

AUTHORIZING SOLE SOURCE CONTRACT 2003-037 WITH XEROX CORPORATION FOR FURNISHING OF FULL MAINTENANCE COVERAGE FOR THE AUTHORITY'S 5690 DUPLICATOR FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$32,000.00 (GENERAL FUND – SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the service required to maintain the Authority's 5690 duplicator is available through Xerox Corporation located at 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)(3) provides that competitive bidding is not required when the expenditure is for a renewal or re-negotiation of a lease or license for telecommunication or electronic data processing equipment, services or systems or for the maintenance thereof as supplied by the original source or its successors or assigns; and

WHEREAS, Xerox Corporation has offered to provide full 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).

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

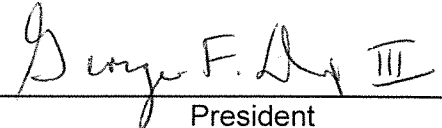
Section 1. That the General Manager of the Authority is authorized to enter into a contract with the Xerox Corporation for the furnishing of full coverage maintenance for the Authority's 5690 Duplicator for a period of one year.

Section 2. That said contract shall be payable out of the General Fund, Support Services Department budget, 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 2002-120; 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: April 15, 2003



President

Attest: 

CEO/General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING SOLE SOURCE CONTRACT 2003-037 WITH XEROX CORPORATION FOR FURNISHING OF FULL MAINTENANCE COVERAGE FOR THE AUTHORITY'S 5690 DUPLICATOR FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$32,000.00 (GENERAL FUND – SUPPORT SERVICES DEPARTMENT BUDGET).	Resolution No.: 2003-046
	Date: April 10, 2003
	Initiator: Support Services
ACTION REQUEST: Approval Review/Comment Information Only Other _____	

1.0 PURPOSE/SCOPE: This action will allow the Authority to continue to have full maintenance coverage 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 Support Services Department provides copier support to departments throughout the authority. The Duplicator requires full maintenance coverage to ensure efficient operation and limited downtime in order to provide high quality documents to the various departments.

3.0 PROCUREMENT BACKGROUND: This is a sole source procurement for the furnishing of full maintenance coverage for the Authority's 5690 Duplicator as authorized by the O.R.C. 306.43(H)(3).

Xerox Corporation holds exclusive rights to furnish full maintenance coverage for the 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 2003 will result in a maintenance cost not to exceed \$32,000.00.

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

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of subcontracting opportunities.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, Support Services Department Budget. The budget for the procurement was \$32,000.00. The budget was based on historical usage information and anticipated increases in copier volume for the year 2003.

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