



## Legislation Text

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**File #:** 1244-2022, **Version:** 1

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**Background:** This legislation authorizes the Director of the Department of Finance and Management on behalf of the Franklin County Municipal Court, Clerk of Court ("Municipal Court Clerk") to establish a purchase order with TAB Products Company LLC for the purchase of case file folders in the amount of \$61,581.41.

The Municipal Court Clerk utilizes case file folders to store civil, criminal, traffic, and environmental court documents for Municipal Court Clerk's Office. The case file folders will be purchased through a State of Ohio, State Term Schedule (STS), schedule number 800809; effective dates 09/01/2021 to 08/31/2023.

Ordinance 0582-87 authorizes the City of Columbus to purchase from this contract.

Due to the need to have an exact match to the file folders (color coding) used in the past years, it was deemed to be in the best interest of the Clerk's Office to purchase from the State of Ohio, State Term Schedule with TAB Products Company LLC. Therefore, this legislation is being submitted in accordance to the City of Columbus bid waiver procurement .

**Contract Compliance:** 52-2390162

Expiration Date: 5/20/2024

DAX Vendor Number: 009129

This company is 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 finding for recovery certified search.

**Contracts:**

Ordinance: 1310-2009; \$94,303.63; FL004454

Ordinance: 0933-2010; \$101,414.83; FL004665

Ordinance: 1517-2011; \$76,215.65; FL005010

Ordinance: 1081-2012; \$84,928.60; FL005293

2013 Purchase Order: ED048428; \$810.60

Ordinance: 1431-2013; \$70,799.30; FL005652

Ordinance: 1297-2014; \$71,499.43; FL005934

Ordinance: 1676-2015; \$75,018.67; FL006297

Ordinance: 1545-2016; \$80,592.17; PO032569

Ordinance: 0739-2017; \$76,436.80; PO068202

2018 Purchase Order: PO109856; \$489.00

Ordinance: 0466-2018; \$81,350.15; PO124521

2019 Purchase Order: 160689; \$240.45

Ordinance: 1192-2019; \$81,458.75; PO180693

Ordinance: 1136-2020; PO233216; \$78,318.35

2021 Purchase Order: PO 276285; \$45,247.31

Ordinance: 1245-2022; \$61,581.41

**Fiscal Impact:** Funds totaling \$61,581.41 are available within the Franklin County Municipal Court 2022 General Fund budget.

**Emergency:** To maintain uninterrupted storage of civil, criminal, traffic, and environmental court documents for the Municipal Court Clerk's Office.

To authorize the Director of the Department of Finance and Management, on behalf of the Municipal Court Clerk, to establish a purchase order with TAB Products Company LLC for the purchase of case file folders for the Municipal Court Clerk's Office; to waive the competitive provisions of Columbus City Code; to authorize the expenditure of \$61,581.41 from the Municipal Court Clerk General Fund; and to declare an emergency. (\$61,581.41)

**WHEREAS**, the Municipal Court Clerk has a need to purchase case file folders to store civil, criminal, traffic, and environmental court documents; and

**WHEREAS**, it is in the City's best interest to waive the competitive bidding provisions of Columbus City Code for case file folders; and

**WHEREAS**, an emergency exists in the usual daily operation of the Municipal Court Clerk's Office in that it is immediately necessary to authorize the Director of the Department of Finance and Management to establish a purchase order with TAB Products Company LLC in order to maintain uninterrupted supply of case file folders, 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 Director of the Department of Finance and Management be and hereby is authorized to establish a purchase order with TAB Products Company LLC, on behalf of the Municipal Court Clerk, in the amount of \$61,581.41 for the purchase of case file folders.

**SECTION 2.** That the expenditure sum of \$17,384.05 or so much as may be needed, be and hereby is authorized within Department 26, the Municipal Court Clerk, Object Class 02 Materials and Supplies, Program MC001, per the accounting codes in the attachment to this ordinance.

**SECTION 3.** That the expenditure sum of \$44,197.36 or so much as may be needed, be and hereby is authorized within Department 26, the Municipal Court Clerk, Object Class 02 Materials and Supplies, Program MC002 per the accounting codes in the attachment to this ordinance.

**SECTION 4.** 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 5.** That for reasons stated in the preamble hereto, where is hereby made a part hereof, this ordinance is hereby declared an emergency measure, which shall take effect and be in force from and after its passage and approved by the Mayor, or ten days after passage