



Legislation Text

File #: 1120-2020, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to associate all General Budget Reservations resulting from this ordinance with the appropriate Universal Term Contract Purchase Agreement(s) for janitorial supplies with Key-4 Cleaning Supplies for the Division of Fire. These janitorial supplies are for use in cleaning fire stations and facilities.

Furthermore, this legislation will establish retroactive spending authority in accordance with section 329.19 (g), which stipulates that city agencies must obtain approval by City Council for expenditures on a Universal Term Contract in excess of \$100,000.00. To date, total current-year expenditures on PA003289 with Key-4 Cleaning Supplies by the Division of Fire amount to \$129,007.54. Therefore, the division is seeking retroactive authorization in the amount of \$29,007.89 to account for purchase orders inadvertently established prior to the necessary approval of City Council.

Bid Information: Universal Term Contract - PA003289 (exp. 4/30/2021)

Contract Compliance: Key-4 Cleaning Supplies Inc. #31-1417716 ~ Vendor 005308

Emergency Designation: Emergency action is requested to make funding immediately available to replenish inventory of janitorial supplies.

FISCAL IMPACT: This ordinance retroactively authorizes \$29,007.89 in expenditures already incurred by the Division of Fire, and authorizes an additional expenditure of \$75,000.00, all from the General Fund operating budget for the purchase of janitorial supplies for use in cleaning fire stations and facilities for the Division of Fire. The Fire Division spent approximately \$147,000.00 in 2019, \$156,000 in 2018, and \$170,000 in 2017, for janitorial supplies. The division has encumbered/spent \$129,007.54 thus far in 2020 with Key4, of the \$176,725 total budgeted for this expense.

To authorize and direct the Finance and Management Director to associate all General Budget Reservations resulting from this ordinance with the appropriate Universal Term Contract Purchase Agreement(s) for janitorial supplies with Key-4 Cleaning Supplies for the Division of Fire; to retroactively authorize general fund expenditures already incurred totaling \$29,007.54; to authorize the expenditure of \$75,000.00 from the General Fund; and to declare an emergency. (\$104,007.54)

WHEREAS, the Fire Division needs to purchase janitorial supplies for use in cleaning fire stations and facilities; and,

WHEREAS, a Universal Term Contract established by the Purchasing Office with Key-4 Cleaning Supplies exists for these purchases; and,

WHEREAS, the Division of Fire inadvertently established purchase orders from PA003289 in excess of \$100,000.00 prior to the necessary approval of City Council, resulting in this request for retroactive authorization; and,

WHEREAS, an emergency exists in the usual daily operation of the Department of Public Safety, Division of Fire, in that it is immediately necessary to authorize the Finance and Management Director to purchase said janitorial supplies to clean fire stations and facilities, for the immediate preservation of 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 be and is hereby authorized and directed to associate all General Budget Reservations resulting from this ordinance with the appropriate Universal Term Contract Purchase Agreement(s) for janitorial supplies with Key-4 Cleaning Supplies for the Division of Fire.

SECTION 2. That the expenditure of \$75,000.00, or so much thereof as may be necessary for the purchase of janitorial supplies for the Division of Fire, be and is hereby authorized from the General Fund, per the accounting codes in the attachment to this ordinance.

SECTION 3. That the expenditure of \$29,007.54 from the general fund by the Division of Fire in object class 02 Material and Supplies be retroactively authorized for the purchase of janitorial supplies from PA003289 with Key-4 Cleaning Supplies.

SECTION 4. That for reasons 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.