

AUTHORIZING CONTRACT NO. 2003-052 WITH ANDREWS RECORDS MANAGEMENT TO PROVIDE RECORDS STORAGE AND SERVICES, AS SPECIFIED, FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$184,000.00 - (RTA GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET).

WHEREAS, the Authority has identified the need for records storage and services; and

WHEREAS, the offer of Andrews Records Management, located at One Andrews Circle, Brecksville, Ohio 44141 to provide records storage and services, as specified, was received on May 30, 2003; and

WHEREAS, after negotiations, a not to exceed amount of one hundred, eighty-four thousand and 00/100 dollars (\$184,000.00) for a period of five years was agreed upon; and

WHEREAS, the General Manager deems the offer of Andrews Records Management, after negotiations, to provide records storage and services for a period of five years, to be advantageous to 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 offer of Andrews Records Management, as modified by negotiations, to provide records storage and services, as specified, for a period of five years, be and the same is hereby accepted to be in the best interest of the Authority.

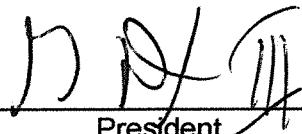
Section 2. That the General Manager of the Authority be and he is hereby authorized to enter into a contract with Andrews Records Management to provide records storage and services, as specified, for a period of five years.

Section 3. That said contract shall be payable from the RTA General Fund, Support Services Department budget in an amount not to exceed one hundred, eighty-four thousand and 00/100 dollars (\$184,000.00) for a period of five years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds for future years; compliance by the contractor to the Specifications 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 contractual obligations of the Authority.

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

Adopted: July 15, 2003



President

Attest: 

CEO, General Manager/Secretary-Treasurer

Form
100-326
07-03-97



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

Title/Description: AUTHORIZING CONTRACT NO. 2003-052 WITH ANDREWS RECORDS MANAGEMENT TO PROVIDE RECORDS STORAGE AND SERVICES, AS SPECIFIED, FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$184,000.00 (RTA GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET).	Resolution No.: 2003- 098
	Date: July 10, 2003
	Initiator: Support Services

ACTION REQUEST:
 Approval Review/Comment Information Only Other _____

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a five-year contract with Andrews Records Management to provide records storage and services, as specified.

- 2.0 **DESCRIPTION/JUSTIFICATION:** Due to governmental laws and regulations, the GCRTA is required to maintain records for a specified length of time, as well as, to destroy records according to the GCRTA records destruction program. The records storage center is used for storage of inactive and permanent paper records, as well as, secured records and bulk storage. Currently, we have approximately 8,000 holdings. It is impossible to maintain this amount of records within our offices because of space constraints, inadequate security and the environmental requirements needed to preserve those records. Therefore, an off-site records storage facility is in the best interest of the Authority.

- 3.0 **PROCUREMENT BACKGROUND:** Proposals were received on May 30, 2003 for this solicitation. After evaluation by a panel of Authority employees in accordance with established Procurement Policies and Procedures and negotiations, the proposal of Andrews Records Management was determined to be most advantageous to the Authority. Negotiations resulted in a not to exceed price of \$184,000.00 for a period of five years. Andrews Records Management, a locally owned firm, has successfully performed our records management services since 1998. In addition to having held previous contracts with GCRTA, Andrews other client list includes: National City Bank, Ernst & Young and ICI Paints.

A cost analysis was performed and the Procurement Department has determined the negotiated rates 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.

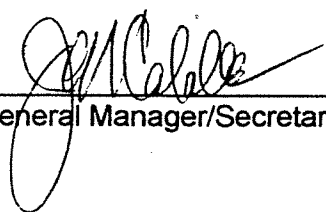
- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 **ECONOMIC IMPACT:** That said contract shall be payable from the RTA General Fund, Support Services Department Budget at a total amount not to exceed one hundred eighty-four thousand and 00/100 dollars (\$184,000.00) for a period of five years. This is the budgeted amount for this project.

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- 7.0 ALTERNATIVES: Reject all proposals. Rejection of this offer would require the Authority to store records on-site at a considerable expense due to space constraints, security needs and environmental requirements needed to preserve those records.
- 8.0 RECOMMENDATION: This procurement was reviewed by the Board of Trustees Finance Committee at its July 1, 2003 meeting and was recommended to the full Board of Trustees for approval. It is recommended that the proposal of Andrews Records Management 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