

RESOLUTION NO. 2013-56

AUTHORIZING CONTRACT NO. 2013-088 WITH CINTAS CORPORATION NO. 2, DBA CINTAS DOCUMENT MANAGEMENT, TO PROVIDE RECORDS STORAGE AND SERVICES, AS REQUIRED, FOR A PERIOD OF FIVE YEARS, IN AN AMOUNT NOT TO EXCEED \$231,220.00 (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 No. 2, dba Cintas Document Management (Cintas), located at One Andrews Circle, Brecksville, Ohio 44141, to provide records storage and services was received on June 5, 2013 for a five-year period; and

WHEREAS, after negotiations, an amount not to exceed \$231,220.00 for the five-year period was agreed upon; and

WHEREAS, the General Manager/Secretary-Treasurer has deemed the offer of Cintas, as negotiated, 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 offer of Cintas Corporation No. 2 dba Cintas Document Management (Cintas) to provide Records Storage and Services, as modified by negotiations, for a period of five years 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 to provide said services 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 \$231,220.00 for the period of five years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon funding 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 No. 2013-031; 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 that Cintas 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 16, 2013



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: RECORDS STORAGE & SERVICES		Resolution No.: 2013-56
VENDOR: CINTAS CORPORATION NO. 2 DBA CINTAS DOCUMENT MANAGEMENT		Date: July 11, 2013
AMOUNT: AMOUNT NTE \$231,220.00 FOR FIVE YEARS		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: Government laws and regulations require that GCRTA 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, there are 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 (RFP) was posted on the procurement website and advertised in the local newspapers. Twelve prospective proposers downloaded the solicitation and two responded on June 5, 2013. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of Cintas Corporation No. 2 dba Cintas Document Management (Cintas) to provide records storage and services was determined to be the most advantageous to the Authority. After negotiations, an amount not to exceed \$231,220.00 for a five-year period, was agreed upon.

Cintas, formerly Andrews Record Management, has successfully performed the Authority's records management services since 1998. In addition to having held previous contracts with the Authority, other Cintas clients include Cleveland Clinic Foundation, Lincoln Electric and the Counsel for Economic Opportunity of Greater Cleveland (CEOGC).

A cost analysis has been performed and the Procurement Department has determined that the price is 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 DBEs.

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 \$231,220.00 for the five-year period. This price is at the budgeted amount for this 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 the space constraints, security needs and environmental requirements needs to preserve those records.
- 8.0 RECOMMENDATION: It is recommended that the offer of Cintas 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