

Minutes

Contracts and Purchasing Board

County Administration Building, 4th Floor

July 30, 2012 11:30 PM

I. Call to Order: The meeting was called to order at 11:33 AM

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

CPB2012-624 Department of Health and Human Services

A) Justification: RFP Exemption relating to the Office of Early Childhood/Invest in Children West Side Ecumenical

Ministry 2011- 2012 UPK Contract Amendment RQ# 13956

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

High-quality Universal Pre-Kindergarten (UPK) programming that promotes development and school-readiness to children 3 through 5 years of age, not enrolled in kindergarten.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Original Amount for West Side Ecumenical Ministry: Archwood Head Start: \$26,014.00

Amendment 1: \$37,687.17 Levy dollars

Amendment 2: \$0 Levy dollars

Amendment 3: \$40,521.57 Levy dollars

Amendment 4: \$3,202.50 Levy dollars

Total value of contract if this request is approved: \$107,425.24

Original Amount for West Side Ecumenical Ministry: Youth and Family Learning Center: \$289,146.00

Amendment 1: \$75,157.26 Levy dollars

Amendment 2: \$64,622.00 Levy dollars

Amendment 3: \$150,094.27 Levy dollars

Amendment 4: \$11,824.16 Levy dollars

Total value of contract if this request is approved: \$461,599.69

3. Rationale Supporting the Use of the Selected Procurement Method

West Side Ecumenical Ministry- Archwood Head Start and West Side

Ecumenical Ministry- Youth and Family Learning Center were selected to provide UPK services through a Request for Proposal process in 2009 (RQ13956). The Request for Proposal states that "contracts will be awarded a contract for the time period August 1, 2009 through July 31, 2010 with a possible contract extension for up to two years (August 1, 2010 - July 31, 2011 and August

1, 2011 to July 31, 2012) dependent on budgetary considerations and contract performance". All of the vendors currently providing UPK services have adequately performed services as outlined in their contracts and subsequent amendments and as indicated on the contract evaluations forms for each vendor.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

No other vendors were evaluated for participation in UPK for the 2011-2012 program year. Current vendors for UPK services were selected through an RFP process in 2009 (RQ13956) and were subject to annual on-site monitoring as a condition of their continuation as a UPK vendor through the three-year

period outlined in the original RFP. The Office of Early Childhood does not have the authority to conduct on-site monitoring of vendors with whom it does not have a contract for UPK services.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Current vendors for UPK services were selected through an RFP process in 2009 (RQ13956) and were subject to annual on-site monitoring as a condition of their continuation as a UPK vendor through the three-year period outlined in the original RFP. All of the vendors currently providing UPK services have adequately performed services as outlined in their contracts and subsequent amendments and as indicated on the contract evaluations forms completed for each vendor.

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.

Continuity of care and maintenance of a high quality preschool program for children over the years that they are enrolled in it is key to the UPK program. An annual RFP would be counter to the basic tenets of high quality child care which focuses on maintaining program stability for young children.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

The County issued a new Request for Proposal for UPK services in March of 2012.

B) Community Initiatives Division/Office of Early Childhood, submitting amendments to various contracts for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012:

a) Contract No. CE0900695-01 with West Side Ecumenical Ministry - Archwood Head Start for additional funds in the amount of \$3,202.50.

b) Contract No. CE0900696-01 with West Side Ecumenical Ministry - Youth and Family Learning Center to make budget line item revisions and for additional funds in the amount of \$11,824.16.

Funding Source: 100% Health and Human Service Levy

☒ Approve

☐ Disapprove

☐ Hold

CPB2012-673 Medical Examiner A) Requesting a sole source purchase with:

1. Vendor/Contractor Name: Nova Biomedical

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

A service contract for an electrolyte analyzer, NovaBiomedical CCX.

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need? ☒ Yes

The service contract is for one year and has to be renewed each year thereafter.

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

The NovaBiomedical CCX electrolyte analyzer is our instrument dedicated to measuring sodium, potassium, chloride, glucose, magnesium, calcium, urea and creatinine in the vitreous humor. This instrument is high maintenance and it is cost effective to have a service contract. It is the only instrument in the lab that has a service contract because we are able to repair and maintain other instruments in house.

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

NovaBiomedical is the only company that manufactures this instrument and therefore they are the only source available for a service contract.

6. Were alternative goods/services evaluated?

NO, NovaBiomedical is the only company that manufactures this instrument and therefore they are the only source available for a service contract.

7. Identify specific steps taken to negate need for sole source provider.

None

8. Has your department bought these goods/services in the past? ☐X Yes

The NovaBiomedical CCX is a new instrument and replaced the NovaBiomedical 16. The latter has had a service contract and this contract will expire in August 2012. We wish to continue the service contract, but on the new instrument.

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.

10. What efforts were made to get the best possible price?

The price is what they charge and they are the only provider.

11. Why is the price for this purchase considered to be fair and reasonable?

It is comparable to what has been charged in past years.

12. Amount to be paid: \$10,450.00

B) Submitting a contract with Nova Biomedical Corporation, sole source, in the amount not-to-exceed \$10,450.00 for maintenance on the Stat Profile CCX-1 for the period 9/20/2012 - 9/19/2014.

Funding Source:100% General Fund

☒X Approve

☐ Disapprove

☐ Hold

B. Scheduled Items

CPB2012-689 Department of Health and Human Service Division of Senior and Adult Services, submitting a revenue generating grant agreement with Cuyahoga County District Board of Health for Home and Community Based Health and Home Health Care services for the Ryan White Part A program in the amount not-to-exceed \$69, 306.00 for the period 3/1/2012 - 2/28/2013.

Funding Source: 100% Federal Ryan White Funds

☒X Approve

☐ Disapprove

☐ Hold

CPB2012-690 Department of Public Safety and Justice Services Public Safety Grants, submitting agreements with various providers for reimbursement of eligible training and exercise expenses in connection with the FY2009 Port Security Grant Program for the period 5/15/2012 - 11/15/2012:

a) City of Brooklyn in the amount not-to-exceed \$104.00.

b) City of Cuyahoga Falls in the amount not-to-exceed \$693.13.

Funding Source:100% the FY2009 Port Security Grant

☒X Approve

☐ Disapprove

☐ Hold

CPB2012-691 Department of Public Safety and Justice Services Public Safety Grants, submitting an agreement with the City of North Royalton in the amount not-to-exceed \$595.63 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source:100% FY2010 Interoperable Emergency Communications Grant

☒X Approve

☐ Disapprove

☐ Hold

CPB2012-692 Department of Public Safety and Justice Services 1) Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Cleveland for the purchase of equipment, valued in the amount of \$424.80, for the FY2009 State Homeland Security Grant Program for the period 8/1/2009 - 4/30/2012.

2) Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Chagrin Southeast Council of Governments for the purchase of equipment, valued in the amount of \$424.80, for the FY2009 State Homeland Security Grant Program for the period 8/1/2009 - 4/30/2012.

Funding Source: 100%FY2009 State Homeland Security Grant

☒ Approve

☐ Disapprove

☐ Hold

CPB2012-693 County Sheriff

A) Submitting an RFP exemption with 44 Blue Productions, Inc.

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

This justification will result in a revenue generating agreement between the Cuyahoga County Sheriff's Office and 44 Blue Productions, Inc. for the CCSO to provide security to the film crew on the television 08/06/2012.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

\$0 – revenue generating at \$27.24/hour

3. Rationale Supporting the Use of the Selected Procurement Method

44 Blue Productions, Inc. approached Cuyahoga County in order to film Lockup: Extended Stay in the Cuyahoga County Corrections Center; an RFP exemption is required due to the absence of a formal RFP.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

n/a – Cuyahoga County was approached by the vendor to film this television series

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

n/a

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.

n/a

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

n/a

B) Submitting a license agreement with 44 Blue Productions, Inc. for use of certain County-owned property located at the Cuyahoga County Correctional Center, Cleveland, and for reimbursement of expenses in connection with the film production of Lockup Extended Stay for the period 8/6/2012 - 11/7/2012.

☒ Approve

☐ Disapprove

☐ Hold

CPB2012-694 Fiscal Office Submitting an agreement with Cuyahoga Community College District in the amount of \$14,700.00 for rental of meeting space and related services for the 2012 sexennial reappraisal for the period 8/3/2012 - 8/25/2012.

Funding Source: 100% Assessment Fund

☒ Approve
☐ Disapprove
☐ Hold

C. Exemption Requests

D. Consent Agenda

CPB2012-695 Department of Public Safety and Justice Services Submitting an amendment to Contract No. CE1200283-01 with Audio Visual Innovations, Inc. for an audio visual system located at the Juvenile Justice Center training room for the period 4/13/2012 - 6/30/2012 to extend the time period to 7/31/2012; no additional funds required.

Funding Source: 100% grant funded from Ohio Emergency Management Agency from the Department of Homeland Security

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-696 Department of Public Works Recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-697 Office of Procurement & Diversity Recommending an award on RQ24312 to Ohio Department of Mental Health in the amount not-to-exceed \$32,770.06 for anti-viral medication for the maintenance of cache for first responders in connection with the FY2009 Urban Area Security Initiative Grant Program for the Department of Public Safety and Justice Services.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-698 Office of Procurement and Diversity Presenting BuySpeed purchases for the week of July 30, 2012

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-699 Department of Development Presenting voucher payments between July 19, 2012- July 25, 2012

☒ Approve
☐ Disapprove
☐ Hold

V. Other Business

VI. General Business: David Merriman informed the board that he will be unavailable for next Monday's meeting. Andria Richardson will be his alternate.

VII. Public Comment: There was no comment

VIII. Adjournment: The meeting was adjourned at 11:54 AM