

RESOLUTION NO. 2008-101

AUTHORIZING CONTRACT NO. 2008-127 WITH CINTAS CORPORATION TO PROVIDE RECORDS STORAGE AND SERVICES, AS SPECIFIED, FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$222,000.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Authority has identified the need for records storage and services; and

WHEREAS, the proposal of Cintas Corporation located at One Andrews Circle, Brecksville, Ohio, 44141 to provide records storage and services was received on June 3, 2008 for a five-year period; and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of Cintas Corporation, after negotiations, to provide records storage and services for a period of five years, to be advantageous to 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 proposal of Cintas Corporation, as modified by negotiations, to provide records storage and services, as specified, for a period of five years, be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with Cintas Corporation to provide records storage and services, as specified, for a period of five years.


Section 3. That said contract shall be payable out of the General Fund, Support Services Department budget in an amount not to exceed two hundred twenty-two thousand & 00/100 dollars (\$222,000.00) for a five-year period.

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, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2008-061; 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 Cintas Corporation 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: July 15, 2008



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2008-127 WITH CINTAS CORPORATION TO PROVIDE RECORDS STORAGE AND SERVICES, AS SPECIFIED FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$222,000.00 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)	Resolution No.: 2008-101
	Date: July 10, 2008
	Initiator: Support Services
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 five-year contract to provide records storage and services.

- 2.0 **DESCRIPTION/JUSTIFICATION:** Due to governmental laws and regulations, the GCRTA is required to maintain records for a specified length of time, as well as, to destroy records according to the GCRTA records destruction program. The records storage center is used for storage of inactive and permanent paper records, as well as, secured records and bulk storage. Currently, we have more than 8,000 holdings. It is impossible to maintain this amount of records within our offices because of space constraints, inadequate security and the environmental requirements needed to preserve those records. Therefore, an off-site records storage facility is in the best interest of the Authority.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal was posted on the procurement website and advertised in the local newspapers. Nineteen (19) prospective proposers downloaded the solicitation and four (4) responded on June 3, 2008. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of Cintas Corporation to provide records storage and services was determined to be the most advantageous to the Authority. After negotiations, an amount not to exceed \$222,000.00 for a five-year period estimated at \$44,000.00 annually, was agreed upon.

Cintas Corporation, formerly Andrews Record Management has successfully performed our records management services since 1998. In addition to having held previous contracts with GCRTA, Cintas other client list includes: Cleveland Clinic Foundation, Fifth Third Bank, Squires Sanders & Dempsey, LLP and Tucker, Ellis & West, LLP.

A cost/price analysis was performed and the Procurement Department has determined the negotiated rates 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 lack of certified DBE Firms.

- 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 two hundred twenty-two thousand & 00/100 dollars (\$222,000.00) for a five-year period. This pricing is the budgeted amount for the project.

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would require the Authority to store records on-site at a considerable expense due to space constraints, security needs and environmental requirements needed to preserve those records.
- 8.0 RECOMMENDATION: It is recommended that the offer of Cintas Corporation 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