



# City of Columbus

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

## Legislation Text

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**File #:** 1008-2023, **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 \$78,048.90.

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 with 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: PO276285; \$45,247.31  
Ordinance: 1244-2022; PO337083; \$61,581.41  
2022 Purchase Order; PO347862; \$2,100.00  
2023 Purchase Order; PO372969 \$150.60  
Ordinance: 1008-2023; \$78,048.90

**Fiscal Impact:** Funds totaling \$78,048.90 are available within the Franklin County Municipal Court 2023 General Fund budget.

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 \$78,048.90 from the Municipal Court Clerk General Fund. (\$78,048.90)

**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**, it has become necessary in the usual daily operation of the Franklin County Municipal Court 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 the 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 \$78,048.90 for the purchase of case file folders.

**SECTION 2.** That this Council finds that it is in the City's best interest to waive the competitive bidding provisions of City Code in order to enter into this contract.

**SECTION 3.** That the expenditure sum of \$30,167.25 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 4.** That the expenditure sum of \$47,881.65 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 5.** 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 6.** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.