

RESOLUTION NO. 2024-28

AUTHORIZING CONTRACT NO. 2024-023 WITH NORTHEAST LUBRICANTS LTD. FOR THE FURNISHING OF TRANSMISSION FLUID, AS SPECIFIED AND AS REQUIRED, FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$103,000.00 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") has a recurring requirement to obtain transmission fluid, as specified and as required, for a period of one (1) year, to be used for the routine maintenance of all revenue and non-revenue vehicles; and

WHEREAS, the bid of Northeast Lubricants Ltd. located at 4500 Renaissance Parkway, Cleveland, Ohio 44128, for the furnishing of transmission fluid, as specified and as required, for a period of one (1) year at unit prices resulting in a total contract amount not to exceed \$103,000.00, was received on March 27, 2024; and

WHEREAS, the General Manager, Chief Executive Officer deems the bid of Northeast Lubricants Ltd. 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 Northeast Lubricants Ltd., for the furnishing of transmission fluid, as specified and as required, for a period of one (1) year be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Northeast Lubricants Ltd., for the furnishing of transmission fluid, as specified and as required, for a period of one (1) year.

Section 3. This contract shall be payable from the RTA General Fund, Fleet Management Department budget, in an amount not to exceed \$103,000.00 for a period of one (1) year.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the specifications and addenda, thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees; bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees expects that Northeast Lubricants Ltd. 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: April 16, 2024



President

Attest: Rajan D. Pantam
Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: FURNISHING OF TRANSMISSION FLUID, AS SPECIFIED AND AS REQUIRED, FOR A PERIOD OF ONE (1) YEAR VENDOR: NORTHEAST LUBRICANTS LTD. AMOUNT: NOT TO EXCEED \$103,000.00	Resolution No.: 2024-28
	Date: April 11, 2024
	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 action will allow the Greater Cleveland Regional Transit Authority (“Authority”) to enter into a contract for the procurement of transmission fluid, as specified and as required, for a period of one (1) year.
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority has a recurring need for transmission fluid that is necessary for the 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 Authority’s Procurement website and advertised in the local newspapers. Fourteen (14) interested parties downloaded the solicitation. Three (3) responsive bids were received on March 27, 2024. The bid of Northeast Lubricants Ltd. has been determined by the Procurement Department to be the lowest responsive bid from a responsible bidder.

Supplier	Anticipated Usage Gallons	Cost Per Gallon	Total Contract
Northeast Lubricants Ltd.	4,000	\$25.75	\$103,000.00
Reladyne	4,000	\$27.20	\$108,800.00
Safety Kleen	4,000	\$31.25	\$125,000.00

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 \$103,000.00 for a period of one (1) year. The bid price is slightly above the budget estimate of \$102,800.00.
- 7.0 ALTERNATIVES: Reject this bid. Rejection of this bid would delay procurement of this product and cause the Authority to be without transmission fluid, thereby adversely affecting the maintenance of all revenue and non-revenue vehicles.

- 8.0 RECOMMENDATION: It is recommended that the bid of Northeast Lubricants Ltd. be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENT: None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer