



TITLE/DESCRIPTION: CONTRACT: MULTIFUNCTIONAL DEVICES  VENDOR: OHIO BUSINESS MACHINES, LLC  AMOUNT: NOT TO EXCEED \$366,107	Resolution No.: 2026-17
	Date: March 19, 2026
	Initiator: Information Technology 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 to provide multifunctional devices, including equipment, print management software, licensing, maintenance, and support.

2.0 DESCRIPTION/JUSTIFICATION: Replacement of the Authority’s existing inventory of multifunctional devices is essential to maintaining operational efficiency and ensuring compliance with applicable performance and security requirements. The current inventory has reached the end of its useful life and no longer meets the Authority’s operational needs.

The Authority does not have the in-house technical resources required to service enterprise-level multifunctional device equipment; therefore, engagement of a qualified vendor is required to ensure reliable equipment deployment, maintenance support, and software implementation.

The scope of services includes the purchase and deployment of fifty-four (54) multifunctional devices (forty-eight black and white devices and six color devices), removal and proper disposal of existing equipment, delivery, installation, network configuration, end-user training, and implementation of PaperCut MF print management software. The purchase includes the first-year of maintenance and support for the multifunctional devices. Five years of licensing, maintenance and support is included for the PaperCut MF print management software.

3.0 PROCUREMENT BACKGROUND: The Request for Proposals (RFP) for multifunctional devices with print management software, including first-year maintenance and support, was issued on September 21, 2025 and was posted on the GCRTA Procurement website and advertised in local newspapers. The solicitation was accessed by forty-eight (48) interested parties. Twelve (12) firms submitted proposals on October 27, 2025. After evaluation by a panel of Authority employees, in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal from Ohio Business Machines, LLC was determined to be the most advantageous to the Authority.

A cost analysis was performed, and the Procurement Department determined the negotiated amounts to be fair and reasonable to the Authority.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on the Authority's projects until further notice.

5.0 POLICY IMPACT: Does not apply.

- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the General Fund and RTA Development Fund, Information Technology Department budgets, including but not limited to \$7,775.00 (General Fund), \$71,666.40 in local funds (RTA Development Fund), and \$286,665.60 from Capital Grants OH-2024-011-307, OH-2025-040-307, and OH-2023-042-307, for a total contract amount not to exceed \$366,107.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would delay necessary replacement of end-of-life multifunctional devices across Authority facilities, resulting in continued operational inefficiencies, increased service interruptions, and potential security risks associated with outdated equipment.
- 8.0 **RECOMMENDATION:** It is recommended that the negotiated offer from Ohio Business Machines, LLC 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.



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General Manager, Chief Executive Officer

RESOLUTION NO. 2026-17

AUTHORIZING CONTRACT NO. 2025-125 WITH OHIO BUSINESS MACHINES, LLC TO PROVIDE MULTIFUNCTIONAL DEVICES WITH ONE YEAR OF MAINTENANCE AND SUPPORT, AND PRINT MANAGEMENT SOFTWARE WITH FIVE YEARS OF MAINTENANCE AND SUPPORT IN AN AMOUNT NOT TO EXCEED \$366,107 (GENERAL FUND AND RTA DEVELOPMENT FUND, INFORMATION TECHNOLOGY DEPARTMENT BUDGETS)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") requires replacement of its existing multifunctional devices, including print management software, maintenance and support; and

WHEREAS, the proposal of Ohio Business Machines, LLC, with an office at 1111 Superior Avenue East, Suite 105, Cleveland, Ohio 44114, for multifunctional devices, including print management software, maintenance and support was received on October 27, 2025; and

WHEREAS, after negotiations Ohio Business Machines, LLC has offered to provide the equipment and services in an amount not to exceed \$366,107; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer from Ohio Business Machines, LLC, as negotiated, to be the most advantageous to the Authority, cost 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 offer from Ohio Business Machines, LLC for multifunctional devices, including print management software, maintenance and support, 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 Ohio Business Machines, LLC in an amount not to exceed \$366,107.

Section 3. That said contract shall be payable shall through the General Fund and RTA Development Fund, Information Technology Department budgets, including but not limited to \$7,775 (General Fund), \$71,666.40 in local funds (RTA Development Fund), and \$286,665.60 (federal funds) from Capital Grants OH-2024-011-307, OH-2025-040-307, and OH-2023-042-307, for a total contract amount not to exceed \$366,107.

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, if any, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: 3/24, 2026

  
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President

Attest:   
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Secretary-Treasurer