



Legislation Text

File #: 2885-2022, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC. Ink cartridges are used by all City agencies. Ink, toner, and accessories are used for printing and copying. The term of the proposed option contract would be approximately two (2) years, expiring December 31, 2024, with the option to renew for one (1) additional year. The Purchasing Office opened formal bids on September 29, 2022. In addition, the expenditure of \$1.00 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. RFQ022851). Four (4) bids were received.

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

US Laser, LLC, CC# 005163 expires September 6, 2024, Items One through Twenty-eight and catalogue, \$1.00
Total Estimated Annual Expenditure: \$160,000, City wide

The 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 Findings for Recovery Certified Search.

FISCAL IMPACT: The expenditure of \$1.00 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 a Universal Term Contract for the option to purchase Remanufactured and OEM Ink Cartridges with US Laser, LLC; and to authorize the expenditure of \$1.00.

WHEREAS, the Remanufactured and OEM Ink Cartridges UTC will provide for the purchase of ink, toner, and accessories used for printing and copying; and,

WHEREAS, the Purchasing Office advertised and solicited formal bids on September 29, 2022, and selected the overall lowest, responsive, responsible and best bidder; and

WHEREAS, it has become necessary in the daily operation of the City of Columbus to authorize the Director of Finance and Management to enter into a Universal Term Contract for the option to purchase Remanufactured and OEM Ink Cartridges; **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 Universal Term Contract for the option to purchase Remanufactured and OEM Ink Cartridges in accordance with Request for Quotation RFQ022851 for a term of approximately two (2) years, expiring December 31, 2024, with the option to renew

for one (1) additional year, as follows:

US Laser, LLC, One through Twenty-eight and catalogue, \$1.00

SECTION 2. That the expenditure of \$1.00 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.