

RESOLUTION NO. 2006-5

AUTHORIZING CONTRACT NO. 2005-129 WITH OFFICE MAX, INC. FOR THE FURNISHING OF OFFICE SUPPLIES, AS REQUIRED, FOR A PERIOD OF TWO YEARS IN AN AMOUNT NOT TO EXCEED \$150,000.00 WITH ONE ADDITIONAL TWO-YEAR OPTION IN AN AMOUNT NOT TO EXCEED \$160,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$310,000.00 (GENERAL FUND - ALL DEPARTMENT BUDGETS)

WHEREAS, the Authority is required to purchase a full range of traditional office supplies to support normal day-to-day administrative staff requirements; and

WHEREAS, the proposal of Office Max, Inc., located at 17909 Cleveland Parkway; Cleveland, Ohio 44135, for the furnishing office supplies was received on November 15, 2005; and

WHEREAS, after negotiations, a fixed price schedule supplemented by a discounted pricing plan was agreed to in an amount not to exceed one hundred fifty thousand and 00/100 dollars (\$150,000.00) for the base two year period with one two year option in an amount not to exceed one hundred sixty thousand & 00/100 dollars (\$160,000.00) for a total contract amount not to exceed three hundred ten thousand & 00/100 dollars (\$310,000.00); and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of Office Max, Inc., as negotiated, to be in the Authority's best interest, cost and all other factors considered, 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 offer of Office Max, Inc., as negotiated, for the furnishing of office supplies, as required, be and the same is hereby accepted as the most advantageous to the Authority, cost and all other factors considered.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with Office Max, Inc. to furnish office supplies for a period of two years with an option for one additional two-year period.

Section 3. That said contract shall be payable from the General Fund, All Department budgets, in an amount not to exceed one hundred fifty thousand & 00/100 dollars (\$150,000.00) for the base two-year period with one two year option in an amount not to exceed one hundred sixty thousand & 00/100 dollars (\$160,000.00) for a total contract amount not to exceed three hundred ten thousand & 00/100 dollars (\$310,000.00).

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 Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2005-51; bonding and insurance requirements and all applicable laws relating to the contractual obligation of the Authority.



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2005-129 WITH OFFICE MAX, INC FOR THE FURNISHING OF OFFICE SUPPLIES, AS REQUIRED, FOR A PERIOD OF TWO YEARS IN AN AMOUNT NOT TO EXCEED \$150,000.00 WITH ONE ADDITIONAL TWO YEAR OPTION IN AN AMOUNT NOT TO EXCEED \$160,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$310,000.00 (GENERAL FUND - ALL DEPARTMENT BUDGETS).	Resolution No.: 2006-5
	Date: January 19, 2006
	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 enter into a contract for the furnishing of office supplies for a period of two years with an additional two-year option for renewal.

2.0 **DESCRIPTION/JUSTIFICATION:** This action will allow the Authority to purchase a full range of traditional office supplies to support day-to-day administrative staff requirements, as required. The Authority will be able to maximize its purchasing dollars by negotiating the best rate with a single supplier.

3.0 **PROCUREMENT BACKGROUND:** Request for proposals were downloaded by thirteen (13) potential vendors. Seven (7) proposals were received on November 15, 2005. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Office Max, Inc. was determined to be in the Authority's best interest for the furnishing of office supplies. The not to exceed price of \$150,000.00 for the initial two year period is based upon a fixed price schedule for higher usage products and a discounted pricing plan for other supply items on an as-required basis. The price for the option years are based on normal anticipated price escalation for supplies, also on an as-required basis.

Office Max, Inc. is a major provider of office supplies in the Greater Cleveland Area. They service both public and non-profit organizations. In a Quick Price Catalog developed especially for GCRTA, special pricing was negotiated for specific high usage items and for an additional 500 office products including both name brands and compatible Office Max brand products. They will also offer the Authority a full-line catalog that will contain over 13,000 items which will be available at discounts averaging 50%.

A cost/price analysis has been performed and the Procurement Department has determined that the proposal of Office Max, Inc. is 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 certified DBE firms.

- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, All Department budgets, in an amount not to exceed one hundred fifty thousand & 00/100 dollars (\$150,000.00) for the base two year period, with one two year option in an amount not to exceed one hundred sixty thousand & 00/100 dollars (\$160,000.00) for a total contract amount not to exceed three hundred ten thousand & 00/100 dollars (\$310,000.00).
- 7.0 ALTERNATIVES: Reject this proposal. Rejection of this proposal would put the Authority at risk of not being able to efficiently purchase office supplies to support normal operations.
- 8.0 RECOMMENDATION: It is recommended that the offer of Office Max, Inc. 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.

CEO, General Manager/Secretary-Treasurer