

RESOLUTION NO. 2024-3

AUTHORIZING CONTRACT NO. 2023-76 WITH LAKE BUSINESS PRODUCTS FOR THE PURCHASE OF DIGITAL COLOR PRINTING SYSTEM EQUIPMENT AND SUPPORT SERVICES FOR A PERIOD OF FIVE (5) YEARS IN AN AMOUNT NOT TO EXCEED \$287,821.00 (RTA DEVELOPMENT AND GENERAL FUNDS, SUPPORT SERVICES DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") has the need to replace the current digital color printing equipment and support services which are under an expired lease; and

WHEREAS, the offer of Lake Business Products, located at 653 Miner Road, Mayfield Heights, Ohio, was received on August 2, 2023 to provide digital color printing equipment and support services in an amount not to exceed \$287,821.00 for a period of five (5) years; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Lake Business Products, as negotiated, to be in the best interest of the Authority and recommends acceptance thereof 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 proposal of Lake Business Products for the purchase of digital color printing system equipment and support services for a period of five (5) years is 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 Lake Business Products for the purchase of digital color printing system equipment and support services for a period of five (5) years.

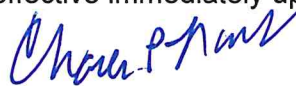
Section 3. That said contract shall be payable from the General and RTA Development Funds, Support Services Department budget, including but not limited to, 100% local funds in an amount not to exceed \$173,511.00 (Development Fund) and Support Services Department Operating budget in an amount not to exceed \$114,310.00 (General Fund), for a total contract amount not to exceed \$287,821.00 for a period of five (5) years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the specifications and addenda, 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 Greater Cleveland Regional Transit Authority's Board of Trustees expects that Lake Business Products 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: January 23, 2024



President

Attest:



Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: DIGITAL COLOR PRINTING SYSTEM	Resolution No.: 2024-3
VENDOR: LAKE BUSINESS PRODUCTS	Date: January 18, 2024
AMOUNT: NOT TO EXCEED \$287,821.00 FOR A PERIOD OF FIVE (5) YEARS	Initiator: Support Services 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 purchase of a high quality, digital color printing system and support services to uphold the standard of producing quality print materials that are viewed and used by stakeholders, including both internal and external customers.
- 2.0 DESCRIPTION/JUSTIFICATION: The Authority requires the replacement of the current digital color printing equipment and support services which are under an expired lease. After a cost-benefit analysis, staff determined that it was in the Authority's best interest to purchase new equipment and support services rather than lease. The new equipment includes a high-quality printing press, with duplicating and finishing equipment. The support services include installation, maintenance, training, technical support, warranty, hardware, and software to perform high volume copying and printing work.
- 3.0 PROCUREMENT BACKGROUND: The Request for Proposals ("RFP") for a Digital Color Printing System was posted on the Authority's website and advertised in the local newspapers. Four (4) interested parties downloaded the solicitation, and two (2) proposals were received on August 2, 2023. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Lake Business Products was selected for the purchase of digital color printing system equipment and support services for a period of five years. The cost proposal of \$287,821.00 is based on the cost of the equipment and anticipated usage of these services at the predetermined, negotiated rates. The proposal submitted by Lake Business Products, as negotiated, is 41% below the independent cost estimate.

Lake Business Products is a local, female-owned business enterprise. Founded in 1960, the company's customer base includes local, national, and global markets. Lake Business Products has been an authorized Canon dealer for over thirty-five (35) years and a certified Canon training facility. It has extensive relationships with many of the state's leading companies and works with organizations of all sizes from one to 5,000 devices.

A cost analysis has been performed, and the Procurement Department has determined that the negotiated 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 DBE firms.
- 5.0 POLICY IMPACT: Does not apply.

- 6.0 **ECONOMIC IMPACT:** This procurement will be funded through the General and RTA Development Funds, Support Services Department budget, including but not limited to, 100% local funds in an amount not to exceed \$173,115.00 (Development Fund) and Support Services Department Operating budget in an amount not to exceed \$114,310.00 (General Fund), for a total contract amount not to exceed \$287,821.00 for a period of five (5) years.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer will leave the Authority without the ability to provide high-quality, high-volume color printing and copying services for the day-to-day operations of the Authority.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Board of Trustees at the January 9, 2024, Organizational Services and Performance Monitoring committee meeting. It is recommended that the offer of Lake Business Products be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer 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.



General Manager, Chief Executive Officer