

RESOLUTION NO. 2004- 107

AUTHORIZING THE EXERCISE OF AN OPTION TO CONTRACT 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF AUTHORITY-WIDE OFFICE SUPPLIES, FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, ALL DEPARTMENTAL BUDGETS)

WHEREAS, Resolution No. 2002-20 authorized Contract No. 2001-134 with Staples Business Advantage, located at 2150 W. 117th St., Cleveland, Ohio 44131 for the furnishing of Authority Wide Office Supplies, for one (1) year with two (2), one (1) year options; and

WHEREAS, Resolution No. 2003-56 authorized the General Manager/Secretary-Treasurer to exercise the first year option; and

WHEREAS, the General Manager/Secretary-Treasurer deems exercising the second, one (1) year option 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 General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to exercise the second one (1) year option of contract 2001-134 for the furnishing of Authority wide office supplies.

Section 2. That said option shall be payable out of the General Fund, All Departments budgets, in an amount not to exceed fifty thousand & 00/100 dollars (\$50,000.00).

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

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 2003-107; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Staples Business Advantage will attempt to exceed the 5% DBE goal assigned to this procurement.

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

Adopted: August 17, 2004



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

A-2

TITLE/DESCRIPTION: AUTHORIZING THE EXERCISE OF AN OPTION TO CONTRACT 2001-134 WITH STAPLES BUSINESS ADVANTAGE FOR THE FURNISHING OF AUTHORITY-WIDE OFFICE SUPPLIES, FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$50,000.00 (GENERAL FUND, ALL DEPARTMENTAL BUDGETS).	Resolution No.: 2004-107
	Date: August 12, 2004
	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: This action will allow the Authority to exercise the second, one (1) year option of Contract No. 2001-134 for the furnishing of office supplies throughout the Authority at discounted prices for a period of one year.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will allow the Authority to continue to maximize its purchasing dollars by consolidating the Authorities office supply requirements through negotiations with a single supplier. This action will result in GCRTA obtaining office supplies throughout the Authority at 45% below list price.
- 3.0 PROCUREMENT BACKGROUND: Staples Business Advantage was awarded Contract No. 2001-134 as the result of a competitive bid process which included pricing for the option years. During the initial term, the service provided by Staples Business Advantage Business was acceptable.

A price analysis was performed and the Procurement Department has determined the option year price of Staples Business Advantage to be fair and reasonable to the Authority.

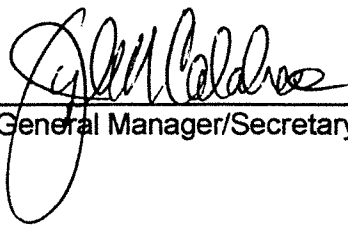
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: All Affirmative Action requirements have been met. A 5% DBE goal was established for this procurement in November 2001 (Contract No. 2001-134). The change order/contract modification will increase this contract to an amount not to exceed \$50,000. For the option year, Staples Business Advantage has committed to achieve 12% DBE participation through the utilization of the following DBE firm(s):

DBE(s) Name/Address	DBE Category	Scope of Work	AMOUNT	PERCENT
R&W Delivery Brooklyn, Ohio	African - American Male	Delivery Services	\$6,000.00	12%
Total DBE Participation			\$6,000.00	12%

- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This procurement will be funded through the RTA General Fund, All Departmental budgets, in an amount not to exceed fifty thousand & 00/100 dollars (\$50,000.00) for the option year.
- 7.0 ALTERNATIVES: Reject this option. Rejection of this one (1) year option would delay procurement of this service and the Authority would incur additional expense for the procurement of office supplies.

- 8.0 RECOMMENDATION: It is recommended that the second one (1) year option of the Staples Business Advantage contract be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to award the option.
- 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