

RESOLUTION NO. 2016-63

AUTHORIZING AN INCREASE TO CONTRACT 2015-148 WITH OFFICE DEPOT, INC. FOR ADDITIONAL TIMETABLE PRINTING SERVICES IN AN AMOUNT NOT TO EXCEED \$39,931.63 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$121,674.57 (GENERAL FUND, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Authority has a recurring need for timetable printing services; and

WHEREAS, after a competitive solicitation, an offer from Office Depot, Inc., with an office located at 26035 Lorain Road, North Olmsted, Ohio 44070 was received to provide these services, and Office Depot, Inc. was determined to be a responsive and responsible bidder; and

WHEREAS, a small purchase contract was placed with Office Depot, Inc. to provide timetable printing services in an amount not to exceed \$81,742.88; and

WHEREAS, due to substantial increases in requests for printing timely critical information, there is a need for additional timetable printing services in the amount of \$39,931.63; and

WHEREAS, the CEO, General Manager/Secretary-Treasurer deems it is in the best interest of the Authority to obtain these additional timetable printing services from Office Depot, Inc.; and

WHEREAS, the Authority requests an increase to this contract for additional timetable printing services in the amount of \$39,931.63, resulting in a new contract total amount not to exceed \$121,674.57; and

WHEREAS, said increase will exceed the CEO, General Manager/Secretary-Treasurer's small purchase authority.

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 Office Depot, Inc. to provide additional timetable printing services, as required, is hereby accepted.

Section 2. That the CEO, General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to amend Contract No. 2015-158 with Office Depot, Inc. to provide these additional timetable printing services.

Section 3. That said increase shall be payable from the General Fund, Support Services Department budget, in an amount not to exceed \$39,931.63 for a total contract amount not to exceed \$121,674.57.

Section 4. That said increase shall be binding upon and an obligation of the Authority contingent upon appropriation of funds, compliance by the contractor to 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 all other terms and conditions of the original contract remain unchanged.

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

Adopted: August 16, 2016

  
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President

Attest:   
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CEO/General Manager/Secretary-Treasurer




<b>TITLE/DESCRIPTION:</b> <b>CONTRACT:</b> INCREASE TO CONTRACT 2015-148 FOR ADDITIONAL TIMETABLE PRINTING SERVICES <b>VENDOR:</b> OFFICE DEPOT, INC. <b>AMOUNT:</b> NOT TO EXCEED \$39,931.63	<b>Resolution No.:</b> 2016-63
	<b>Date:</b> August 11, 2016
	<b>Initiator:</b> Support Services
<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 change order with Office Depot, Inc. to provide additional timetable printing services.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** There are quarterly service changes each year, wherein numerous routes and/or service changes occur, creating the need for new timetable production in mass quantities. Over the last several months, the Authority experienced a substantial increase in requests for printing critical information to inform customers of current or upcoming changes to or affecting service, including the Republican National Convention, Cavaliers Championship, and Public Square re-routes. These events have caused the Authority to go beyond the projected cost and need for timetable printing services.
  
- 3.0 **PROCUREMENT BACKGROUND:** In October 2015, the Authority entered into a competitive small purchase contract with Office Depot, Inc. to provide timetable printing services in an amount not to exceed \$81,742.88. Due to the unexpected demand for additional services, an increase to the contract in an amount not to exceed \$39,931.63 is now required. This amount exceeds the small purchase limit, thereby, requiring Board authorization.  
  
 A price analysis was performed and the Procurement Department has determined the offer of Office Depot, Inc. to provide these additional services, 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 DBE firms.
  
- 5.0 **POLICY IMPACT:** Does not apply.
  
- 6.0 **ECONOMIC IMPACT:** This change order will be payable through the General Fund, Support Services Department budget, in an amount not to exceed \$39,931.63 for a total contract amount not to exceed \$121,674.51.
  
- 7.0 **ALTERNATIVES:** Reject all bids. Rejection of this change order will hinder the Authority's ability to disseminate new or revised timetables to customers.
  
- 8.0 **RECOMMENDATION:** It is recommended that this change order be accepted and the resolution passed authorizing the CEO, General Manager/Secretary-Treasurer to modify the 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