



## Legislation Text

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**File #:** O-446-23, **Version:** 1

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Purchase of Office Supplies  
Department of Finance  
Bryan Benner (x1197)  
Revised

**Authorizing the Mayor to enter into an agreement for a term not to exceed five years for the purchase of office supplies and furnishings; authorizing the expenditure of funds subject to annual appropriation; and declaring an emergency.**

### SUMMARY & BACKGROUND:

This Ordinance authorizes entering into an agreement for the purchase of office supplies. The Division of Purchasing solicited bid responses for office supplies and furnishings for City of Toledo Departments and Divisions. The City of Toledo during fiscal year 2022 purchased approximately \$270,000 of office supplies and furnishings for all departments. The selected vendor will offer office supplies and furnishings through a password protected electronic catalog. The items offered for sale within the electronic catalog will be approved by the City of Toledo Purchasing Division. Once items are selected, the vendor will receive a purchase order electronically via email from the City. The vendor will then fulfill the order by shipping the items to a specific address ordering department.

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

SECTION 1. That the Mayor is authorized to enter into an agreement for a term not to exceed five years for the purpose of purchasing office supplies and furnishings. Such agreements shall contain terms and conditions deemed proper and requisite according to the Director of Law and the Director of Finance.

SECTION 2. That the expenditure of funds over the term of the agreement for the purposes authorized in Section 1 is authorized subject to annual appropriations.

SECTION 3. That the Director of Finance is authorized to their draw warrant or warrants against in payment of the obligations authorized above 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 this Ordinance must be immediately effective in order to continue uninterrupted procurement of office supplies for city departments.

Vote on emergency clause: yeas 12, nays 0.

Passed: September 12, 2023, as an emergency measure: yeas 12, nays 0.

Attest:

Gerald E. Dendinger  
Clerk of Council

Matt Cherry  
President of Council

Approved:

September 12, 2023  
Wade Kapszukiewicz  
Mayor