



Legislation Text

File #: 1770-2017, **Version:** 1

This Ordinance authorizes the Director of the Finance and Management to enter into contract with Toyota Material Handling for the purchase of one Forklift for the Division of Support Services. The Division recently moved into a new facility at 4252 Groves Road and is in need of a forklift for the stockroom in order to transport heavy equipment and supplies and to place them on the storage racks. This purchase was approved by Fleet Management.

The Purchasing Office opened formal bids on June 15, 2017 and three (2) bids were received. A tabulation of those bids is as follows:

Toyota Material Handling: \$28,502.65(each)
MH Equipment: \$30,197.50 (each)

The bid submitted by Toyota Material handling met all bid specifications and requirements, therefore the Division Support Services awards the contract to the lowest, responsive and responsible bidder, Toyota Material Handling.

SUPPLIER: Toyota Material Handling CC#: 46-1333053; Expires 2-7-19

Emergency action is requested because the operations area of the new building at 4252 is now being occupied and there is an immediate need for the forklift to get the equipment and supplies off of the floor and out of the way.

FISCAL IMPACT: This Ordinance authorizes the expenditure of \$28,502.65 within Safety's Capital Improvements funds for the purchase of a forklift. This ordinance also authorizes an amendment to the 2017 Capital Improvement Budget and the transfer of funds between projects within Safety's Capital Funds. The Department of Public Safety has funds in their Capital Improvement Budget to pay for this contract.

To amend the 2017 Capital Improvement Budget and authorize the City Auditor to transfer funds between Safety's Capital Improvement Projects; to authorize the Director of Finance and Management to enter into contract with Toyota Material Handling for the purchase of one Forklift; and to authorize the expenditure of \$28,502.65 within Safety Capital Improvement Funds; and to declare an emergency (\$28,502.65)

WHEREAS, it is necessary to amend the 2017 Capital Improvement Budget and authorize the City Auditor to transfer funds between projects within Safety's Capital Improvement Budget; and

WHEREAS, it is necessary to purchase a Forklift in order to keep the stockroom equipment off of the floors and out of the way at the new Support Services facility on Groves Rd; and

WHEREAS, the Purchasing Office advertised and solicited formal bids and opened responses on June 15, 2017 and selected the lowest responsive, and responsible and best bidder, Toyota Material and Handling; and

WHEREAS, Toyota Material and Handling will deliver the equipment outlined in RFQ005704 (attached); and

WHEREAS, an emergency exists in the usual daily operation of the the Department of Public Safety, Division of Support

Services, in that it is immediately necessary to authorize the Director of Finance and Management to enter into a contract with Toyota Material and Handling to purchase the forklift to be used in the stockroom area to keep the area clean and safe by keeping the equipment and supplies on the shelves, 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 Director of Finance and Management is hereby authorized to enter into contract with Toyota Material Handling for the purchase of one Forklift.

SECTION 2. That the 2017 Capital Improvement Budget is hereby amended in Fund 7701 as follows:

Project/Project No - Police and Fire Radio Equipment 320001-100001 Carryover|Current CIB - \$297,812| Revised CIB - \$269,309| Change - (\$28,503)

Project/Project No - New Support Services Complex, 320017-100001 Carryover|Current CIB - \$21,021| Revised CIB - \$49,524| Change - \$28,503

SECTION 3. That the City Auditor is hereby authorized and directed to transfer funds between projects within Safety Voted Bond Fund, Fund 7701 per the accounting codes in the attachment to this ordinance.

SECTION 4. That the expenditure of \$28,502.65, or so much thereof as may be necessary in regard to the action authorized in Section 1, be and is hereby authorized and approved per the accounting codes in the attachment to this ordinance.

SECTION 5. 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 6. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contract or contract modifications associated with this ordinance.

SECTION 7. That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering such project that the project has been completed and the monies are no longer required for such project; except that no transfer shall be made from a project account funded by monies from more than one source.

SECTION 8. That for reasons stated in the preamble hereto, which is hereby made a part thereof, 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.