

## **Minutes**

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
December 10, 2012 11:30 A.M.

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

Attendees: Councilman Dave Greenspan  
Mark Parks – Alternate for Fiscal Officer Wade Steen  
Mike Chambers – Alternate for Director Bonnie Teeuwen  
Director Lenora Lockett  
Clerk of the Contracts and Purchasing Board David Merriman

Edward FitzGerald, Matt Carroll, Wade Steen and Bonnie Teeuwen were unavailable.

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

### **CPB2012-1064**

Department of Workforce Development,

A) Submitting a contract with American Center for Conflict Resolution Institute, Inc. dba Lakewood College in the amount not-to-exceed \$3,000.00 for the On-the-Job Training Program for the period 10/15/2012 - 2/15/2013.

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

☒ X Approve  
☐ Disapprove  
☐ Hold

### **CPB2012-1067**

Department of Public Safety and Justice Services /Public Safety Grants, recommending an award on RQ25604 and enter into a contract with Cinecraft Productions, Inc. in the amount not-to-exceed \$10,119.00 for development of multi-media campaign to promote the Northeast Ohio Regional Fusion Center in connection with the FY2010 State Homeland Security-Law Enforcement Grant Program for the period 11/1/2012 - 2/28/2013.

Funding Source: 100% funded through the FY10 SHSP-LE

☐ Approve  
☐ Disapprove  
☒ X Hold

**Note: This item is pending Inspector General Ethics Registration.**

**CPB2012-1068**

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 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 12/31/2012:

- a) City of Cleveland Heights in the amount not-to-exceed \$285.60.
- b) City of Garfield Heights in the amount not-to-exceed \$305.37

Funding Source: 100% FY 10 Interoperable Emergency Communication Grant Program

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

**B. Scheduled Items**

**CPB2012-1077**

**Department of Development,**

- a) Requesting approval of a contract with Marlison Holdings Company LLC., for the anticipated cost of \$5,640.00 The anticipated start-completion dates are 12/1/2012 - 09/30/2013
- b) Requesting approval of a contract with Sal's Heating & Cooling, Inc for the anticipated cost of \$5,985. The anticipated start-completion dates are 3/16/2012- 12/31/2012.

Funding Source: 100% General Fund

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

**CPB2012-1078**

Department of Information Technology, recommending an award and enter into a contract with Communications Supply Corporation in the amount not-to-exceed \$21,675.82 for maintenance and upgrade service of the Fluke Optiview equipment for the period 12/1/2012 - 11/30/2013.

Funding Source: 100% General Fund.

**Note: This item is pending Inspector General Ethics Registration.**

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

**CPB2012-1079**

Department of Information Technology , recommending an award and enter into a contract with DLT Solutions, Inc. in the amount not-to-exceed \$9,941.61 for maintenance and software support on SolarWinds software for the period 12/13/2012 - 12/13/2013.

Funding Source: 100 % General Funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1080**

Department of Information Technology, recommending an award and enter into a contract with DC Group Inc. in the amount not-to-exceed \$2,800.00 for maintenance and support of Powerware Uninterruptible Power System - Plus 160 for the period 11/15/2012 - 11/14/2013.

Funding Source: : 100 % General Funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1081**

Department of Information Technology,

- a) submitting a sole source exemption, which will result in a contract with Periscope Holdings, Inc. in the amount not-to-exceed \$21,390.00 for consultant and project management services for the modification of the BuySpeed Online System for the period 12/15/2012 - 5/15/2013.
- b) submitting a contract with Periscope Holdings, Inc., sole source, in the amount not-to-exceed \$21,390.00 for consultant and project management services for the modification of the BuySpeed Online System for the period 12/15/2012 - 5/15/2013.

Funding Source: 100 % General Funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1082**

Department of Workforce Development, submitting a contract with The Radix Wire Company in the amount not-to-exceed \$2,000.00 for the On-the-Job Training Program for the period 11/12/2012 - 3/3/2013.

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

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1083**

Department of Public Safety and Justice Services, Public Safety Grants, submitting agreements with the **City of Berea** for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 6/1/2011 - 10/15/2012:

- a) in the amount not-to-exceed \$4,133.00
- b) in the amount not-to-exceed \$1,563.12
- c) in the amount not-to-exceed \$1,248.24

Submitting an agreement with **City of Cleveland Heights** in the amount not-to-exceed \$686.61 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 2/27/2012 - 10/15/2012.

Submitting agreements with various municipalities 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:

- a) City of **Cleveland Heights** in the amount not-to-exceed \$285.60.
- b) City of **Garfield Heights** in the amount not-to-exceed \$305.37.

Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for various dates:

- a) City of **Lakewood** in the amount not-to-exceed \$1,242.68 for the period 10/24/2011 - 10/15/2012.
- b) City of **Maple Heights** in the amount not-to-exceed \$1,994.13 for the period 6/7/2011 - 10/15/2012.
- c) City of **Mentor** in the amount not-to-exceed \$1,472.00 for the period 2/27/2012 - 10/30/2012.

Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- 1) for the period 1/1/2012 - 10/15/2012:
  - a) City of **Mayfield Heights** in the amount not-to-exceed \$2,600.00.
  - b) City of **Mentor** in the amount not-to-exceed \$2,600.00.
- 2) for the period 1/6/2011 - 10/30/2012:
  - c) City of **Shaker Heights** in the amount not-to-exceed \$2,294.14.

Funding Source: 100% UASI grant funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1084**

Witness/Victim, submitting a contract with Mental Health Services for Homeless Persons, Inc. in the amount not-to-exceed \$76,178.00 for crisis intervention and assessment services for the Children Who Witness Violence Program for the period 12/5/2012 - 9/30/2013.

Funding Source: funded through earmarks from the State of Ohio VOCA and SVAA funding

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1085**

Community Initiatives Division/Office of Early Childhood, requesting approval to apply for and accept grant funds from The Treu-Mart Fund in the amount of \$50,000.00 for Young Child Emotional Development Exhibit for the Invest in Children Program for period 1/1/2013 - 12/31/2013.

Funding Source: Treu-Mart Fund

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1086**

County Planning Commission, submitting an agreement with City of Middleburg Heights in the amount not-to-exceed \$45,000.00 for reimbursement for various activities for the American Society of Heating, Refrigerating and Air Conditioning Engineers Level II energy efficient audits in connection with the Federal Energy Efficiency and Conservation Block Grant/County Municipal Energy Grant programs for the period 1/30/2011 - 6/30/2014.

Funding Source: 100% American Recovery and Reinvestment Act Funds

☒ Approve  
☐ Disapprove  
☐ Hold

**C. Exemption Requests**

**CPB2012-1087**

Department of Information Technology, submitting an RFP exemption on RQ25638, which will result in a lower than state term award recommendation to Brown Enterprise Solutions in the amount not-to-exceed \$27,980.05 for the purchase of (5) HP EliteBook 8570w, (9) HP Z220 Workstations, and multiple computer related equipment for the Department of Public Works.

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

(5) HP EliteBook 8570w with misc. related equipment

(9) HP Z220 Workstations with misc. related equipment

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 will not exceed \$35,693.20. Public Works will use the Road & Bridge Fund to cover all expenses.

3. Rationale Supporting the Use of the Selected Procurement Method

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

This purchase follows Public Works 5 year replacement cycle and is not general fund expenditure. This will allow their workforce to become more efficient and effective in completing their assignments. These items are being purchased off of the Ohio State Term 533268-2 Schedule.

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

All Lines Technology & SHI were two other vendors that were evaluated.

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

MNJ Technologies are the cheapest State Term vendor for these products. Selecting the lowest bid is normal practice at Cuyahoga County.

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 request was processed after multiple vendors submitted their pricing.

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

All items/products that can be bid on should go through the County's competitive bidding process.

☒X\_\_\_ Approve

☐\_\_\_ Disapprove

☐\_\_\_ Hold

#### **CPB2012-1088**

County Sheriff, submitting an RFP exemption, which will result in an amendment to Contract No.

CE1200039-01 with Consilium Staffing, LLC for medical and psychiatric services for the period 1/1/2012 - 12/31/2012 to extend the time period to 12/31/2013, to change the scope of services, effective \_\_\_\_\_

and for additional funds in the amount not-to-exceed \$400,000.00.

Funding Source: 100% General Funds

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

Consilium Staffing LLC provides the Sheriff's Department with temporary medical and psychiatric practitioner services in compliance with the Cuyahoga County Sheriff Department's policies and procedures on an as needed basis. The time period of the contract is from January 1, 2012 through December 31, 2012. The Sheriff's Department is looking to add \$400,000.00 to the contract, to extend

the time period from January 1, 2013 through December 31, 2013, and to add the professional services of Psychologists, OB/GYN's, and Orthopedists, as well as to increase the hourly rate for Primary Care, Psychiatric Care, and Nurse Practitioners.

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

The contract is funded 100% by the General Fund, Index Code SH350504, Sub Object 0278. The original contracted amount was \$250,000.00 and the Sheriff's Department is looking to add additional funds in the amount of \$400,000.00.

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

The Sheriff's Department currently has a contract with Consilium Staffing LLC for professional practitioners. The Sheriff's Department wants to add the professional services of Psychologists at \$100.00 per hour, OB/GYN's at \$200.00 per hour, and Orthopedists at \$230.00 per hour.

The hourly rate will also increase to \$130.00 for Primary Care Physicians, \$180.00 for Psychiatric Care Physicians, and \$100.00 for the Nurse Practitioners. The Sheriff's Department, Jail Medical will need to cover these positions since the agreement with MetroHealth will be expiring December 31, 2012.

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

The Sheriff's Department current agreement with Metrohealth will be expiring December 31, 2012. The Sheriff's Department chose Consilium Staffing LLC since we have a contract with them that is currently in place.

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

The Sheriff's Department wants to add the professional services of Psychologists at \$100.00 per hour, OB/GYN's at \$200.00 per hour, and Orthopedists at \$230.00 per hour. Consilium Staffing LLC was only responsive vendor to original RFP for professional practitioners. The agreement with MetroHealth will be ending December 31, 2012 and the Sheriff's Department will need to cover those vacancies.

**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 health care of incarcerated inmates would be compromised up to and including death.

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

If the situation is non-emergent, the Sheriff's Department will submit an RFP and follow standard procedures.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1089**

Division of Children & Family Services, submitting an RFP exemption on RQ25885, which will result in an amendment to Contract No. CE1000054-01 with Hattie Larlham Community Services for placement services for the period 9/1/2011 - 12/31/2011 for additional funds in the amount not-to-exceed \$11,100.18.

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

The Cuyahoga County Division of Children and Family Services is requesting authorization to provide payment to Hattie Larlham for services provided to LaShawn Brown. Hattie Larlham provided a placement for LaShawn Brown for a period of time before he transitioned to the Board of Developmental Disabilities.

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

\$121.98/day per diem. The balance due includes services for September 2011 (\$3,659.40), November 2011 (\$3,659.40) and December 2011 (\$3,781.38).

3. Rationale Supporting the Use of the Selected Procurement Method

Hattie Larlham's contract ended in September 2011 and they chose not to renew as this was the only child placed in their agency. They also were not going to further provide services to any other children.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. Other vendors were considered in the past and were unable to meet the child's special needs.

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

Hattie Larlham had been meeting the child's special needs for several years and moving the child would not be in his best interest. This child was also able to remain in this home after he transitioned to the Board of Developmental Disabilities.

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.

Child was in need of immediate placement in order for his needs to be met and his own safety.

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

This was a child-specific situation that required immediate attention.

☒ X Approve

☐ Disapprove

☐ Hold

#### **D. Consent Agenda**

##### **CPB2012-1090**

Department of Public Works,

a) Submitting an amendment (Subsidiary No. 1) to Contract No. CE1000444-01 with Karvo Paving, Co. in the amount of \$3,787,405.15 for rehabilitation of Bagley Road from Eastland Road to Pearl Road in the Cities of Berea and Middleburg Heights for decrease in the amount of (\$420,330.89).



b) Recommending to accept the project as complete and in accordance with plans and specifications; requesting authority to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: 80% Federal Funds and 10% County using funds from the \$7.50 Vehicle License Tax and 10% Municipalities.

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1091**

Department of Development, requesting approval of an amendment to contract CE11000689-01 dated November 1, 2011 with the County Land Bank to change the time of performance from November 1, 2011 - December 31, 2012 to November 1, 2011 - June 30, 2013, for the purpose of demolition of blighted structures.

Funding Source: Federal Neighborhood Stabilization Program 3

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1092**

Department of Health and Human Services, submitting an amendment to Contract No. CE0900732-01 with Case Western Reserve University for a lead screening, childhood obesity and dental decay in children research program in connection with the Medicaid Technical Assistance and Policy Program for the period 10/1/2009 - 6/30/2012 to extend the time period to 12/31/2012; no additional funds required.

Funding Source: pass-through on the MEDTAPP Project

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1093**

Department of Health and Human Services, Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0800734-02 with Educational Service Center of Cuyahoga County for fiscal and administrative services for the Help Me Grow Program for the Invest in Children Program for the period 7/1/2008 - 6/30/2012 to extend the time period to 9/30/2013; no additional funds required.

Funding Source: 100% State of Ohio General Revenue Fund

☒ X Approve  
☐ Disapprove

☐ Hold

**CPB2012-1094**

Division of Children and Family Services, submitting an amendment to Contract No. CE1200197-01 with LexisNexis Risk Solutions FL Inc. for Accurant for Government Plus on-line location services for the period 1/1/2012 - 12/31/2012 to extend the time period to 9/30/2013; no additional funds required.

Funding Source: Health and Human Services Levy Funds and federal funding.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1095**

Office of Procurement & Diversity, presenting voucher payments for the week of December 10, 2012.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2012-1096**

Department of Development, presenting Voucher payments between November 15, 2012 and December 5, 2012.

☒ Approve  
☐ Disapprove  
☐ Hold

V. Other Business

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

**Presented by Mike Chambers, Department of Public Works**

**1. For a Sanitary Engineering vehicle repair purchase on Requisition Number ST1326050 to Premier Trucking in the amount of \$1,695.00.**

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

☒ Approve  
☐ Disapprove  
☐ Hold

**Note: David Merriman announced the December 24 and December 31<sup>st</sup> meetings will be canceled. All items scheduled for those calendars will be combined and considered at the December 27 Contracts and Purchasing Board meeting.**

- VI. Public Comment – There was no public comment.
- VII. Adjournment: The meeting was adjourned at 11:53 A.M.