



City of Columbus

Office of City Clerk
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columbuscitycouncil.org

Legislation Text

File #: 0553-2017, **Version:** 1

BACKGROUND: This legislation is for the option to establish a Universal Term Contract (UTC) for the purchase of Trophies and Awards. The Department of Recreation and Parks is the primary user. This contract will provide for the purchase of trophies and awards for various City league programs, tournaments and events on an as needed basis. The contract will last two (2) years, expiring March 31, 2019, with an option to extend for one (1) additional year. The Purchasing Office opened formal bids on January 26, 2017.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329.06 relating to competitive bidding (Request for Quotation No. RFQ004213). Three (3) companies responded with two (2) providing quotes.

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

Village Trophy Company, CC#: 56180-142359 Expires 2/27/2019, All items, \$1.00
Total Estimated Annual Expenditure: \$35,000.00

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: 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. This ordinance is being submitted as an emergency as the current contract expires March 31, 2017 and there is a continuing need to provide Trophies and Awards to event participants.

To authorize the Finance and Management Director to enter into a Universal Term Contract for the option to purchase Trophies and Awards with Village Trophy Company; to authorize the expenditure of \$1.00 to establish the contract from the General Fund; and to declare an emergency. (\$1.00)

WHEREAS, trophies and awards are needed for various Recreation and Parks City league programs, tournaments and events; and

WHEREAS, the Purchasing Office advertised and solicited formal bids due on January 26, 2017 and selected the overall lowest, responsive, responsible, and best bidder, Village Trophy Company; 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, in order to avoid lapse in contract coverage for the purchase of various Trophies and Awards for event

participants, this is being submitted for consideration as an emergency measure; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director to enter into contract for the option to purchase trophies and awards, used mainly by the Department of Recreation and Parks, so awards are not interrupted; 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 the option to purchase trophies and awards in accordance with Request for Quotation no. RFQ004213 for the term expiring March 31, 2019, with the option to extend for one (1) additional year based on mutual agreement.

Village Trophy Company, All items, \$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 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.