



## Legislation Text

File #: 0487-2023, Version: 1

### BACKGROUND

This legislation authorizes the Director of the Department of Development to renew (Renewal No. 1) a contract with Gordon Flesch Company Inc. for one additional year and to increase the amount by \$3,600.00 for copier services.

Original contract amount	\$ 2,591.00	PO313639
Renewal No. 1 amount	<u>\$ 3,600.00</u>	
Total contract amount	\$ 6,191.00	

The Department of Development solicited an Indefinite Quantity Agreement to purchase copier maintenance service and supplies expressed as a cost per copy (to include all costs associated with the service/labor, travel expenses, parts, supplies, etc., except paper and staples) for a 12 month period to be billed monthly in arrears. The maintenance and service are to be completed according to the manufacturer's suggested maintenance for the optimum quality of copy and performance of the equipment.

The Department of Development advertised RFQ020490 on Vendor Services in December 2021 for these services. Three bids were received, and the Director of Development entered into contract with the lowest bidder under the authority of Columbus City Code Chapter 329. For the original contract, the contract period is from the date of approval of the purchase order to February 28th, 2023, with an option to renew for one (1) additional year, starting March 1, 2023.

This legislation will extend the existing contract through February 28, 2024, and to increase the amount by \$3,600.00. It is anticipated that the new contract will be fully executed by mid-March. To prevent a gap in service, the Department of Development's agreement shall allow for payment of services starting March 1, 2023.

Emergency action is requested in order to continue to services without interruption.

**FISCAL IMPACT:** Funding is available within the Department of Development Housing Division's 2023 general fund budget. This ordinance is contingent on passage of the 2023 Operating Budget, Ordinance No. 2936-2022.

**CONTRACT COMPLIANCE:** the vendor number is 007733 and expires 3/16/23.

To authorize the Director of Development to renew a contract with a contract with Gordon Flesch Company Inc. for one additional year; to authorize the expenditure of \$3,600.00 from the 2023 General Fund Budget, contingent upon the passage of Ordinance No. 2936-2022; to allow for payment of services starting March 1, 2023; and to declare an emergency. (\$3,600.00)

**WHEREAS**, the Department of Development advertised RFQ020490 on Vendor Services in December 2021 for these services. Three bids were received, and the Director of Development entered into contract with the lowest bidder under the authority of Columbus City Code Section 329.19; and

**WHEREAS**, the Director of Development has identified the need to renew a contract with Gordon Flesch Company Inc.

for one additional year and to increase the amount by \$3,600.00 for copier services; and

**WHEREAS**, to prevent a gap in service, the Department of Development's agreement shall allow for payment of services starting March 1, 2023; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Development in that it is immediately necessary to authorize the Director to renew this contract to continue services without interruption, 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 Development be and is hereby authorized to renew a contract with Gordon Flesch Company Inc. for one additional year, ending February 24, 2024, and to increase the amount by \$3,600.00 for copier services, and to allow for payment of services starting March 1, 2023.

**SECTION 2.** That for the purpose as stated in Section 1, the expenditure of \$3,600.00 or so much thereof as may be needed, contingent upon the passage of Ordinance No. 2936-2022, is hereby authorized in Fund 1000 (General Fund), Dept-Div 44-10 (Housing Division), object class 03 (Services) per the account codes in the attachment to this ordinance.

**SECTION 3.** Funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this Ordinance and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** This modification is made in accordance with the relevant provisions of the City Code Charter 329 relating to contract renewals.

**SECTION 5.** That the City Auditor is authorized to establish such accounting codes as necessary, to make any accounting changes to revise the funding source for all agreements, contracts, or modifications associated with this Ordinance.

**SECTION 6.** That for the reasons 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 approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.