

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
June 24, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:34 A.M by David Merriman.

Attendees: County Executive Ed FitzGerald
Chief of Staff Matt Carroll
Fiscal Officer Wade Steen
Director Bonnie Teeuwen
Richard Opre - Alternate
Councilman Dale Miller
Clerk of the Contracts and Purchasing Board David Merriman

Director Lenora Locket was unavailable.

At the June 24, 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.

II. Review and Approve Minutes –

The minutes were approved as written by majority vote. Rich Opre abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

B. Scheduled Items

CPB2013-467

Department of Works, submitting an amendment to Contract No. CE1000353-02 with The Osborn Engineering Company for architectural and engineering services for design and management of the Elevator Modernization Project, located at the Board of Elections, 2925 Euclid Avenue, Cleveland for the period 6/1/2010 - 7/16/2016 for additional funds in the amount not-to-exceed \$7,200.00.

Funding Source: Future Bonds

Approve
 Disapprove
 Hold

CPB2013-468

Department of Development,

A) Submitting a contract with Partners Environmental Consulting, Inc. for Phase II Environmental Services in the amount of \$24,515.00 at the proposed Interstate McBee Expansion Site located at 5101

Lakeside Avenue Cleveland, Ohio start-completion dates are 06/24/2013 - 12/21/2013.

B) Submitting a License for Entry, Consent and Limited Release from Liability agreement in connection with said project site.

Funding Source: 100% Brownfield Revolving Loan Funds

Approve
 Disapprove
 Hold

CPB2013-469

Department of Information Technology, submitting an amendment to Contract No. CE1200706-03 with DC Group Inc. for maintenance and support of Powerware Uninterruptible Power System for the period 11/15/2012 - 11/14/2013 to change the terms, effective 4/21/2013 and for additional funds in the amount of \$1,505.00.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2013-470

Office of Procurement & Diversity, recommending an award:

Department of Information Technology

a) on RQ27618 with Smart Solutions, Inc. in the amount of \$81,683.00 for purchase of 100- HP Elite Book Model 2170P Laptops and 100- HP Officejet Model 4620E Printers.

Funding Source: 100% Health and Human Services Levy funds

Approve
 Disapprove
 Hold

CPB2013-471

Office of Procurement & Diversity, recommending an award:

Department of Information Technology

a) on RQ27433 with Integrated Precision Systems, Inc. in the amount of \$63,666.10 for the purchase of hardware and software for the installation of 20 security cameras.

Funding Source: Dog & Kennel License Fund

Approve
 Disapprove
 Hold

CPB2013-472

Common Pleas Court/Corrections Planning Board, submitting an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount of \$86,000.00 for the Mental Health Program for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-473

Department of Information Technology, submitting an RFP exemption on RQ27471, which will result in a lower than state term award recommendation to Endicott in the amount not-to-exceed \$127,855.00 for maintenance on Kodak scanning equipment for various County departments 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)

County wide maintenance services of Kodak scanners from 7/1/13 – 6/30/14.

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 price of \$127,855.00.

3. Rationale Supporting the Use of the Selected Procurement Method

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

Preliminary bids show vendor lower than state vendor.

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

Bids received:

Versitec \$188,849.00 (State Vendor)

Endicott \$127,855.00

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

Have used vendor in the past and received quality service.

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.

Scanners are used in a variety of different applications so breakdowns could affect production.

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 at this time.

Approve
 Disapprove
 Hold

CPB2013-474

Common Pleas Court/Corrections Planning Board, submitting an RFP exemption on RQ27797 which will result in an award recommendation to Cuyahoga Community Correction's Association in the amount of \$425,000.00 for residential halfway house substance abuse treatment services for the period 7/1/2013 - 7/30/2014.

Funding Source: FY2014 Ohio Department of Rehabilitation and Correction Community Correction Act Grants funds.

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

This contract will provide residential halfway house substance abuse treatment services.

The amount of the contract is \$425,000.00.

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

Estimated dollar value of this contract is \$425,000.00.

All monies are 100% funded by the Ohio Department of Rehabilitation and Correction's Community Correction Act Grant FY2014.

3. Rationale Supporting the Use of the Selected Procurement Method

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

Previously this contract was exempted from competitive bid because it met the conditions contained in Section 3.4(b)(12) of the Board of Control, Contracting and Purchasing Ordinance. The contract is for

criminal justice services, the contractor is a nonprofit corporation, and the program is funded by state grants.

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

There are only 3 certified Halfway Houses in the City of Cleveland. All of the certified Halfway Houses are part of the provider panel within this contract.

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

Offenders placed into one of the three, Ohio Department of Rehabilitation and Correction certified halfway houses for residential substance abuse treatment services and mentally disordered substance abuse treatment services are expected to relieve overcrowding in the County jail while offering the most appropriate treatment services to the offenders to avoid recidivism. There are only 3 certified Halfway Houses in Cuyahoga County.

All of the certified Halfway Houses are part of the provider panel within this contract.

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.

Not applicable

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

There are only 3 certified Halfway Houses in Cuyahoga County. All of the certified Halfway Houses are part of the provider panel within this contract.

Approve
 Disapprove
 Hold

CPB2013-475

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting an RFP exemption which will result in an award recommendation to West Side Catholic Center in the amount of \$317,109.00 for supportive services for homeless women and families for the Housing Empowerment Grant Program for the period 5/1/2013 - 4/30/2014.

Funding Source: 100% U.S. Department of Housing & Urban Development funds.

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

Requesting an RFP Exemption as provided in Ord. No. 02011-0046, 3.03G. on behalf of the West Side Catholic Center and previously approved on 4/16/12; CPB2012-368.

In 1997, Cuyahoga County applied for a Supportive Housing Program (SHP) grant from the U.S. Department of Housing and Urban Development (HUD) on behalf of the West Side Catholic Center (WSCC) for housing stability services at WSCC and two partner agencies: Transitional Housing, Inc. and the Domestic Violence Center. This collaborative application was called the "Housing Empowerment Program (HEP) and the three agencies targeted services to help individual women and families move more quickly into permanent housing.

The initial West Side Catholic Center HEP SHP award was for a three year term. After the initial three year term, the award has been renewed on annual basis. The annual renewal application is submitted by the Office of Homeless Services. Each Renewal Application is reviewed by the Review and Ranking Committee, a subcommittee of the OHS Advisory Board. There is a rigorous review process based on the vendor's performance outcomes, agency capacity and audit status, consumer satisfaction, and compliance with Continuum of Care HMIS requirements.

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

The contract amount is \$317,109.00. It is funded 100% by the U.S. Department of Housing & Urban Development.

3. Rationale Supporting the Use of the Selected Procurement Method

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

The request is to exempt the agency from the RFP process because it was identified as the provider and the initial award was granted based on the agency being the Sponsor of the SHP program. Moreover, the annual review of the contract/provider/outcomes assures ongoing performance quality.

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

At the time the grant was initially awarded, the three agencies had developed a partnership to effectively utilize the SHP funds to help households at each agency; the collaborative model was exemplary in the community.

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

See above

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.

This contract provides RENEWAL funding for an ongoing program serving homeless women and families. To delay the contract would jeopardize services to a vulnerable population and disrupt Continuum of Care efforts to coordinate Central Intake and Rapid Exit.

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

~~Given the circumstances of this particular service, the request is for a permanent (perpetual) exemption, per Ord. No. 02011-0046, 3.03 G.~~

Note: This item was corrected to reflect the deletion of the language from the item detail summary requesting a permanent perpetual exemption.

Approve
 Disapprove
 Hold

CPB2013-476

Department of Health and Human Services Community Initiatives Division/Office of Homeless Services, submitting an RFP exemption, which will result in an award recommendation to Salvation Army of Greater Cleveland in the amount of \$171,403.00 for supportive services for homeless families for the Supportive Housing Grant Program for the period 2/1/2013 - 1/31/2014.

Funding Source: 100% U.S. Department of Housing & Urban Development funds.

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

Requesting an RFP Exemption as provided in Ord. No. 02011-0046, 3.03G. on behalf of the Salvation Army, Inc. and previously approved on 4/16/12; CPB2012-368.

In 1998, Cuyahoga County applied for a Supportive Housing Program (SHP) grant from the U.S. Department of Housing and Urban Development (HUD) on behalf of the Salvation Army for housing stability services at the Zelma George Shelter for Families.

At that time, the Zelma George Shelter was transitioning from sponsorship by one agency to another. Having the County be the applicant afforded good stewardship and stability to grant management.

The initial Zelma George SHP award was for a three year term. After the initial three year term, the award has been renewed on annual basis. The annual renewal application is submitted by the Office of Homeless Services. Each Renewal Application is reviewed by the Review and Ranking Committee, a subcommittee of the OHS Advisory Board. There is a rigorous review process based on the vendor's performance outcomes, agency capacity and audit status, consumer satisfaction, and compliance with Continuum of Care HMIS requirements.

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

The contract amount is \$174,731.00. It is funded 100% by the U.S. Department of Housing & Urban Development.

3. Rationale Supporting the Use of the Selected Procurement Method

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

The request is to exempt the agency from the RFP process because it was identified as the provider and the initial award was granted based on the agency being the Sponsor of the SHP program. Moreover, the annual review of the contract/provider/outcomes assures ongoing performance quality.

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

At the time the grant was initially awarded, the Salvation Army had the expertise to manage the Family Shelter and the services being provided. The Zelma George Shelter is the largest Family Shelter in the community; it provides shelter to over 140 families on an annual basis.

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

See above

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.

This contract provides RENEWAL funding for an ongoing program serving homeless families. To delay the contract would jeopardize services to a vulnerable population and disrupt Continuum of Care efforts to coordinate Central Intake and Rapid Exit.

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

~~Given the circumstances of this particular service, the request is for a permanent (perpetual) exemption, per Ord. No. 02011-0046, 3.03-G.~~

Note: This item was corrected to reflect the deletion of the language from the item detail summary requesting a permanent perpetual exemption.

Approve
 Disapprove
 Hold

CPB2013-477

Department of Health and Human Services/Division of Senior and Adult Services, submitting an RFP exemption on RQ27861, which will result in an award recommendation to Senior Impact Publications, LLC, in the amount not-to-exceed \$1,350.00 for advertisement of senior services in the Older Adult Resources Guide.

Funding Source: Health & Human Services Levy Funds

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

The Division of Senior & Adult Services (DSAS) would like to advertise in the Older Adult Resources Guide distributed by the Western Reserves Area Agency on Aging (WRAAA). Senior Impact Solutions Publications, L.L.C. is the vendor retained by WRAAA and assembles this resource guide.

The 14th annual Greater Cleveland edition of Older Adults Resource Guide is the only easy-to-use handbook of services for senior citizens and family caregivers. It includes services in Cuyahoga, Geauga, Lake, Lorain and Medina Counties, all served by the Western Reserve Area Agency on Aging.

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 \$1,350.00

Funding Source: Health & Human Services Levy

3. Rationale Supporting the Use of the Selected Procurement Method

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

Senior Impact Solutions Publications, L.L. C. is the vendor retained by WRAAA and assembles this resource guide.

WRAAA is responsible for planning, coordinating and administering state and federal funded programs and services for older adults. It is one of twelve regional area agencies on aging designated by the Ohio Department of Aging as authorized by the federal Older Americans Act.

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

None – The vendor identified was selected by WRAAA to put together the resource guide

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

See question 4

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.

N/A

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

N/A

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-478

Department of Public Works, submitting an agreement of cooperation with City of Pepper Pike for resurfacing of Chagrin Boulevard from Lander Road to South Lane.

Funding Source: 100% from County Road and Bridge Fund.

Approve
 Disapprove
 Hold

CPB2013-479

Department of Information Technology, submitting an amendment to Contract No. CE1200544-01 with TEC Communications, Inc. for a phone registration application software system for Foster Parent registrations for the period 8/1/2012 - 3/31/2013 to extend the time period to 12/31/2013; no additional funds required.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2013-480

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

CPB2013-481

Common Pleas Court/Corrections Planning Board, submitting various grant agreements with Ohio Department of Rehabilitation and Corrections for community correction activities in connection with the Community Corrections Act grant for the period 7/1/2013 - 6/30/2014:

- A) in the amount of \$3,651,409.00 for the 407 Non Residential Felony grant program.
- B) in the amount of \$2,026,099.00 for the 408 Non-Residential Misdemeanant grant program

Funding Source: Community Corrections Act (CCA) grant funds from the State of Ohio's Department of Rehabilitation and Corrections

Approve

Disapprove
 Hold

CPB2013-482

Juvenile Court, submitting an amendment to Contract No. CE1300086-01 with Case Western Reserve University, on behalf of Begun Center for Violence Prevention, at the Mandel School of Applied Social Sciences for a Juvenile Detention Utilization Study for the period 1/1/2013 - 6/30/2013 to extend the time period 6/30/2014; no additional funds required.

Funding Source: 100% RECLAIM funds

Approve
 Disapprove
 Hold

CPB2013-483

Department of Public Safety and Justice Services/Public Safety Grants, submitting amendments to agreements with City of Cleveland for the FY2011 STOP Violence Against Women Act Grant Program for the period 1/1/2012 - 12/31/2012 to extend the time period to 6/20/2013; no additional funds required.

A) No. AG1200266-01 with (Public Safety Department)

B) No. AG1200276-01 with (Law Department)

Funding Source: Office of Violence Against Women through the State Office of Criminal Justice Services

Approve
 Disapprove
 Hold

CPB2013-484

Department of Public Safety and Justice Services/Submitting an amendment to a grant award from Ohio Department of Youth Services for the FY2009 Juvenile Accountability Block Grant Program for the period 1/1/2010 - 6/30/2012, to change the amount from \$247,240.00 to \$240,864.68.

Funding Source: Ohio Department of Youth Services

Approve
 Disapprove
 Hold

CPB2013-485

Department of Public Safety and Justice Services/Witness/Victim, submitting an amendment to Contract No. CE1200620-01 with Domestic Violence & Child Advocacy Center for the Safe Havens Project for the period 10/1/2012 - 6/30/2013 to extend the time period to 9/30/2013; no additional funds required.

Funding Source: 100% by United States Department of Justice, Office on Violence against Women (OVW).

Approve
 Disapprove
 Hold

CPB2013-486

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE1100634-01 with Educational Service Center of Cuyahoga County for fiscal and administrative services for the Help Me Grow Home Visiting Program for the period 7/1/2011 - 6/30/2013 to extend the time period to 12/31/2013; no additional funds required.

Funding Source: 100% State Fiscal Year 2012 General Revenue Fund

Approve
 Disapprove
 Hold

CPB2013-487

Office of Procurement & Diversity, presenting voucher payments for the week of June 24, 2013.

Approve
 Disapprove
 Hold

CPB2013-488

Department of Development, presenting voucher payments between 06/13/2013 to 06/19/2013.

Approve
 Disapprove
 Hold

V. Other Business

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

CPB2013-489

Office of Procurement & Diversity, recommending an award:

Department of Public Safety and Justice Services/Public Safety Grants

a) on RQ27418 to RAE Systems Inc. in the amount of \$45,848.87 for the purchase of 1- Area RAE Rapid Deployment Kit.

Funding Source: FY10 and FY11 Urban Area Security Initiative (UASI) grants.

Approve
 Disapprove
 Hold

Presented by Mike Chambers, Department of Public Works,

Recommending a payment on RQ28034 in the amount of \$3,664.50 for repair of the Sanitary Division Jet Truck.

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

Approve
 Disapprove
 Hold

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:54 A.M. without objection.