

RESOLUTION NO. 2003- 155

AUTHORIZING AN INCREASE TO THE CONTRACT WITH THE CLEVELAND PLAIN DEALER 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 Cleveland Plain Dealer to provide advertising services in compliance with statutory requirements at a price not to exceed \$25,000 under the General Manager/ Secretary-Treasurer's delegated small purchase authority; and

WHEREAS, due to advertising requirements in excess of that anticipated, an increase in 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. 2003-105 with The Cleveland Plain Dealer 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 23, 2003



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS


TITLE/DESCRIPTION: AUTHORIZING AN INCREASE TO THE CONTRACT WITH THE CLEVELAND PLAIN DEALER TO PROVIDE PROCUREMENT ADVERTISING SERVICES AT A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, PROCUREMENT DEPARTMENT BUDGET).	Resolution No.: 2003-155
	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 Cleveland Plain Dealer 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. Thereafter, the General Manager enters into a agreement with the Cleveland Plain Dealer for this purpose. In 2003, the advertising requirements exceeded the estimate for the Cleveland Plain Dealer, due to increased procurement actions, and cost increases for the services. The Cleveland Plain Dealer's increase will exceed the \$25,000.00 small purchase authority. The requested increase will cover advertising services for the period covering June through December 2003.
- 3.0 PROCUREMENT BACKGROUND: The original contract with the Plain Dealer Newspaper for advertising services was authorized under the General Manager/Secretary-Treasurer's small purchase authority. The contract increase will exceed the General Manager/Secretary-Treasurer's small purchase authority and requires approval of the Board of Trustees.

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: The Cleveland Plain Dealer is deemed non-compliant with respect to the Affirmative Action requirements due to the non-submittal of required forms. 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: This amendment shall be payable from the General Fund, Procurement Department Budget, in the amount of twenty five thousand and 00/100 dollars (\$25,000), for a total contract price not to exceed fifty thousand 00/100 dollars (\$50,000).

- 7.0 ALTERNATIVES: Reject the change order. Rejection of this change order would not allow the Procurement Department to pay for advertising services for the period covering June through December 2003.
- 8.0 RECOMMENDATION: It is recommended that the change order be accepted and the resolution passed authorizing the General Manager 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.



J. L. Smith
CEO, General Manager/Secretary-Treasurer