

It is the intent of the Franklin County Municipal Court, Clerk of Court to obtain bids to establish a purchase order for Re-combinations of 3 safes and repair services. These safes are walk in safes with re-locking devices and are manufactured by the Mosler Safe Company for use by the Accounting/Finance Division on the First, Second and Third floors of 375 South High Street, Columbus Ohio 43215.

The term of this Contract shall be from 8/1/2026 to 7/31/2027. This Contract shall not automatically renew.

**Quantity: 2** - re-combinations per year.

The recombination of the safes would have to be worked on between normal business hours and work would need to be completed within 1 business day.

The service is to include all costs associated with the service/labor, travel expenses, and supplies etc..., except parts for the term of the contract.

The maintenance and service are to be completed by a certified technician for these type of safes.

The funds for repair services are paid only when a repair service is provided.

Any questions regarding the safes, please contact:

Rhonda Fulks

Director of the Accounting/Finance Division

email: fulksr@fcmcclerk.com

Bidding Instructions:

**Line 10:**

Quantity: 2

Unit: Each

Two re-combinations in total

1 unit = cost for one (1) service trip to change the 3 safe's combinations – this should include all costs associated with the service being performed (Recombination and Trip Charges).

**\*\*\* Please note line 20-50 are for hourly rates for repairs\*\*\***

**Line 20:** Enter price of one hour for normal business hours repair rate.

(8:00 am to 4:00 pm – Monday through Friday)

**Line 30:** Enter price of one hour for after-hours repair rate.

(Monday through Friday)

**Line 40:** Enter price of one hour for Weekend repair rate.

(Saturdays and Sundays)

**Line 50:** Enter price of one hour for Holiday repair rate.

- **Bid will be awarded based on the price of re-combinations and hourly rate of repair hours.**