

RESOLUTION NO. 2003- 150

AUTHORIZING CONTRACT NO. 2003-100 WITH BOISE CASCADE OFFICE PRODUCTS TO PROVIDE COPY PAPER, AS REQUIRED, FOR A PERIOD OF TWO YEARS THROUGH THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM AT A PRICE NOT TO EXCEED \$64,000.00 (RTA GENERAL FUND – SUPPORT SERVICES DEPARTMENT BUDGET).

WHEREAS, the Authority has identified the need to purchase approximately 1,490 cases of assorted size white copy paper annually for various general office functions; and

WHEREAS, such services are available from Boise Cascade Office Products Corporation, located at 1331 Boltonfield Street, Columbus, Ohio 43228, through the State of Ohio Cooperative Purchasing Program; and

WHEREAS, the Cooperative Purchasing Act provides political subdivisions within the State of Ohio with the opportunity to participate in contracts executed by the State of Ohio, Department of Administrative Services, Office of State Purchasing, for the purchase of supplies, services, equipment and certain materials; and

WHEREAS, Section 306.43(H)(4) of the Ohio Revised Code permits a Regional Transit Authority to participate in said program; and

WHEREAS, the Board of Trustees authorized utilization of the State of Ohio Cooperative Purchasing Program in Resolution 1990-69; and

WHEREAS, the General Manager has deemed it in the best interest of the Authority to utilize the State of Ohio Cooperative Purchasing Program for the purchase of copy paper as specified.

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 Boise Cascade Office Products through the Ohio Cooperative Purchasing Program to provide copy paper, as specified, is hereby accepted.

Section 2. That the General Manager of the Authority be and he is hereby authorized to enter into a contract with Boise Cascade Office Products to provide copy paper as required, for the period of two (2) years, as specified through the State of Ohio Cooperative Purchasing Program.

Section 3. That said contract is entered into under the authority granted by the Ohio Revised Code, Section 306.43(H)(4).

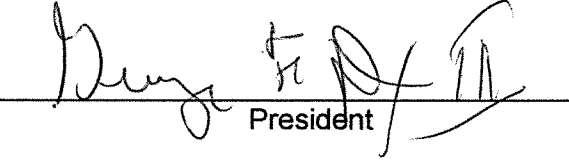
Section 4. That said contract shall be payable from the RTA General Fund, Support Services Department budget at a price not to exceed sixty-four thousand and 00/100 dollars (\$64,000.00) for the two year period.

Resolution 2003-150  
Page 2

Section 5. 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 Specification and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2003-107, bonding and insurance requirements and all applicable laws relating to the contractual obligations of the Authority.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: October 21, 2003

  
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President

Attest:   
\_\_\_\_\_  
CEO, General Manager/ Secretary-Treasurer



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

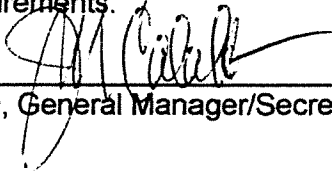
G-3

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2003-100 WITH BOISE CASCADE FOR THE PURCHASE OF COPY PAPER, AS REQUIRED, FOR A PERIOD OF TWO YEARS THROUGH THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM AT A PRICE NOT TO EXCEED \$64,000.00 (RTA GENERAL FUND – SUPPORT SERVICES DEPARTMENT BUDGET)	Resolution No.: 2003 – 150
	Date: October 16, 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/SCOPE: This action will allow the Authority to enter into a contract for obtaining copy paper, as required, for a period of two years, as specified, from the State of Ohio Cooperative Purchasing Agreement.
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority has identified the need to procure white copy paper for various general office functions such as duplicating, faxing, etc. The estimated annual usage is 1,490 cases of assorted size paper. This is an integral part of the operation of an office.
- 3.0 PROCUREMENT BACKGROUND: The State of Ohio has a contract for paper with Boise Cascade, which contains copy paper and includes a Cooperative Purchasing clause. This allows the Authority to place orders against the negotiated State of Ohio contract. The current contract used by the Authority for copy paper procurement is with Boise Cascade under the State of Ohio contract. Boise Cascade has provided the Authority quality service and a quality product. Deliveries are timely, and the billing process is accurate. It is advantageous for the Authority to continue to use the State of Ohio Cooperative Purchase clause of their paper contract.  
  
A cost analysis and market survey have been performed and the Procurement Department has determined the price of Boise Cascade Office Products to be fair and reasonable to the Authority.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: The Office of Business Development does not conduct Affirmative Action reviews or establish goals on procurements included in the State Cooperative Purchasing program.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract will be funded through the RTA General Fund, Support Services Department Budget at a price not to exceed sixty four thousand and 00/100 dollars (\$64,000.00) for the two (2) year period.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this resolution will leave the Authority without the ability to perform normal office functions requiring the use of copy paper.

- 8.0 RECOMMENDATION: It is recommended that the offer of Boise Cascade Office Products 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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CEO, General Manager/Secretary-Treasurer