



Legislation Text

File #: 1620-2019, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to establish two (2) Universal Term Contracts (UTC) for the option to purchase Hewlett Packard printers, related equipment, accessories, supplies and maintenance services with Cannon IV, Inc. and US Laser LLC. The Hewlett Packard Printer Equipment UTC will be used by all City agencies to purchase new printers, supplies, and maintenance. The term of the proposed option contracts will be through June 30, 2021, with the option to extend for one (1) additional year. The Purchasing Office opened formal bids on May, 23, 2019. In addition, the expenditure of \$2.00 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. RFQ012211. One-Hundred Eighty-One (181) bids were solicited. Four (4) bids were received.

The Purchasing Office is recommending award to the overall lowest, responsive, responsible and best bidders in compliance with the specifications.

Cannon IV, Inc., CC007031(expires 2/5/2020)

US Laser LLC, CC005163 (expires 7/26/2019)

Total Estimated Annual Expenditure: \$250,000.00

The companies are not debarred according to the Federal Excluded Parties Listing or the State Auditor's Findings For Recovery Database.

Emergency Measure: This ordinance is being submitted as an emergency because the current contract ends June 30, 2019.

FISCAL IMPACT: The expenditure of \$2.00 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 two (2) Universal Term Contracts for the option to purchase Hewlett Packard Printer Equipment UTC with Cannon IV, Inc. and US Laser LLC; to authorize the expenditure of \$2.00 from General Budget Reservation BRPO001107; and to declare an emergency. (\$2.00).

WHEREAS, Hewlett Packard Printer Equipment is necessary in the work environment of all City agencies; and

WHEREAS, the Purchasing Office advertised and solicited formal bids on May 23, 2019 and selected Cannon IV, Inc.

and US Laser LLC as the lowest, responsive, responsible and best bidders; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director of Finance and Management to enter into these Universal Term Contracts for an option to purchase the Hewlett Packard printer related equipment, accessories, supplies and maintenance services with Cannon IV, Inc. and US Laser LLC. to ensure the uninterrupted supply of materials and services, 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 & Management Director be and is hereby authorized to enter into the following Universal Term Contracts for the option to purchase Hewlett Packard printer related equipment, accessories, supplies and maintenance services for the term ending June 30, 2021, with the option to extend the contracts for one (1) additional year if mutually agreed upon, in accordance with RFQ012211 as follows:

Cannon IV, Inc.□□, All items (1-10 and catalog), Amount: \$1.00

US Laser, LLC, All items (1-10 and catalog), Amount \$1.00

SECTION 2. That the expenditure of \$2.00 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.