

RESOLUTION NO. 2003- 056

AUTHORIZING EXERCISE OF AN OPTION FOR CONTRACT NO. 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF AUTHORITY -WIDE OFFICE SUPPLIES, FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, ALL DEPARTMENTAL BUDGETS)

WHEREAS, Resolution 2002-20 authorized contract 2001-134 with Staples Business Advantage for the furnishing of Authority Wide Office Supplies, for a period of one (1) year with two (2), one (1) year options; and

WHEREAS, the General Manager deems exercising of a one (1) year option to be advantageous for the Authority 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 General Manager of the Authority be and he is hereby authorized to amend Contract No. 2001-134 to exercise a one (1) year option with Staples Business Advantage for the furnishing of Authority wide office supplies, for a period of one (1) additional year.

Section 2. That said option shall be payable out of the General Fund, All Departmental Budgets, in an amount not to exceed fifty thousand & 00/100 dollars (\$50,000.00).

Section 3. That all other terms and conditions of said contract shall remain unchanged.

Section 4. That said contract shall be binding upon and an obligation of the Authority, contingent upon appropriation of funds for future years; 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 obligations of the Authority.

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

Adopted: May 20, 2003

  
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President

Attest:   
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General Manager/Secretary-Treasurer



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

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REV.

AUTHORIZING EXERCISE OF AN OPTION FOR CONTRACT NO. 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF AUTHORITY WIDE OFFICE SUPPLIES, FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, ALL DEPARTMENTAL BUDGETS)	Resolution No.: 2003-
	Date: May 15, 2003
	Initiator: Procurement 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 exercise the option of contract 2001-134 for the furnishing of office supplies throughout the Authority at discounted prices for a period of one year.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will allow the Authority to continue to maximize its purchasing dollars by consolidating the Authority's office supply requirements through negotiations with a single supplier. This action will result in uniform pricing of office supplies throughout the Authority and insure consistent product quality.
- 3.0 PROCUREMENT BACKGROUND: Staples Business Advantage was awarded Contract No. 2001-134 as the result of a competitive bid process which included pricing for the option year. During the initial term, the service provided by Staples Business Advantage was acceptable.

A price analysis was performed and the Procurement Department has determined the option year price of Staples Business Advantage to be fair and reasonable to the Authority.

- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: All Affirmative Action requirements have been met. A 5% DBE goal was established for this procurement. Staples Business Advantage has committed to achieve the goal through the utilization of the following DBE firm(s):

DBE's	DBE Category	Scope of Work	Amount	Percent
Name/Address				
R. W. Delivery, Inc. 4908 Van Epps Rd. Brooklyn Hts., OH 44131	African American Male	Delivery of Office Products	\$2,500.00	5%
		Total DBE Participation	\$2,500.00	5%

- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This procurement will be funded through the RTA General Fund, All Department Budgets, in an amount not to exceed fifty thousand & 00/100 dollars (\$50,000.00) for the option year.
- 7.0 ALTERNATIVES: Reject this option. Rejection of this one (1) year option would delay procurement of this service and the Authority would incur additional expense for the procurement of office supplies.

STAFF SUMMARY AND COMMENTS

Authority Wide Office Supplies

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8.0 RECOMMENDATION: It is recommended that the option year of the Staples Business Advantage contract be accepted and the resolution passed authorizing the General Manager to award the one (1) year option in contract 2001-134 accordingly.

9.0 ATTACHMENTS: Resolution No. 2001-134.

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