

RESOLUTION NO. 2014-97

AUTHORIZING CONTRACT NO. 2014-070 WITH MERITECH, INC. TO PROVIDE A MULTIFUNCTION COPIER PROGRAM, INCLUDING EQUIPMENT, SOFTWARE & MAINTENANCE FOR A PERIOD OF THREE YEARS IN AN AMOUNT NOT TO EXCEED \$270,990.00 WITH TWO, ONE-YEAR OPTIONS IN AMOUNTS NOT TO EXCEED \$57,460.00 AND \$37,000.00, RESPECTIVELY, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$365,450.00 (GENERAL FUND, INFORMATION TECHNOLOGY DEPARTMENT BUDGET)

WHEREAS, the Authority has determined the need to contract for a Multifunction Copier Program (Copy/Print/Scan/Fax) including equipment, software & maintenance for a period of three years with two one-year options; and

WHEREAS, the proposal of Meritech, Inc. located at 4577 Hinckley Industrial Parkway, Cleveland, OH 44109 to provide these products and services was received on June 19, 2014; and

WHEREAS, after negotiations, Meritech, Inc. has offered to provide such products and services at rates resulting in an amount not to exceed \$270,990.00 for the base three years with two, one-year options in amounts not to exceed \$57,460.00 and \$37,000.00 respectively, for a total contract amount not to exceed \$365,450.00 for the five year period; and

WHEREAS, the General Manager/Secretary-Treasurer deems the negotiated offer of Meritech, Inc. to be in the best interest of the Authority, price 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 negotiated offer of Meritech, Inc., to provide a multifunction copier program including equipment, software & maintenance for a period of three years with two, one-year options, is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer be and he is hereby authorized to enter into a contract with Meritech, Inc. to provide said products and services for a period of three years and to exercise two, one-year options.

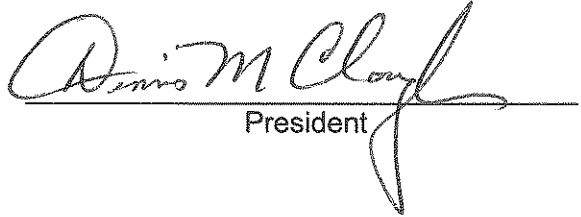
Section 3. That said contract shall be payable from the General Fund, Information Technology Department budget in an amount not to exceed \$270,990.00 for the base three years, with two, one-year options in amounts not to exceed \$57,460.00 and \$37,000.00, respectively, for a total contract amount not to exceed \$365,450.00 for the 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 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 Meritech, Inc. will attempt to exceed the 10% minimum DBE goal assigned to this project.

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

Adopted: October 21, 2014



President

Attest: 

CEO/General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: MULTIFUNCTION COPIER PROGRAM, INCLUDING EQUIPMENT, SOFTWARE & MAINTENANCE FOR A PERIOD OF THREE YEARS WITH TWO, ONE-YEAR OPTIONS VENDOR: MERITECH, INC. AMOUNT: NTE \$270,990.00 FOR THE BASE THREE YEARS WITH TWO, ONE-YEAR OPTIONS IN AMOUNTS NTE \$57,460.00 AND \$37,000.00 RESPECTIVELY FOR A TOTAL CONTRACT AMOUNT NTE \$365,450.00	Resolution No.: 2014-97
	Date: October 16, 2014
	Initiator: Information Technology
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 to provide a multifunction copier program including equipment, software and maintenance for a period of three years with two, one-year options.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has an ongoing need to support internal and external communication needs in the production of correspondence, reports, agendas, memos, contracts, RFP's, schedules, inserts, forms, brochures, newsletters, resolutions, etc. varying in volume, frequency, size, technical specifications and delivery schedules. The Authority desires to obtain multifunction products and services to meet this need.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty-one (21) prospective proposers reviewed the solicitation and five proposals were received. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Meritech, Inc. was determined to be the most advantageous to the Authority, price and all other factors considered.

 A price analysis was performed and the Procurement Department has determined the price of Meritech, Inc. to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met for this procurement. A 10% DBE goal was established for this procurement. Meritech, Inc. has committed to meeting the DBE goal through the utilization of Jones Technologies Enterprise, Inc. (African-American) in the amount of \$36,545.00 or 10%.

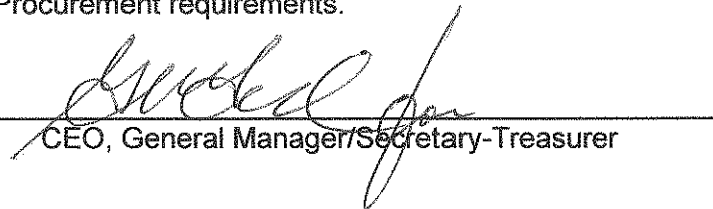
- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 **ECONOMIC IMPACT:** This procurement will be funded through the General Fund, Information Technology Department budget, in an amount not to exceed \$270,990.00 for the base three years, with two, one year options in amounts not to exceed \$57,460.00, and \$37,000.00 respectively, for a total contract amount not to exceed \$365,450.00 for the five year period. This is the budgeted amount for this purchase.

- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would leave the Authority without an efficient and cost effective copier program.

- 8.0 RECOMMENDATION: It is recommended that the offer of Meritech, Inc. 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