



## Legislation Text

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**File #:** 3205-2018, **Version:** 1

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**Background:** This ordinance authorizes the Finance and Management Director to establish a purchase order with Bus Service, Inc., in the amount of \$160,894.00 for the purchase of two (2) ADA compliant CNG Powered Mini Buses per the results of bid RFQ010294. The buses are for use by the Fleet Management Division for the remote employee parking at the Short Street Lot. This bid was processed in accordance with the competitive bidding provisions of Columbus City Code. Two bids were received and opened for RFQ010294 on October 11, 2018 as follows:

Bus Service, Inc., (CC#: 31-0965364, exp. 9/12/20, MAJ) \$160,894.00  
Transportation Equipment Sales Corp (CC#: 34-1029900, exp. 4/21/17, MAJ) \$156,726.40

The bid from Transportation Equipment Sales Corp did not meet the bid specifications which specified "two (2) ADA compliant CNG Powered Van Chassis with Mini Bus Body for eighteen (18) passengers with two (2) wheel chair positions or twenty (20) passengers when wheel chair positions are occupied". The bid from Transportation Equipment Sales Corp was for a sixteen (16) passenger bus with two (2) wheel chair positions and therefore did not meet bid specifications. The Finance and Management Department therefore recommends the bid be awarded to Bus Service, Inc., as the lowest, most responsive and responsible bidder.

Bus Service, Inc. Vendor #004524, Certification EBO\_CC, non MBE/FBE

**Fiscal Impact:** This ordinance authorizes an appropriation and expenditure of \$160,894.00 from the Fleet Management Capital Fund with Bus Service, Inc., for the purchase of two (2) ADA compliant CNG Powered Mini Buses. The ordinance also authorizes the transfer of funds between projects within the Fleet Management Capital Fund and an amendment to the CIB. For 2018, the Fleet Management Division budgeted \$100,000 for capital funded Fleet Vehicle Replacement. In 2017 \$111,000 was expended for capital funded Fleet Vehicle Replacement.

**Emergency action** is requested so that these buses can be purchased and placed into service as soon as possible.

To authorize the Finance and Management Director, on behalf of the Fleet Management Division, to establish a purchase order with Bus Service, Inc., for the purchase of two (2) ADA compliant CNG Powered Mini Buses; to authorize the transfer within and the expenditure of \$160,894.00 from the Fleet Management Capital Fund; to amend the CIB; and to declare an emergency. (\$160,894.00)

**WHEREAS**, the City has a need for (2) ADA compliant CNG Powered Mini Buses for use by the Fleet Management Division, and

**WHEREAS**, the Purchasing Office advertised a formal bid (RFQ010294) on October 11, 2018, and

**WHEREAS**, the Finance and Management Department recommends a bid award to Bus Service, Inc., as the overall lowest, most responsive, and responsible bidder, and

**WHEREAS**, funding for this vehicle up-fitting is budgeted and available within the Fleet Management Capital Fund; and

**WHEREAS**, it is necessary to authorize the transfer within Fund 5205 - Fleet Management Capital Fund; and

**WHEREAS**, it is necessary to authorize an amendment to the 2018 Capital Improvements Budget for purposes of providing sufficient funding and expenditure authority for the aforementioned project expenditure; and

**WHEREAS**, an emergency exists in the usual daily operation of the Finance and Management Department, Fleet Management Division, in that it is immediately necessary to establish a purchase order for the purchase of two (2) ADA compliant CNG Powered Mini Buses to ensure purchase of the buses so that they can be placed into service as soon as possible, 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, on behalf of the Fleet Management Division, is hereby authorized to establish a purchase order with Bus Service, Inc. for the purchase of two (2) ADA compliant CNG Powered Mini Buses, as follows:

Request for Quotation RFQ010294: Bus Service, Inc., \$160,894.00.

**SECTION 2.** That the transfer of \$160,894.00 or so much thereof as may be needed, is hereby authorized between projects within Fund 5205 - Fleet Management Capital Fund, per the account codes in the attachment to this ordinance.

**See Attached File: Ord 3205-2018 Legislation Template.xls**

**SECTION 3.** That the 2018 Capital Improvements Budget is hereby amended, in Fund 5205 - Fleet Management Capital Fund, as follows:

**Project ID | Project Name | Current Authority | Revised Authority | Change**

P550005-100000 (carryover) | Fuel Tank Management | \$654,985 | \$494,091 | -\$160,894

P550003-100000 (carryover) | Fleet Equipment Replacement | \$385 | \$161,279 | +\$160,894

**SECTION 4.** That the expenditure of \$160,894.00 or so much thereof as may be necessary, in regard to the actions authorized in Section 1 are hereby authorized and approved from the Fleet Management Capital Fund 5205, in Object Class 06 per the accounting codes in the attachment to the ordinance:

**See Attached File: Ord 3205-2018 Legislation Template.xls**

**SECTION 5.** That the monies in the foregoing Sections shall be paid upon order of the Director of Finance and Management, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

**SECTION 6.** 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 7.** 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 8.** 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 9.** That for 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 enforced from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.