

RESOLUTION 2003- 028

AUTHORIZING CONTRACT NO. 2002-137 WITH AMERICAN SIGN PRODUCTS INC. FOR THE FURNISHING OF VINYL SHEETING, THERMAL TRANSFER RIBBONS AND RELATED ITEMS, AS SPECIFIED AND AS REQUIRED FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$57,173.25 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET).

WHEREAS, the bid of American Sign Products Inc. located at 384 E. Highland Road, Macedonia, OH 44056 for the furnishing of vinyl sheeting, thermal transfer ribbons and related items, as specified and as required for a period of one (1) year was received on December 18, 2002, at unit prices resulting in an amount not to exceed fifty seven thousand one hundred seventy-three & 25/100 dollars (\$57,173.25); and

WHEREAS, the General Manager deems the bid of American Sign Products Inc. to be 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 American Sign Products Inc. received on December 18, 2002 be and the same is hereby accepted as the lowest responsive bid from a responsible bidder.

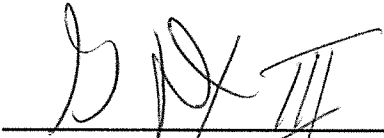
Section 2. That the General Manager of the Authority be and he is hereby authorized to enter into a contract with American Sign Products Inc. for the furnishing of vinyl sheeting, thermal transfer ribbons and related items, as specified and as required for a period of one (1) year.


Section 3. That said contract shall be payable from the General Fund, Fleet Management Department Budget, in an amount not to exceed fifty seven thousand one hundred seventy -three & 25/100 dollars (\$57,173.25).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and, thereto, if any the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2002-120: bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

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

Adopted: March 18, 2003

  
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President

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



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

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<b>TITLE/DESCRIPTION:</b> AUTHORIZING CONTRACT NO. 2002-137 WITH AMERICAN SIGN PRODUCTS INC. FOR THE FURNISHING OF VINYL SHEETING, THERMAL TRANSFER RIBBONS AND RELATED ITEMS, AS SPECIFIED AND AS REQUIRED FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED FIFTY SEVEN THOUSAND ONE HUNDRED SEVENTY-THREE & 25/100 DOLLARS \$57,173.25 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET).	<b>Resolution No.:</b> 2003- 028
	<b>Date:</b> March 4, 2003
	<b>Initiator:</b> Fleet Management 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 the furnishing vinyl sheeting, thermal transfer ribbons and related items, as specified on a requirement basis for a period of one (1) year.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Sign Shop uses this material to manufacture numbers, letters and symbols for use on GCRTA revenue and non-revenue vehicles. Another key use is for safety signage and other types of signs that are used throughout the Authority.
- 3.0 **PROCUREMENT BACKGROUND:** Invitations for bid were sent to a total of six (6) prospective bidders. Bids were opened on December 18, 2002. There were three (3) bids submitted for this bid. Summary of the three (3) responsive bids are as follows:

<u>COMPANY</u>	<u>TOTAL BID PRICE</u>
Popchak & Associates 5650 West Ridgewood Dr. Parma, Ohio 44129	\$56,191.03
American Sign Products, Inc. 384 Highland Road East Macedonia, Ohio 44056	\$57,173.25
Tubelite Company, Inc. 1224 Refugee Lane Columbus, Ohio 43207	\$59,805.80

The apparent low bid submitted by Popchak & Associates was found non-compliant for failing to meet the four percent (4%) DBE goal established and not demonstrating the requisite good faith efforts as required for this procurement. The bid of American Sign Products Inc. has been determined by the Procurement Department to be a responsive bid from a responsible bidder. American Sign Products Inc. has provided services on previous contracts for vinyl sheeting and they have also performed on small purchase procurements for vinyl sheeting, thermal transfer ribbons and related items. A price analysis has been performed and the Procurement Department has 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 4% DBE goal was established for this procurement. American Sign Products, Inc. has committed to achieve the goal through the utilization of the following DBE firm(s):

DBE(s) Name/Address	DBE Category	Scope of Work	Amount	Percent
Sustar Distribution Systems, Twinsburg, Ohio	Caucasian Female	Logistics/Delivery	\$2,290.00	4%
		<b>Total DBE Participation:</b>	<b>\$2,290.00</b>	<b>4%</b>

5.0 POLICY IMPACT: Does not apply.

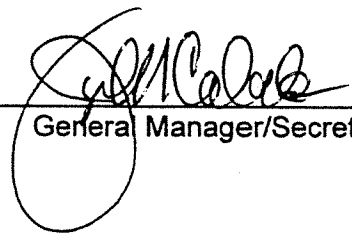
6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, Fleet Management Department Budget, in the amount of fifty seven thousand one hundred seventy-three & 25/100 dollars (\$57,173.25) The bid price is below the \$60,000.00 estimated cost for this procurement.

7.0 ALTERNATIVES: Reject all bids. Rejection of this award would delay the preparation of pending requirements for health, safety, and customer information signage.

8.0 RECOMMENDATION: It is recommended that the bid of American Sign Products Inc. 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.




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General Manager/Secretary-Treasurer