



## Legislation Text

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**File #:** 0965-2019, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for rental of Uniforms and Mats, and the purchase of Building Maintenance Supplies with Cintas Corporation. This is a City Wide contract. Rental uniforms, mats, and building maintenance supplies are used to keep agency buildings clean, and give employees a uniformed appearance. The term of the proposed option contract would be approximately two years, expiring May 31, 2021, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on February 28, 2019. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO001107.

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. RFQ011219). One (1) bid was received.

The Purchasing Office is recommending award to the overall lowest, responsive, responsible and best bidder as follows:

Cintas Corporation, CC# 005820 expires December 12, 2020, Items 1 - 38, \$1.00, City Wide

**Total Estimated Annual Expenditure:** \$180,000

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance to ensure the new supplier's uniforms, mats and building maintenance supplies are available in a timely manner.

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 Findings for Recovery Certified Search.

**FISCAL IMPACT:** The expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO001107. 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 rental of Uniforms and Mats, and the purchase of Building Maintenance Supplies with Cintas Corporation; and to authorize the expenditure of \$1.00 from General Budget Reservation BRPO001107; and to declare an emergency. (\$1.00).

**WHEREAS,** this Universal Term Contract will provide for the rental of uniforms and mats, and the purchase of maintenance supplies to keep buildings clean and give employees a neat and uniform appearance; and

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on February 28, 2019 and selected the overall lowest, responsive, responsible and best bidder; and

**WHEREAS,** an emergency exists in the usual daily operation of the City of Columbus in that it is immediately necessary to authorize the Director of Finance and Management to enter into a Universal Term Contract for the rental of Uniforms and Mats, and the purchase of Building Maintenance Supplies with Cintas Corporation, 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 is hereby authorized to enter into the following Universal Term Contract for the rental of Uniforms and Mats, and the purchase of Building Maintenance Supplies in accordance with Request for Quotation RFQ011219 for a term of approximately two (2) years, expiring May 31, 2021, with the option to renew for one (1) additional year, as follows:

Cintas Corporation, Items 1 - 38, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO001107 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 for the reason stated in the preamble hereto, 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.