

RESOLUTION 2004-144

AUTHORIZING CONTRACT 2004-072 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$66,500.00 (GENERAL FUND - SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Authority has a recurring requirement to purchase schedule (timetable) paper for the updating of current route information for the public; and

WHEREAS, the bid of Sterling Paper Company, with an office at 5230 Port Side Dr., Medina, OH 44256, for the furnishing of schedule (timetable) paper, as required, for a period of one (1) year was received on September 29, 2004, in an amount not to exceed sixty six thousand five hundred and 00/100 dollars (\$66,500.00); and

WHEREAS, said bid was the only responsive bid received in response to the solicitation; and

WHEREAS, Section 306.43 (C) (2) of the Ohio Revised Code provides that when only one responsive bid from a responsible bidder is received, the Authority may negotiate price with that bidder; and

WHEREAS, after review, a price not to exceed sixty six thousand five hundred and 00/100 dollars (\$66,500.00) was accepted based on the contract requirements; and

WHEREAS, the General Manager/Secretary-Treasurer deems the bid of Sterling Paper Company to be in the best interest of 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 bid of Sterling Paper Company for furnishing of schedule (timetable) paper, as required, for a period of one (1) year, be and the same is hereby accepted as a responsive bid from a responsible bidder.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with Sterling Paper Company to provide schedule (timetable) paper, as required, for a period of one (1) year.

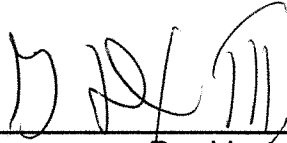
Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget, in an amount not to exceed sixty-six thousand five hundred & 00/100 dollars (\$66,500.00).

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 thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2004-112; 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 Sterling Paper Company will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

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

Adopted: November 16, 2004

  
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President

Attest:   
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CEO, General Manager/Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> AUTHORIZING CONTRACT 2004-072 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$66,500.00 (GENERAL FUND – SUPPORT SERVICES DEPARTMENT BUDGET)	<b>Resolution No.:</b> 2004- 144
	<b>Date:</b> November 11, 2004
	<b>Initiator:</b> Support Services Department
<b>ACTION REQUEST:</b> <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 schedule (timetable) paper, as required, for a period of one year.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has a recurring need to procure schedule (timetable) paper for the updating of current route information for the public. The estimated paper usage for 2004 is 2,000,000 sheets of white – 60 lb, 28" x 18" (Vellum Grain Short).
- 3.0 **PROCUREMENT BACKGROUND:** This Invitation for Bid was posted on the GCRTA Web Site. There were eight (8) inquiries, and one bid was received. The bid was opened on October 5, 2004 and the following resulted:

<u>Company</u>	<u>Price Per Thousand</u>	<u>Total Cost</u>
Sterling Paper Co.	\$33.25	\$66,500.00

One vendor had internal processing problems and was not able to present a timely bid. Another vendor reported that their mill which produces this paper does not ship to the East Coast.

Ohio Revised Code Section 306.43(B) provides that in the case of a single bid being received, the Authority may negotiate the price bid with the vendor. The bid of Sterling Paper Company has been determined to be a responsive bid from a responsible bidder.

A price analysis has been performed and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE 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:** This contract will be funded through the General Fund, Support Services Department budget, in an amount not to exceed sixty-six thousand five hundred & 00/100 dollars (\$66,500.00). The price equals the amount budgeted for this project.

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- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would leave the Authority without the ability to publish revised route timetables for the public.
- 8.0 RECOMMENDATION: It is recommended that the bid of Sterling Paper Company be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer 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