

Cuyahoga County Board of Control  
 County Administration Building, 4<sup>th</sup> Floor  
 May 13, 2013 11:00 A.M.

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

Item	Requestor	Description	Board Action
BC2013-128	Department of Public Works	<p>Recommending an award on RQ26599 and enter into a contract with Schirmer Construction LLC (5-1) the amount not-to-exceed \$189,972.00 for the railing replacement on Memphis Road Bridge No. 00.95 over Countryman's Creek in the City of Brooklyn. (Deputy Chief Approval No. DC2013-50 - authority to advertise for bids).</p> <p>Funding Source: 100% \$7.50 License Tax Fund.</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
BC2013-129	Department of Public Works	<p>Recommending an award on RQ26822 and enter into a contract with Terrace Construction Company, Inc. (8-3) in the amount not-to-exceed \$100,818.95 for the Whiskey Island Waterline Improvement Project. (Deputy Chief Approval No. DC2013-62 - authority to advertise for bids).</p> <p>Funding Source: 100% Capital Project Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
BC2013-130	Department of Development	<p>Requesting approval of an Economic Development Loan to Oakport Management in the amount not-to-exceed \$172,000 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.</p> <p>Funding Source: Cuyahoga County Western Reserve Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
BC2013-131	Department of Information Technology	<p>Recommending an award on RQ26072 and enter into a contract with Service Express, Inc., in the amount not-to-exceed \$392,290.00, for server maintenance county wide for the period of 3/1/2013 - 2/28/2018.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

BC2013-132	Department of Health and Human Services	<p>Cuyahoga Job and Family Services, recommending an award on RQ27291 and enter into an agreement with Ohio Attorney General c/o Treasurer, State of Ohio/Bureau of Criminal Identification and Investigation in the amount not-to-exceed \$175,000.00 for access to the National WebCheck Program for criminal background checks on Ohio Workforce Work Experience participants for the period 6/1/2013 - 5/31/2014.</p> <p>Funding Source: 100% by Public Assistance Funds</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
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6. Other Business

Item	Requestor	Description	Board Action
BC2013-133	Office of Procurement & Diversity	<p>Submitting an alternative procurement process on RQ27498, which will result in an award recommendation to OfficeMax Incorporated in the amount not-to-exceed \$2,400,000.00 for furnishing and delivery of office supplies for various County departments for the period 10/1/2013 - 9/30/2015. (Board of Control Ordinance No. O2011-0044 Section 4.4(b) (16).</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Furnishing and delivering of office supplies for various county departments for a 2-year contract period, October 1, 2013 through September 30, 2015, with an option to extend for one additional year.</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>Not-to-Exceed amount of \$2,400,000 for a 2-year time period -</p> <p>(This estimate is based on the original amount of the current contract with Staples, including the amendment amounts during the original 2-year contract term)</p> <p>3. Rationale Supporting the Use of the Selected</p>	

		<p>Procurement Method</p> <p>Various cooperative purchasing agreements were reviewed and the prices provided by Office Max, using the agreement with Sourcing Office, were the lowest offered.</p> <p>OPD reviewed Staples (Ohio STS and NJPA pricing) and Independence Business (US Communities).</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>OPD reviewed Office Max (Sourcing Office), current vendor Staples (Ohio STS and NJPA pricing) and Independence Business Supply (US Communities). Office Max provided the best prices.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The pricing supplied by Office Max / Sourcing Office was lowest of the (4) pricing offers.</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>The (4) cooperative purchasing agreement pricing submitted was, in effect, an alternate process. A competitive bid would have vendors incur bid bonds and performance bonds, most likely increasing prices. By using cooperative purchasing agreements, the vendors under those agreements have provided competitive pricing. We are awaiting a response by DoIT regarding whether or not toners should be included in the new contract, as they are allowed currently. The request to DoIT is in regards to the network printer toner portion of the Toshiba contract.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>The Office of Procurement &amp; Diversity will most likely continue using comparison pricing of government cooperative purchasing for future contracts, depending</p>	
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		upon the procurement policies at the time of the end of this expected contract. As cooperative agreements are based upon a competitive process with the cooperatives, the competition is completed at another level other than the County.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
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- 7. Public Comment
- 8. Adjournment

**Minutes**

Cuyahoga County Board of Control  
County Administration Building, 4th Floor  
May 6, 2013 11:00 A.M.

- 1. Call to Order: The meeting was called to order at 11:03 A.M.

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

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

- 4. Scheduled Items for Review

**BC2013-121**

Department of Public Works, submitting an amendment to Contract No. CE1200157-01 with Hasenstab Architects, Inc. for architectural engineering services and construction administration for the Cuyahoga County Crime Laboratory to change the scope of services, effective 3/15/2013 and for additional funds in the amount not-to-exceed \$70,500.00.

Funding Source: 100% Forensic Science Lab Capital Account Funds

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

Approve  
 Disapprove  
 Hold

**BC2013-122**

Department of Public Works, recommending an award on RQ26230 and enter into a contract with Schirmer Construction LLC (4-2) in the amount not-to-exceed \$173,282.00 for the deck replacement on Lee Road Bridge No. 00.77 over Mill Creek in the City of Maple Heights.

Funding Source: 7.50 License Tax Funds

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

Approve  
 Disapprove  
 Hold

**BC2013-123**

Department of Public Works, recommending an award on RQ25441 and enter into a contract with Chagrin Valley Engineering, LTD in the amount not-to-exceed \$200,000.00 for general sanitary engineering services.

Funding Source: 100% by County Sanitary Funds

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

Approve  
 Disapprove  
 Hold

**BC2013-124**

Department of Development, requesting approval to enter into an agreement with the City of Parma for HOME funded activities in the amount not-to-exceed \$109,355.00. Anticipated start - completion dates are 06/01/2013 - 12/31/2014.

Funding Source: City of Parma allocation of HOME funds from the Cuyahoga HOME Consortium

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

Approve  
 Disapprove  
 Hold

**BC2013-125**

Office of Procurement & Diversity, Recommending an award:

Department of Public Works

a) on RQ26205 and enter into a contract with Air-Rite, Inc. (19-1) in the amount not-to-exceed \$135,000.00 for HVAC filters for various County buildings for the period 5/1/2013 - 4/30/2015.

Funding Source: 100% General Fund

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

Approve  
 Disapprove  
 Hold

**BC2013-126**

Medical Examiner, recommending an award on RQ26909 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$375,000.00 for body transportation services for the period 8/1/2013 - 7/31/2014.

Funding Source: 100% General Fund

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

- Approve
- Disapprove
- Hold

**BC2013-127**

Court of Appeals, recommending an award on RQ27148 and enter into a contract with InfoPro Computer Solutions, sole source, in the amount not-to-exceed \$255,000.00 for consultant services on the Buckeye Case Management and Computer Network Systems for the period 4/1/2013 - 3/31/2016.

Funding Source: 100% General Fund

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

- Approve
- Disapprove
- Hold

- 5. Other Business - None
- 6. Public Comment – There was no public comment.
- 7. Adjournment – Ed FitzGerald made a motion to adjourn, Michael Gallagher seconded, the meeting was adjourned at 11:18 A.M.

**4. New Items for Review**

**BC2013-128**

Department of Public Works

A) SCOPE OF WORK SUMMARY

- 1. is recommending an award on RQ26599 to Schirmer Construction LLC in the amount not-to-exceed \$189,972.00 for the Memphis Road Bridge No. 00.95 Railing Replacement over Big Creek in the City of Brooklyn.
- 2. and enter into a contract with Schirmer Construction LLC. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the Bid Specifications.

## PROCUREMENT

- 1) Competitive Bid process.
- 2) The Office of Procurement & Diversity assessed a fifteen (15%) percent SBE Goal and OPD approved their plan.
- 3) The engineer's estimate was \$175,000.00. The bids were open on April 3, 2013.

There were five (5) proposals pulled from OPD and one (1) bid was submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

### C) CONTRACTOR AND PROJECT INFORMATION

Schirmer Construction LLC 440-716-4900  
31350 Industrial Parkway  
North Olmsted, Ohio 44070  
Council District - 1

The bridge is located in Council District 4..

### D. PROJECT STATUS AND PLANNING

1. As per specifications construction is scheduled to begin July 22, 2013 and is scheduled to be completed on October 22, 2013.

### E. FUNDING

1. 100% Cuyahoga County using funds from the \$7.50 License Tax Fund.

Schirmer Construction LLC is registered with the IG.

### **BC2013-129**

Department of Public Works

### A) SCOPE OF WORK SUMMARY

1. is recommending an award on RQ26822 to Terrace Construction Company, Inc. in the amount not-to-exceed \$100,818.95 for the Whiskey Island Waterline Improvement.
2. and enter into a contract with Terrace Construction Company, Inc.. They were determined to be the lowest qualified bidder and submitted all necessary documentation per the Bid Specifications.

## PROCUREMENT

- 1) Competitive Bid process.

- 2) The Office of Procurement & Diversity assessed a five (5%) percent SBE Goal and approved their plan.
- 3) The engineer's estimate was \$91,654.00. The bids were open on April 3, 2013.

There were eight (8) proposals pulled from OPD and three (3) bids were submitted for review and an award recommendation is being made to the lowest qualified bidder.

3) N/A.

#### C) CONTRACTOR AND PROJECT INFORMATION

Terrace Construction Company, Inc. Jeffrey E. Nock , President 216-739-3170  
3965 Pearl Road  
Cleveland, Ohio 44109  
Council District - 3

3. Construction is in Council District 3.

#### D. PROJECT STATUS AND PLANNING

1. As per specifications construction is scheduled to begin June 3, 2013 and is scheduled to be completed on July 3, 2013.

#### E. FUNDING

1. Capital Project Fund

The contractor has completed ethics training as required.

#### **BC2013-130**

Title: Department of Development/2013/Oakport Management/Economic Development Loan/

#### **A. Scope of Work Summary:**

**1 .** Department of Development requesting approval of an Economic Development Loan to Oakport Management in the amount not-to-exceed \$172,000 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 Oakport Management in the construction of a 8,640 square foot facility to be located at 682 Bagley Road, Berea, Ohio 44017. The project will create five (5) new material handling jobs. The total cost of the project is \$430,000; the County's participation is an Economic Development Loan for \$172,000 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 March 20, 2013 meeting.



**C. Contractor and Project Information:**

1. Oakport Management  
682 Bagley Road  
Berea, Ohio 44017

Council District 5, Michael J. Gallagher

2. **Principal Owner of Oakport Management is Ellis Y. Lovell 100%.**

**3. The location of the project is:**

682 Bagley Road  
Berea, Ohio 44017  
Council District 5, Michael Gallagher

**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.

**E. Funding:**

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

**BC2013-131**

The Department of Information Technology, submitting a contract with Service Express, Inc., in the amount not-to-exceed \$392,290.00, for server maintenance countywide (includes over 500 products), for the five year period of 3/1/13 - 2/28/18.

A. Scope: The Department of Information Technology requesting approval of a contract, with Service Express, Inc., for county wide server maintenance of over 500 server products, for a five year period of 3/1/13 - 2/28/18.

B. Procurement Method - STS Master Maintenance Agreement #38-3368786, also went out for informal bids and WEB posting and then negotiated a lower price.

C. Contractor: Service Express, Inc.  
3854 Broadmoor Ave. SE  
Grand Rapids, MI 49512

Council District: NA

Owner: Mike McCullough, President

D. Project Status: Countywide 5 year server maintenance contract

E. 100% General Fund

**BC2013-132**

**Title:** Cuyahoga Job and Family Services 2013 Government Contract RQ#27291

The Ohio Attorney General Bureau of Criminal Investigations

BCI & I  
Attn: Civilian Quality Assurance  
PO Box 365  
London, OH 43140

**A. Scope of Work Summary**

1. CJFS is requesting approval of an agreement with The Ohio Attorney General’s Bureau of Criminal Investigations (BCI) for the cost of \$175,000.00. The anticipated agreement period is June 1, 2013 to May 31, 2014.

2. The primary goal of the contract:

- To conduct FBI and/or BCI checks for OWF Work Experience Participants being assigned to worksites requiring completion of these checks.

**B. Procurement**

1. The procurement method for this project is RFP Exemption with a Government Agency.

2. The proposed agreement received approval to process as Government Purchase on 4/10/13. The NOVUS approval documents are attached.

**C. Contractor and Project Information**

1. The address of vendor:

The Ohio Attorney General Bureau of Criminal Investigations

BCI & I

Attn: Civilian Quality Assurance

PO Box 365

London, OH 43140

Council District (NA)

2. NA.

3. a. 1641 Payne Ave, Cleveland, OH 44114

3. b. The project is located in Council District (07)

**D. Project Status and Planning**

1. The program reoccurs annually.

**E. Funding**

1. The purchase is funded 100% by Public Assistance Funds.

2. The schedule of payments will be by monthly invoice.

**6. Other Business**

**CPB2013-133**

**(See items Detail above)**