

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
June 3, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:32 A.M by Clerk David Merriman.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Fiscal Officer Wade Steen
Director Bonnie Teeuwen
Director Lenora Lockett
Councilman Dale Miller
Clerk of the Contracts and Purchasing Board David Merriman

II. Review and Approve Minutes –

At the June 3, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following approved items were done with the approval of all members present. All items were considered and adopted by unanimous vote unless otherwise noted. The minutes were approved as written by unanimous vote.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items – there were not tabled items.

B. Scheduled Items

CPB2013-422

Department of Workforce Development, submitting a contract with Reliable Pattern Works, Inc. in the amount not-to-exceed \$4,500.00 for the On-the-Job Training Program for the period 4/22/2013 - 10/21/2013.

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

Note: This item was held pending further review.

Approve
 Disapprove
 Hold

CPB2013-423

Office of Procurement & Diversity, recommending awards on RQ26716 to various providers, each in the amount not-to-exceed \$14,995.00, for 2-EnviroNics USA ChemPro 100i-Chemical Detectors and accessory kits:

Department of Public Safety and Justice Services

- a) Premier Safety and Service, Inc.
- b) Safeware, Inc.

Funding Source: Internal Service Fund

Approve
 Disapprove
 Hold

CPB2013-424

Juvenile Court, submitting a revenue generating agreement with Cleveland Heights-University Heights City School District in the amount not-to-exceed \$26,000.00 for school based liaison services for the period 7/1/2013 - 6/30/2014.

Funding Source: revenue generating

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-425

Fiscal Office, submitting an RFP exemption on RQ27811, which will result in an award recommendation to EuQuant, Inc. in the amount of \$60,000.00 for development, data collection and analysis of a Disparity Study for the period 6/4/2013 - 12/21/2014.

Funding Source: General Funds

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

In developing a Disparity Study for Cuyahoga County the consultant will develop a Data Collection Plan, Complete the Data Collection and Analysis for Cuyahoga County.

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

\$60,000.00

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

The Fiscal Office desires to obtain the best product for the least amount of money.

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

The Disparity Team interviewed and evaluated EuQuant, Mason Tillman, MGT of Atlanta and Griffin & Strong's price, availability and skills.

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

EuQuant is offering Cuyahoga County intensive data analysis of program impacts and is willing to deliver high quality detailed results quickly and at a low cost. EuQuant meets the need of generating a product that could be used by the county after the study is complete.

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.

Costly disparity studies that may fail to meet the County's needs.

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 Disparity Team plans to seek out another consultant to complete the final phases of the Disparity Study. Conduct a Disparity Studies every five years.

Note: This item was this item was amended to reflect the time period as 6/4/2013 - ~~12/21/2014~~ 6/30/2014.

This item was considered and adopted by majority vote, with Dale Miller recusing himself from the vote, as in his capacity as a County Councilman he participated in the vendor interview process for the Disparity Study.

Approve
 Disapprove
 Hold

CPB2013-426

Department of Public Safety and Justice Services, submitting an RFP exemption on RQ27743 which will result in an award recommendation to Motorola Solutions, Inc. in the amount of \$158,822.30 for 62- Motorola APX 6000 Radios and 62- chargers.

Funding Source: Funds utilized are FY 10 Urban Area Security Initiative Funds in the amount of \$74,287.85 and FY 10 State Homeland Security Program in the amount of \$84, 534.45 These are Federal funds passed through Ohio Emergency Management Agency down to Cuyahoga County.

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

The Department of Public Safety Justice Services request is to procure Motorola APX 6000 Radios and chargers. These radios were chosen and purchased after Public Safety Grants completed a formal bid

process in 2012. The radios will be used by municipalities throughout Cuyahoga County that are migrating to a P25 compliant 700/800 MHz Communications System.

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

The cost is \$2492/radios and \$69.65/charger

Funds utilized are FY 10 Urban Area Security Initiative Funds in the amount of \$74,287.85 and FY 10 State Homeland Security Program in the amount of \$84,534.45 These are Federal funds passed through Ohio Emergency Management Agency down to Cuyahoga County.

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

These radios and chargers are on State Term Schedule #573077-0 with additional discount. The pricing is consistent with the 2012 bid and is lower than State Term Schedule. The expiration date is 6/30/2013

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

In February 2012, the Department of Public Safety and Justice Services completed a request for bids. Three vendors responded, however, two were compliant with the bid (Relm and Motorola) as they were able to provide radios for testing. The radios were tested by first responders throughout Cuyahoga County. After reporting the results of the test, the Communications Sub-Committee of the Cuyahoga County Emergency Advisory Board voted to purchase the Motorola APX 6000 radios. These radios were purchased and distributed.

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

Motorola was selected as the radios were the preferred radios from the 2012 bid after being tested on the system by emergency first responders. This will also allow consistency in radio style across the municipalities and regions.

The pricing remains consistent with the bid and lower than State Term Schedule.

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.

These grant funds used for the purchase will expire in June 2013. These radios were chosen with the bid and will remain consistent for users within the municipalities receiving the radios. First hand users tested the radios from the bid and these were the preferred radios.

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

When purchasing new equipment Full and Open Competition are preferred as the process enables competitive pricing. This process was completed in 2012 for the same equipment.

Approve

Disapprove

Hold

CPB2013-427

Department of Public Safety and Justice Services/Public Safety Grants, submitting an RFP exemption on RQ27405, which will result in an award recommendation to Knowledge Center, Inc. in the amount of \$33,900.00 for maintenance on the Crisis Information Management System for the period 7/1/2013 - 6/30/2015.

Funding Source: 50% FY2011 Urban Area Security Initiative Grant funds and 50% General Funds

1. Description of Supplies or Services (If contract amendment.

We purchased the system in 2012. The contract would run from 7/1/2013-6/30/2015 and would involve both grant and general fund dollars.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown

The estimated amount of the contract would be \$33,900.00.

3. Rationale Supporting the Use of the Selected Procurement Method

We are seeking an exemption from RFP as the vendor we procured the system from is the only vendor that can provide maintenance. We would not be able to seek good faith quotes from other vendors to perform maintenance on a system they did not develop.

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

We were not able to evaluate other vendors in this maintenance request because we would not be able to seek quotes in good faith to ask vendors to perform maintenance on a system they did not develop. However, before we procured the original system from Knowledge Center we conducted a full RFP to give vendors the opportunity to compete.

Revised: 04/18/2012

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

We developed and released a Request for Proposal when procuring the original system. This is a request to maintain that system.

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.

A competitive bid for maintenance would be inappropriate given that other vendors are unable to provide maintenance services on a system they did not develop.

7. Describe what future plans, if any, the County can take to permit

competition before any subsequent purchases of the required supplies or services.

Maintenance will always be necessary on equipment procured. If the vendor developed the system (as is the case here) there likely will not be much the County can do to encourage competition. However, we will make every effort to ensure we are giving every vendor possible the right to compete for the original equipment purchase.

Approve

Disapprove
 Hold

D. Consent Agenda

CPB2013-428

Department of Public Safety and Justice Services/Public Safety Grants,

- A) Submitting an agreement with City of Cleveland Heights in the amount not-to-exceed \$512.14 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) Submitting an agreement with City of Middleburg Heights in the amount not-to-exceed \$1,469.04 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

CPB2013-429

Department of Public Safety and Justice Services/Public Safety Grants,

Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- A) City of Berea in the amount not-to-exceed \$2,432.64.
- B) City of Strongsville in the amount not-to-exceed \$2,823.20.
- C) City of Strongsville in the amount not-to-exceed \$14,359.43 for the period 1/1/2013 - 4/30/2013.
- D) City of Westlake in the amount not-to-exceed \$798.30 for the period 10/24/2011 - 4/30/2013.
- E) City of Westlake in the amount not-to-exceed \$526.20 for the period 10/2/2012 - 4/30/2013.

Funding Source: 100% FY2010 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

CPB2013-430

Office of Procurement & Diversity, presenting voucher payments for the week of June 3, 2013.

Approve
 Disapprove
 Hold

CPB2013-431

Department of Development, presenting voucher payments between 05/30/2013 to 06/05/2013.

Approve
 Disapprove
 Hold

V. Other Business –

The agenda was amended to introduce the following tabled item:

CPB2013-398

Department of Information Technology,

- A) Submitting an RFP exemption on RQ27211, which will result in an award recommendation to Kendall & Davis, Inc. in the amount not-to-exceed \$40,000.00 for computer operator services for the period 5/28/2013 - 10/31/2013.
- B) Recommending an award on RQ27211 and enter into a contract with Kendall & Davis, Inc. in the amount not-to-exceed \$40,000.00 for computer operator services for the period 5/28/2013 - 10/31/2013.

Funding Source: 100% General Fund

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

Computer Operator 1 Services consisting of assisting in mainframe equipment and hardware operations, system software and customer service support duties. Incumbents log, reconcile and distribute work products.

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 \$40,000.00.

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

Lower than State Vendor..

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

Looked at other vendors and evaluated price, availability and skills.

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

Price and availability.

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.

Continued overtime.

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

In the process of trying to hire full time operator.

Approve
 Disapprove
 Hold

David Merriman announced that he will not be in attendance at the June 10th Board meeting. The meeting will be chaired by Andria Richardson and Richard Opre.

VI. Public Comment

VII. Adjournment: The meeting was adjourned at 11:44 A.M. without objection.