

Cuyahoga County Board of Control  
 County Administration Building, 4<sup>th</sup> Floor  
 October 31, 2011 11:00 AM

1. Call to Order
2. Review and Approve Minutes
3. Public Comment
4. Tabled Items Returned for Review

Item	Requestor	Description	Board Action
BC2011-94	Information Service Center	<p>1. Requesting a sole source and exemption request for Unify Solutions, Inc. for IT consultant services in connection with the County's Office of Human Resources SAP payroll system. The exemption is needed to bridge the program from its historical contracts and maintenance structure. The ISC has reduced this service by one of three consultants since May. An additional consultant will be reduced once open enrollment is complete. ISC will then re-evaluate and ultimately competitively procure this service in the future.</p> <p>2. Information Services Center, submitting a contract with Unify Solutions, Inc. in the amount not-to-exceed \$380,000.00 for consultant services for SAP application development for the period 7/1/2011 - 6/30/2012.</p> <p>Funding Source:100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

5. New Items for Review

Item	Requestor	Description	Board Action
BC2011-105	Office of Procurement & Diversity	<p>Recommending an award:</p> <p>County Sheriff</p> <p>a) on RQ20920 to Schwarz Uniform Corporation (10-2) in the amount of \$150,000.00 for correction officer uniforms for the period 11/1/2011 - 10/31/2013.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

BC2011-106	Department of Development	<p>Recommending to amend Board of Control approval No. 2011-84 which recommended awards to various providers on RQ20507 for Fair Housing Services for the Cuyahoga Urban County by changing the time period from 9/1/2011-5/31/2012 to 10/1/2011 - 9/30/2012:</p> <p>1) Contract No. CE1100643-01 with Cleveland Tenants Organization in the amount of \$33,216.00.</p> <p>2) Contract No. CE1100644-01, 02 with Housing Research &amp; Advocacy Center in the amount of \$104,000.00.</p> <p>Funding Source: 100% Community Development Block Grant Funds</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
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6. Other Business

A) Exemption from Aggregation of Contracts per *Cuyahoga County Board of Control, Contracting and Purchasing Ordinance, Section 2.5*

Item	Requestor	Description	Board Action
BC2011-107	Department of Development	<p>Submitting an exemption request for an Alternative Procurement Process for weatherization services in connection with the FY2011 Home Weatherization Assistance Grant Program for the period 4/1/2011 - 3/31/2012.</p> <p>Funding Source: 100% Federal Community Development Block Grant Funds</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

7. Public Comment

8. Adjournment

## **2. Review and Approve Minutes**

### MINUTES

Cuyahoga County Board of Control  
Cuyahoga County Administration Building  
4<sup>th</sup> Floor-Multipurpose Room  
Monday, October 24, 2011-11:00 a.m.

#### 1. Call to Order

Meeting was called to order at 11:04 a.m.

#### 2. Review and Approve Minutes

A motion was made by Ed FitzGerald seconded by Dale Miller to approve minutes as written.

#### 3. Public Comment

There was no public comment.

#### 4. Tabled Items for Review

There were no tabled items for review

#### 5. New Items for Review

BC2011- 102 Department of Development Airport Division, submitting an amendment to Contract No. CE0900154- 03, 07, 08 with R.W. Armstrong & Associates, Inc. for Engineering Design Services: Year Two. Pavement Maintenance Program for the period 2/12/2009 - 12/31/2014 for additional funds in the amount of \$155,200.00.

Funding Source: 95% FAA Grant with 5% General Fund Match

Motion to approve by Dale Miller . Seconded by Ed FitzGerald. Item Approved.

BC2011-103 Department of Health and Human Services Employment & Family Services, submitting amendments to contracts with various providers for refugee resettlement services for the period 8/17/2009 - 9/30/2011 to extend the time period to 9/30/2012 and for additional funds:

1) No. CE0900755-01with Catholic Charities Health & Human Services in the amount of \$196,956.00.

2) No. CE0900756-01with West Side Ecumenical Ministry in the amount of \$120,203.00.

Funding Source: 100% Federal Refugee Resettlement Services Award, CFDA

Motion to approve by Ed FitzGerald. Seconded by Dale Miller. Item Approved.

BC2011-104 County Treasurer Authorization under Section 4.4(b)(16) of the County's Contracting and Purchasing Procedures Ordinance to utilize the process under Ohio Revised Code Section 5721.33 (copy attached to agenda) for the negotiation and sale of county tax certificates.

Note that in addition to the requirements of ORC 5721.33, the County has also posted the notice of sale on the County Treasurer's web site and the National Tax Lien Association's web site.

Motion to approve by Ed FitzGerald. Seconded by Pernel Jones, Jr. Item Approved.

6. Other Business:

7. Adjournment

Motion to adjourn by Ed FitzGerald. Seconded by Dale Miller. Meeting adjourned at 11:35 a.m.

### 3. Tabled Items Returned for Review

BC2011-94

Title: Cuyahoga County Information Services Center – Unify Solutions, Inc.

#### A. Scope of Work Summary

1. Requesting a sole source and exemption request for Unify Solutions, Inc. for IT consultant services in connection with the County's Office of Human Resources SAP payroll system. The exemption is needed to bridge the program from its historical contracts and maintenance structure. The ISC has reduced this service by one of three consultants since May. An additional consultant will be reduced once open enrollment is complete. ISC will then re-evaluate and ultimately competitively procure this service in the future.
2. Cuyahoga County Information Services Center submitting a renewal contract with Unify Solutions, Inc. in the amount not-to-exceed \$380,000.00 for professional services to assist and advise staff with SAP application development for the Department of Human Resources for the period 7/1/11-6/30/12.

#### B. Procurement

1. The procurement method for this project was Professional Services.

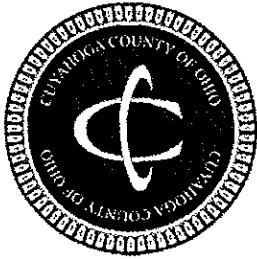
#### C. Contractor and Project Information

1. Unify Solutions, Inc.  
West Rolling Crossroads  
Suite #9  
Catonsville, MD 21228
2. Venkat Sana, President
3. No Council District - Not in Cuyahoga County

#### D. Project Status and Planning – N/A

#### E. Funding – 100% General Fund

Exemption Letter:



Jeff Mowry  
Chief Information Officer  
Information Services Center

216 443 8011

October 6, 2011

RE: Unify Solutions

Dear Director Lockett:

Please exempt Unify Solutions from the Sole Source process, Unify Solutions is currently involved in implementing Cuyahoga's Open Enrollment process and Organization changes that are targeted for completion in the first quarter of 2012. Unify Solutions has been the only consultant involved in the customization of our HR systems that include Benefits, Organization structure, and Payroll.

Sincerely,  
Procurement ordinance

Jeff Mowry

**4. New Items for Review**

**BC2011-105**

Title: Office of Procurement and Diversity; Award Recommendation

A. Scope of Work Summary

1. The Office of Procurement and Diversity is requesting approval of a Recommendation of Award to Schwarz Uniform Corporation for the Not-to-Exceed amount of \$150,000.00. The start-completion dates are 11/1/2011 - 10/31/2013.
2. The primary goals of the project are to provide Correction Officers with uniforms. It is that two replacement uniforms shall be required for each Correction Officer. Each Officer will be issued by the County, a clothing voucher to be used to purchase the uniform shirts and trousers and/or miscellaneous clothing and equipment list in the bid specifications. The Sheriff's Department will determine the clothing voucher amount, approximately \$100.00, after award of the contract based on the cost of the shirt and trousers.

B. Procurement

1. The procurement method for this project was RFB. The total value of the RFB is \$150,000.00.
2. The RFB was closed on September 16, 2011. There was no SBE goal established.
3. There were 10 bids pulled from OPD, 2 submitted for review, 1 approved.

C. Contractor and Project Information

1. The address of the vendor is:  
Schwarz Uniform Corporation  
4711 State Road  
Cleveland, Ohio 44109  
Council District 03
2. The President for Schwarz Uniform Corporation is Thomas Keller.

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule for payments is monthly.
3. Total Amount Requested: \$150,000.00

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5. Exemption Request

## BC2011-107

Title: Department of Development 2011 Alternative Procurement Process for Weatherization Various Communities

### A. Scope of Work Summary

1. Department of Development submitting an exemption request for an Alternative Procurement Process for weatherization services carried out by various contractors in various communities for costs not to exceed \$25,000 per job. The anticipated starting date is November 1, 2011, with no ending date since weatherization is an ongoing program.
2. The primary goals of the project are to maintain and improve Cuyahoga County's housing stock by making energy conservation repairs and improvements, and to reduce the cost of gas and electricity for low-income Cuyahoga County residents by insulating their homes.

### B. Procurement

1. The procurement method for which approval is requested is a State-approved price list with work assignments to qualified contractors on a rotating basis, as more fully described in the attached documents. The total value of work is not to exceed \$25,000 per job. The total annual value of work depends on annual funding received from the State of Ohio, normally in the range of \$1 million to \$2 million per year depending on the current federal budget.
2. Once approved, the alternative procurement process will provide for immediate assignment of work to qualified contractors on a rotating basis.
3. Each work assignment will be made under the approved alternative procurement process.

### C. Contractor and Project Information

1&2. The addresses and owners of all currently qualified contractors, including their County Council Districts if applicable, are set forth in the following contractor list. Contractors may be added to the list at any time upon verification by the Department of Development that they have three years experience and all State required training or licensing. Cuyahoga County will request State paid training for any contractor with three years experience doing similar work:

A&J Insulation Cintron Jr. Noel 6101 W. Breezeway Dr. North Ridgeville Oh 44039 N/A  
A.B.A Insulation Schmidt Arthur 4285 Brockley Ave. Sheffield Lake Oh 44054 N/A  
Arco Comfort Air, Llc Friedman Ralph 22053 Aurora Rd Bedford Hts Oh 44146 9  
Aviles Construction Aviles Jose 7011 Clark Avenue Cleveland Oh 44102 3  
BDL General Contracting, Ltd. Rotert Robert P.O. Box 32430 Euclid Oh 44132 11  
Berry Insulation Co. Berry Martin 1600 E. 25th Cleveland Oh 44114 7  
Brennan Heating & Cooling Call Bill 1550 E. 33rd Street Cleveland Oh 44114 7  
Central Heating & Air Condit Unsdorfer Stewart 243 Richmond Road Richmond Oh 44143 11  
Cleveland Chemical Pest Control Kirchner William 18400 Waterloo Road Cleveland Oh 44119 7  
Comfort Md Weinberg Leigh 26001 Miles Rd Suite 1 Warrensville Hts Oh 44128 9  
Conserv-Air Co Inc. Aerni Michael 4181 Rocky River Dr. Cleveland Oh 44135 3  
Corridon Heating & Air Conditioning Inc Marino Janice 7750 Sonny Dr. Walton Hills Oh 44146 6

Emerson Improvement Lutes Ryan 1636 Hopkins Lakewood Oh 44107 2  
Fiberglass Insulation, Inc. Zeidner Steve 4145 East 79th Street Cleveland Oh 44105 7  
Great Lakes Heating & Air Cond Hard Ron 2575 Dodd Rd Willoughby Hills Oh 44094 N/A  
Green Home Solutions Caporossi Pat 4900 Brook Park Rd. Suite B Cleveland Oh 44134 3  
Harmony Electric, Llc Anderson Clinton 13211 Christine Ave Garfield Hts Oh 44105 8  
Insulation Systems Skillcorn Fred 37045 Clearway Dr Eastlake Oh 44095 N/A  
Kilroy Home Insulation Kilroy William 874 E. 140 Street Rear Cleveland Oh 44110 7  
Lake Erie Heating & Cooling Co Rosu Jonel 3140 W. 32nd St. Cleveland Oh 44109 3  
R.J. Heating & Cooling Dolph Charles 3805 Clark Avenue Cleveland Oh 44109 3  
Ritsko Insulation Ritsko Dave 1936 Grafton Road Elyria Oh 44035 N/A  
Terry The Plumber Kordiac Terrence 12904 Kinsman Rd Cleveland Oh 44120 9  
Weather King Heating & Air Rai Raj 51 Meadow Lane, Unit E Northfield Oh 44067 N/A  
Weather-Tite Systems, Inc. Wlosowicz Richard 20810 Aurora Rd. Warrensville Hts. Oh 44146 9

3. The location of work assignments is throughout Cuyahoga County except for the City of Cleveland, which operates its own separately funded weatherization program. Communities to be served are located in Council Districts 1, 2, 4, 5, 6, 8, 9, 10, and 11.

#### D. Project Status and Planning

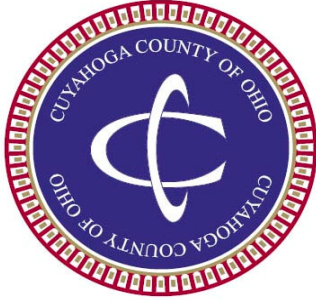
1. Weatherization work is an ongoing County program. The Alternative Procurement Process described in this request has been approved each year since 1989 by the appropriate County approving authority (formerly the Commissioners, now the Executive), as part of the County's annual weatherization Grantee/Provider Management Plan submitted to the State of Ohio.

4. Under Ordinance 2011-0044, section 4.4(b)(16), the Department requests re-affirmation by the Contracts and Purchasing Board to continue its use of this Alternative Procurement Process which was already approved by the Executive as part of the County's 2011 Grantee/Provider Management Plan submitted to the State of Ohio, under Executive Approval EA2011-0616.

#### E. Funding

1. Weatherization projects are 100% federally funded, passed through the State of Ohio.
2. The schedule of payments to contractors is full payment upon completion and invoicing.
3. The requested Alternative Procurement Process will be a continuation of the process currently in effect as authorized by the Executive and prior approving bodies (Commissioners).





### **Justification for Other than Full and Open Competition**

Completion Instructions: The Office of Procurement & Diversity has established a standard template for preparation of Justification for Other than Full and Open Competition. Departments shall complete the template in accordance with one of the authorities permitting Other Than Full and Open Competition (listed below) and written justification.

**NOTE: Contracting without providing for full and open competition shall not be justified based on:**

- A lack of advance planning by the requiring activity; or
- Concerns related to the amount of funds available (e.g., funds will expire) to the agency or activity for the acquisition of supplies or services.

### **Justification for Other than Full and Open Competition**

The following authorities permit contracting without providing for full and open competition, in accordance with the requirements of the Contracting and Purchasing Procedures Ordinance. The Department representative has the responsibility of completing all of the information included in the template, with any necessary support documents attached.

**Check the appropriate box:**

- Governmental Purchases**
- State Contract Purchases**
- Lower than State Contract Purchases**
- Government Cooperative Purchasing:**
  - Federal Contracts
  - Joint Purchasing Programs
- Contract Amendments**
- RFP Exemptions**
- Community Rehabilitation Programs (CRP)**
- Ohio Industries for the Handicapped (OIH) (Per ORC 4115)**
- Public Utility (911 System)**
- Legal Notice (if required: Sheriff sales, Treasurer delinquent taxes,...)**

**X County Procurement Exemptions (County policy only).** If required, the user department will provide written justification to OPD and allow sufficient time for evaluation and determination of a course of action that may include proceeding with a competitive process.

- County print shop (typically no justification required)
- ISC media services (typically no justification required)
- Other internal services (i.e., computer training, safety training) (typically no justification required)
- Sole source items that appear on an official administrative list developed by the Office of Procurement & Diversity and approved by the Contracts and Purchasing Board

**OPERATING DEPARTMENT & ACTIVITY:**

The Department of Development plans to contract

by means of other than full and open competition under **RQ** N/A with

Various Weatherization Contractors Approved by the State of Ohio This **(vendor)**

document sets forth the justification and approval for use of one of the exceptions

to full and open competition allowed under the County Policy and Ordinance.

### **1. Description of Supplies or Services.**

Background: Cuyahoga County operates a federally funded Home Weatherization Assistance Program, which provides free insulation, heating unit tune-up and repairs, and air leakage control repairs to low-income Cuyahoga County homeowners and renters, outside the city of Cleveland. Approximately 300 single-family and two-family houses are inspected and weatherized each year. County staff follow detailed inspection procedures, required by the State of Ohio, to determine exactly what work is required for each house served under the program. Work is done by qualified contractors approved by the State of Ohio.

Pricing of Measures: Cuyahoga County staff annually review the price to be paid for standard weatherization measures by comparing a number of sources, including prices paid by comparable public agencies and prices established by bidding larger weatherization projects. Based on this review, Cuyahoga County staff recommend a standard price list, with detailed materials and labor costs to be paid for each unit of service provided, to the State of Ohio. The State of Ohio reviews and approves the price list in writing. Up to \$500 per job of minor work items, not appearing on the price list, may be authorized by Cuyahoga County staff. Any work item over \$500, not appearing on the price list, is ordered based on the lowest of three written bids from contractors on the approved list.

Assignment of Work: Weatherization work orders, prepared by Cuyahoga County staff based on their inspection of the house to be served, are issued to qualified contractors on a rotating basis. Each qualified contractor can have up to 5 work orders open at any time. Contractors with demonstrated capacity to carry out a greater volume of work, based on customer service history, quality of work, and job turn-over rate, may have a greater number of work orders open.

Contractor Selection: Contractors must have at least three years experience doing similar work and must possess all required State licenses and training certificates. Cuyahoga County will request State paid training for any contractor having three years experience doing similar work.

Contracting Documents: Each qualified contractor must sign a written statement of terms and conditions as prescribed by the State of Ohio and approved by the County Law Director. This statement of terms and conditions is incorporated in each work order issued to the contractor. The statement of terms and conditions will also be signed by the Director of Development. The statement of terms and conditions is not in and of itself a contract, but it becomes part of Cuyahoga County's legal agreement with each contractor for each work order issued.

**2. Estimated Dollar Value** The value of work to be done under each work order issued will not exceed \$25,000. The total amount of work issued per year depends on the amount of funding received by Cuyahoga County in that year's weatherization grant from the State of Ohio.

### **3. Rationale Supporting the Use of the Selected Procurement Method.**

Weatherization work is highly regulated as to methods, materials, and quality under rules set forth by the State of Ohio. Each job consists of standard measures to be carried out in a standardized manner. The only variation from job to job is the quantity of various measures to be carried out. The price list / work order system has been approved annually by the State of

Ohio since 1989. This system allows a high volume of standardized work to be assigned on a rotating basis and done at prices which are reasonable and fair to all contractors.

**4. What other available options and/or vendors were evaluated? If none, include the reasons why.** The option of bidding each job to three contractors was considered and rejected because it would consume an unacceptable amount of staff time per job and would cause unacceptable delays in starting and finishing work on each job in this high volume, highly regulated, standardized program.

**5. What ultimately lead you to this product or service? Why was the recommended vendor selected?** The measures to be installed are prescribed by the State of Ohio based on County staff's inspection of each house to be served. Contractors are selected based on having three years' experience in insulation or heating, and completing the required State training or possessing the required State license as applicable. All contractors meeting these qualifications will receive work assignments on a rotating basis as set for the above.

**6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.**

Cuyahoga County is required to complete a high volume of weatherization jobs each month under its grant agreement from the State of Ohio. In order to meet its monthly quota of jobs, Cuyahoga County must issue work orders quickly when its staff has inspected each house. Time required for bidding and submitting individual contracts for Contract and Purchasing Board approval would delay service and jeopardize Cuyahoga County reaching its production quotas.

**7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.** County staff will continue to review the price list annually, based on comparison with prices paid for the same measures by similar public agencies.

### CERTIFICATION REQUIREMENTS

I certify the information contained in this Justification for Other Than Full and Open Competition is accurate and complete to support the recommendation.

I further certify that the attached narrative justification verifies Cuyahoga County's minimum need or schedule requirements and any rationale used to justify other than full and open competition procedures.

Acquisition Initiator (Name and Title): \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department Director's Approval**

\_\_\_\_\_ Date \_\_\_\_\_

**OPD Director's Approval**

\_\_\_\_\_ Date \_\_\_\_\_