

RESOLUTION NO. 2007-5

AUTHORIZING CONTRACT NO. 2006-067B WITH XEROX CORPORATION TO PROVIDE A WIDE FORMAT DIGITAL PRINTER/SCANNER, INCLUDING EQUIPMENT, SOFTWARE, MAINTENANCE AND SUPPLIES (EXCLUDING PAPER) TO THE AUTHORITY FOR A PERIOD OF THREE YEARS, WITH TWO ONE-YEAR OPTIONS IN AN AMOUNT NOT TO EXCEED \$24,265.08 FOR THE BASE THREE YEARS, AND IN AN AMOUNT NOT TO EXCEED \$8,088.36 FOR EACH OPTION YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$40,441.80 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority has determined the need to obtain a wide format printer for use in the Engineering Department for a period of three years with two one-year options; and

WHEREAS, the offer of Xerox Corporation located at 6000 Freedom Square Drive, Independence, Ohio 44131 to provide this equipment, software and maintenance was received on September 26, 2006; and

WHEREAS, Xerox Corporation has offered to provide this equipment in an amount not to exceed \$24,265.08 for the base three years and in an amount not to exceed \$8,088.36 for each option year, for a total negotiated contract amount not to exceed \$40,441.80; and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of Xerox Corporation, as negotiated, to be the most advantageous to the Authority, cost and other factors considered, 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 offer of Xerox Corporation, as modified by negotiations, to provide a wide format printer/scanner including equipment, software, maintenance and supplies (excluding paper) for a period of three years, with two one-year options, be and the same is hereby accepted as being in the best interest of the Authority.

Section 2. That the General Manager/Secretary-Treasurer be and he hereby is authorized to enter into a contract with Xerox Corporation to provide a wide format printer/scanner including equipment, software, maintenance and supplies (excluding paper) for a term of three years, with the authority to exercise two one-year options.

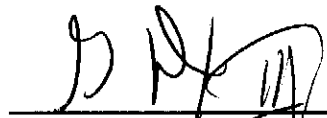
Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget in an amount not to exceed twenty-four thousand two hundred sixty-five & 08/100 dollars (\$24,265.08) for the base three years with the Authority retaining two, one-year options in an amount not to exceed eight thousand eighty-eight & 36/100 dollars (\$8,088.36) for each option year for a total contract amount not to exceed forty thousand four hundred forty-one & 80/100 dollars (\$40,441.80).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to Specifications and Addenda, 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 the contractual obligation of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Xerox Corporation will attempt to exceed the 10% DBE goal assigned to this procurement.

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

Adopted: January 16, 2007

  
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President

Attest:   
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CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b> AUTHORIZING CONTRACT NO. 2006-067B WITH XEROX CORPORATION TO PROVIDE A WIDE FORMAT DIGITAL PRINTER/SCANNER, INCLUDING EQUIPMENT, SOFTWARE, MAINTENANCE AND SUPPLIES (EXCLUDING PAPER) TO THE AUTHORITY FOR A PERIOD OF THREE YEARS, WITH TWO ONE-YEAR OPTIONS IN AN AMOUNT NOT TO EXCEED \$24,265.08 FOR THE BASE THREE YEARS AND IN AN AMOUNT NOT TO EXCEED \$8,088.36 FOR EACH OPTION YEAR FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$40,441.80 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)	<b>Resolution No.:</b> 2007-5
	<b>Date:</b> January 11, 2007
	<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 a wide format printer/scanner to be utilized by the Engineering Department.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Engineering Department of the Authority requires a new digital printer/scanner that will eliminate the need to send out for reproduction services reducing both time and overall cost. This new printer/scanner will replace three dated machines, including a copier, a scanner and a plotter, that are currently in poor condition and too old to service. The scanning, copying and plotting capabilities are required to maintain normal business operations for engineering and construction projects. The ability to perform these functions in-house will allow Engineering to provide timely response to Operations for document requests, better interface capability with the CITME system and improved retrieval of electronic data for transmission to job-sites on construction projects.
  
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal was posted on the GCRTA website and advertised in the local newspapers. Proposers were asked to propose on providing a digital multifunction usage program and/or a wide format printer/scanner. Twenty-nine (29) vendors downloaded the RFP. Nine (9) proposals were received on September 26, 2006 for the wide format printer/scanner. After evaluation by a panel of Authority employees in accordance with established Procurement Policies and Procedures, and subsequent negotiations, the proposal of Xerox Corporation was selected to be the most advantageous to the Authority to provide a wide format digital printer/scanner including equipment, software maintenance and supplies (excluding paper). Xerox Corporation has been in business for more than 40 years. Other local clients include Cleveland Public Library, Cuyahoga County Board of Mental Retardation, Cuyahoga Metropolitan Housing Authority and Key Bank.

A cost analysis has been performed and the Procurement Department has determined that the negotiated rates of services are fair, reasonable and advantageous to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. The Office of Business Development established a 10% DBE Goal for this procurement, which was solicited as one of several components of a split RFP process.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** The contract will be funded through the General Fund, Support Services Department budget in an amount not to exceed twenty-four thousand two hundred sixty-five & 08/100 dollars (\$24,265.08) for the base three years and in an amount not to exceed eight thousand eighty-eight & 36/100 dollars (\$8,088.36) for each of the two option years for a total contract amount not to exceed forty thousand four hundred forty-one & 80/100 dollars (\$40,441.80). This is within the budgeted amount for these services.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer will continue to add time and cost to engineering functions and delay the response capabilities.
- 8.0 **RECOMMENDATION:** It is recommended that the offer of Xerox Corporation, as modified by negotiations, 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