

Minutes

Contracts and Purchasing Board

County Administration Building, 4th Floor

January 7, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:30 A.M.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Councilman Dave Greenspan
Fiscal Officer Wade Steen
Director Lenora Lockett
Director Bonnie Teeuwen
Clerk of the Contracts and Purchasing Board David Merriman

II. Review and Approve Minutes: The minutes were approved as written.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items for Review

CPB2012-1130

Medical Examiner, submitting a revenue generating agreement with The Northern Ohio Academy of Pharmacy for lease of space located at 11001 Cedar Avenue, Cleveland, for the period 1/1/2013 - 12/31/2014 for a fee to the County in the amount of \$2,415.00.

Funding Source: Revenue Generating

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-1140

Medical Examiner, submitting a sole source exemption on RQ25905, which will result in an award recommendation to American Society of Crime Lab Directions/Laboratory Accreditation Board in the amount of \$5,912.00 for crime lab accreditation for the period 1/1/2013-12/31/2013.

1. Vendor Name: American Society of Crime Lab Directions/Laboratory Accreditation Board

2. What is the product/service that you seek to acquire?

Purchase of three separate items produced by Craic Technologies.

- A. Quartz glass microscope slides
- B. Quartz glass microscope slide cover slips

- C. A NIST traceable reflectance microspectrophotometry standard
- D. Set of Silicon Oils

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need? ☒ Yes ☐ No

The NIST traceable reflectance standard will need to be recertified at the end of its certification cycle, typically every 2 to 3 years. This will require sending the item back to Craic Technologies for re-certification or replacement if necessary. All scientific standards traceable to the National Institute of Standards and Technology require recertification.

4. Why do you need to acquire these goods or services?

A and B from item #2: The quartz glass microscope slides and cover slips are necessary to perform examinations into the ultraviolet portion of the electromagnetic spectrum. Normal glass does not transmit ultraviolet light appropriately. The quartz glass will transmit evenly, the necessary ultraviolet light wavelengths necessary to perform scientific comparisons of evidence items. Craic Technologies produces ultra high quality quartz glass slides that perform above and beyond general quartz slides available elsewhere. The slides are unique to Craic Technologies.

C from item #2: A reference standard is necessary to show that an instrument is operating correctly and to perform a meaningful comparison of one sample to another. Specifically when dealing with the measurement of color, a reference standard is necessary to establish a baseline from which the samples / colors can be compared. Without a reflectance standard the instrument cannot be used to measure and compare colors with reflected light. This means that thick or opaque specimens cannot be accurately tested.

D from item #2: The silicon oils are necessary as the immersion media for the evidence which is to be examined. The oils provide the contrast over temperature change needed to visualize the evidence characteristics of interest.

5. Why are the requested goods/services the only ones that can satisfy your requirements?

What are the unique features of the product or service that are not available in any other product or service? Provide specific, quantifiable factors/qualifications.

** See item 4 for items A and B.

C from item #2: This standard is designed to be used with the instrument currently in use within the Trace Evidence Department. This standard is designed to be functional with the instrument set up, design, hardware, and software. The standard and the instrument are produced by Craic Tech.

D from item #2: Though the silicon oils are available from other vendors, only Craic Technologies applies specific testing to the oils prior to sale to the customer. Craic Tech. analyzes the oils for stability over the common temperature range used for evidence examination and at seven specific wavelengths of light. This provides a set of oils with a known temperature vs. refractive index vs. light wavelength necessary for forensic examination of evidence. Documentation of the analysis by Craic Tech. is provided with the set of oils. No other vendor provides this analysis of the oil set prior to sale.

6. Were alternative goods/services evaluated?

Other suppliers of quartz glass slides and coverslips were evaluated and found to be less capable of transmitting ultraviolet light as consistently as those produces by Craic Technologies.

No other suppliers were evaluated for the reflectance standard as the standard is produced by Craic Technologies and is designed specifically for use with Craic Technologies instrumentation

Other vendors of the silicon oils were evaluated and found to supply the oils only without any further analysis of temperature vs. refractive index vs. light wavelength stability.

7. Identify specific steps taken to negate need for sole source provider.
Evaluation of quartz slides offered from other vendors.

Evaluation of silicon oils set from other vendors.

8. Has your department bought these goods/services in the past? ☐ Yes ☒ No
If yes, who was the contractor/supplier and was the requirement competitively bid or sole source?
What was the last date and price paid for goods/services?

9. What efforts have been made or are being made to reduce the Department's reliance on a sole source provider for these goods/services in the future?
None, as these materials are designed and or analyzed by the instrument manufacturer and represent the most appropriate materials to be used for forensic examination.

10. What efforts were made to get the best possible price?
A quote was obtained from Craic Technologies.

11. Why is the price for this purchase considered to be fair and reasonable?
Both the quartz slides / cover slips and the reflectance standard have long working lives and should not require further expenditure beyond re-certification when necessary

The silicon oils are subjected to after market analysis for stability.

12. Amount to be paid: _____2,609.30_____

Funding Source: 100% General Fund

Note: This item was held at the request of the Department.

____Approve
____Disapprove
__X__Hold

B. Scheduled Items

CPB2013-01

Department of Development, requesting approval of a contract with Berry Insulation Company for the anticipated cost of \$9,948.00. Lead Remediation Case 330 Hruby at 1224 Andrews Avenue Lakewood. The anticipated start-completion dates are January 7, 2013 – May 31, 2013.

Funding Source: 100% U.S. Department of Housing and Urban Development Lead Hazard Remediation Grant passed through County Board of Health and Community Development Block Grant Program Funds.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-02

Department of Information Technology, recommending an award on RQ26223 and enter into a state contract with CGI Technologies and Solutions Inc. in the amount not-to-exceed \$21,470.00 for support and maintenance on Kofax software for Division of Cuyahoga Job and Family Services for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-03

Medical Examiner, recommending an award on RQ25586 and enter into a contract with Siemens Healthcare Diagnostics Inc., sole source, for Viva-Jr. Auto Analyzer Reagents and supplies in the amount not-to-exceed \$32,000.00 for the period 1/1/2013 - 12/31/2015.

Funding Source: 100% General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-04

Juvenile Court, submitting amendments to contracts with various providers for psychometrist and psychological services for the period 1/1/2012 - 12/31/2013:

- a) Contract No. CE1200302-01 with Robert R. Kurtz in the amount of \$10,000.00.
- b) Contract No. CE12000305-01 with Douglas E. Waltman for a decrease in the amount of (\$10,000.00).

Funding Source: 100% General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-05

Juvenile Court, submitting agreements with various municipalities for the Community Diversion Program for the period 1/1/2013 - 12/31/2013:

- a) City of Garfield Heights in the amount not-to-exceed \$7,200.00.
- b) City of Highland Heights in the amount not-to-exceed \$3,600.00.
- c) City of Warrensville Heights in the amount not-to-exceed \$4,800.00.

Funding: 100% by General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-06

Department of Health and Human Services/Division of Children and Family Services, submitting amendments to Memoranda of Understanding with various providers in the total amount of \$450,000.00 for the Cuyahoga Tapestry System of Care Provider Services Network for the period 2/1/2013 - 12/31/2014:

- a) Reading-R.A.M.M.
- b) V.O.I.C.E. Consulting (Vision, Opportunity, Investment, Commitment, Enterprise)

Funding Source: 100% by the Health and Human Service Levy Funds

☐ Approve
☐ Disapprove
☒ Hold

CPB2013-07

County Executive's Office, recommending an award/Submitting a Contract on RQ26271 to Compass Consulting Services, LLC in the amount of \$4,935 for Economic Inclusion Task Force Consulting Services for the period 1/8/2013 - 2/28/2013.

Funding Source: 100% General Fund

☐ Approve
☐ Disapprove
☒ Hold

Note: This item was held pending completion of Ethics registration.

C. Consent Agenda**CPB2013-08**

Department of Development, requesting the approval of a second amendment to Emerald Alliance VII Clean Ohio Assistance Fund Grant Agreement 12-030A ADMN with Cleveland Housing Network for the time period of 10/10/2011- 10/09/2015 to make budget line item revisions.

Funding Source: 100% Clean Ohio under the Clean Ohio Assistance Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-09

Department of Public Safety and Justice Services, Public Safety Grants, submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- a) City of Brecksville in the amount not-to-exceed \$114.72 for the period 5/12/2012 - 11/30/2012.
- b) City of Brook Park in the amount not-to-exceed \$4,528.38 for the period 9/16/2012 - 11/30/2012.
- c) City of Garfield Heights in the amount not-to-exceed \$271.44 for the period 10/2/2012 - 11/30/2012.

Submitting an agreement with City of Strongsville in the amount not-to-exceed \$520.56 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 10/27/2011 - 10/30/2012.

Funding Source: 100% Department of Homeland Security through Ohio Emergency Management Agency

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-10

Department of Public Safety and Justice Services, Public Safety Grants, submitting an agreement with City of Brecksville for the purchase of equipment, valued in the amount of \$16,999.00 for the FY2010 State Homeland Security Grant Program for the period 8/1/2010 - 3/31/2013.

Funding Source: 100% FY10 State Homeland Security

Program funded and is passed through to Cuyahoga County from the Department of Homeland Security through Ohio Emergency Management Agency

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-11

Department of Public Safety and Justice Services, Public Safety Grants, submitting agreements with various municipalities for the purchase of equipment for the FY2008 State Homeland Security Grant Program for the period 9/1/2008 - 3/31/2011:

- a) City of Highland Heights for the purchase of equipment, valued in the amount of \$3,390.50.
- b) City of Seven Hills for the purchase of equipment, valued in the amount of \$6,780.00.

Submitting an agreement with Village of Hunting Valley for the purchase of equipment, valued in the amount of \$3,390.00 for the FY2008 State Homeland Security Grant Program for the period 9/1/2008 - 3/31/2011.

Funding Source: 100% FY08 State Homeland Security Program funded and is passed through to Cuyahoga County from the Department of Homeland Security through Ohio Emergency Management Agency.

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-12

Department of Public Safety and Justice Services, Public Safety Grants, submitting agreements with various municipalities for the FY2008 Urban Area Security Initiative Grant Program for the period 9/1/2008 - 8/31/2011:

- a) City of Highland Heights for the purchase of equipment, valued in the amount not-to-exceed \$24,845.19.
- b) City of Seven Hills for the purchase of equipment, valued in the amount not-to-exceed \$390.00.

Funding Source: 100% FY 08 Urban Area Security Initiative grant funded and is passed through to Cuyahoga County from the Department of Homeland Security through Ohio Emergency Management Agency.

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-13

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Seven Hills for the purchase of equipment, valued in the amount of \$1,435.52 for the FY2007 Urban Area Security Initiative Grant Program for the period 7/1/2007 - 9/30/2010.

Funding Source: FY 07 Urban Area Security Initiative Funds, Cuyahoga County purchased equipment utilized on behalf of the City of Seven Hills

☒ X Approve
☐ Disapprove

☐ Hold

CPB2013-14

Office of Procurement & Diversity, presenting voucher payments for the week of January 7, 2013.

☒ Approve

☐ Disapprove

☐ Hold

V. Other Business

The agenda was amended to introduce the following time sensitive/ mission critical purchase items:

Presented by Jeff Mowry, Department of Information Technology:

Requesting authority to contract With Novacoast IT for 40 hours in the amount of \$7,000.00 to rebuild the Countywide Groupwise Database.

☒ Approve

☐ Disapprove

☐ Hold

Presented by Micheal Chambers, Department of Public Works:

Payment to Animal Emergency Clinic West in the amount of \$1,243.88 for emergency veterinary services.

Payment to Best Equipment in the amount of \$2,775.00 for repair of Sewer Jet for the Sanitary Engineer's office.

☒ Approve

☐ Disapprove

☐ Hold

The full allotment of time sensitive mission critical purchase funds available to the Department of Public Works was restored.

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:41 A.M.