



## Legislation Text

**File #:** 1349-2018, **Version:** 1

**BACKGROUND:** This legislation authorizes the City Auditor to transfer funds within the general permanent improvement fund from the unallocated portion to the Auditor - Misc. Capital Improvements project to provide funding for renovation to four office areas in City Hall where Auditor's Office employees work. This will be the first upgrade to most of these areas in over 20 years. Much of the need for updated furniture and cubicles has been accomplished at no cost by using items no longer needed in other areas because of recent moves and new construction. But there still exists a need to fund additional improvements.

In seeking the best pricing and solution for the renovation of the existing space, the Auditor's Office requested proposals from four local businesses with current STS contracts for office furniture. Proposals were received from three vendors, The Bradley Company, King Business Interiors, and Williams Interior Designs. After review of the initial proposals, vendors were invited to submit revised proposals and King Business Interiors and Williams Design responded. After review of the proposals, it was determined that Williams Interior Design offered the best pricing.

This legislation also authorizes the Director of Finance and Management, on behalf of the Auditor to establish a purchase order with Williams Design Services, Inc. for the purchase, delivery and installation of office furniture. This purchase is authorized by Ordinance 582-87 which allows for cooperative purchasing between the State of Ohio Department of Administrative Services Cooperative Contracts and other governmental entities. The City of Columbus purchases shall utilize the following State of Ohio State Term Schedule (STS) Contracts, through the authorized vendor, Williams Interior Designs, Inc.:

HON State Term Schedule 800290 Expiration Date 03/31/2019

Kimball State Term Schedule 800589 Expiration Date 10/31/2018

**CONTRACT COMPLIANCE:**

Vendor: Williams Interior Designs, Inc. (Dax Vendor #005612); Contract Compliance 31-1588293; Expiration Date: 08/31/2018.

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 finding for recovery certified search.

**Emergency Designation:** Emergency action is requested as funds are needed so as not to interrupt the Facilities Management renovation schedule.

**FISCAL IMPACT:** This ordinance authorizes the expenditure of up to \$65,000.00 within the General Permanent Improvement Fund to provide funding renovation to four office areas in City Hall where Auditor's Office employees work. This ordinance also transfers funds within the General Permanent Improvement Budget for this purchase.

To authorize the appropriation and transfer of funds within the General Permanent Improvement Fund; to authorize the Director of Finance and Management on behalf of the Auditor to establish a purchase order for the purchase, delivery, and installation of office furniture from Williams Interior Designs, Inc. using two State of Ohio, State Term Schedules (STS); to authorize the expenditure of up to \$65,000.00 from the General Permanent Improvement Fund; and to declare an emergency. (\$65,000.00)

**WHEREAS,** it is necessary to authorize the appropriation and transfer of funds within the General Permanent Improvement Fund; and

**WHEREAS**, there is a need to renovate four office areas in City Hall where Auditor's Office employees work; and

**WHEREAS**, it is necessary to authorize the Director of Finance and Management, on behalf of the Auditor to establish a purchase order with Williams Interior Designs, Inc. for the purchase, delivery, and installation of office furniture; and

**WHEREAS**, two (2) State of Ohio Term Contract established by the State of Ohio, Department of Administrative Services exists for this purchase (State of Ohio State Term Schedule Contracts #800290 and 800259); and ordinance 582-87 authorized the City to use this cooperative purchasing effort between the State of Ohio and other governmental entities; and

**WHEREAS**, an emergency exists in the usual daily operation of the Auditor's Office in that it is immediately necessary to authorize the Director of Finance and Management to establish purchase orders and for the City Auditor make this transfer to allow for purchases to be made in a timely manner so as not to interrupt the Facilities Management renovation schedule, all for the immediate preservation of 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 appropriation and transfer of up to \$65,000.00 or so much thereof as may be needed, is hereby authorized between projects within the General Permanent Improvement Fund 7748 per the account codes in the attachment to this ordinance.

**SECTION 2.** That the Director of Finance and Management, be and is hereby authorized to establish a purchase order on behalf of the Auditor for the purchase, delivery and installation of office furniture from Williams Interior Designs, per the State Term Schedule for the Auditor's Office in an amount not to exceed of \$65,000.00.

**SECTION 3.** That the expenditure of up to \$65,000.00, or so much thereof as may be necessary, be and is hereby authorized from the General Permanent Improvement Fund, per the accounting codes in the attachment to this ordinance.

**SECTION 4.** 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 5.** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

**SECTION 6.** 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 said project that the project has been completed and the monies are no longer required for said project.

**SECTION 7.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared 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.