



Legislation Text

File #: 2090-2016, **Version:** 1

Background: This ordinance authorizes the Finance and Management Director to enter into an agreement to establish one (1) Catalog Universal Term Contract for the option to purchase Sanitary Paper Products and Dispensers to be used by various City agencies. The term of the proposed option contract is through August 31, 2018. The contract may be extended for one (1) additional year, subject to mutual agreement by both parties. The Purchasing Office opened formal bids on June 30, 2016.

The Purchasing Office advertised and solicited competitive bids in accordance with the competitive bid section of the City Code (Solicitation RFQ001508). Fifty seven (57) bids were solicited; five (5) bids were received.

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

Carmen's Distribution Systems Inc.: CC57058-101645 expires: 12/11/2016 Catalog Award \$1.00

Total Estimated Annual Expenditure: \$170,000.00

This 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: Funding to establish this option contract is from the General Fund. City agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

30-Day Designation: This ordinance is being submitted as 30-day legislation.

To authorize the Finance & Management Director to enter into one (1) Universal Term Contract for the option to purchase Sanitary Paper Products and Dispensers with Carmen's Distribution Systems Inc.; and to authorize the expenditure of one (1) dollar to establish the contract from the General Fund (\$1.00).

WHEREAS, Sanitary paper products and dispensers are used to maintain facilities and meet other needs by various City Agencies; and

WHEREAS, the Purchasing Office advertised and solicited formal bids on June 30, 2016 and selected Carmen's Distribution Systems Inc. as 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 contract for City agencies to efficiently maintain their supply chain and service to the public; and

WHEREAS, it has become necessary in the usual daily operation of the Department of Finance and Management to authorize the Director to enter into contracts for Sanitary Paper Products and Dispensers to maintain its facilities; 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 contract for an option to purchase Sanitary Paper Products and Dispensers through August 31, 2018 with the option to extend for one (1) additional year in accordance with Solicitation RFQ001508:

Carmen's Distribution Systems Inc.: Catalog Award \$1.00

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

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