

Minutes

Contracts and Purchasing Board

County Administration Building, 4th Floor

September 4, 2012 11:30 PM

I. Call to Order: The meeting was called to order 11:31 AM

II. Review and Approve Minutes: The minutes were approved as written. C. Ellen Connally and Stan Kosilesky abstained. Ed FitzGerald was not available. C. Ellen Connally sat in for Dave Greenspan and Stan Kosilesky sat in for Bonnie Teeuwen.

III. Public Comment: There was no public comment

IV. Contracts and Awards

A. Tabled Items

B. Scheduled Items

CPB2012-792 Department of Development 1) Submitting a contract with American Building and Kitchen Products Inc. in the amount of \$11,400.00 for Lead Remediation for property located at 1871 Knowles Avenue, East Cleveland, in connection with the FY2010 Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Grant Program for the period 9/4/2012 - 11/3/2012.

2) Submitting a contract with Paragon CMS in the amount of \$19,760.00 for Lead Remediation for property located at 3170 Ludlow, Shaker Heights, in connection with the FY2010 Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Grant Program for the period 9/4/2012 - 11/3/2012.

Funding Source: 100% FY2010 Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Grant

Approve

Disapprove

Hold

CPB2012-793 Department of Information Technology Submitting a state contract with TEC Communications in the amount not-to-exceed \$24,500.00 for support services on Network Infrastructure Support hardware and software for the period 9/1/2012 - 7/1/2013.

Funding Source: 100% General Fund

Approve

Disapprove

Hold

CPB2012-794 Department of Information Technology Submitting a contract, sole source, with TimeLink International Corporation, sole source, in the amount not-to-exceed \$36,523.91 for maintenance on Synapps System Software for the Office of Human Resources for the period 10/1/2011 - 9/30/2013.

Funding Source: 100% General Fund

Approve

Disapprove

Hold

CPB2012-795 Department of Public Safety and Justice Services Submitting a contract with Shade Enterprises LLC in the amount not-to-exceed \$18,000.00 for the Risk-Based School Emergency Planning Project for the period 9/4/2012 - 9/30/2012. (Deputy Chief Approval No. DC2012-100 - authority to seek proposals).

Funding Source:100% General Fund OEMA Grant Funds

Approve
 Disapprove
 Hold

CPB2012-796 Department of Public Safety and Justice Services Submitting a contract with Stephen Campbell & Associates, Inc., in the amount not-to-exceed \$22,000.00 for maintenance on the CyberTech and Dynamic Instruments Recording System for use by various County Departments:

- a) with Medical Examiners for the period 10/1/2012 - 9/30/2015.
- b) with Cuyahoga Emergency Communications System for the period 10/1/2012 - 9/30/2015.
- c) with County Sheriff's Office for the period 10/1/2014 - 9/30/2015.

Funding Source:100% General Fund

Approve
 Disapprove
 Hold

CPB2012-797 Department of Public Works Submitting a Wetland Mitigation Purchase Agreement with Ohio Wetlands Foundation in the amount of \$67,200.00 for the purchase of 1.6 acres of forested wetlands mitigation credits.

Funding Source:100% Road and Bridge Fund

Approve
 Disapprove
 Hold

CPB2012-798 Department of Public Works Recommending an award on RQ21216 and enter into a contract with Heritage Land Services, Inc. in the amount not-to-exceed \$76,225.00 for right-of-way acquisition services - appraisal reviews, in connection with the improvement of Pleasant Valley/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma. (Executive Approval No. EA2011-0969 - authority to seek qualifications).

Funding: 50% Federal Funding, 50% County Funding

Approve
 Disapprove
 Hold

CPB2012-799 Office of Procurement & Diversity Recommending an award on RQ24632 to Safeware, Inc. in the amount of \$51,237.60 for 1110-Units of Duodote Auto-Injector Anti-Nerve agent for the Department of Public Safety and Justice Services. (Joint Purchasing Program/US Communities No. 4400001839).

Funding Source: 100% FY10 SHSGP funds (State Homeland Security Grant Program

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2012-800 Department of Public Safety and Justice Services, Submitting an RFP exemption on RQ24802, which will result in a contract with Domestic Violence and Child Advocacy in the amount of \$253,911.64 for the Ujima Project for the period 10/1/2012 - 9/30/2013.

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

The purpose of this contract is to engage in highly specialized services to African American female victims of domestic violence. The program model utilizes African American cultural values and perspectives in order to better engage and serve this population, which is traditionally underserved. Services include outreach, advocacy, group and individual counseling.

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

The total contract value is \$253,911.64.

Funding is 100% US Department of Justice, Grants to Encourage Arrest

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

The program was created by the Domestic Violence & Child Advocacy Center and delivery of the program by Domestic Violence & Child Advocacy Center was approved by the US Department of Justice as a condition of the full Encourage Arrest award made to Cuyahoga County.

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

The program was created by Domestic Violence & Child Advocacy Center. They are the only specialized, not-for-profit domestic violence agency in the County. The Ujima project was approved by the US Department of Justice as a condition of the full Encourage Arrest award made to Cuyahoga County.

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

African American female victims of domestic violence are traditionally underserved, yet make up a majority of domestic violence victims and victims of domestic violence homicides. Cuyahoga County recognized the need to engage specialized services that build on cultural norms and more effectively engage this population. Domestic Violence & Child Advocacy Center is the only not-for-profit organization that delivers this service.

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.

Domestic Violence & Child Advocacy Center would experience a significant gap or loss of funding, ultimately ending the program and putting additional, vulnerable women at risk of harm.

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 can work with additional partners to determine if any other agencies have the ability to provide such specialized services, ultimately expanding the community's ability to provide needed outreach.

Approve

Disapprove

Hold

CPB2012-801 Department of Public Safety and Justice Services Submitting an RFP exemption on RQ24963, which will result in a contract with Domestic Violence and Child Advocacy Center in the amount of \$50,000.00 for the Safe Havens program for the time period 1/10/12 - 3/30/2013.

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

The purpose of this contract is to complete a planning process to expand supervised visitation services in Cuyahoga County, and to bring them in line with the operating guidelines established by the US Department of Justice, Office on Violence Against Women.

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

The total contract value is \$50,000.00

Funding is 100% US Department of Justice, Office on Violence Against Women, Safe Havens program.

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

The funding opportunity was open only to already operational supervised visitation centers. Domestic Violence and Child Advocacy's Safe and Sound Visitation Center is the only supervised visitation center in the County.

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

No other vendors met the minimum qualifications of the funding opportunity. The funding opportunity was open only to already operational supervised visitation centers. Domestic Violence and Child Advocacy's Safe and Sound Visitation Center is the only supervised visitation center in the County.

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

Domestic Violence and Child Advocacy Center operates the only supervised visitation center in Cuyahoga County. The expansion of the center is critical given the growing need for such services amidst contentious divorces, separations, and other domestic issues that place families at risk. Cuyahoga County Court of Common Pleas Domestic Relations Division as well as Juvenile Division are both key partners that work with Domestic Violence & Child Advocacy Center.

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.

A competitive bid is not possible due to the terms of the grant. The opportunity was available only to already operating supervised visitation centers, yet required a public applicant and a body of public partners.

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 will consider methods of competitive bid for this service when and if additional supervised visitation centers open within the County.

Approve

Disapprove

Hold

CPB2012-802 Department of Public Safety & Justice Services 1) Submitting a sole source exemption on RQ24930, which will result in an award recommendation to Carasoft in the amount of \$2,872.74 for licenses and support services on the TerraGo Publisher for ArcGIS software.

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

TerraGo Publisher for ArcGIS and an Annual Support Subscription

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

There is an annual support subscription fee, but there is not an annual cost for the actual software license.

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

The Office of Emergency Management's current GeoPDF Map is outdated and this software will enable us to maintain and update map when necessary. The key feature of the GeoPDF is that these interactive maps can be used without internet access, which is a possibility as a result of a disaster.

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

Delta State University created a GeoPDF of Cuyahoga County for free using the TerraGo Technologies product. The GeoPDF Maps are georeferenced files that contain information layers from GIS and other sources of geospatial information. The maps are published in PDF form making it easy to distribute and can be used by anyone with access to the free Adobe Reader software. The Office of Emergency Management must acquire this software in order to update GIS information on the GeoPDF as needed.

6. Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable?

No alternatives were evaluated since Delta State used this product for the creation of Cuyahoga County's initial, free of charge GeoPDF.

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

No specific steps were taken to negate need for sole source provider because Delta State created GeoPDF for Office of Emergency Management with TerraGo Technologies software.

8. Has your department bought these goods/services in the past? Yes No

No. This software was not purchased by Office of Emergency Management in the past. Delta State created GeoPDF free of charge utilizing TerraGo Technologies software.

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?

This is a one-time purchase of the TerraGo Publisher Software license.

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

Sales Representative for TerraGo Technologies added training at no additional charge.

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

No price comparisons were made since GeoPDF was created using TerraGo Technologies software and the same software must be purchased in order to update and maintain these maps.

12. Amount to be paid: \$2,872.74

Approve

Disapprove

Hold

CPB2012-803 Department of Health and Human Services Community Initiatives Division Office of Early Childhood, submitting an RFP exemption, which will result in amendments to contracts with various providers on RQ13956 for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012:

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 Contract Amount for Creative Kids: \$97,951.00

Amendment 1: \$0; line item revision

Amendment 2: \$97,993.71

Amendment 3: (\$17,755.00)

Amendment 4: \$108,254.93

Current request: \$10,174.00

Total value of contract if this request is approved: \$296,618.64

Original Contract Amount for Kiddie City Child Care Community, Inc.: \$35,478.00

Amendment 1: \$16,000.00

Amendment 2: \$50,094.33

Amendment 3: \$12,955.00

Amendment 4: \$79,176.02

Current request: \$14,692.00

Total value of contract if this request is approved: \$172,917.35

Original Contract Amount for Center for Families and Children - Mather Child Care: \$169,317.00

Amendment 1: (\$28,457.00)

Amendment 2: \$109,075.97

Amendment 3: (\$5,740.40)

Amendment 4: \$124,789.31

Current request: \$14,920.00

Total value of contract if this request is approved: \$383,904.88

Original Contract Amount for Center for Families and Children - McMillan Child Care: \$187,998.00

Amendment 1: \$162,553.08

Amendment 2: \$5,196.00

Amendment 3: \$197,131.42

Current request: \$0; line item revision

Total value of contract if this request is approved: \$552,878.50

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

Amendment 1: \$75,157.26

Amendment 2: (\$64,622.00)

Amendment 3: \$150,094.27

Amendment 4: \$11,824.16

Current request: \$0; line item revision

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

Original Contract Amount for Early Childhood Enrichment Center: \$180,735.00

Amendment 1: \$16,000.00
Amendment 2: \$168,959.06
Amendment 3: \$28,300.00
Amendment 4: \$191,504.98
Current request: \$0; line item revision
Total value of contract if this request is approved: \$404,764.04

Original Contract Amount for Horizon Activities Center: \$332,995.00
Amendment 1: \$0; line item revision
Amendment 2: \$204,873.09
Amendment 3: (\$65,477.00)
Amendment 4: \$276,421.85
Current request: \$0; line item revision
Total value of contract if this request is approved: \$748,812.94

Original Contract Amount for Guidestone - Family Life Child Care Center of Lakewood: \$70,890.00
Amendment 1: \$33,801.00
Amendment 2: \$86,456.09
Amendment 3: (\$10,000.00)
Amendment 4: \$100,492.44
Current request: \$1,000.00
Total value of contract if this request is approved: \$283,639.53

Original Contract Amount for Guidestone - Family Life Child Care Center of Maple Heights: \$56,583.00
Amendment 1: \$3,076.00
Amendment 2: \$57,803.22
Amendment 3: \$2,100.00
Amendment 4: \$73,311.45
Current request: \$7,000.00
Total value of contract if this request is approved: \$199,873.67

Original Contract Amount for Guidestone - Family Life Child Care Center of Middleburg Heights: \$39,815.00
Amendment 1: \$0.00; line item revision
Amendment 2: \$43,055.05
Amendment 3: \$13,100.00
Amendment 4: \$61,604.17
Current request: \$5,500.00
Total value of contract if this request is approved: \$163,074.22

Original Contract Amount for Brooklyn City School District: \$76,305.00
Amendment 1: \$48,853.47
Amendment 2: \$100,440.80
Current request: \$8,459.00
Total value of contract if this request is approved: \$234,058.27

The overall project is funded by 80% HHS levy funds and 20% private grant funds.

3. Rationale Supporting the Use of the Selected Procurement Method
(include state contract # or GSA contract # and expiration date)

The named vendors currently providing UPK services were selected 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”. These vendors 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.

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 UPK is key to the program’s success. 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.

- Approve
- Disapprove
- Hold

CPB2012-805 Department of Health and Human Services Division of Children and Family Services, submitting an RFP exemption, which will result in an amendment to Contract No. CE1100582-01 with Case Western Reserve University on behalf of The Begun Center for Violence Prevention Research and Education for evaluation and planning services for various initiatives for the Cuyahoga Tapestry System of Care for the period 7/1/2011 - 6/30/2012 to extend the time period to 12/31/2012; no additional funds required.

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

The Division of Children and Family Services (DCFS) is requesting authorization to amend a contract for additional time only. The timeframe for this contract amendment is being modified from the original timeframe of July 1, 2011 to June 30, 2012 to July 1, 2011 to December 31, 2012.

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

1. This project is funded 100% HHS Levy Funds
2. Original contracted amount \$425,000.00
3. No additional dollars needed (\$0.00)
4. Expenditures to date (5/31112): \$285,312.16

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract# or GSA contract# and expiration date)

This contract was exempt from the bid process (approved at Executive Board of Control)

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

None. This is an amendment to extend the contract period. Cuyahoga Tapestry System of Care (CTSOC) is in the process of creating an RFP for evaluation services that will utilize a full and open procurement method.

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

The vendor has been involved with Cuyahoga Tapestry System of Care CTSOC since its inception and therefore possesses significant content expertise which is critical to the continuity of evaluation efforts.

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.

The vendor is centralized and sole source data collection for System of Care and cross system development data.

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

Tapestry is in the process of creating an RFP for evaluation services that will utilize a full and open procurement method.

Approve

Disapprove

Hold

CPB2012-806 Department of Information Technology Submitting an RFP exemption on RQ24464, which will result in an award recommendation for a state purchase to TEC Communications, Inc. in the amount of \$63,744.00 for 160 Cisco 7942G IP Phones and 96 Cisco 7962 IP Phones.

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

160 Cisco 7942G IP Phones with maintenance and 96 Cisco 7962G IP Phones with Maintenance

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

The amount of this purchase is not to exceed \$63,744.00.

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

The Communications department is currently out of these phones and having them in stock provides better service to the County Agencies by allowing for prompt replacement of broken units and quicker

deployment of new phones. Phone service could be seriously disrupted if it is necessary to wait for the completion of the return or purchasing process when phones are needed.

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

MNJ Technologies Public Sector LLC.

Texcel, Inc.

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

The county requires this equipment and TEC Communications were able to provide it at the lowest cost.

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.

Competitive bidding was transparent in this request.

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

We will continue to request quotes from multiple vendors.

Approve

Disapprove

Hold

D. Consent Agenda

CPB2012-807 Department of Development Submitting an amendment to Contract No. CE1200120-01, 02 with Partners Environmental Consulting Inc., for brownfield environmental site assessment of property located at 826 East Schaaf Road, Brooklyn Heights for the period 2/27/2012 - 8/25/2012 to extend the time period 9/30/2012, to change the terms effective 9/4/2012; no additional funds required.

Approve

Disapprove

Hold

CPB2012-808 Department of Development /Airport Division, submitting an amendment to Contract No. CE1100533-01, 02 with Tri Mor Corporation for the Year Two Pavement Maintenance Program: Aprons A1, B reconstruction and Aprons A2, C, D1 rehabilitation for the period 8/9/2011 - 8/31/2012 for a decrease in the amount of (\$40,000.00).

Approve

Disapprove

Hold

CPB2012-809 Department of Health and Human Services Division of Children & Family Services, submitting an amendment to Contract No. CE1000872-01 with West Side Ecumenical Ministry for child and family-focused services for the period 12/1/2010 - 11/30/2012 to change the name from West Side Ecumenical Ministry to Center for Families and Children, effective 4/18/2012; no additional funds required.

Approve

Disapprove

Hold

CPB2012-810 Department of Public Safety and Justice Services 1) Public Safety Grants, submitting an agreement with the City of Brecksville in the amount not-to-exceed \$1,423.20 for

reimbursement of eligible training expenses in connection with the FY2009 Port Security Grant Program for the period 5/30/2012 - 11/30/2012

2) Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2009 Port Security Grant Program for the period 5/15/2012 - 11/15/2012:

a) City of Lakewood in the amount not-to-exceed \$564.71.

b) City of Mayfield Heights in the amount not-to-exceed \$894.90.

c) City of Pepper Pike in the amount not-to-exceed \$418.50.

Funding Source: 100% FY2009 Port Security Grant Program

Approve

Disapprove

Hold

CPB2012-811 Department of Public Works Submitting an amendment to Contract No. CE0900215-01 with Love Insurance, The Brooks & Stafford Company and Patricia T. Hill for consultant services for a Comprehensive Insurance and Risk Management Program for the period 1/1/2009 - 8/31/2012 to extend the time period to 12/31/2012; no additional funds required.

Approve

Disapprove

Hold

CPB2012-812 Department of Public Works Recommending to declare excess County furniture and equipment as surplus County-owned property, no longer needed for public use; requesting authority to discard/scrap/salvage in accordance with EAO2012-0001.

Approve

Disapprove

Hold

CPB2012-813 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

CPB2012-814 Office of Procurement and Diversity Presenting voucher payments for the week of September 4, 2012.

Approve

Disapprove

Hold

CPB2012-815 Department of Development Presenting voucher payments between August 23, 2012-August 29, 2012

Approve

Disapprove

Hold

V. Other Business

VI. General Business

- VII. Public Comment: There was no public Comment
- VIII. Adjournment: The meeting was adjourned at 11:54 AM