

RESOLUTION NO. 2007-174

AUTHORIZING CONTRACT NO. 2007-131 WITH BUY RITE OFFICE PRODUCTS TO SUPPLY COPY PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$45,128.70 (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 November 30, 2007, in an amount not to exceed forty-five thousand one hundred twenty-eight & 70/100 dollars (\$45,128.70); 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.

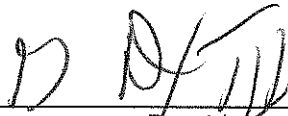
Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget, in an amount not to exceed forty-five thousand one hundred twenty-eight & 70/100 dollars (\$45,128.70). This is contingent upon the Board of Trustee's approval of the 2008 Operating Budget.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds, compliance by the contractor to the Specifications and Addenda thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2007-64; 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 0 % minimum DBE goal assigned to this procurement.

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

Adopted: December 18, 2007



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2007-131 WITH BUY RITE OFFICE PRODUCTS TO SUPPLY COPY PAPER, AS REQUIRED, FOR A ONE YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$45,128.70 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)	Resolution No.: 2007-174
	Date: December 13, 2007
	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. Fourteen (14) potential bidders downloaded the package and three (3) bids were received on November 30, 2007. Suppliers were permitted to quote both annual and quarterly pricing due to the volatility of the current market. Buy Rite Office Products was the only company willing to provide a fixed price for the contract year. The other two bids were subject to quarterly adjustments.

Annual Price Basis

<u>Company</u>	<u>Total Cost</u>
Buy Rite Office Products 23715 Mercantile Road Beachwood, OH 44122	\$45,128.70

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 certified DBE firms.
- 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-five thousand one hundred twenty-eight & 70/100 dollars (\$45,128.70). The price is approximately 5% higher than what was paid in 2007 but equal to the budgeted amount for 2008. This is contingent upon the Board of Trustee's approval of the 2008 Operating Budget.

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would leave the Authority without the ability to perform normal office functions such as duplicating, receiving faxes, etc.
- 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