

RESOLUTION NO. 2003-154

AUTHORIZING AN INCREASE TO THE CONTRACT WITH THE CALL AND POST NEWSPAPER TO PROVIDE PROCUREMENT ADVERTISING SERVICES AT A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, PROCUREMENT DEPARTMENT BUDGET)

WHEREAS, The Greater Cleveland Regional Transit Authority is required by Section 306.43 of the Ohio Revised Code to advertise competitive procurements in excess of twenty-five thousand dollars (\$25,000.00) once a week for two consecutive weeks in a newspaper of general circulation within its territorial boundaries; and

WHEREAS, a contract was entered into with the Call and Post Newspaper to provide advertising services in compliance with statutory requirements at a price not to exceed \$25,000.00 under the General Manager/Secretary-Treasurer's delegated small purchase authority; and

WHEREAS, due to advertising requirements in excess of that anticipated increased funding is needed for such purpose; and

WHEREAS, said increase will exceed the General Manager/Secretary-Treasurer's small purchase authority.

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 be and he is hereby authorized to amend Contract No. 2003-107 with the Call and Post Newspaper to provide procurement advertising services.

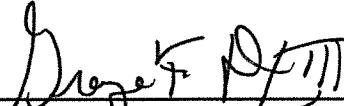
Section 2. That said amendment shall be payable from the General Fund, Procurement Department budget, in an amount of twenty-five thousand and 00/100 dollars (\$25,000), for a total contract price not to exceed fifty thousand and 00/100 dollars (\$50,000.00).

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

Section 4. That this resolution shall become effective immediately upon its adoption.

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.

Adopted: October 21, 2003



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

K-2

TITLE/DESCRIPTION: AUTHORIZING AN INCREASE WITH THE CALL AND POST NEWSPAPER TO PROVIDE PROCUREMENT ADVERTISING SERVICES AT A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, PROCUREMENT DEPARTMENT BUDGET).	Resolution No.: 2003- 154
	Date: October 16, 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 _____	

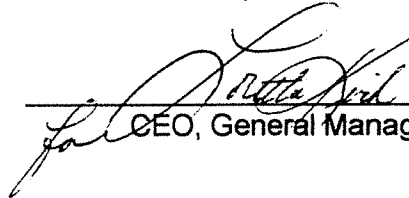
- 1.0 PURPOSE/SCOPE: This action will allow the Authority to increase its contract with the Call and Post Newspaper for procurement advertising.
- 2.0 DESCRIPTION/JUSTIFICATION: Each year the Procurement Department, as part of the budget process, estimates the amount of advertising it will need during the coming year, and enter into a agreement with the Call and Post Newspaper for this purpose. In 2003, the estimate for the Call and Post Newspaper proved low, due to increased procurement actions, invoicing problems and cost increases. As a result, this must be increased. The Call and Post Newspaper increase will exceed the General Manager/Secretary-Treasurer's \$25,000.00 small purchase authority.
- 3.0 PROCUREMENT BACKGROUND: The Call and Post Newspaper is slow in billing for legal advertising, the requested increase will cover past due invoices and will cover August through December advertising.

A price analysis has been performed and the Procurement Department has determined the advertising rates to be fair and reasonable to the Authority.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: All Affirmative Action requirements have been met. The Office of Business Development does not establish goals on small purchases or any procurement that was initially less than \$25,000.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: The change order is funded through General Fund, Procurement Department Budget.
- 7.0 ALTERNATIVES: Reject the change order. Rejection of this change order will leave the Authority's Procurement department unable to pay for advertising already published as well as unable to advertise procurements for the remainder of the year.

8.0 RECOMMENDATION: It is recommended that the change order be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer's to modify the contract.

9.0 ATTACHMENTS: No attachments.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer