File #: 1775-2022, **Version:** 1

This ordinance authorizes the Director of the Department of Technology (DoT) to enter into contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses for various city departments. Smartsheet is used by several city agenices as it is (and can be) used to collaborate on project timelines, documents, calendars, assignments and related tasks. Smartsheet's relatively simple user interface centers on "smartsheets," similar to other popular spreadsheets. Additionally, Smartsheet can import data from other applications, such as Microsoft Office or Google.

In July of last year, DoT received four (4) responses to RFQ019097. Brown Enterprises LLC submitted the lowest, responsive quote and was awarded the contract. The original contract, authorized by ordinance 1926-2021 and passed on July 19, 2021, contained language allowing for up to three (3) renewals with mutual agreement by all interested parties. This ordinance authorizes the first of the three allowable renewals for a one-year term, beginning on September 1, 2022 and ending on August 31, 2023.

Finally, this ordinance authorizes the expenditure of $ $89,875.00 for the above-described purpose.

FISCAL IMPACT

Funds to cover the cost of this service have been identified and are available in the Department of Technology, Information Services Operating Fund.

CONTRACT COMPLIANCE

Vendor Name: Brown Enterprises LLC F.I.D/CC#: 90-0353698 - Expiration Date 12-31-2023

DAX Vendor #: - 010668

To authorize the Director of the Department of Technology to renew a contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses; to authorize the expenditure of $89,875.00 from the Department of Technology, Information Services Operating Fund for the above-mentioned purpose. ($89,875.00)

WHEREAS, on July 2, 2021, Brown Enterprises LLC submitted the lowest responsive bid in response to solicitation RFQ019097 for Smartsheet Control Center subscriptions and licenses; and

WHEREAS, ordinance 1926-2021, passed on July 19, 2021, authorized the original contract; and

WHEREAS, the original contract allowed for up to three renewals by mutual agreement and authorization by interested parties; and

WHEREAS, the Department of Technology desires to exercise the first of three allowable renewals by entering into contract with Brown Enterprises LLC, beginning on September 1, 2022 and ending on August 31, 2023 for the above-mentioned services; and

WHEREAS, it is necessary to authorize the Director of the Department of Technology to enter into contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses to facilitate prompt contract execution and related payment for 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 Director of the Department of Technology be and is hereby authorized to renew the contract with Brown Enterprises LLC for Smartsheet Control Center subscriptions and licenses, beginning on September 1, 2022 and ending on August 31, 2023 at a cost of $89,875.00

SECTION 2. That the expenditure of $89,875.00 or so much thereof as may be necessary is hereby authorized to be expended from the Department of Technology, Information Services Operating Fund, as follows in the attachment to this ordinance: (see attachment 1775-2022EXP)

SECTION 3. That the City Auditor is authorized to make any accounting changes to revise the funding source for any contract or contract modifications associated with 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 this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

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