



## Legislation Text

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**File #:** 1477-2023, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to purchase Commercial Interior Space Design Services and Furniture Procurement Services with Workspace Ohio LLC, dba Dupler Office. The Real Estate Management Office is the primary user for services and materials for Commercial Interior Space Design Services and Furniture Procurement Services. The City's intent is to have a designer readily available to take on various projects that arise. The term of the proposed option contract would be approximately one (1) year, expiring May 31, 2024, with the option to renew for three (3) additional one year periods. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253.

A formal best value proposal (BVP) solicitation was published for the purchase of Commercial Interior Space Design Services and Furniture Procurement Services.

Proposals were evaluated by a five (5) member committee, based upon various criteria including organizational experience, quality and feasibility, warranty services, furniture procurement services and total cost resulting in an award recommendation to Workspace Ohio LLC, dba Dupler Office.

**BID INFORMATION:** Request for Quotation RFQ023973 was advertised and proposals were opened March 7, 2023. Ten (10) responses were received.

An evaluation committee consisted of five (5) representatives from the Finance and Management Department. Each member of the committee scored and ranked the proposals. All offers and cost proposals were evaluated in compliance with Columbus City Code 329, the committee submitted final rankings.

Workspace Ohio LLC, dba Dupler Office received the highest score, 94.2 out of 100 points. The selected Offeror provides interior space design services and furniture procurement services.

The request for purchase of Commercial Interior Space Design Services and Furniture Procurement Services UTC used the best value competitive sealed proposal process to award the supplier that provided the relevant criteria specifically listed in the BVP and the lowest cost.

In accordance with the Committee recommendations, the Purchasing Office recommends the award to:

Workspace Ohio LLC, dba Dupler Office, CC# 040812, expires 2/3/2024, All Items, \$1.00  
Total Estimated Annual Expenditure: \$300,000.00, City wide.

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance because there are projects in place for buildings and facilities and there is an immediate need to use the interior space design and furniture procurement services included in this contract.

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 BRPO002253. Each Agency 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 contract for the option to purchase Commercial Interior Space Design Services and Furniture Procurement Services with Workspace Ohio LLC, dba Dupler Office; to authorize the expenditure of \$1.00; and to declare an emergency. (\$1.00).

**WHEREAS**, the Real Estate Management Office has an ongoing need to purchase Commercial Interior Space Design Services and Furniture Procurement Services; and,

**WHEREAS**, a formal request for proposal (BVP) for a multi-year Universal Term Contract (UTC) was solicited and evaluated by a committee via Request for Quote RFQ023973 resulting in the recommendation to award Workspace Ohio LLC, dba Dupler Office; and

**WHEREAS**, this ordinance addresses the Purchasing objectives of 1) maximizing the use of City resources by obtaining optimal products and services at low prices, and 2) providing an effective option contract for the Real Estate Management Office to obtain commercial interior space design services and furniture procurement services; and

**WHEREAS**, an emergency exists in the usual daily operation of the Real Estate Management Office so they can benefit from utilizing this UTC for upcoming interior design and furniture projects in that it is necessary to authorize the Finance and Management Director to immediately enter into a Universal Term Contract for the option to purchase Commercial Interior Space Design Services and Furniture Procurement 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 Finance and Management Director is hereby authorized to enter into the following contract for the option to purchase Commercial Interior Space Design Services and Furniture Procurement Services UTC in accordance with Request for Quotation RFQ0023973 for a term of approximately one (1) year, expiring May 31, 2024 with the option to renew for three (3) additional one year periods, as follows:

Workspace Ohio LLC, dba Dupler Office, All Items, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253 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 for the reason 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 passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.