

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
October 15, 2012 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:42 A.M.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Fiscal Officer Wade Steen
Councilman Dave Greenspan
Director Bonnie Teeuwen
Director Lenora Lockett

II. Review and Approve Minutes: The minutes were approved as written. Ed FitzGerald and Bonnie Teeuwen abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items - There were no tabled items

B. Scheduled Items

CPB2012-912

Department of Public Works, submitting an amendment to Contract No. CE1200157-01 with Hasenstab Architects, Inc. for architectural engineering services and construction administration for the Cuyahoga County Crime Laboratory for additional funds in the amount not-to-exceed \$16,000.00.

Funding Source: 100% Forensic Science Lab Capital Account.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-913

Department of Workforce Development,

A) Submitting a contract with Bula Forge & Machine, Inc. in the amount not-to-exceed \$16,000.00 for the On-the-Job Training Program for the period 8/31/2012 - 12/31/2012.

B) Submitting a contract with S.A.W., Inc. in the amount not-to-exceed \$2,000.00 for the On-the-Job Training Program for the period 9/13/2012 - 2/28/2013.

C) Submitting a contract with The Radix Wire Company in the amount not-to-exceed \$6,500.00 for the On-the-Job Training Program for the period 8/20/2012 - 12/31/2012.

Funding Source: 100% Federal Workforce Investment Act (WIA) Funds

☒ Approve

☐ Disapprove
☐ Hold

CPB2012-914

Office of Procurement & Diversity,
Department of Public Works

a) on RQ21815 to Sound Com Corporation (16-1) in the amount not-to-exceed \$69,300.00 for preventive maintenance and repair of communication equipment at the Justice Center for the period 11/1/2012 - 10/31/2014.

Funding Source: 100% by the General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-915

~~Fiscal Office~~/Agency of the Inspector General, recommending an award on RQ24367 and enter into a contract with West Publishing Corporation dba West, a Thomson Reuters business, sole source, in the amount not-to-exceed \$2,721.60 for the period 10/15/2012 - 10/14/2013 for CLEAR Government Fraud database services.

Funding Source: 100% General Fund

Note: This item was amended to remove the Fiscal Office as the submitting department

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-916

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Bedford Heights in the amount not-to-exceed \$55,000.00 for reimbursement of expenses in connection with the Local Government Innovation Fund grant program/Public Safety Answering Point Technology Assistance for the period 9/1/2012 - 12/31/2013.

Funding Source: 100% by the Local Government Innovation Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-917

Department of Health and Human Services/Community Initiatives Division/Family and Children First Council, submitting an amendment to Agreement No. AG1200068 with Educational Service Center of Cuyahoga County for the Child Abuse and Neglect Prevention Program in connection with the Ohio

Children's Trust Fund for the period 7/1/2011 - 6/30/2012 for additional funds in the amount not-to-exceed \$2,039.55.

Funding Source: 100% Ohio Children's Trust Fund

☒ Approve
☐ Disapprove
☐ Hold

C. Exemption Requests

CPB2012-918

Office of Human Resources, submitting an RFP exemption on RQ21089, which will result in an amendment to Contract No. CE1200077-02 with Wellness IQ, Inc. for Vitality Wellness services for tracking County employees participating in the County's health benefit plans for the period 1/1/2012-12/31/2014 for additional funds in the amount of \$61,550.00.

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

We are requesting an amendment to contract CE 1200077-01, Wellness I.Q., Inc. our provider of wellness programming via Vitality System, for County employees They are currently contracted until December 31,2014.

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

The current contract is for \$1,229,848.00 for three years and we are asking for an amendment of \$20,516.66 per year totaling \$61,550.00. This is an increase of 5 %over the certified amount for 2012 - 14.

3. Rationale Supporting the Use of the Selected Procurement Method

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

This contract is currently in place via competitive bid. The original funding did not include the SBE subcontract submitted in the proposal by Wellness I.Q, Inc.

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

The contract is current.

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

The vendor was selected via competitive bid.

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.

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

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-919

Department of Development,

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

These contracts cover lead hazard remediation at various addresses (see spreadsheet). The Department of Development is requesting a new 5/31/13 completion date for all projects.

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

This request is for an extension of time only. No additional funds.

3. Rationale Supporting the Use of the Selected Procurement Method

Competitive bidding was carried out by the Department of Development as usual for Lead Hazard Remediation services. The lowest bidder of all qualified bidders is awarded the job.

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

All lead abatement contractors registered with Cuyahoga County were asked to bid and the lowest of three bids was selected.

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

Lead Hazard Remediation services are carried out based on a standard Lead Risk Assessment by Cuyahoga County Board of Health. The lowest of 3 bids from qualified contractors registered with Cuyahoga County was selected.

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.

Since Lead Hazard Remediation bids rarely come in over \$25,000 and since the informal bidding process used by the Department of Development ensures full and open competition among all lead abatement contractors registered with Cuyahoga County, nothing would be gained by repeating the bidding process. Additionally, with the health of the young children at risk due to exposure to lead paint, delay for bidding would cause a health risk.

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

Since the Department of Development already uses a sealed bid process with at least three bids required from qualified contractors, the current informal bid process will be continued except for very large jobs.

☒ Approve
☐ Disapprove
☐ Hold

There were 2 Time sensitive/Mission critical purchase items presented by Mike Chambers. David Merriman Clerk of the Contracts and Purchasing Board amended the Calendar to introduce both items (*) and reinstated the allowance afforded to the Department to make time sensitive mission critical purchases:

Department of Public Works

- 1) A purchase to Plotz in the amount of \$6,754.00 for Pumps that went down in the Justice Center Jail I (*This item was listed on page 30.)
- 2) A purchase to True Track in the amount of \$10,280.00 for fencing at the Board of Elections

Consent Agenda

CPB2012-920

Department of Public Works,

- a) Submitting an amendment (Subsidiary No. 2) to Contract No. CE1000441-01 with Karvo Paving, Co. for repair and resurfacing of Rockside Road from Broadway Avenue to Aurora Road in the Cities of Bedford, Bedford Heights and Maple Heights for a decrease in the amount of (\$111,892.39).
- b) recommending to accept the project as complete and in accordance with plans and specifications.
- c) requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: 80% Federal Funds and 20% County using funds from the \$5.00 Vehicle License Tax Fund.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-921

Department of Information Technology, submitting an amendment to Contract No. CE1100715-01 with DWR Consulting for consultant services and maintenance on the payroll and FAMIS accounting systems for use by the Fiscal Office for the period 10/25/2011 - 1/31/2013, to change the name from DWR Consulting, LLC to DWR Consulting.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-922

Office of Procurement & Diversity presenting voucher payments for the week of October 15, 2012.

☒ Approve
☐ Disapprove
☐ Hold

CPB2012-923

Department of Development, presenting voucher payments between 10/4/12 through 10/10/12.

☒ Approve

____Disapprove
____Hold

- V. Other Business - There was no other business
- VI. Public Comment – There was no public comment
- VII. Adjournment: The meeting was adjourned at 11:58 A.M.