

RESOLUTION NO. 2002-53

AUTHORIZING CONTRACT NO. 2002-025 WITH XPEDX PAPER CO, INC.
FOR THE FURNISHING OF SCHEDULE PAPER, AS REQUIRED, FOR A
PERIOD OF ONE YEAR IN THE AMOUNT NOT TO EXCEED \$64,288.00
(GENERAL FUND-BUILDING ADMINISTRATION DEPARTMENT BUDGET)

WHEREAS, the Authority has a recurring requirement to purchase schedule
(timetable) paper for the updating of current route information for the public; and

WHEREAS, the bid of XPEDX Paper Co, located at 9707 Sweet Valley Dr.,
Cleveland, OH 44125 for furnishing of schedule (timetable) paper, as required, for a period of
one (1) year was received on March 20, 2002, in a total amount not to exceed sixty four
thousand two hundred eighty eight and 00/100 dollars (\$64,288.00); and

WHEREAS, the General Manager deems the bid of XPEDX Paper Co 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 offer of XPEDX Paper Co. for furnishing schedule paper, as
required, for a period of one year, be and the same is hereby accepted as the lowest responsive
bid from a responsible bidder.

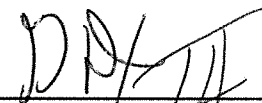
Section 2. That the General Manager of the Authority be and he is hereby
authorized to enter into a contract with XPEDX Paper Co. for furnishing schedule paper, as
required, for a period of one (1) year.

Section 3. That said contract shall be payable from the General Fund, Building
Administration Department Budget in the amount not to exceed sixty four thousand two hundred
eighty eight and 00/100 dollars (\$64,288.00).

Section 4. That said contract 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: April 16, 2002



President

Attest: 

CEO, General Manager/Secretary-Treasurer



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TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2002-025 WITH XPEDX PAPER CO, INC. FOR THE FURNISHING OF SCHEDULE PAPER, AS REQUIRED, FOR A PERIOD OF ONE YEAR IN THE AMOUNT NOT TO EXCEED \$64,288.00 (GENERAL FUND-BUILDING ADMINISTRATION DEPARTMENT BUDGET)	Resolution No.: 2002- 53
	Date: April 1, 2002
	Initiator: Building Administration Department
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 enter into a contract for obtaining schedule (timetable) paper, as required, for a period of one year.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has a recurring need to procure schedule paper for the updating of current route information to the public. The estimated usage for 2002 is 2,000,000 sheets of white - 60 lb, 28" x 18 " (Smooth Grain Short).
- 3.0 **PROCUREMENT BACKGROUND:** Invitations for Bids were sent to six (6) potential bidders, and three bids were received. Bids were opened on March 20, 2002 and the following are the results:

<u>Company</u>	<u>Price Per Thousand</u>	<u>Total Cost</u>	<u>Discount</u>	<u>Net Bid</u>
XPEDX Paper Co	\$32.80	\$65,600.00	2% 30, net 31	\$64,288.00
Sterling Paper Co	\$32.59	\$65,180.00	Net 30	\$65,180.00
Millcraft Paper Co	\$33.38	\$66,760.00	2% 30, net 31	\$65,424.80

The offer of XPEDX has been determined by the Procurement Department to be the lowest overall responsive bid from a responsible offeror.

A cost/price analysis has been performed and the Procurement Department had determined the price to be fair and reasonable to the Authority.

- 4.0 **DBE/AFFIRMATIVE ACTION BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to a lack of subcontracting opportunities.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This contract shall be funded through the RTA General Fund, Building Administration Department Budget at a total price not to exceed sixty four thousand two hundred eighty eight dollars (\$64,288.00). This is below the budget estimate of \$75,000.00.
- 7.0 **ALTERNATIVES:** Rejection of the offer of XPEDX Paper Co. would leave the Authority without the ability to publish revised route timetables for the public.

STAFF SUMMARY & COMMENTS
Schedule Paper, As Required, For One Year
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- 8.0 RECOMMENDATION: It is recommended that the offer of XPEDX Paper Co. be accepted and the resolution passed authorizing the General Manager to enter into a contract.
- 9.0 ATTACHMENTS: No attachments.

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



CEO, General Manager/Secretary-Treasurer