



## Legislation Text

---

**File #:** 1161-2019, **Version:** 1

---

**BACKGROUND:** The Real Estate Management Office and Facilities Management Division oversee a variety of smaller office renovation projects that often include the requirement to acquire either new, pre-owned, or reconditioned office case goods, systems furniture, seating or a combination thereof, and ancillary services related to delivery, installation, modification, and cleaning of pre-owned and reconditioned items to meet project needs.

This ordinance authorizes the Finance and Management Director to establish purchase orders to acquire either new, pre-owned, or reconditioned office case goods, systems furniture, seating or a combination thereof, and related ancillary services for smaller office renovation projects under the purview of the Real Estate Management Office and Facilities Management Division. These purchase orders will be in accordance with the terms and conditions of either previously established City Universal Term Contracts, State Term cooperative contracts or Chapter 329 of Columbus City Codes. City agencies are authorized to participate in Ohio Department of Administrative Services (DAS) cooperative contracts as authorized under Ordinance #582-87. The utilization of State Term contracts is sometimes necessary, as the City currently does not have a Universal Term Contract for office case goods and systems furniture. A listing of these State Term Contracts and related expiration dates are contained in the summary attached to this ordinance.

**CONTRACT COMPLIANCE:**

Not applicable.

**FISCAL IMPACT:** This ordinance amends the 2018 Capital Improvements Budget and authorizes an expenditure of up to \$50,000.00 from the General Permanent Improvement Fund for furniture purchases and ancillary related services for various small renovation projects either from previously established competitively bid City contracts, City Universal Term Contracts, State Term contracts, or in accordance with Chapter 329 Columbus City Codes.

To authorize the Director of the Department of Finance and Management to establish contracts and purchase orders for the purchase of new, pre-owned, and reconditioned office seating, case goods and systems furniture, in accordance with the terms and conditions of State of Ohio Cooperative Contract(s) and City Universal Term Contracts; to authorize an amendment to, and a transfer and appropriation within, the General Permanent Improvement Fund; and to authorize the expenditure of \$50,000.00 from the General Permanent Improvement Fund. (\$50,000.00)

**WHEREAS,** the Real Estate Management Office and Facilities Management Division oversee a variety of smaller office renovation projects that often include the requirement to acquire either new, pre-owned, or reconditioned office case goods, systems furniture, seating, or a combination thereof, and ancillary related services; and

**WHEREAS,** there exist established City Universal Term Contracts and State of Ohio cooperative contracts with a number of furniture manufacturers and retailers available for the City's use for the purchase of new office case goods, systems furniture, seating; and

**WHEREAS,** with smaller office renovation projects along with new furniture items it is in the City's best interest and fiscally prudent to acquire pre-owned or reconditioned office case goods, systems furniture, seating and ancillary related services following the requirements of Chapter 329 of Columbus City Codes, and

**WHEREAS,** it is necessary to appropriate funds, establish purchase orders, and to expend funds to acquire new, pre-

owned, reconditioned office case goods, systems furniture, seating and related ancillary office furniture services to meet small scale renovation project needs, and

**WHEREAS**, in the usual daily operation of the Finance and Management it is necessary to appropriate funds and authorize the Finance and Management Director to acquire new, pre-owned, or reconditioned office case goods, systems furniture, seating, or a combination thereof, and related ancillary services for smaller office renovation projects under the purview of the Real Estate Management Office and Facilities Management Division; and **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 Real Estate Management Office and the Facilities Management Division, is hereby authorized to establish purchase orders in accordance with the terms and conditions of either previously established City Universal Term Contracts, State Term Cooperative Contracts, or Chapter 329 of Columbus City Codes to acquire new, pre-owned, or reconditioned office case goods, systems furniture, seating or a combination thereof, and related ancillary services for smaller office renovation projects under the purview of the Real Estate Management Office and/or Facilities Management Division.

**SECTION 2.** That the 2018 Capital Improvement Budget be amended in Fund 7748 as follows:

**Project/Project Name/Fund/Current CIB/Revised CIB/Change**

P748999-100000/Unallocated Balance/7748/ \$188,629/\$1,063,107/\$874,478

P748999-100000/Unallocated Balance/7748/\$1,063,107/\$1,013,107/(\$50,000)

P748459-100000/Facilities Management/7748/\$477/\$50,477/\$50,000

**SECTION 3.** That the appropriation and transfer of \$50,000.00, 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 4.** That the expenditure of \$50,000.00, or so much thereof as may be necessary, in regard to the action authorized in SECTION 1 and SECTION 3, be and hereby is authorized in the General Permanent Improvement Fund 7748 in Object Class 06 - Capital Outlay, per the accounting codes in the attachment to this ordinance.

**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 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 of Finance and Management administering said project that the project has been completed and the monies are no longer required for said project.

**SECTION 8.** 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 9.** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.