



City of Columbus

Office of City Clerk
90 West Broad Street
Columbus OH 43215-9015
columbuscitycouncil.org

Legislation Text

File #: 1789-2022, **Version:** 1

Background: This ordinance replaces ordinance 0852-2022. The Auditor's Office is centralizing and adding financial technology staff within City Hall Suite 103/104. A professional designer was hired to prepare a space plan and a list of office furniture needing purchased for this office space. Formal bids were solicited via RFQ021075 for the purchase of these items. The City received the following two (2) responses:

Williams Interior Design	\$46,004.41
Hi Touch Business Services, LLC	\$52,237.98

The lowest, responsive, responsible bidder, was Williams Interior Design, a registered vendor and certified W/MBE with the City of Columbus, CC#005612.

This legislation authorizes the Director of the Department of Finance and Management to appropriate and expend up to \$46,004.41 from Fund 7748, the General Permanent Improvement Fund and to enter into a contract with Williams Interior Design for the purchase of office furniture; and to declare an emergency

Fiscal Impact: Funding for the purchase is available and shall be from the General Permanent Improvement Fund 7748 (\$46,004.41).

Emergency Legislation: This legislation is deemed emergency in order to immediately purchase the office furniture so that occupancy can be had by the City Auditor's Office as soon as possible.

To authorize the Director of the Department of Finance and Management to enter into a contract with Williams Interior Design, and to appropriate and expend a total of \$46,004.41 from Fund 7748, the General Permanent Improvement for the purchase office furniture to be used by the City Auditor's Office at City Hall; and to declare an emergency (\$46,004.41).

WHEREAS, the Auditor's Office is centralizing and adding financial technology staff within City Hall Suite 103/104; and

WHEREAS, office furniture needs to be purchased in order to allow for occupancy including work stations, task chairs, conference table, and other associated furniture; and

WHEREAS, a formal bid process through the City's Purchasing Office was conducted in order to determine the best vendor for this furniture purchase; and

WHEREAS, Williams Interior Design was the lowest, responsive, responsible bidder; 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 appropriation and expenditure of funds for the purchase of new office furniture from Williams Interior Design to allow for occupancy by the City Auditor Office as the earliest possible time and for the immediate preservation of the 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 contract with Williams Interior Design for the purchase of office furniture including work stations, task chairs, conference table and other associated furniture.

SECTION 2. That the transfer of cash from the unallocated project in Fund 7748, the appropriation, and expenditure in Fund 7748 P570115 Furniture Replacement of \$46,004.41 or so much thereof as may be necessary in regard to the action authorized in Section 1, be and is hereby authorized and approved per the accounting codes in the attachment to this ordinance. See Attached File: Ordinance 1789-2022 Funding Attachment.

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 the City Auditor is authorized to make any accounting changes necessary to revise the funding source for all contract or contract modifications associated with this ordinance to ensure that this purchase is properly accounted for and recorded accurately on the City's financial records.

SECTION 5. That the City Auditor is hereby authorized to transfer the unencumbered balance remaining for this project account to the unallocated balance account within the same fund upon receipt of proper notification from the Department of Finance and Management that the project has been completed and the monies are no longer required for this project.

SECTION 6. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared an emergency measure and shall take effect and be in force from and after passage and approval by the Mayor, or ten (10) days after passage if the Mayor neither approves nor vetoes the same.