

## **Minutes**

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
October 29, 2012 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:34 A.M.

Attendees:      Fiscal Officer Wade Steen  
                    Councilman Dave Greenspan  
                    Director Bonnie Teeuwen  
                    Director Lenora Lockett  
                    Clerk of the Contracts and Purchasing Board David Merriman

County Executive Edward FitzGerald and Chief of Staff Matt Carroll – were not available

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

### **CPB2012-935**

Medical Examiner, submitting a sole source exemption on RQ25359, which will result in an award recommendation to Collaborative Testing Services, Inc. in the amount not-to-exceed \$3,990.00 for proficiency tests for Drug Chemistry and Trace Evidence disciplines for the period 10/15/2012 - 12/31/2012.

☒X\_\_\_ Approve  
\_\_\_\_ Disapprove  
\_\_\_\_ Hold

### **CPB2012-936**

Medical Examiner, submitting a sole source exemption on RQ25360, which will result in an award recommendation to Forensic Science Consultants, Inc. in the amount not-to-exceed \$4,659.00 for Cuyahoga County Regional Forensic Science Laboratory proficiency tests for Drug Chemistry and Trace Evidence disciplines for the period 10/15/2012 - 12/31/2012.

☒X\_\_\_ Approve  
\_\_\_\_ Disapprove  
\_\_\_\_ Hold

### **CPB2012-937**

Medical Examiner, submitting a sole source exemption on RQ25366, which will result in an award recommendation to The College of American Pathologists in the amount not-to-exceed \$3,148.00 for proficiency tests for Toxicology and Parentage/Identification for the period 10/15/2012 - 12/31/2012.

☒ Approve  
☐ Disapprove  
☐ Hold

## **B. Scheduled Items**

### **CPB2012-947**

Department of Public Works, recommending a payment to East Ohio Gas Company dba Dominion East Ohio in the amount not-to-exceed \$45,700.00 for utility relocation work in connection with the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland.

Funding Source: \$7.50 Vehicle License Tax Funds

☒ Approve  
☐ Disapprove  
☐ Hold

### **CPB2012-948**

Department of Development, recommending an award on RQ25430 and enter into a contract with Community Housing Solutions for Furnace Repairs for Low-Income Urban County Households for the anticipated cost of not-to-exceed \$24,000. The anticipated start and completion dates of the project are 11/1/2012 - 5/31/2013.

Funding Source: 100% federal Community Development Block Grant funds.

☒ Approve  
☐ Disapprove  
☐ Hold

### **CPB2012-949**

Department of Development /Airport Division, requesting approval of a revenue generating agreement in the amount of \$2,000.00 with Canyon Properties, LLC, dba Cleveland Jet Center LLC. The anticipated start-complete dates are November 1, 2012 - April 30, 2013.

☒ Approve  
☐ Disapprove  
☐ Hold

### **CPB2012-950**

Department of Information Technology,

- a) Submitting an RFP exemption on RQ25227, which will result in an award recommendation to Compuware Corporation in the amount not-to-exceed \$91,830.00 for maintenance and support on File-AID software for the period 10/1/2012 - 9/30/2015.

- b) Recommending an award on RQ25227 and enter into a state contract with Compuware Corporation in the amount not-to-exceed \$91,830.00 for maintenance and support on File-AID software for the period 10/1/2012 - 9/30/2015.

Funding Source: 100% General Funds

☐ Approve  
☐ Disapprove  
☒ Hold

**CPB2012-951**

Department of Information Technology,

- a) Submitting an RFP exemption, which will result in an award recommendation on RQ25229 to Government Marketing & Procurement LLC in the amount not-to-exceed \$96,210.00 for e-mail defense and archiving services for various County departments for the period 7/6/2012 - 7/5/2013.
- b) Recommending an award on RQ25229 and enter into a GSA contract with Government Marketing & Procurement LLC in the amount not-to-exceed \$96,210.00 for e-mail defense and archiving services for various County departments for the period 7/6/2012 - 7/5/2013.

Funding Source: 100% General Funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-952**

Department of Information Technology, recommending an award on RQ25202 and enter into a state contract with CA, Inc.. in the amount not-to-exceed \$14,999.99 for maintenance and support on DYNAM/TLMS Tape Management System for the period 10/24/2011 - 10/23/2013.

Funding Source: 100% General Funds

☐ Approve  
☐ Disapprove  
☒ Hold

**CPB2012-953**

Department of Workforce Development, submitting a contract with Phoenix Steel Service, Inc. in the amount not-to-exceed \$1,000.00 for the On-the-Job Training Program for the period 9/17/2012 - 10/31/2012.

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

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-954**

Office of Procurement & Diversity, recommending and award,

Department of Public Works

a) on RQ24888 to PSX Inc. (11-3) in the amount not-to-exceed \$59,575.00 for Automated Parking Lot Revenue Collection Equipment located at Ameritrust Facility, 900 Prospect Avenue/**\*or at the Cuyahoga County Huntington Parking Garage.** (Deputy Chief Approval No. DC2012-139 - authority to advertise for bids.)

Funding Source: 100% Capital Projects Special Revenue fund

**Note: This item was amended to add the location of Cuyahoga County Huntington Parking Garage (\*See item above in Bold)**

☒ X Approve

☐ Disapprove

☐ Hold

**CPB2012-955**

Office of Procurement & Diversity, recommending and award,

Division of Job and Family Services

a) on RQ24849 to Mercedes-Benz of North Olmsted (16-1) in the amount not-to-exceed \$37,591.00 for 1-Cargo Van. (Deputy Chief Approval No. DC2012-140 - authority to advertise for bids.)

Funding Source: 100% General Fund

☒ X Approve

☐ Disapprove

☐ Hold

**CPB2012-956**

Department of Public Safety and Justice Services,

1) Public Safety Grants, submitting an RFP exemption contracts on which will result in amendments to agreements with various municipalities for the FY2010 STOP Violence Against Women Act Grant Program for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2012 (Cuyahoga County Board of Control, Contracting and Purchasing Ordinance, Section 3.5.a):

a) Agreement No. AG1100031-01 with City of Cleveland (Law Department) no additional funds required.

b) Agreement No. AG1100044-01 with City of Cleveland (Public Safety Department) and for additional funds in the amount not-to-exceed \$9,289.13.

2) Submitting amendments to agreements with various municipalities for the FY2010 STOP Violence Against Women Act Grant Program for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2012:

a) Agreement No. AG1100031-01 with City of Cleveland (Law Department) no additional funds required.

b) Agreement No. AG1100044-01 with City of Cleveland (Public Safety Department) and for additional funds in the amount not-to-exceed \$9,289.13.

Funding Source: FY2010 STOP VAWA Grant funds

☒ Approve  
☐ Disapprove  
☐ Hold

#### **CPB2012-957**

Juvenile Court, recommending an award on RQ25057 and enter into a contract with ComDoc, Inc. in the amount not-to-exceed \$12,587.00 for maintenance and support on the DocuWare System for the period 11/1/2012 - 10/31/2014.

Funding Source: 100% General Fund

☒ Approve  
☐ Disapprove  
☐ Hold

### **C. Exemption Requests**

#### **CPB2012-958**

Submitting an RFP exemption on RQ25385, which will result in an award recommendation to Hewlett-Packard in the amount not-to-exceed \$653,391.44 for the purchase of **750** - HPZ220 workstations.

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

(750) HP Z220 Workstations & monitors which includes onsite deployment, agency specific imaging, and misc. computer hardware.

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

Total amount of this purchase shall not exceed \$653,391.44. General Fund is covering a majority of this project along with various other funds. Appropriations are in place for this purchase.

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

These workstations are being bought under the State of Ohio (WSCA/NASPO) Contract (OA1067) terms and conditions. This project is intended to replace aged systems and improve end user productivity. This will give the County a 5-year cycle plan for aged workstations.

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

Multiple vendors were asked to provide their bid on the equipment/services that are associated with this project. HP, CDW, SHI, MNJ, and GovConnection were all evaluated. HP and CDW were the only vendors that can provide specific services to Cuyahoga County.

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

From a technical standpoint, the County is gearing towards an HP environment. A project like this will enable multiple County agencies to be on same platform. HP will provide the services that would typically be done by County employees. Allowing HP to image and deploy the workstations will save the County time and money. HP was also the lowest 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.**

This was done through competitive bid and HP was the lowest.

**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 needs to continue giving multiple vendors an opportunity on County business.

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2012-959**

Department of Information Technology

1. Submitting sole source exemption on RQ25199 which will result in an award recommendation to Serena Software, Inc. in the amount not-to-exceed \$200,203.17 for maintenance on ChangeMan software for the period 3/15/2012 - 3/14/2015.

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

The Serena Changeman ZMF software provides a clear and straight forward move to production process that keeps copies of program source code for back-out or restoration.

**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 ☒ X

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

This software is an integrated component of our Enterprise Server software environment and we need to have licensing and support should the software fail.

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

The Changeman ZMF software product is written and maintained only by Sererta:-Irw as customized at installation to meet the procedural needs of the County and the software environment of the County. This software provides special handling of DB2 and IMS database components.

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

None were evaluated due to the fact that this software was customized specifically for the County.

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

Explained in #5 and #6 above.

**8. Has your department bought these goods/services in the past?** X Yes ☐ D 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?  
Sole source. \$60,482.13 03/15/11-03/14/12

**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 at this time. If the entire software environment were to change, this function would be reviewed for replacement

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

N/A

.... .... ..

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

N/A

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**12. Amount to be paid:** \$63,506.16 first year.

X\_\_Approve

\_\_\_Disapprove

\_\_\_Hold

**There were no time sensitive/mission critical purchase items presented.**

**Consent Agenda**

**CPB2012-960**

Human Resource Commission, submitting amendments to various contracts for hearing officers for the Human Resource Commission; no additional funds required:

1) for the period 12/30/2011 - 11/30/2012 to extend the time period to 11/30/2013:

a) Contract No. CE1100755-01 with Komlavi Atsou.

b) Contract No. CE1100757-01 with Michael J. Gordillo of Valore & Gordillo, LLP fka Michael J. Gordillo of Gordillo & Gordillo, LLC.

c) Contract No. CE1100758-01 with Anthony M. Stevenson.

d) Contract No. CE1100759-01 with Gregory P. Szuter.

e) Contract No. CE1100760-01 with Daniel G. Zeiser, of Daniel G. Zeiser Co., L.P.A.

2) for the period 5/1/2012 - 11/30/2012 to extend the time period to 11/30/2013:

f) Contract No. CE1200386-01 with Noelle Tsevdos

Funding Source: 100% General Fund

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-961**

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E).

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-962**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Bedford in the amount not-to-exceed \$197.93 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communication Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source: 100% FY2010 Interoperable Emergency Communication Grant Program funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-963**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Orange Village in the amount not-to-exceed \$1,300.00 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communication Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source: 100% FY2010 Interoperable Emergency Communication Grant Program funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-964**

Department of Health and Human Services, Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0900752-01 with Horizon Activities Center for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012 to make budget line item revisions; no additional funds required.

Funding Source: 80% by the Health and Human Services levy and 20% private grant funds.

☒ Approve  
☐ Disapprove  
☐ Hold



**CPB2012-965**

Office of Procurement & Diversity, presenting voucher payments for the week of October 29, 2012.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-966**

Department of Development, presenting voucher payments between 10/18/2012 and 10/24/2012.

☒ 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 12:10 P.M.