



## Legislation Text

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**File #:** 3061-2017, **Version:** 1

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**Background:** This ordinance establishes a UTC (Universal Term Contract) for Remanufactured Toner Cartridges and printer maintenance for various City divisions with US Laser, LLC. The term of the proposed option contract will be through September 30, 2019, with the option to extend for one additional year. The Purchasing Office opened formal bids on August 24, 2017.

**Bid Information:** The Purchasing Office advertised and solicited competitive bids in accordance with the bidding requirement of City Code Chapter 329 (Requisition No. RFQ006350). Five hundred sixty-nine (569) bids were solicited. Six (6) bids were received.

The Purchasing Office is recommending award of the contract to the lowest, responsive, responsible and best bidder:

US Laser, LLC., Federal ID #: 26-3932379, Vendor #: 0005163 exp. 7/26/2019  
Total Estimated Annual Expenditure: \$250,000.00

This company is not debarred according to the Excluded Parties listing of the Federal Government and is not listed in the Auditor of States database for Findings for Recovery.

**Emergency Action:** This ordinance is being submitted as an emergency as the current contract has expired and toner cartridges and printer maintenance is required in all City agencies.

**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.

To authorize the Finance and Management Director to enter into a Universal Term Contract for the option to purchase Remanufactured Toner Cartridges and Printer Maintenance with US Laser, LLC.; to authorize the expenditure of one dollar (\$1.00) from the General Fund; and to declare an emergency.

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on August 24, 2017 for Remanufactured Toner Cartridges and printer maintenance for various City divisions and selected US Laser, LLC. as the lowest, responsive, responsible and best bid; and

**WHEREAS,** because remanufactured toner cartridges and printer maintenance is necessary in the work environment of all City agencies, this is being submitted for consideration as an emergency measure; and

**WHEREAS,** an emergency exists in the usual daily operation of the City in that it is immediately necessary to authorize the Finance and Management Director to enter into one (1) contract for the option to purchase remanufactured toner cartridges and printer maintenance with US Laser, LLC. to ensure the uninterrupted supply of materials and services, 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 contract for the option to purchase remanufactured toner cartridges and printer maintenance for the term ending September 30, 2019 with the option to extend for one additional year in accordance with Solicitation No. RFQ006350 as follows:

US Laser, LLC. All Items: \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized in Fund 1000 General Fund in Object Class 03 Services, Materials and Supplies per the account codes in the attachment of this ordinance.

**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 here to, 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.