

RESOLUTION NO. 2002-31

AUTHORIZING SOLE SOURCE CONTRACT 2001-138 WITH XEROX CORPORATION FOR FURNISHING OF FULL COVERAGE MAINTENANCE FOR THE AUTHORITY'S 5690 DUPLICATOR FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$32,000.00 (GENERAL FUND – BUILDING ADMINISTRATION DEPARTMENT BUDGET).

WHEREAS, the service required to maintain the Authority 5690 duplicator is available through Xerox Corporation located 6000 Freedom Square Drive, Independence; and

WHEREAS, due to the proprietary nature of the duplicator design, Xerox Corporation is the only authorized supplier to provide full coverage maintenance; and

WHEREAS, the Ohio Revised Code, Section 306.43(H)(2) provides that competitive bidding is not required when the expenditure consists of goods or services or any combination thereof, and after reasonable inquiry the Board or any officer or employee the Board designates finds that only one source of supply is reasonably available; and

WHEREAS, Xerox Corporation has offered to provide full coverage maintenance coverage for the Authority's 5690 Duplicator for a one year period at a negotiated rate resulting in a price not to exceed thirty-two thousand & 00/100 dollars (\$32,000.00); and

WHEREAS, the General Manager deems acceptance of the offer of Xerox Corporation, as negotiated, to be in the best interest of the Authority and recommends acceptance of 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:

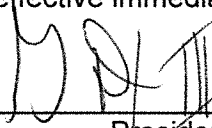
Section 1. That the General Manager of the Authority is authorized to enter into a contract with the Xerox Corporation for the furnishing of full coverage maintenance for the Authority's 5690 Duplicator for a period of one year.

Section 2. That said contract shall be payable out of the General Fund in an amount not to exceed thirty-two thousand & 00/100 dollars (\$32,000.00).

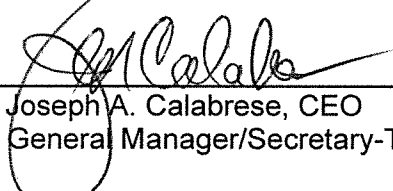
Section 3. That said contract shall be binding upon and an obligation of the Authority and contingent upon compliance by the contractor to the Specification and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2001-064; bonding and insurance requirements and all applicable laws relating to the contractual obligation of the Authority.

Section 4. That this resolution shall become effective immediately upon its adoption.

Adopted: February 19, 2002



President

Attest: 

Joseph A. Calabrese, CEO
General Manager/Secretary-Treasurer



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	Date: February 5, 2002
	Initiator: Building Administration
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 PURPOSE: This action will allow the Authority to continue to have full coverage maintenance for the Authority's 5690 Duplicator machine.

2.0 DESCRIPTION/JUSTIFICATION: In March 1999, the Authority purchased a Xerox 5690 Duplicator to fulfill the Authority's high volume copier requirements. This machine averages 320,000 copies a month for the Authority. The Building Administration Department provides copier support to departments throughout the Authority. The Duplicator requires full coverage maintenance to ensure efficient operation and limited downtime in order to provide high quality documents to the various departments. The cost per copy charge in 1999 was .0076 for the old copier. The cost per copy for the new copier for year 2002 is .0043, which represents a reduction of 43% in the copier usage cost.

3.0 PROCUREMENT BACKGROUND: This is a sole source procurement for the furnishing of full coverage maintenance for the Authority's 5690 Duplicator as authorized by O.R.C. 306.43(H)(2).

Xerox Corporation holds exclusive rights to furnish full coverage maintenance for 5690 Duplicator machines. The Procurement Department requested a proposal from Xerox Corporation and after negotiations, Xerox agreed to charge the Authority the same billing rate per copy as last year's State of Ohio Maintenance Agreement. It was estimated that the anticipated copier volume for year 2002 will result in a maintenance cost not to exceed \$32,000.00.

A price analysis was performed and the procurement Department has determined the offer to be fair and reasonable to the Authority.

4.0 DBE/AFFIRMATIVE ACTION BACKGROUND : All Affirmative Action requirements have been met. A zero percent (0%) DBE goal was assigned to this procurement, due to a lack of subcontracting opportunities.

5.0 POLICY IMPACT: Does not apply.

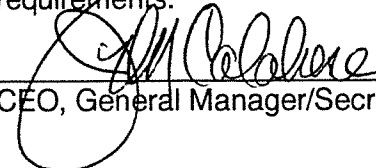
6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, Building Administration Department, Line Item 503. The budget for the procurement was \$32,000.00. The budget was based on historical usage information and anticipated increases in copier volume for year 2002.

7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would delay procurement of maintenance service for the 5690 Duplicator and risk not having this service available to meet the needs of the Authority in a timely fashion.

8.0 RECOMMENDATION: It is recommended that the offer of Xerox Corporation be accepted and the resolution passed authorizing the General Manager to enter into a contract.

9.0 ATTACHMENTS: None

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



CEO, General Manager/Secretary-Treasurer