

RESOLUTION NO. 2002- 20

AUTHORIZING CONTRACT 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF AUTHORITY WIDE OFFICE SUPPLIES, IN AN AMOUNT NOT TO EXCEED \$50,000.00, FOR A PERIOD OF ONE YEAR WITH TWO ADDITIONAL ONE YEAR OPTIONS (GENERAL FUND, ALL DEPARTMENTS)

WHEREAS, the bid of Staples Business Advantage, 5399 Lancaster Drive, Cleveland, OH 44131, for the furnishing of office supplies, in an amount not to exceed \$50,000.00, for a period of one year with two additional one year options was received on November 28, 2001; and

WHEREAS, the General Manager deems the bid of Staples Business Advantage to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the bid of Staples Business Advantage for furnishing office supplies, as required, be and the same is hereby accepted as the lowest responsive bid from a responsible bidder.

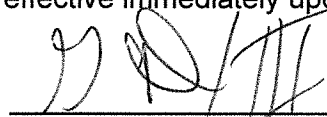
Section 2. That the General Manager of the Authority be and he is hereby authorized to enter into a contract with Staples Business Advantage for furnishing office supplies, as required for a period of one year with two additional one year options; exercisable by the Authority subject to the approval by the Board of Trustees.

Section 3. That said contract shall be payable out of the individual department budgets, requiring office supplies, in an amount not to exceed \$50,000.00; and

Section 4. That said agreement shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specification and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2001-064; bonding and insurance requirements and all applicable laws relating to the contractual obligations of the Authority.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: February 19, 2002

  
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President

Attest:   
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CEO, General Manager/Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> AUTHORIZING CONTRACT 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF OFFICE SUPPLIES, IN AN AMOUNT NOT TO EXCEED \$50,000.00, FOR A PERIOD OF ONE YEAR WITH TWO ADDITIONAL ONE YEAR OPTIONS (GENERAL FUND ALL DEPARTMENTS)	<b>Resolution No.:</b> 2002-20
	<b>Date:</b> February 19, 2002
	<b>Initiator:</b> Procurement Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for furnishing the Authority office supplies, in an amount not to exceed \$50,000.00, for one year with two additional one year options.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority expends approximately \$50,000.00 a year in office supplies from a variety of office supply companies. This action will allow the Authority to maximize its purchasing dollars by consolidating the authorities office supply requirements and negotiating the best rates with a single supplier. This action will result in uniform pricing of office supplies throughout the Authority and consistent product quality.
- 3.0 **PROCUREMENT BACKGROUND:** Procurement identified approximately three hundred office supply items that are used in substantial quantity throughout the Authority. Invitations for Bids were sent to eighteen (18) potential bidders, three bids were received. Suppliers were asked to provide their best offer on the individual line item and to offer a percentage discount off all other catalog items, excluding furniture and audiovisual products. Line item pricing represented 70% of the evaluation criteria, the remaining 30% accounted for discount offered less list price. The award was based on the lowest net price bid. Bids were opened on November 28, 2001 and the following are the results:

<u>Company Catalog</u>	<u>Line Item Pricing</u>	<u>Discount Offered Off</u>
Staples Business Advantage 5399 Lancaster Drive Cleveland, OH 4431	\$11,334.03	45%
Independence Business Supply 4550 Hinckley Parkway Cleveland, OH 44109	\$11,664.95	42%
Boise Cascade Office Products 17909 Cleveland Parkway Cleveland, OH 44135	\$14,776.49	50%

A price analysis has been performed and the Procurement Department has determined that the pricing of Staples Business Advantage is fair and reasonable.

- 4.0 **DBE/AFFIRMATIVE ACTION BACKGROUND:** All Affirmative Action requirements have been met. The DBE goal of 5% established for this procurement will be met through the utilization of R & W Delivery, Inc. 4908-10 Van Epps Road, Brooklyn Hts., Ohio 44131, an African American owned business to provide delivery of supplies at a cost of \$15,600 or 13% DBE level of participation.

STAFF SUMMARY & COMMENTS

Office Supply Contract

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- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: Funding will come from the individual department budget (s).
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this bid will add additional cost for office supplies required to administer the day-to-day business of the Authority.
- 8.0 RECOMMENDATION: It is recommended that the offer of Staples Business Advantage be accepted and the resolution passed authorizing the General Manager to enter into an agreement for the provision of office supplies, as required, for a period of one year with two one year options.
- 9.0 ATTACHMENTS: No attachments.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
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CEO, General Manager/Secretary-Treasurer