

## Minutes

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
May 13, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:33 A.M.

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

County Executive Ed FitzGerald, Director Lenora Lockett and Councilman Dale Miller were unavailable.

II. Review and Approve Minutes: The minutes were approved as written.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

### B. Scheduled Items

#### CPB2013-333

Department of Information Technology, recommending an award on RQ27455 and enter into a contract with Inmage LLC in the amount not-to-exceed \$2,097.20 for royalty free stock photography for the period 4/1/2013 - 3/31/2016.

Funding Source: 100% General Fund.

☒ Approve  
☐ Disapprove  
☐ Hold

#### CPB2013-334

Department of Information Technology, recommending an award on RQ27280 and enter into a contract with Main Sail, LLC in the amount not-to-exceed \$11,280.00 for a technical writer for the period ~~4/11/2013 - 5/23/2013~~ **5/17/2013 – 6/28/2013**.

Funding Source: 100% General Fund.

**Note: This item was amended to reflect the time period as 5/17/2013 – 6/28/2013.**

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-335**

Department of Information Technology, recommending an award on RQ27210 and enter into a contract with AT&T Mobility National Accounts LLC, in the amount not-to-exceed \$11,997.00 for wireless iPad services for 25-ipads for use by Division of Children and Family Services for the period 4/1/2013 - 3/31/2014.

Funding Source: 100% General Fund.

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2013-336**

Office of Human Resources, recommending an award on RQ25812 and enter into a contract with Demopoulos & Associates, LLC the amount not-to-exceed \$90,000.00 for workers compensation and Inspector General investigative services and specialized investigative services for the Inspector General's Office for the period 4/1/2013 - 3/31/2016. (Deputy Chief Approval No. DC2012-256 - authority to seek proposals).

Funding Source: 100% ~~General Fund~~ **Worker's Compensation Fund.**

**Note: Lisa Durkin acknowledged the funding source should be Worker's Compensation Fund.**

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2013-337**

Department of Workforce Development, submitting a contract with Menorah Park Center for Senior Living BET Moshav Zekenim Hadati for Older Adults in the amount not-to-exceed \$2,101.96 for the Incumbent Worker Training Program for the period 4/10/2013 - 8/17/2013.

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

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2013-338**

Department of Workforce Development,

- A) Submitting a contract with H.P. Technologies, Inc. in the amount not-to-exceed \$3,000.00 for the On-the-Job Training Program for the period 4/15/2013 - 5/31/2013.
- B) Submitting a contract with Adalet/Scott Fetzer Company in the amount not-to-exceed \$2,000.00 for the On-the-Job Training Program for the period 4/8/2013 - 6/29/2013.

- C) Submitting a contract with Menorah Park Center for Senior Living BET Moshav Zekenim Hadati in the amount not-to-exceed \$2,800.00 for the On-the-Job Training Program for the period 3/18/2013 - 4/27/2013.

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

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-339**

Office of Procurement & Diversity, recommending an award:

Department of Information Technology

- a) on RQ27085 to TEC Communications, Inc. in the amount of \$30,230.50 for 25 Cisco Unified Contact Center Express licenses for the Fiscal Office (State Contract No. 533110/ORC 125.04(B)).

Funding Source: Real Estate Assessment Funds.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-340**

Department of Public Safety and Justice Services,

- A) Public Safety Grants, submitting an agreement with City of Berea in the amount not-to-exceed \$2,216.84 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 5/15/2013.  
B) Public Safety Grants, submitting an agreement with City of Parma Heights in the amount not-to-exceed \$3,753.18 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 5/15/2013.

Funding Source: 100% FY 10 Interoperable Emergency Communication Grant Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-341**

Department of Public Safety and Justice Services/Public Safety Grants, submitting contracts and agreements with various municipalities and providers for the FY2012 Juvenile Accountability Block Grant Program for the period 1/1/2013 - 2/28/2014:

Agreements

- A) City of Cleveland (Community Relations) in the amount of \$32,010.00 for the Youth Community

Diversion Project.

B) City of Lakewood (Division of Youth) in the amount of \$20,000.00 for the Juvenile Diversion Project.

#### Contracts

C) East Cleveland Neighborhood Center Inc. in the amount of \$20,000.00.

D) Golden Ciphers in the amount of \$20,000.00.

Funding Source: FY12 JABG is from the Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention.

☒ X Approve  
☐ Disapprove  
☐ Hold

### **C. Exemption Requests**

#### **CPB2013-342**

Department of Public Works, submitting an RFP exemption on RQ8817, which will result in an amendment to Contract No. CE0800492-01 with Cleveland Commerce Center, Inc. for lease of parking spaces located at East 40th Street and Perkins Avenue, Cleveland, for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2013 to extend the time period to 4/30/2018 and for additional funds in the amount of \$327,120.00.

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change) An amendment extending the Term from May 1, 2013 through April 30, 2018 and reaffirming a termination clause Where County may terminate at any time with one year notice. This base lease is for 125 spaces located at E. 40th and Perkins Ave. Approximately 2 blocks from the County's Jane Edna Hunter Building. CFS Employment contracts require the County to provide parking for Children and Family Service Workers who utilize their personal vehicles every day for their work.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any) The five (5) year Term calls for a total of \$327,120.00, a slight increase from 318,492.00 over the five year Term pursuant to the renewal option.

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

The current lease utilized a public RFP process; CFS has requested an extension of the current Term. Secondly these spaces are within close proximity to the Jane Endna Hunter Building. This lot is fenced in with an automated gate and a guard shack for County Protective Services. No clear options exist for this amount of parking other than vendors the County is currently under contract with and that is within convenient and safe walking distance to the Jane Edna Hunter Building.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. As stated the base lease did utilize an RFP process, however, there is no other clear alternative options that

exist for this much parking within convenient and safe waling distance. In addition this lot is adjacent to Board of Election operations center at the Halle warehouse and this lot is utilized during election time for temporary workers and election days activities.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Location and response to the original RFP.

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 County has a employment contract with Children and Family Service employees which requires the County to provide parking for CFS workers who use their own vehicles to go in and out at Jane Edna Hunter Building to accomplish their work assignments.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services. This lease does not contain any other options to extend the Term. The County will be forced to have an RFP process at that time.

☒ Approve  
☐ Disapprove  
☐ Hold

#### **CPB2013-343**

Department of Public Works, submitting an RFP exemption on RQ8817, which will result in an amendment to Contract No. CE0800729-01 with Priemer Investment Co., LLC for lease of 128 parking spaces located at 4209, 4213 and 4415 Euclid Avenue, Cleveland for use by the Division of Children and Family Services for the period 5/1/2008 - 4/30/2013 to extend the time period to 4/30/2018 and for additional funds in the amount 341,236.80.

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change) An amendment extending the Term from May 1, 2013 through April 30, 2018 and reaffirming a termination clause Where County may terminate at any time with one year notice. This base lease is for 125 spaces located at E. 40th and Euclid Ave. 1 block from the County's Jane Edna Hunter Building. CFS Employment contracts require the County to provide parking for Children and Family Service Workers who utilize their personal vehicles every day for their work.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any) The five (5) year Term calls for a total of \$341,236.80, an approximately 2.8% decrease from the original Term.

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

The current lease utilized a public RFP process; CFS has requested an extension of the current Term. Secondly these spaces are adjacent and part of a larger parking area currently under lease with this Landlord which is fenced and having an automatic gate and a guard shack for County Protective Services. No clear options exist for this much parking that is within walking distance to the Jane Edna Hunter Building.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. As stated the base lease did utilize an RFP process, however, there is no other clear options that exist for this much parking within convenient and safe waling distance.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Location and response to the original RFP.

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 County has a employment contract with Children and Family Service employees which requires the County to provide parking for CFS workers who use their own vehicles to go in and out at Jane Edna Hunter Building to accomplish their work assignments.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services. This lease does not contain any other options to extend the Term. The County will be forced to have an RFP process at that time.

☒ X Approve  
☐ Disapprove  
☐ Hold

#### **CPB2013-344**

Medical Examiner, submitting a sole source exemption on RQ27230, which will result in an award recommendation to Life Technologies Corporation in the amount not-to-exceed \$85,246.93 for maintenance services on 2-AB7500 Real Time PCR Systems and 4 Genetic Analyzers for the period 8/21/2013 - 8/20/2016.

Funding Source: 100% Crime Lab General Fund.

1.Submitting sole source exemption on RQ27230 which will result in an award recommendation to Life Technologies Corporation in the amount not-to-exceed \$85,246.93 for maintenance on 2-AB7500 Real Time PCR Systems and 4 Genetic Analyzers for the period 5/1/2013 - 8/1/2013.

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

Provide a detailed description of the product/service.

This is a service contract required for the annual planned maintenance of two AB 7500 Real Time PCR Systems 1 AB 310 Genetic Analyzer, one AB 3130 Genetic Analyzer and two AB 3500 Genetic Analyzers which are critical instruments used in forensic DNA casework. The service contract is required for the continuous operation of the forensic DNA department and to fulfill the quality assurance standards for Forensic DNA casework analysis.

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need? Yes X No

The service contract is an annual planned maintenance which is required annually for these instruments.

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

Provide information on the main requirement for this purchase. For example, detail the nature of the instructional, research, or community outreach activities for which the purchase is necessary.

The service contract is required for the annual planned maintenance of 7500 Real Time PCR Systems and, AB 310, AB 3130 and AB 3500 Genetic Analyzers. In addition, the service contract includes immediate response and free repair of the instrument by Life Technologies if there is any problem with instrument during the term of the service contract. All these are extremely critical instruments required for operation of the DNA and Parentage departments. Any issue with the instruments will stop the DNA analysis process. The service contract is needed for our operational requirements of annual maintenance of this equipment. It is the only service contract compatible with our current specifications, accreditation and quality assurance requirements for Forensic DNA casework analysis.

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

Provide specific, quantifiable factors/qualifications.

Provide specific details on the compelling functional and/or technical reasons why the requested good or service is the only one that can satisfy the requirement. Indicate any features of the product or service that cannot be provided by an alternative product or service. In enumerating the unique aspects of the product or service, provide quantifiable details on the factors and/or qualifications that make the good or service distinctive. If the good or service is patented or copyrighted, provide the supporting information such as patent number or copyright holder.

The above mentioned service contract meets our operational requirements of annual maintenance of the 7500 Real Time PCR System, 310, 3130 and 3500 Genetic Analyzers. It is the only service contract compatible with our current specification, accreditation and quality assurance requirements for Forensic DNA casework analysis.

6. Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable?

Provide names of alternate sources that were considered and specific reasons why each one was rejected. If other options were not evaluated, indicate the basis for not considering available alternatives.

No, the service contract is only offered by Life Technologies, formerly Applied Biosystems which is the manufacturer of the 7500 Real Time PCR System and, 310, 3130 and 3500 Genetic Analyzers.

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

Provide specific information regarding methods of search, geographic areas searched, and time-frame of search for alternate providers. If no efforts were made to identify and/or locate alternate goods/services, identify rationale for acceptance of sole source.

The service contract is only offered by Life Technologies, formerly Applied Biosystems which is the manufacturer of the 7500 Real Time PCR System, 310 and 3130 Genetic Analyzers.

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

If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for goods/services?

Indicate whether the department has previously acquired the same goods or services. If the department has purchased the same goods or services, indicate if the purchase was based on a competitive process or a sole source. NOTE: If the same goods or services had been previously

purchased based on a competitive process, provide additional details regarding why a sole source request is being made for this purchase. If the same goods or service had been previously purchased, indicate the date of last purchase and the price paid.

The service contract was provided by Applied Biosystems which is now Life Technologies.

It is a sole source.

(1) 7500 Real Time PCR System was paid on 6/7/2012 @ \$4,770.24

(1) 310 Genetic Analyzer was paid on 6/7/2012 @ \$6,403.17

, (1) 310 Genetic Analyzer was paid on 6/7/2012 @ \$6,403.17

(1) 3130-4 Genetic Analyzer was paid on 6/7/2012 @ \$7,256.64

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?

Describe specific steps, and/or alternate solutions under consideration.

Currently, the service contract is only offered by Life Technologies, formerly Applied Biosystems which is the manufacturer of the 7500 Real Time PCR System and, 310, 3130 and 3500 Genetic Analyzers.

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

This service contract results in a savings of 10-22% over last year's prices due to entering into a multi-year; multi-instrument contract. By entering into this multi-year, multi-instrument contract as compared to annual individual contracts results in a 24% savings overall.

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

The service contract provides the annual planned maintenance required for the DNA instruments by our accreditation and quality assurance requirements. The service contract includes free repair of the instrument during the term of the service contract. This saves money as well as time by timely response by Life Technologies, formerly Applied Biosystems when any service/repair is needed to the instrument.

12. Amount to be paid: \_\_\_\_\_ \$85,246.93 \_\_\_\_\_

☒ X Approve

☐ Disapprove

☐ Hold

#### **CPB2013-345**

Department of Health and Human Services/Community initiatives Division/Office of Early Childhood, submitting an RFP exemption:

A) Which will result in the submission of a grant application and acceptance of grant funds from the Cleveland Foundation in the amount of \$585,000.00.

B) Which will result in an award recommendation to Case Western Reserve University for evaluation of the Invest in Children's programs and maintenance of the Childhood Integrated Longitudinal Data System (CHILD) for the period 7/1/2013 – 6/30/2015.

Funding Source: Cleveland Foundation



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

In the proposal to The Cleveland Foundation, the Office of Early Childhood/ Invest in Children proposes to contract with Case Western Reserve University – Center on Poverty and Community Development (CWRU) for maintenance of the CHILD (ChildHood Integrated Longitudinal Data) System and for the evaluation of Invest in Children's programs. The CHILD System is a unique data system created and maintained by CWRU. The CHILD System contains: 1) vital statistics data on all children born in Cuyahoga County since 1992; 2) all program data from the programs funded by the Office of Early Childhood/Invest in Children since 1999; and 3) data from numerous other public systems, e.g. the County's Office of Homeless Services, the Department of Children & Family Services, Medicaid, and the Cleveland Metropolitan School District. Further, the data system has the capacity to link all this data to create a longitudinal profile of children and families over time. This data system is used to conduct the evaluation of IIC's programs AND to generate other data briefs such as the Cuyahoga County Council District Profiles and the Early Childhood Briefs on child well-being indicators. The CHILD data system exists at CWRU and nowhere else.

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

\$ 585,000.00 – 100% of these funds are from The Cleveland Foundation, a private philanthropic community foundation.

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

The CHILD System, described above, is a unique data system created and maintained by CWRU. It contains records on children born in the County since 1992 and all Invest in Children program data since 1999. This data exists in this system and nowhere else. In addition, the system has the capacity to match data sets on a child by child basis to create a longitudinal portrait of a child over time. Because of these unique capabilities, this system is essential to conducting an evaluation of IIC's programs and to produce other data products on early childhood for the County and the community at large.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. None. As described above, because of the unique capabilities of the CHILD System it is essential to conducting an evaluation of IIC's programs and to produce other data products on early childhood for the County and the community at large.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? CWRU has been the evaluator of Invest in Children's programs since the initiative was founded in 1999. They have a solid track record of performing a wide array of evaluation tasks, including access to many distinguished faculty who bring their expertise to this effort. On their previous contract evaluations they have always received an overall rating of "average" or above. Finally, as described above, without the data from the CHILD data system, this project would not be possible.

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.

None

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

None

**Note: This item was held.**

☐ Approve  
☐ Disapprove  
☒ Hold

**CPB2013-346**

Department of Health and Human Services/Community initiatives Division/Office of Early Childhood, submitting an RFP exemption:

A) Which will result in the submission of a grant application and acceptance of grant funds from Saint Luke's Foundation in the amount of \$96,100.00 for the Networking for Engagement, Stability and Transformation (NEST) Project.

B) Which will result in an award recommendation to Case Western Reserve University in the amount of \$10,000.00 for the period 7/1/2013 – 6/30/2014.

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

In our proposal to the Saint Luke's Foundation, the Office of Early Childhood/Invest in Children is proposing to contract with Case Western Reserve University –Center on Urban Poverty and Community Development (CWRU) for the evaluation of the Networking for Engagement, Stability and Transformation (NEST) project. Specifically, CWRU would be responsible for analyzing historic data on homeless families with young children from the CHILD (ChildHood Integrated Longitudinal Data) System and presenting that data to the planning committees. Similarly, CWRU would be responsible for the analysis of real time data on all families coming in to shelter care during the planning year. In addition, CWRU will be contracted to conduct five in-depth interviews and one focus group with target families.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)  
If awarded, the amount of the grant from the Sisters of Charity Foundation would be \$96,100. Of that, \$10,000 would be for the contract for the evaluation consultant (CWRU).

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

The CHILD System is a unique data system created and maintained by CWRU. This is the data system that will be used for the planning and implementation of the NEST project and is essential to that effort: the strength of the proposal to Saint Luke's is partially predicated on our commitment to use this data system. The CHILD System contains: 1) vital statistics data on all children born in Cuyahoga County since 1992; 2) all program data from the programs funded by the Office of Early Childhood/Invest in Children since 1999; and 3) data from numerous other public systems, e.g. the County's Office of Homeless Services, the Department of Children & Family Services, Medicaid, and the Cleveland Metropolitan School District. Further, the data system has the capacity to link all this data to create a longitudinal profile of children and families over time. This data will be mined to help better understand the families

to be served by the NEST project. Without the data from this system the NEST Project would not be possible; the CHILD System exists at CWRU and nowhere else.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.  
None. As described, CHILD System is a unique data system created and maintained by CWRU. The CHILD System exists at CWRU and nowhere else.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?  
CWRU has been the evaluator of Invest in Children's programs since the initiative was founded in 1999. They have a solid track record of performing a wide array of evaluation tasks, including access to many distinguished faculty who bring their expertise to this effort. On their previous contract evaluations they have always received an overall rating of "average" or above. Finally, as described above, without the data from the CHILD System, this grant proposal would not be possible.

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.

None

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

None

☒ X Approve  
☐ Disapprove  
☐ Hold

**CPB2013-347**

Department of Health and Human Services/Division of Children and Family Services, submitting a sole source exemption on RQ27354, which will result in an award recommendation to Channing Bete in the amount of \$4,294.44 for Parenting/Caregiver resource pamphlets and booklets.

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

Parenting/ Caregiver resource pamphlets and booklets located in various areas of DCFS that are accessed by the public.

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need? ☐ Yes ☒ X No

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

To provide resources to our families and caregivers in order to prevent abuse and/or neglect to their children. These resources support the mission of DCFS.

5. Why are the requested goods/services the only ones that can satisfy your requirements?  
What are the unique features of the product or service that are not available in any other

product or service? Provide specific, quantifiable factors/qualifications.

Channing Bete is a reputable company which provides information that is supported by thorough research and reviewed by experts in the field. The information provided is always current. The booklets are attractive and meet the educational level of our primary audience. They are on point and easy to read. Channing Bete offers a large variety of titles to choose from to meet our client's needs and ensure continuity of quality and content. The copyright holder for the items that are to be purchased is Channing Bete Company Inc.

6. Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility. If no, why were alternatives not evaluated?

Alternative products were not evaluated however, a search was conducted looking for items that matched the item number and description for the items requested and all of the searches referred back to the Channing Bete website.

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

No additional steps have been taken to negate the need for a sole source provider because the pamphlets and handouts requested are used to prevent child abuse. Channing Bete is an exclusive distributor of Prevent Child Abuse America's publications. Channing Bete holds a government contract that expires January 31, 2017. In addition to being a distributor of the requested products, Channing Bete is the publishing company for its original works. Channing Bete uses its trademarked publication style called Scriptography® -- a blend of reader-friendly text and graphics designed to convey key points quickly and help readers retain and act upon the information that learned.

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

If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for goods/services?

We placed an order with Channing Bete on May 14, 2012 in the amount of \$ 3,912.44. They were a sole source at this time.

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?

DCFS will explore various printed publications to determine if there is a different item available that meets the needs of our agency and utilize a style/format that is appropriate for the target audience.

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

Due to the large volume of our order, we have received the lowest price possible.

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

This price is considered as fair and reasonable because Channing Bete offers a discount based on the total quantity of all items ordered. Due to the large volume of our order, we have received the lowest price possible.

12. Amount to be paid: \_\_\_\_\_\$4,294.44\_\_\_\_\_

☒ Approve  
☐ Disapprove  
☐ Hold

#### **D. Consent Agenda**

##### **CPB2013-348**

Department of Public Works,

- A) Submitting an amendment (Subsidiary No. 3) to Contract No. CE1100207-01 with Fabrizi Trucking & Paving Co., Inc. for improvement of Stumph Road from Snow Road to Pearl Road in the Cities of Parma and Parma Heights for a decrease in the amount of (\$163,022.73).
- B) Recommending to accept the project as complete and in accordance with plans and specifications; requesting authority to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: Funding: 70% Public Works Commission (Issue 1), 15% Cuyahoga County using funds from the \$5.00 Vehicle License Tax Fund and 15% Municipalities.

☒ Approve  
☐ Disapprove  
☐ Hold

##### **CPB2013-349**

Department of Public Works, submitting a Real Estate Agreement with Ohio Department of Transportation for right-of-way acquisition in connection with construction of Stage 3 of the Towpath Trail Extension from Steelyard Commons to Tremont Trailhead.

Funding Source: Federal Funds - \$1,000,000.00 (Maximum Federal Participation)  
Local Funds - \$1,000,000.00 (Maximum Local Participation)  
Per NOACA (Urban Core) policy: 50% Federal Funds, 50% Local Funds (Steelyard TIF Funds).

☒ Approve  
☐ Disapprove  
☐ Hold

##### **CPB2013-350**

Department of Public Works, recommending to amend a permanent easement to Ohio Bell Telephone Company, dba Ameritech for an above ground telephone equipment cabinet installed on a concrete pad, together with all other necessary fixtures on appliances appurtenant thereto, on PPN 822-12-043 owned by Cuyahoga County, Ohio fka Board of County Commissioners of Cuyahoga County in the City of Highland Heights, Ohio, Sewer District No. 3, by granting an additional easement for placement of an additional above ground telephone equipment cabinet.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-351**

Department of Development, requesting authority to apply for and accept a grant from the United States Environmental Protection Agency for up to \$500,000 in brownfield revolving loan funds. The anticipated start-completion dates are 10/01/2013- 09/30/2018.

Funding Source: Brownfield Revolving Loan Funds.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-352**

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.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-353**

Department of Workforce Development, In partnership with City of Cleveland as designated Local Workforce Investment Area No. 3, submitting a Memorandum of Understanding among the City of Cleveland, City of Cleveland/Cuyahoga County Workforce Investment Board and Employment Connection One-Stop System partners for operation of the Employment Connection One-Stop System for the period 7/1/2013 - 6/30/2014.

Funding Source: Each partner supports their share of one-stop costs with their own revenues. This is a revenue generating agreement for the County to offset one-stop operational costs.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-354**

County Sheriff, submitting a grant award in the amount of \$21,600.00 from Ohio High Intensity Drug Trafficking Area for the purchase of a vehicle for the Hotel Interdiction task force team in connection with the Ohio High Intensity Drug Trafficking Area grant program for the period 3/1/2013 - 2/28/2015.

Funding Source: 100% funded by the Ohio High Intensity Drug Trafficking Area FY11, FY12, and FY13 grant award for participation in the Hotel Interdiction Team.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-355**

Juvenile Court, submitting an agreement with Village of North Randall for the Community Diversion Program for the period 5/13/2013 - 12/31/2013.

Funding Source: 100% General Fund

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-356**

Juvenile Court, Submitting an amendment to a grant agreement to State of Ohio, Department of Youth Services for community-based services for youth for the period 7/1/2011 - 6/30/2013 for additional funds in the amount of \$866,529.95.

Funding Source: State of Ohio, Department of Youth Services grant funds

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-357**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to Agreement No. AG1100171-01 with Lake County Board of Commissioners for reimbursement of purchase of equipment and eligible expenses in connection with the FY2010 State Homeland Security-Law Enforcement Grant Program for the period 8/1/2010 - 2/28/2013 to extend the time period to 5/31/2013; no additional funds required.

Funding Source: 100% by the Department of Homeland Security grant funds through Ohio Emergency Management.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-358**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Cuyahoga County Fire Chief's Association for the purchase of equipment, valued in the amount of \$3,615.00, for the FY2007 Urban Area Security Grant Program for the period 7/1/2007 - 9/30/2010.

Funding Source: 100% FY 07 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).

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-359**

Department of Public Safety and Justice Services/submitting an amendment to Agreement No. AG1100149-01 with City of Cleveland for reimbursement of eligible expenses in connection with the FY2010 State Homeland Security-Law Enforcement Grant Program for the period 8/1/2010 - 2/28/2013 to extend the time period to 5/31/2013; no additional funds required.

Funding Source: FY2010 State Homeland Security-Law Enforcement Grant funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-360**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to Agreement No. AG1200059-01 with City of Lyndhurst for reimbursement of eligible expenses in connection with the FY2010 State Homeland Security Grant Program for the period 8/1/2010 - 2/2/8/2013 to extend the time period to 5/15/2013; no additional funds required.

Funding Source: 100% by the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA)

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-361**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Parma Heights in the amount not-to-exceed \$479.48 for the reimbursement of eligible training expenses in connection with FY2010 Urban Area Security Initiative Grant Program for the period 1/1/2013 - 4/30/2013.

Funding Source: 100% by DHS through Ohio Emergency Management Agency

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-362**

Department of Public Safety and Justice Services/Public Safety Grants, Public Safety Grants, submitting an amendment to a grant award from U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration for the Common Pleas Court Felony Drug Court Project in connection with the FY2010 Adult Treatment Drug Courts Grant Program for the period 9/30/2010 - 9/29/2013 for additional funds in the amount of \$325,000.00.

Funding Source: Department of Health and Human Services, Substance Abuse and Mental Health Services Administration



☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-363**

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting a grant award in the amount of \$75,000.00 from Sisters of Charity Foundation of Cleveland for evaluation services for the Networking for Engagement, Stability and Transformation (NEST) project for the period 4/1/2013 - 4/1/2014.

Funding Source: 100% by Sisters of Charity

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-364**

Office of Procurement & Diversity, presenting voucher payments for the week of May 13, 2013.

☒ Approve  
☐ Disapprove  
☐ Hold

**CPB2013-365**

Department of Development, presenting voucher payments between 05/01/2013 to 05/08/2013.

☒ Approve  
☐ Disapprove  
☐ Hold

V. Other Business

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

Presented by Mike Chambers, Department of Public Works:

Recommending a payment to Great Lakes Veterinary in the amount of \$2,378.15 for surgery on a puppy with a fractured femur.

The full allotment of time sensitive mission critical purchase funds available to the Department was restored.

☒ Approve  
☐ Disapprove  
☐ Hold

VI. Public Comment – Councilman Dave Greenspan introduced Austin Kelly, a senior at Rocky River High School who is shadowing Cuyahoga County Council members for two weeks.

VII. Adjournment: The meeting was adjourned at 11:58 A.M.