



# City of Columbus

Office of City Clerk  
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## Legislation Text

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**File #:** 1758-2022, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish two Universal Term Contracts (UTC) for the option to purchase printers with Perry ProTech, Inc., and US Laser LLC. The contracts provide Printers City wide. These machines are used to copy, print, scan, and fax documents. The term of the proposed option contracts would be approximately three (3) years, expiring June 30, 2025, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on June 2, 2022. In addition, the expenditure of \$2.00 is hereby authorized from General Budget Reservation BRPO002025.

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. RFQ021814). Three (3) bids were received.

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

Perry ProTech, Inc., CC# 027712 expires 6/24/2023, All Kyocera, Lexmark, and Panasonic items and catalogue, \$1.00  
US Laser LLC, CC# 005263 expires 10/5/2022, All Hewlett Packard (HP) items and catalogue, \$1.00  
Total Estimated Annual Expenditure: \$200,000, City wide.

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance because print, copy, scanner, and fax machines are vital to the operation of the City. Long lead times on technology products continues to be an issue.

These companies are 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 \$2.00 is hereby authorized from General Budget Reservation BRPO002025. 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 contracts for the option to purchase Printers with Perry ProTech, Inc., and US Laser LLC; to authorize the expenditure of \$2.00 from General Budget Reservation BRPO002025; and to declare an emergency. (\$2.00).

**WHEREAS,** these Printer UTC's will provide for the purchase of printers used to print, copy, scan, and fax; and,

**WHEREAS,** the Purchasing Office advertised and solicited formal bids on June 2, 2022 and selected the overall lowest, responsive, responsible and best bidders; and

**WHEREAS,** an emergency exists in the usual daily operation of the City to provide printers in that it is necessary to authorize the Finance and Management Director to immediately enter into a Universal Term Contract for the option to purchase Printers, 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 contracts for the option to purchase Printers in accordance with Request for Quotation RFQ021814 for a term of approximately three (3) years, expiring June 30, 2025, with the option to renew for one (1) additional year, as follows:

Perry ProTech, Inc., All Kyocera, Lexmark, and Panasonic printers, \$1.00  
US Laser LLC, All Hewlett Packard (HP) printers, \$1.00

**SECTION 2.** That the expenditure of \$2.00 is hereby authorized from General Budget Reservation BRPO002025 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.