

RESOLUTION NO. 2008-25

AUTHORIZING CONTRACT NO. 2007-153 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A TWO YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$134,200.00 (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 two (2) years was received on January 28, 2008, in an amount not to exceed one hundred thirty-four thousand two hundred & 00/100 dollars (\$134,200.00); 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 two (2) years, 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 two (2) years.

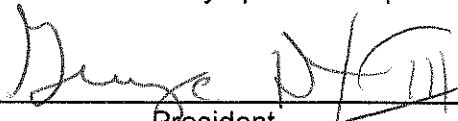
Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget, in an amount not to exceed one hundred thirty-four thousand two hundred & 00/100 dollars (\$134,200.00).

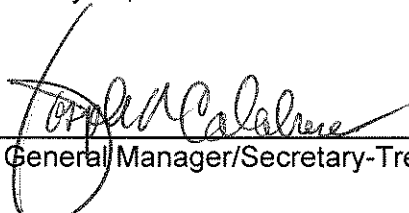
Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds for future years; compliance by the contractor to the Specifications and Addenda thereto, if any, the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2007-64; 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 Sterling Paper Company will attempt to exceed the 5% minimum DBE goal assigned to this procurement.

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

Adopted: February 19, 2008

  
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President

Attest:   
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CEO, General Manager/Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> AUTHORIZING CONTRACT NO. 2007-153 WITH STERLING PAPER COMPANY TO SUPPLY SCHEDULE (TIMETABLE) PAPER, AS REQUIRED, FOR A TWO YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$134,200.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)	Resolution No.: 2008-25
	Date: February 14, 2008
	Initiator: 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 two years.
- 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 this contract period is 2,000,000 sheets of white – 60 lb, 28" x 18" (Vellum Grain Short) annually. This procurement is for 4,000,000 sheets over a two year period.
- 3.0 **PROCUREMENT BACKGROUND:** This Invitation for Bid was posted on the GCRTA web site and advertised in the local newspapers. Nine (9) potential bidders downloaded the solicitation and three (3) bids were received on January 28, 2008 as follows:


<u>Company</u>	<u>Price Per Thousand</u>	<u>Total Price</u>
Sterling Paper Co. 5236 Portside Dr. Medina, Ohio 44256	\$33.55	\$134,200.00
Unisource 7575 East Pleasant Valley Independence, OH 44125	\$43.14	\$172,560.00
American Merchandising 13308 Euclid Ave Cleveland, OH 44112	\$44.35	\$177,400.00

A price analysis has been performed and the Procurement Department considers the bid of Sterling Paper Co. to be a responsive and responsible bid and fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 5% DBE goal was established for this procurement. Sterling Paper submitted good faith effort documentation meeting federal guidelines to support a finding of lack of subcontracting opportunities on the contract.
- 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 one hundred thirty-four thousand two hundred & 00/100 dollars (\$134,200.00). The price is 9% lower than the budgeted amount of \$150,000.00 for this procurement.
- 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