

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
January 22, 2012 11:00 A.M.

- 1. Call to Order: The meeting was called to order at 11:08 A.M.

Attendees: County Executive Edward FitzGerald
Councilman Michael Gallagher
Councilman Dale Miller
Council President C. Ellen Connally – Alternate for Pernel Jones, Jr.
Fiscal Officer Wade Steen
Stan Kosilesky – Alternate for Bonnie Teeuwen
Director Lenora Lockett
Board of Control Clerk David Merriman

Councilman Pernel Jones Jr. and Director Bonnie Teeuwen were unavailable.

Review and Approve Minutes - Ed FitzGerald made a motion to approve, Wade Steen seconded, the minutes were approved as written.

- 4. Tabled Items Returned for Review

BC2013-365

Department of Public Works,

- a) Submitting a final amendment (Subsidiary No. 1) to Contract No. CE1000661-01 with Inland Waters Pollution Control, Inc. for rehabilitation of sanitary sewers and manholes in various County sewer districts for additional funds in the amount of \$43,467.69.
- 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: This project was funded by a Water Pollution Control Loan through the Ohio Environmental Protective Agency and the debt will be repaid through sewer cash balances.

- 5. Scheduled items

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-14

Department of Information Technology, submitting an amendment to Contract No. CE1200477-01 with Unify Solutions, Inc. for consultant services for SAP Human Capital Management professional support services for the period 7/2/2012 - 7/1/2013 for additional funds in the amount of ~~\$210,000.00~~.
\$100,000.00.

Funding Source: 100% General Fund.

Note: this item was amended to reflect the additional funds amount as \$100,000.00.

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved as amended.

Approve
 Disapprove
 Hold

Note: Ed FitzGerald had to step out of the meeting briefly and requested Councilman Gallagher chair the meeting.

BC2013-15

County Sheriff, recommending an award on RQ25695 and enter into a contract with Intellitech Corporation, sole source, in the amount of \$106,055.00 for license renewal and maintenance on the IMACS Jail management system for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% General Fund

Michael Gallagher made a motion to approve, Dale Miller seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-16

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with The Center for Health Affairs for the purchase of equipment, valued in the amount of \$280,425.00 for the FY2009 Urban Area Security Initiative Grant Program for the period 8/1/2009 - 9/30/2012.

Funding Source:100% FY09 Urban Area Security Initiative funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA). No County Match was required.

Michael Gallagher made a motion to approve, Wade Steen, seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-17

Department of Health and Human Services/Division of Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1100179-01, 02 with Synovate, Inc. for a Customer Satisfaction Tracking Survey for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2013 and for additional funds in the amount of \$51,896.20.

Funding Source: 79% funded with PA (Public Assistance) funding and 21% Title IV-D (Child Support) funding.

Note: This item was held pending completion of ethics training and registration.

Approve
 Disapprove
 Hold

Note: Councilman Dale Miller requested the following item be held until the end of the meeting as he had questions for Ed FitzGerald.

BC2013-18

Department of Health and Human Services,

a) Submitting an RFP exemption on RQ26528 which will result in a contract with Public Policy Advocates LLC in the amount not-to-exceed \$102,000.00 for state legislative liaison services for the period 1/1/2013 - 12/31/2013.

b) Recommending an award on RQ26528 and to enter into a contract with Public Policy Advocates LLC in the amount not-to-exceed \$102,000.00 for state legislative liaison services for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% General Fund

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

Public Policy Advocates will provide the County with legislative liaison services for State of Ohio policy issues.

The primary goal of the project is to have the county's interests represented before the state government. The actions of the Ohio state government have significant impact on Cuyahoga County and the operations of the county government. The decisions of the Governor, General Assembly, and the state's regulatory agencies impact: financial support to the county from the Local Government Fund and other sources; social service programs; transportation and infrastructure improvements; economic development opportunities; energy initiatives; and statutory and administration regulations that either provide flexibility or restrict the county in the performance of its function.

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

The value of the contract is \$102,00.00. The contract is funded by the General Fund.

3. Rationale Supporting the Use of the Selected Procurement Method

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

The vendor was select through an RFP process. The RFP process was closed in April 2011.

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

Public Policy Advocates was selected through a competitive procurement process.

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

The vendor provides the County with state liaison services.

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 contract was bid with the understanding that multiple extensions could be added to the term.

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 bid this service in the future.

Note: later in the meeting the Board returned to this item for consideration. Councilman Dale Miller posed his questions to the County Executive.

Ed FitzGerald made a motion to approve, Dale Miller, seconded, the item was approved. C. Ellen Connally abstained.

- Approve
- Disapprove
- Hold

BC2013-19

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services,

a) Submitting an RFP exemption on RQ26390 which will result in an award recommendation to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$226,715.00 for property management services of the Community Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2013 - 12/31/2013.

b) Recommending an award on RQ26390 and enter into a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$226,715.00 for property management services of the Community Women's Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% Health & Human Services Levy.

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

Emerald Development & Economic Network, Inc. (EDEN) is the sole owner of 2227 Payne Avenue, which is the location for the Norma Herr Women’s Center(NHWC). The County and City worked with community partners for over 8 years to identify and secure an appropriate site for a community women’s shelter that would provide safe, decent shelter for 140 single adult women. This search led to the County taking title to 2227 Payne Avenue, which is located next to 2219 Payne Avenue, which is owned by EDEN. The plan to develop a community women’s shelter required combining the two properties. For purposes of raising the required renovation funds and managing the renovation process, the County transferred title of 2227 Payne to EDEN, through the City of Cleveland.

EDEN has established a property management track record serving special needs populations over a period of 20 years. As owner of 2227 Payne Avenue, EDEN should be acknowledged as a sole source provider for the purpose of providing facility management services for the site.

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

The annual, facilities operating budget is \$226,715. The funding source is General Fund, Health & Human Services Levy.

3. Rationale Supporting the Use of the Selected Procurement Method

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

EDEN, Inc. is the owner of the building in which the NHWC is located. EDEN assisted in raising funds for the renovation of the property and coordinated the architectural and construction plans and development. Property management services are reimbursed on an “actual cost” basis.

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

No other vendors were considered for property management of the facility because the facility is owned by EDEN and has the demonstrated property management skills and capacity to provide the facilities management services at the lowest cost.

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

Please see Answers in #3 and #4

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 NHWC operates 365 days a year, on a 24 hour basis. The current census at the shelter is 160 women. It is necessary to maintain property management services at this facility without interruption.

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

In this situation, an Sole Source Exemption seems most appropriate.

Michael Gallagher made a motion to approve, Dale Miller, seconded, the item was approved.

Approve
 Disapprove
 Hold

6. Other Business

BC2013-20

Department of Public Works, requesting approval of an alternative procurement process which will result in an award recommendation on RQ26467 in the amount not-to-exceed \$66,538.55 for furnishing, installation and delivery of furniture for meeting rooms and model reception Units - Floors 15-23 located at the Cuyahoga County Justice Center Court Tower for Common Pleas Court. (Contracting and Purchasing Ordinance 0211-0044, Section 4.4.(b)16)
Funding Source: FY2009 Justice Assistance Grant: American Reinvestment & Recovery Act.
Justification: PUBLIC WORKS 2012 FURNITURE RQ26467

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

Furniture is for Common Pleas Courts located at the Cuyahoga County Justice Center Courts Tower Meeting Rooms & Model reception Units - Floors 15-23.

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

Funding Source: 100% FY09 Justice Assistance Grant #679479: American Reinvestment & Recovery Act not to exceed \$64,795.53 Funded thru Common Pleas Index Code: CO719302

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

This is a time sensitive purchase.

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

Purchase Order to be placed on the County Procurements' Web site for 5 days to ensure the lowest and best bid/vendor.

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

Furniture is desired by all parties involved being of a very good quality/durability to last for many years. The vendor is to be determined.

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 unacceptable delay in fulfilling the need for an award made through a competitive bid is that grant funds are being utilized to make this purchase. The grant ending date is 02/28/2013. A competitive bid will be utilized for 5 days.

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

In the future, the purchase of furniture will remain on the OPD's Web site for a minimum of 10 days and advertised in the Cleveland Plain Dealer.

Michael Gallagher made a motion to approve, C. Ellen Connally, seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-21

Requesting approval of an alternative procurement process to issue an informal Request for Proposals for eligible vacant housing renovation and new housing construction activities, to be carried out by local communities in eligible census tracts and block groups, under the rules of the federal Neighborhood Stabilization Program 3 (NSP3). (Contracting and Purchasing Ordinance 0211-0044, Section 4.4.(b)16)
Justification: Development 2013 RFP Exemption NSP3 Second Round

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

Development requests authorization to issue an informal Request for Proposals for eligible vacant housing renovation and new housing construction activities, to be carried out by local communities in eligible census tracts and block groups, under the rules of the federal Neighborhood Stabilization Program 3 (NSP3). The informal RFP will be limited to three communities that submitted proposals for eligible NSP3 activities in 2011 but did not receive funding awards in 2011 due to budget limitations. Funds unused by other communities are now available.

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

Development estimates that \$400,000 of federal Neighborhood Stabilization Program 3 (NSP3) funds are available to make awards under this informal RFP.

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

Since all eligible communities had the opportunity to submit proposals for NSP3 funding in 2011, and since all but three of the eligible proposals submitted in 2011 were already funded in 2011, the fairest and most efficient way to allocate the remaining funds is to offer each of the three formerly unsuccessful cities an opportunity to update their proposals, if they wish. Due to a strict federal spending deadline for all NSP3 funds, little time remains to make these awards.

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

Development considered asking the U.S. Department of HUD for approval to change its NSP3 program to allow parties other than local communities to carry out these activities, but the time required to request and receive approval for such a change, along with the need for a new proposal process open to private

parties as well as local communities, would make it impossible to have all NSP3 funds expended by the NSP3 spending deadline in early 2014.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Development chose to allocate its NSP3 funds to local communities since they are best suited to control the selection of vacant houses to be renovated and new houses to be constructed to support each local community's neighborhood stabilization strategy.

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 local communities already had the opportunity to submit proposals in 2011, conducting a new full proposal process would not increase the number of potential funded communities, while it would require significantly longer than an informal RFP process and jeopardize meeting the HUD spending deadline.

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 Congress appropriates further rounds of Neighborhood Stabilization Program or similar funding in the future, Development intends to offer the opportunity to submit proposals to all eligible local communities, as it did in 2011 for NSP3.

Michael Gallagher made a motion to approve, C. Ellen Connally, seconded, the item was approved.

Approve
 Disapprove
 Hold

Note: Ed FitzGerald returned to the meeting.

BC2013-22

~~Department of Information Technology,~~ **Department of Public Works**

a) Submitting an RFP exemption which will result in a contract with the Greater Cleveland Regional Transit Authority (GCRTA), in the amount of \$14,062.75. for use of space for storage from approximately January 23, 2013 through July 23,2013.

b)) Submitting a contract with the Greater Cleveland Regional Transit Authority (GCRTA), in the amount of \$14,062.75. for use of space for storage from approximately January 23, 2013 through July 23,2013.

Funding Source: 100% General Fund

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

A temporary license for the use of space (approximately 11,250 square feet of space) for storage of items currently located in the Prospect and Huron Buildings to provide for work to be done in those buildings.

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

Department of Public Works General Fund dollars shall be utilized. The space is being rented for a period of six (6) months, for a total of \$14,062.75 or approximately \$2.50 per square foot/ \$2,343.75 per month.

3. Rationale Supporting the Use of the Selected Procurement Method

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

Immediate need is required to facilitate work to be done in the Prospect and Huron Buildings. Secondly the total dollar value is less than \$25,000.00. Thirdly the vendor is another governmental agency, The Greater Cleveland Regional Transit Authority.

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

Why the market was surveyed, this was the lowest price available and with another governmental agency.

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

Looked to maximize and cooperate with our fellow County agencies to utilize currently publicly owned facilities.

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.

Immediate need required to facilitate the work needed at the Prospect and Huron Buildings.

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

No future plans at this time.

Note: This item was amended to reflect the name of the Department as Department of Public Works.

Michael Gallagher made a motion to approve, Dale Miller, seconded, the item was approved.

Approve
 Disapprove
 Hold

- 7. Public Comment – There was no public comment.
- 8. Adjournment – Ed FitzGerald made a motion to adjourn, Dale Miller seconded, the meeting was adjourned at 11:51 A.M.

