

Ohio Historical Records Advisory Board 2011 Grant Interim Report

Cleveland City Council Archives

Providing Access to Demolition Files of Cleveland's Urban Renewal Program

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The process of organizing the collection has not started. The last of the supplies were delivered December 21, however, vacations, holidays, and completion of other projects has delayed the start.

Timeline:

- I was told that the quotes for materials were only valid for 30 days so I did not request quotes until May 3rd as we were waiting for the grant funds to arrive.
- On May 6 I had received quotes from four vendors and I then supplied them with the necessary forms to be approved vendors for the City.
- It was June 3rd when the check from OHRAB was found because it had been misplaced by an assistant.
- I made weekly inquiries on the progress of a purchase order to the winning quote.
- On August 19th the City Clerk, Patricia Britt and the Council Finance Officer, Shameka Jones-Taylor met with the Commissioner of Purchasing, James Hardy. After their meeting I was asked to communicate with the vendors to see if any had contracts with either the State of Ohio or the Federal GSA. This I was told would expedite the purchasing process. None of the vendors had contracts with the State or GSA.
- Also from that meeting I was told that my quotes are preliminary communications and the Purchasing Department will make their own requests for bids. The office materials supplier with a city-wide contract insisted on providing samples of their products to be considered before requests for bids were sent out.

- The samples supplied by the city-wide vendor were not acceptable for archival quality storage.
- All of the bids were greatly over our projected budget. I calculated the budget from the online catalogues of archival quality suppliers and the written quote from University Products was even lower than the catalog. However, University Products did not respond to the request for bids. Consequently, the record storage boxes cost \$1,747.50 from Gaylord Brothers instead of the projected \$1,079.50 from University Products. The record storage boxes were ordered November 18 and were delivered December 5.
- The polypropylene storage bag bids were so over budget that the entire requests for bid responses were cancelled. I shared my written quotations with our Purchasing Department to seek responses to why there was such a price difference. The vendors' response was that the products that were quoted to me were no longer available. University Products did respond with samples for our review from another source that were more expensive than my first quote but not as expensive as the bid quote. I approve the samples and the order was placed on November 11. Smaller orders of the polypropylene bags were made so that we remained within the budget. If additional bags are needed to complete the project they will be purchased by Cleveland City Council. We received the polypropylene storage bags on December 21.
- The archival storage boxes were delivered on December 5 and the polypropylene storage bags were delivered December 21. While waiting for the delivery of the processing materials I had started another project that I am going to complete before starting the Demolition files. I estimate that project to be completed in the next two days or less. I will start processing the Demolition files on January 4. Our high school student will return to the archives on January 9 for one day a week. Because of budget constraints imposed on the city in May by the State of Ohio budget cuts, we now will only have one student once a week. I will seek to find volunteers to help with the project and I will provide more labor myself in addition to supervision.

- I am requesting an extension of the time to complete this project. The starting date will be January 4, 2012, an interim report will be delivered by May 31 and completion of the project will occur by September 31. I will provide more frequent updates if requested.