



## Legislation Text

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**File #:** O-325-21, **Version:** 1

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FriendsOffice, LLC  
File Folder Purchase Agreement  
Toledo Municipal Court  
V. Bowman-English (x1780)  
A. Huguelet (x1011)

**Authorizing the Clerk of Toledo Municipal Court to enter into an agreement with FriendsOffice, LLC for the purchase of case file folders for \$18,378.65; and declaring an emergency.**

**SUMMARY & BACKGROUND:**

In 2020, the Toledo Municipal Court Clerk's Office processed 40,350 cases. Each case is assigned an individual file folder for all documents associated with that case. File folders are necessary for efficient recordkeeping and case processing. The Clerk of Toledo Municipal Court solicited bids for the bulk printing of Case File Folders and Case File Inserts. The bid from FriendsOffice, LLC met the Clerk's specifications and was selected. The total bid price was \$18,378.65.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Clerk of Toledo Municipal Court is authorized to enter into a one (1) year agreement, with FriendsOffice, LLC for the purchase of 12,300 Case File Folders and 18,000 Case File Inserts for a total of \$18,378.65.

SECTION 2. That an amount not to exceed \$18,378.65 is authorized for expenditure from Account Code: Outside Printing 521600 - 1001/10900/3376001STDSTD for the purchase of case file folders and inserts. This will be a one-time expenditure with periodic delivery upon request of the Clerk. The Agreement shall contain terms and conditions deemed proper and requisite according to the Director of Law.

SECTION 3. That the Finance Director is authorized to draw his warrant or warrants against the above mentioned Account Code in amounts not to exceed \$18,378.65 in payment of the obligations upon presentation of proper voucher or vouchers.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for the immediate preservation of the public peace, health, safety, and property and for the further reason that the Ordinance must be immediately effective in order to provide necessary records management for the efficient and effective operation of the Toledo Municipal Court Clerk's Office.

Vote on emergency clause: yeas 11, nays 0.

Passed: June 22, 2021, as an emergency measure: yeas 11, nays 0.

Attest:

Gerald E. Dendinger  
Clerk of Council

Matt Cherry  
President of Council

Approved:

June 22, 2021  
Wade Kapszukiewicz  
Mayor