



## Legislation Text

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**File #:** 1346-2018, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish four (4) Universal Term Contracts (UTC) for the option to purchase Janitorial Supplies with Carmen's Distribution Systems, Hillyard Inc., Key 4 Cleaning Supplies, and Reliable Products and Services, LLC. The Facilities Management Division and several other City agencies use Janitorial Supplies for general cleaning, specialized cleaning, floor and fabric care, tools used daily to keep City buildings clean and professional looking, and provide healthy accommodations for employees and the public. The term of the proposed option contract would be approximately two years, expiring April 30, 2020, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on March 22, 2018.

The Purchasing Office advertised and solicited competitive bids in accordance with the relevant provisions of Section 329 relating to competitive bidding (Request for Quotation No. RFQ008329). Seven bids were received.

The Purchasing Office is recommending award to most responsive, responsible and best bidders as follows:

Carmen's Distribution Systems #CC005749 expires March 8, 2020, Categories 1 thru 6, \$1.00

Hillyard Inc., # CC008070, expires March 8, 2020, Categories 1 thru 6, \$1.00

Key 4 Cleaning Supplies, #CC005308 expires February 8, 2020, Categories 1 thru 6, \$1.00

Reliable Products and Services, LLC, # CC024807, expires February 20, 2020, Categories 1 thru 6, \$1.00

The companies are 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 these option contracts is from the General Fund. City Agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditure of \$300,000.

To authorize the Finance and Management Director to enter into four (4) contracts for the option to purchase Janitorial Supplies with Carmen's Distribution Systems, Hillyard Inc., Key 4 Cleaning Supplies, and Reliable Products and Services, LLC; and to authorize the expenditure of \$4.00 from the General Fund. (\$4.00).

**WHEREAS**, the Janitorial Supplies UTC's will provide for the purchase of general cleaning, specialized cleaning, floor and fabric care supplies, and tools used to keep City building clean, healthy and professional looking for employees and the public; and,

**WHEREAS**, the Purchasing Office advertised and solicited formal bids on March 22, 2018, and selected the most responsive, responsible and best bidders; and

**WHEREAS**, it is necessary to enter into four (4) Universal Term Contracts for the option to purchase Janitorial Supplies, after the earliest period allowed by law; **now, therefore**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Finance and Management Director is hereby authorized to enter into the following contracts for the option to purchase Janitorial Supplies in accordance with Request for Quotation RFQ008329 for a term of approximately two years, expiring April 30, 2020, with the option to renew for one (1) additional year, as follows:

Carmen's Distribution Systems, Janitorial Supplies Categories 1 thru 6, \$1.00

Hillyard Inc., Janitorial Supplies Categories 1 thru 6, \$1.00

Key 4 Cleaning Supplies, Janitorial Supplies Categories 1 thru 6, \$1.00

Reliable Products and Services, Janitorial Supplies Categories 1 thru 6, \$1.00

**SECTION 2.** That the expenditure of \$4.00 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.