

RESOLUTION NO. 2003- 079

AUTHORIZING CONTRACT NO. 2003-059 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A ONE YEAR TERM, IN AN AMOUNT NOT TO EXCEED \$64,500.00 (GENERAL FUND- SUPPORT SERVICES 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 Sterling Paper Co, with an office at 5230 Port Side Dr., Medina, OH 44256, for furnishing of schedule (timetable) paper, as required, for a period of one (1) year was received on June 2, 2003, in a total amount not to exceed sixty four thousand five hundred and 00/100 dollars (\$64,500.00); and

WHEREAS, the General Manager deems the bid of Sterling 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 bid of Sterling 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 Sterling 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, Support Services Department Budget in an amount not to exceed sixty-four thousand five hundred and 00/100 dollars (\$64,500.00).

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 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:                     June 17                    , 2003

  
President

Attest:   
CEO, General Manager/Secretary-Treasurer



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

C-2

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2003-059 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A ONE YEAR TERM, IN AN AMOUNT NOT TO EXCEED \$64,500.00 (GENERAL FUND - SUPPORT SERVICES DEPARTMENT BUDGET).	Resolution No.: 2003- 079
	Date: June 12, 2003
	Initiator: Support Services 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 2003 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 seven (7) potential bidders, and two bids were received. Bids were opened on June 2, 2003 and the following are the results:

<u>Company</u>	<u>Price Per Thousand</u>	<u>Total Cost</u>
XPEDX Paper Co.	\$32.76	\$65,520.00
Sterling Paper Co.	\$32.25	\$64,500.00

The offer of Sterling Paper Co. 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.

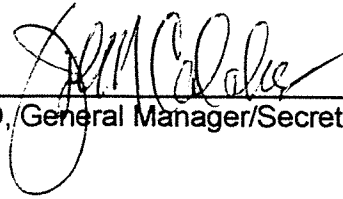
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of subcontracting opportunities.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract shall be funded through the General Fund, Support Services Department Budget at a total price not to exceed sixty-four thousand five hundred dollars (\$64,500.00). This is 2.3% below the budget estimate of \$66,000.00.
- 7.0 ALTERNATIVES: Rejection of the offer of Sterling Paper Co. would leave the Authority without the ability to publish revised route timetables for the public.

0-3

8.0 RECOMMENDATION: It is recommended that the offer of Sterling 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.



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CEO, General Manager/Secretary-Treasurer