

**Minutes**

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
January 22, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:58 A.M.

Attendees: County Executive Edward FitzGerald  
Chief of Staff Matt Carroll  
Councilman Dave Greenspan  
Fiscal Officer Wade Steen  
Director Lenora Lockett  
Stan Kosilesky – Alternate for Bonnie Teeuwen  
Clerk of the Contracts and Purchasing Board David Merriman

Director Bonnie Teeuwen was unavailable.

II. Review and Approve Minutes: The minutes were approved as written. Councilman Dave Greenspan abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items for Review

**CPB2013-26**

Department of Public Safety and Justice Services/Witness Victim, submitting a contract with Cleveland State University for evaluation services for the Family Justice Center in the amount not-to-exceed \$51,847.00 for the period 1/15/2013 - 3/31/2014 in connection with the FY2011 Encourage Arrest Policies and Enforcement of Protection Orders Grant Program.

Funding Source: 100% United States Department of Justice, Grants to Encourage Arrest grant funds.

Approve  
 Disapprove  
 Hold

**B. Scheduled Items****CPB2013-37**

Department of Public Works, recommending a payment in the amount of \$5,399.47 to Fairfax Renaissance Development Corporation for reimbursement of expenses incurred in the demolition and environmental remediation of property previously known as Forestek Plating & Manufacturing Co. in connection with a Real Estate Purchase Agreement to convey vacant land to Cuyahoga County for completion of land assembly for use as public parking for the Juvenile Justice Center.

Funding Source: 100% General Fund

Approve  
 Disapprove  
 Hold

**CPB2013-38**

County Executive's Office,

a) Submitting an RFP exemption on RQ26526 which will result in a contract with The Normandy Group, LLC, in the amount not-to-exceed \$95,000.00 for federal legislative liaison services for the period 1/1/2013 - 12/31/2013.

b) Recommending an award on RQ26526 and enter into a contract with The Normandy Group, LLC, in the amount not-to-exceed \$95,000.00 for federal 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)**

Normandy Group will provide the County with legislative liaison services for Federal policy issues.

The primary goal of the project is to have the county's interests represented before the federal government. The actions of the federal government have significant impact on Cuyahoga County and the operations of the county government. The decisions of the President, Congress, and regulatory agencies impact: 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 \$95,000,00. 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.**

Normandy Group 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 federal 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.

Approve  
 Disapprove  
 Hold

**CPB2013-39**

Cuyahoga County Council, recommending an award on RQ26119 and enter into a contract with Advocacy & Communication Solutions LLC in the amount not-to-exceed \$48,000.00 for communications consultant services for the period 1/1/2013-12/31/2013.

Funding Source: 100% General Fund

Approve  
 Disapprove  
 Hold

**C. Consent Agenda**

**CPB2013-40**

Department of Information Technology, recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00.

Funding Source: Revenue Generating

Approve  
 Disapprove  
 Hold

**CPB2013-41**

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).

Funding Source: Revenue Generating

Approve  
 Disapprove  
 Hold

**CPB2013-42**

Office of Procurement and Diversity, presenting voucher payments for the week of January 22, 2013.

Approve  
 Disapprove  
 Hold

**CPB2013-43**

Department of Development, presenting voucher payments between January 10, 2013 to January 16, 2013.

Approve  
 Disapprove  
 Hold

V. Other Business

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

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

**Purchase on CT1326568 to Cleveland Door Controls in the amount of \$1,595.00 for a replacement part for the handicap doors at the Justice Center.**

**Presented by Jeff Mowry, Information Technology Department,**

**Purchase on RQ26310 to GTS-3 in the amount of \$955.00 for 7 Cisco Phone headsets for the Title Bureau office.**

**Recommending to enter into a contract with Flairsoft valued in the amount of \$14,760.00 for Oracle DBA's for SACWA data transfer for Department of Children and Family Services for the period of 1/23/2013 – 2/19/2013 for a total of 180 hours.**

**The full allotment of time sensitive mission critical purchase funds available to both Departments were restored.**

VI. Public Comment – There was no public comment.  
VII. Adjournment: The meeting was adjourned at 12:05 P.M.