1.00

SECTION 2. That the expenditure of \$1.00 is hereby authorized in Fund 1000 General Fund in Object Class 02 Materials, Supplies and Services per the account codes in the attachment of this ordinance.

SECTION 3: That for the reason stated in the preamble here to, which is hereby made a party 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.