

RESOLUTION NO. 2006-199

AUTHORIZING CONTRACT NO. 2006-104 WITH BUY RITE OFFICE PRODUCTS TO SUPPLY COPY PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$42,928.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Authority has a recurring requirement to purchase various size copy paper for general office functions; and

WHEREAS, the bid of Buy Rite Office Products, with an office at 23715 Merchantile, Beachwood, OH 44122, for the furnishing of copy paper, as required, for a period of one (1) year was received on October 5, 2006, in an amount not to exceed forty-two thousand nine hundred twenty-eight and 00/100 dollars (\$42,928.00); and

WHEREAS, the General Manager/Secretary-Treasurer deems the bid of Buy Rite Office Products 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 Buy Rite Office Products for the furnishing of copy 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 Buy Rite Office Products for the furnishing of copy paper, as required, for a period of one (1) year.

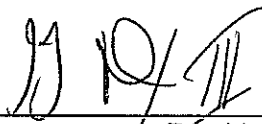
Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget, in an amount not to exceed forty-two thousand nine hundred twenty-eight and 00/100 dollars (\$42,928.00). This is contingent upon Board of Trustee's approval of the 2007 Operating Budget.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and Addenda thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2006-77; 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 Buy Rite Office Products will attempt to exceed the 15% minimum DBE goal assigned to this procurement.

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

Adopted: November 21, 2006



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2006-104 WITH BUY RITE OFFICE PRODUCTS TO SUPPLY COPY PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$42,928.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)	Resolution No.: 2006-199
	Date: November 16, 2006
	Initiator: Support Services 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 obtaining copy paper, as required, for a period of one year.
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority has a recurring need to procure white xerographic paper for various general office functions such as duplicating, faxing, etc. The estimated paper usage for this contract period is 1630 cases of various sized copy paper.
- 3.0 PROCUREMENT BACKGROUND: This Invitation for Bid was posted on the GCRTA web site and was advertised in the local newspapers. Ten (10) potential bidders downloaded the package and three (3) bids were received on October 6, 2006. Suppliers were permitted to quote both annual and quarterly pricing due to the volatility of the current market. This contract is being awarded on the quarterly adjusted price basis to allow the GCRTA to take advantage of a lower current cost. A summary of all bids received is as follows:

Quarterly Price Review Basis

<u>Company</u>	<u>Total Cost</u>
Buy Rite Office Products 23715 Mercantile Road Beachwood, OH 44122	\$42,928.00
Sterling Paper Co. 5236 Portside Dr. Medina, Ohio 44256	\$43,989.00
OfficeMax Enterprise Solutions 17909 Cleveland Parkway Cleveland, Ohio 44135	\$48,733.00


Annual Price Basis

<u>Company</u>	<u>Total Cost</u>
Buy Rite Office Products 23715 Mercantile Road Beachwood, OH 44122	\$45,128.70
SOL Solutions 2678 Sulgrave Rd. Cleveland, Ohio 44122	\$48,896.00

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 15% DBE goal was established for this procurement. In compliance with federal regulations, Buy Rite Office Products provided good faith effort documentation to demonstrate it was unable to secure DBE participation.
- 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 forty-two thousand nine hundred twenty-eight & 00/100 dollars (\$42,928.00). The price is 2% lower than the budgeted amount of \$44,000.00 for this project. This is contingent upon Board of Trustee's approval of the 2007 Operating Budget.
- 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 Buy Rite Office Products 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