

RESOLUTION NO. 2016-59

AUTHORIZING CONTRACT NO. 2016-075 WITH UNIVERSAL OIL, INC. FOR THE FURNISHING OF HEAVY-DUTY FORMULATED PRE-DILUTED ANTIFREEZE/COOLANT, AS SPECIFIED AND AS REQUIRED, IN AN AMOUNT NTE \$119,464.00 FOR YEAR ONE AND IN AN AMOUNT NTE \$125,944.00 FOR THE OPTION YEAR FOR A TOTAL CONTRACT AMOUNT NTE \$245,408.00 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority requires the replacement of antifreeze/coolant for the routine maintenance of all revenue and non-revenue vehicles; and

WHEREAS, the bid of Universal Oil, Inc., located at 265 Jefferson Ave., Cleveland, Ohio 44113 for the furnishing of heavy-duty formulated pre-diluted antifreeze/coolant, as specified and as required, was received on July 26, 2016, at unit prices resulting in an amount not to exceed \$119,464.00 for one year and in an amount not to exceed \$125,944.00 for the option year, resulting in a total contract amount not to exceed \$245,408.00 for a period of two years; and

WHEREAS, the CEO, General Manager/Secretary-Treasurer deems the bid of Universal Oil, Inc. to be the lowest responsive bid from a responsible bidder 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 Universal Oil, Inc., for the furnishing of heavy-duty formulated pre-diluted antifreeze/coolant, as specified and as required, for a period of one year with an option for one additional year, be and the same is hereby accepted.

Section 2. That the CEO, General Manager/Secretary-Treasurer be and he is hereby authorized to enter into a contract with Universal Oil, Inc., for the furnishing of heavy-duty formulated pre-diluted antifreeze/coolant, as specified and as required, for a period of one year with the authority to exercise a one-year option.

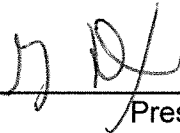
Section 3. That said contract shall be payable from the General Fund, Fleet Management Department budget, in an amount not to exceed \$119,464.00 for a period of one year and in an amount not to exceed \$125,944.00 for the option year, resulting in a total contract amount not to exceed \$245,408.00 for the two-year period.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years and compliance by the contractor with the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution No. 2015-076; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

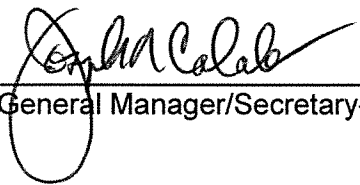
Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Universal Oil, Inc., will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

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

Adopted: August 16, 2016



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: FURNISHING OF HEAVY-DUTY FORMULATED PRE-DILUTED ANTIFREEZE/COOLANT, AS SPECIFIED AND AS REQUIRED VENDOR: UNIVERSAL OIL, INC. AMOUNT: IN AN AMOUNT NTE \$119,464.00 FOR YEAR ONE AND AN AMOUNT NTE \$125,944.00 FOR THE OPTION YEAR FOR A TOTAL CONTRACT AMOUNT NTE \$245,408.00	Resolution No.: 2016-59
	Date: August 11, 2016
	Initiator: Fleet Management 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 resolution will allow the Authority to enter into a contract for the furnishing of antifreeze/coolant, as specified and as required, for a period of one year with an option for one additional year.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The antifreeze is required for the routine maintenance of all revenue and non-revenue vehicles operated by the Authority.
- 3.0 **PROCUREMENT BACKGROUND:** The Invitation for Bid (IFB) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Three interested parties downloaded the bid package. Two bids were opened on July 26, 2016. The following is a summary of the bids received:

Bidders	Anti freeze	Anticipated Annual Usage (gallons)	Unit Cost Per Gallon Year 1	Unit Cost Per Gallon Year 2	Year 1	Year 2
Universal Oil	Bulk	28,000	\$3.66	\$3.86	\$102,480.00	\$108,080.00
	Drum	4,400	\$3.86	\$4.06	\$16,984.00	\$17,864.00
					\$119,464.00	\$125,944.00
Universal Oil Total Bid					\$245,408.00	
Northeast Lubricants	Bulk	28,000	\$4.35	\$4.35	\$121,800.00	\$121,800.00
	Drum	4,400	\$5.35	\$5.35	\$23,540.00	\$23,540.00
					\$145,340.00	\$145,340.00
Northeast Lubricants Total Bid					\$290,680.00	

The Basis of Award is the lowest responsive bid from a responsible bidder for the Total Bid. Universal Oil, Inc. was determined to be a responsive and responsible bidder. 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 procurement will be funded through the General Fund, Fleet Management Department budget, in an amount not to exceed \$119,464.00 for year one and in an amount not to exceed \$125,944.00 for the option year, resulting in a total contract amount not to exceed \$245,408.00 for the two-year period. The total bid price is 16% below the budget estimate.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would cause delays in the procurement of antifreeze and impact service quality.
- 8.0 RECOMMENDATION: It is recommended that the offer of Universal Oil, Inc. be accepted and the resolution passed authorizing the CEO, 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