

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
May 13, 2013 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
Fiscal Officer Wade Steen
Councilman Dave Greenspan
Councilman Pernel Jones Jr.
Director Bonnie Teeuwen
Richard Opre - Alternate
Board of Control Clerk David Merriman

Director Lenora Lockett was unavailable.

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

- 5. Scheduled Items for Review

BC2013-128

Department of Public Works, 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).

Funding Source: 100% \$7.50 License Tax Fund.

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

Approve
 Disapprove
 Hold

BC2013-129

Department of Public Works, 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).

Funding Source: 100% Capital Project Fund

Note: This item was held at the request of the County Executive.

Approve

Disapprove
 Hold

BC2013-130

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.

Funding Source: Cuyahoga County Western Reserve Fund

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

Approve
 Disapprove
 Hold

BC2013-131

Department of Information Technology, 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.

Funding Source: 100% General Fund

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

Approve
 Disapprove
 Hold

BC2013-132

Department of Health and Human Services/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.

Funding Source: 100% by Public Assistance Funds

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

Approve
 Disapprove
 Hold

6. Other Business

BC2013-133

Office of Procurement & Diversity, 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).

Funding Source: 100% General Fund

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

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.

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

Not-to-Exceed amount of \$2,400,000 for a 2-year time period -

(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)

3. Rationale Supporting the Use of the Selected Procurement Method

Various cooperative purchasing agreements were reviewed and the prices provided by Office Max, using the agreement with Sourcing Office, were the lowest offered.

OPD reviewed Staples (Ohio STS and NJPA pricing) and Independence Business (US Communities).

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

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.

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

The pricing supplied by Office Max / Sourcing Office was lowest of the (4) pricing offers.

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 (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.

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 Office of Procurement & Diversity will most likely continue using comparison pricing of government cooperative purchasing for future contracts, depending 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.

Ed FitzGerald made a motion to approve, Wade Steen 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, Michael Gallagher seconded, the meeting was adjourned at 11:23 A.M.