

Cuyahoga County Board of Control
 County Administration Building, 4th Floor
 February 4, 2013 11:00 A.M.

1. Call to Order
2. Review Minutes
3. Public Comment
4. Tabled Items Returned for Review
5. New Items for Review

Item	Requestor	Description	Board Action
BC2013-29	Department of Development	Requesting approval of an Economic Development Loan to Marlin Investment Group LLC in the amount not-to-exceed \$449,620.00 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreement and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan. Funding Source:100% Cuyahoga County Western Reserve Fund.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-30	Department of Development	Requesting approval to enter into an agreement with the City of Cleveland Heights for HOME funded activities in the amount not-to-exceed \$199,701.00. Anticipated start - completion dates are 12/01/2012 - 12/31/2013. Funding Source: 100% funded through the City of Cleveland Heights allocation of HOME funds from the Cuyahoga HOME Consortium.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-31	County Sheriff	Submitting an amendment to Contract No. CE1100331-01 with Mental Health Services for Homeless Persons, Inc. for re-entry services for the Project RESTORE (Reentry Strategies Toward Reintegration) demonstration project in connection with the FY2010 Second Chance Act Prisoner Reentry Initiative for the period 1/1/2011 - 9/30/2012 to extend the time period to 9/30/2013 and for additional funds in the amount of \$223,490.35. Funding Source: 100% FY2010 Second Chance Act Prisoner Reentry Initiative grant funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-32	Juvenile Court	Submitting contracts with various municipalities, each in the amount not-to-exceed \$3,000.00, for the Community Diversion Program for the period 1/1/2013 - 12/31/2013: a) City of Independence b) City of Westlake Funding Source: 100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

a. Exemption Requests

Item	Requestor	Description	Board Action
BC2013-33	Office of Procurement & Diversity	<p>Requesting approval of an alternative procurement process for various food purchases for the Sheriff's Correction Center and Juvenile Court Detention Center for the period 8/1/2012 - 7/31/2013. (Contracting and Purchasing Ordinance, Section 4.4.b.16)</p> <p>Justification: Requesting an Alternative Procurement Process [Ord#O2011-0044 Section 4.4(b) (16)] for various food purchases for the Sheriffs' Correction Center and Juvenile Court Detention Center.</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>The Sheriffs' Correction Center Jail Kitchen and Juvenile Court Detention Center process monthly Informal Competitive Bids to fill food requirements for inmates and juveniles. A separate requisition is created by the agencies, for individual food commodities each month. The successful vendor is required to deliver only after release is requested by the department, in the exact quantity requested. The quantities on the Purchase Order are not guaranteed.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>N/A – Monthly Purchase Orders are issued. The fluctuation of prices makes contracting for a specific time period prohibitive. Vendors are unable to hold prices and/or foresee price changes. The County previously attempted to make quarterly purchases, and received no interest (no bids) from the vendors.</p> <p>Example: Sheriff, March Foods = 28 Bids, estimates ranging from \$1,039 to 22,510. JJC, March Foods = 9 Bids, estimates ranging from \$241 to \$3,998.</p>	

		<p>3. Rationale Supporting the Use of the Selected Procurement Method</p> <p>a. Requesting exemption from the requirement to receive three (3) responses (per Ordinance No. 02012-00115). Bids are available to all vendors registered in BuySpeed for the corresponding commodity class and item code. Unfortunately, this does not always result in three quotes. Bidders must be able and willing to deliver the requested goods in the quantity requested with multiple shipments occurring monthly.</p> <p>b. Requiring vendors to be registered with the Inspector General prior to submitting a quote. Delaying an order while a vendor becomes registered would provide a hardship to the Jail and JJC. Instead all bids will include a link to the IG’s website and registration requirements. This will allow interested vendors to complete their registration prior to the due date or next months’ bidding.</p> <p>c. Requesting to continue soliciting informal bids on a monthly basis without advertising and formal bid requirements . Grouping bids by commodities allow for vendors to bid on their specialty and provides for timely delivery in the quantities needed.</p> <p>IE: Frozen, bakery, dairy, fish, beef, fresh fruit, canned goods, etc...</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>Various vendors are recommended and Purchase Orders are issued monthly for estimated food requirements for individual food commodities, based on lowest and best bid.</p> <p>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.</p> <p>An Informal (< \$25K) Competitive bid method is used to procure food requirements each month.</p> <p>7. Describe what future plans, if any, the County can</p>	
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		<p>take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>The County will continue to reach out to new vendors in an attempt to enlarge the pool of qualified, capable bidders.</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
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- b. Discuss February 11, 2013 meeting location change
- c. Discuss potential February 19, 2013 meeting date/time conflict

7. Public Comment

8. Adjournment

Minutes

Cuyahoga County Board of Control
 County Administration Building, 4th Floor
 January 28, 2012 11:00 A.M.

Board of Control Clerk David Merriman acknowledged that the Council appointment for this Board has changed. Dave Greenspan now serves as the designated County Council representative.

1. Call to Order: The meeting was called to order at 11:18 A.M.

Attendees: County Executive Edward FitzGerald
 Councilman Michael Gallagher
 Councilman Dave Greenspan
 Council Pernel Jones, Jr.
 Fiscal Officer Wade Steen
 Director Bonnie Teeuwen
 Director Lenora Lockett
 Board of Control Clerk David Merriman

Review and Approve Minutes - Ed FitzGerald made a motion to approve, Councilman Gallagher seconded, the minutes were approved as written. Councilman Dave Greenspan and Director Bonnie Teeuwen abstained.

4. Tabled Items Returned for Review

BC2012-371

Department of Public Safety and Justice Services, Witness/Victim, recommending an award on RQ24804 and enter into a contract with Recess Creative, LLC in the amount of \$175,000.00 for Defending Childhood Community Awareness Services for the period 1/1/2013 - 9/30/2013.

Funding Source: funded 100% by the U.S. Department of Justice under the Defending Childhood cooperative project.

Ed FitzGerald made a motion to approve, Pernel Jones, Jr. seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-23

Department of Workforce Development, submitting an amendment to Contract No. CE1200373-01 with CBRE, Inc. for owner representation services, acquisition plus commission on the disposition of properties for the Real Estate Portfolio Consolidation for the period 6/4/2012 - 6/3/2015 to change the scope of services, effective 1/28/2013 and for additional funds in the amount not-to-exceed \$47,000.00.

Funding Source: 100% General Fund

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

Approve
 Disapprove
 Hold

BC2013-24

Department of Workforce Development, In partnership with City of Cleveland/Cuyahoga County Workforce Investment Board, submitting an amendment to Contract No. CE1000591-01 with United Labor Agency, Inc. for Employment Connection One-Stop operation and/or services to adult job seekers for the period 7/1/2010 - 6/30/2013 to change the scope of services, effective 11/19/2012 and for additional funds in the amount of \$100,000.00.

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

Ed FitzGerald made a motion to approve, Pernel Jones, Jr. seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-25

Department of Health and Human Services, submitting an agreement with Cuyahoga County Board of Health in the amount not-to-exceed \$125,000.00 for child fatality review services for the period 1/1/2013 -12/31/2013.

Funding Source: 100% Health and Human Services Levy funds

Ed FitzGerald made a motion to approve, Bonnie Teeuwen, seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-26

Department of Health and Human Services, submitting an amendment to Contract No. CE1200504-01 with Starting Point for referral agency services for the period 8/1/2012 - 7/31/2013 to change the scope of services, effective 1/15/2013 and for additional funds in the amount of \$98,550.00.

Funding Source: 100% through Federal Child Care Administration funds

Approve
 Disapprove
 Hold

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

BC2013-27

Clerk of Courts and Common Pleas Court,

a) submitting an RFP exemption which will result in an amendment to Contract No. CE0800654-03 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for maintenance on the Civil Criminal Justice Information System for the period 1/1/2008 - 1/31/2013 to extend the time period to 3/31/2013 and for additional funds in the amount not-to-exceed ~~\$270,928.00~~ **\$406,392.00.**

b) submitting an amendment to Contract No. CE0800654-03 with Sadler-NeCamp Financial Services, Inc. dba PROWARE for maintenance on the Civil Criminal Justice Information System for the period 1/1/2008 - 1/31/2013 to extend the time period to 3/31/2013 and for additional funds in the amount not-to-exceed ~~\$270,928.00.~~ **\$406,392.00.**

Funding Source: 100% General Fund

1. Vendor Information: Proware Case Management System

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

Management and maintenance services, systems analyst and program analyst services, and ongoing system management and support services for the Court’s PROWARE Case Management System (CMS).

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

This contract with PROWARE is for a period of two months in the amount not-to-exceed ~~\$270,928.00.~~ **\$406,392.00.**

Contained in the contract in addition to ongoing maintenance is future purchases/renewal of software licenses and replacement of hardware.

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

The Court has been operating with its PROWARE CMS since 1997.

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

Provide specific, quantifiable factors/qualifications.

No other product would be able to provide the specific services that our current CMS does without having to incur substantial development and/or modification costs to implement.

6. Were alternative goods/services evaluated?

No.

PROWARE's performance, we do not wish to consider utilizing any other CMS.

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

None.

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

Yes, PROWARE has been used in the past on a sole source basis.

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.

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

The three (3) County Common Pleas Courts, General Division, Domestic Relations & Probate all have PROWARE contracts expiring the end of this year and we all sat down with Mr. Sadler from PROWARE and negotiated with him together, thus getting very favorable contract pricing.

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

The amendment extends the time period to 3/31/2013 and for additional funds in the amount not-to-exceed ~~\$270,928.00~~. **\$406,392.00**.

12. Amount to be paid: ~~\$270,928.00~~ **\$406,392.00**.

Note: Dave Greenspan pointed out the briefing summary did not reference the amended additional funds dollar amount of **\$406,392.00** throughout the document. Ed FitzGerald stated the amended dollar amount needs to be consistently reflected on all supporting documents.

Ed FitzGerald made a motion to approve, Bonnie Teeuwen, seconded, the item was approved.

Approve
 Disapprove

Hold

6. Other Business

BC2013-28

County Law Department, submitting an amendment to Contract between County of Cuyahoga, Ohio and Hylant Group, Inc. for Insurance Brokerage and Risk Management Services (RFQ # 24839; Encumbrance No. CE1200705) to increase the maximum not to exceed amount from \$3,600,000.00 to \$4,100,000.00.

Funding Source: 100% General Fund

Ed FitzGerald made a motion to approve, Bonnie Teeuwen, 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, Pernel Jones, Jr. seconded, the meeting was adjourned at 11:57 A.M.

Tabled Items Returned for Review

New Business

BC2013-29

Title: Department of Development/2013/Marlin Investment Group LLC/ Economic Development Loan/Cleveland

A. Scope of Work :

1 . Department of Development requesting approval of an Economic Development Loan to Marlin Investment Group LLC in the amount not-to-exceed \$449,620 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

2. The primary goal of the project is to assist Marlin Investment Group LLC purchase equipment and a facility located at 1615 Merwin Avenue Cleveland, Ohio. Marlin Investment will also make improvements to facilities located at 5299 Crayton Cleveland, Ohio and 1615 and 1600 Merwin Avenue Cleveland, Ohio. The project will create 30 new jobs. The total cost of the project is \$1,349,050; the County's participation is an Economic Development Loan not-to-exceed \$449,620.00 with a term of 15 years at an interest rate of 2%.

B. Procurement :

Economic Development Loan reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its January 09, 2013 meeting.

C. Contractor and Project Information:

1. Marlin Investment Group LLC
1600 Merwin Avenue Cleveland, Ohio.
Cleveland, Ohio 44113
Council District 3, Dan Brady

2. Principal Owners of Marlin Investment Group LLC:
James Catanese 40% and John Catanese 40%

3. The location of the projects:
1600 Merwin Avenue
1615 Merwin Avenue
5299 Crayton Avenue
Cleveland, Ohio 44146
Council District 3, Dan Brady

D. Project Status and Planning:

1. The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga Urban County.

F. Funding:

1. This loan will be funded by the Cuyahoga County Western Reserve Fund.
2. The loan funds will be disbursed at project completion.
3. The loan payments will be fully amortized over 15 years at interest rate of 2%.

BC2013-30

A. Scope of Work Summary

1. Department of Development requesting approval to enter into an agreement with the City of Cleveland Heights for HOME funded activities in the amount not-to-exceed \$199,701.00.

Anticipated start - completion dates are 12/01/2012 - 12/31/2013.

2. The primary goals of the project are to provide the city with its allocation of federal HOME funds to perform HOME qualified activities and administration. The project is mandated by the U.S. Department of Housing and Urban Development.

B. Procurement

1. All 2011 HOME allocations were approved by the Cuyahoga HOME Consortium at its regularly scheduled meeting on January 11, 2012.

Cleveland Heights is a member of the Cuyahoga HOME Consortium as approved by the U.S. Department of Housing and Urban Development. As such the City of Cleveland Heights is entitled to an allocation of HOME funds received and administered by the Cuyahoga County Department of Development.

The total value of this agreement is \$199,701.00

C. Contractor and Project Information

1. The address of the contractor is:
City of Cleveland Heights
40 Severance Circle
Cleveland Heights, Ohio 44118

2. Edward J. Kelly, Mayor
City of Cleveland Heights
Council District 10, Councilman Julian Rogers

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. Project funded through the City of Cleveland Heights allocation of HOME funds from the Cuyahoga HOME Consortium

2. The schedule of payments is monthly.

3. This project is an Agreement to approve HOME activities.
Original start - completion dates are 12/01/2012 - 12/31/2013.

BC2013-31

A. Scope of Work Summary

The Cuyahoga County Sheriff's Office is request contract extensions for The Mental Health Services for Homeless Persons, Inc. to complete Project RESTORE. The extension complete date is September 30, 2013.

B. Procurement

The procurement method for this project is a grant agreement. The total grant agreement is \$223,490.35.

C. Contractor & Project Information

Mental Health Services for Homeless Persons

1744 Payne Avenue

Cleveland, OH 44114

D. Project Status and Planning

This project is an extension of the existing project.

E. Funding

Grant funded 100%

BC2013-32

A. Scope of Work Summary

1. Juvenile Court, requesting approval of a contract various municipalities for the period January 1, 2013 – December 31, 2013, for funding in the not-to-exceed amounts as follows:

- a. City of Independence; \$3,000.00
- b. City of Westlake; \$3,000.00

2. The primary goals of the project are to develop and implement a Community Diversion Program (CDP) in various municipalities to hear misdemeanor and status offense complaints that occur in those municipalities, or by that municipality's residents.

3. N/A.

B. Procurement

1. The procurement method for this project was government purchase, as these contracts are agreements with Cuyahoga County municipalities. The total value of the entire CDP program (all municipalities) is \$219,300.00.

2. N/A

3. The proposed agreements received a government purchase exemption on 10/24/12. The approval letter is attached for review.

C. Contractor and Project Information

1. a. Ms. Angie Zeleznik

City of Independence

6800 Brecksville Road

Independence, Ohio 44131

Council District: 6

b. Ms. Madeline Crandall

City of Westlake

29694 Center Ridge Road

Westlake, Ohio 44145

Council District: 1

2. The Mayor of the City of Independence is The Honorable Gregory Kurtz. The Mayor of the City of Westlake is The Honorable Dennis M. Clough.

3.a. The location of the services is:

a. City of Independence

6800 Brecksville Road

Independence, Ohio 44131

Council District: 6

b. City of Westlake

29694 Center Ridge Road

Westlake, Ohio 44145

Council District: 1

3.b. The project is located in County Council Districts 6 and 1.

D. Project Status and Planning

1. The project reoccurs annually.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is funded 100% by General Fund.
2. The schedule of payments is monthly, by invoice.
3. N/A.

6. Other Business

BC2013-33

See item detail above