

Cuyahoga County Board of Control
County Administration Building, 4th Floor
October 7, 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
BC2013-279	Office of Procurement & Diversity	<p>Recommending an award: <u>County Treasurer</u> a) on RQ28482 to Mid-West Presort Mailing Services, Inc. in the amount of \$279,800.00 (9-2) for production and mailing of first and last half 2013 real property and delinquent collection tax bills.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2013-280	Department of Health and Human Services/Cuyahoga Job and Family Services	<p>Submitting an amendment to Contract No. CE1100537-03 with JDC Advertising for the Cuyahoga County Fatherhood Initiative for the period 7/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the amount of \$80,000.00.</p> <p>Funding Source: 33% Federal, 33% State and 34% Human Services Levy</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

6. Other Business

Item	Requestor	Description	Board Action
BC2013-281	Department of Public Works	<p>Requesting approval of an alternative procurement process on RQ28697, which will result in an award recommendation to Ohio Cat in the amount not-to-exceed \$1,250,000.00 for heavy duty construction equipment/other equipment, parts, supplies and services for the period 10/1/2013 - 9/30/2018 (Chapter 501.12 (b)(15)).</p> <p>Funding Source: Sanitary Sewer Fund, the Road & Bridge Fund, and the General Fund on a shared basis proportionate to the percentage of use by each of the groups.</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>The Department of Public Works is requesting approval for an Alternative Procurement Process in an amount not to exceed \$ 1,250,000.00 for a period beginning October 1, 2013 through September 30, 2018 for Heavy Construction Equipment, Parts, Supplies, other Equipment and Services from Caterpillar through its local dealer Ohio Cat. A formal process to obtain Requests for Proposals was conducted and evaluations completed selecting Caterpillar and Ohio Cat. Heavy Construction Equipment is a major component in the work performed by the Dept. of Public Works for the communities serviced.</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>Based on current projections the five year program should be identified to purchase up to \$ 1,250,000.00 in the span. Funding Sources will be the Sanitary Sewer Fund, the Road & Bridge Fund, and the General Fund on a shared basis proportionate to the percentage of use by each of the groups. Under this Alternative Purchasing Program, the Department of Public Works would be able to purchase equipment and services up to the approved Capital Budget assigned to the Division and Index by the Office of Budget Management.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>Requests For Proposals' were requested to identify which brand of equipment and dealer support would best serve the Dept. of Public Works. A committee of knowledgeable staff members met, reviewed, scored the submissions and recommended an award. The Caterpillar brand trucks and equipment and its dealership Ohio Cat scored the highest in all categories and were awarded the program. Ohio Cat also is a participant in the State of Ohio DAS State Term Schedule providing the County with discounted and published pricing for all equipment, supplies, and services - STS # 800055. The Alternative Procurement Process would allow a continuing uninterrupted process of standardization in a County Approved Budget in the most effect purchasing process.</p>	
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		<p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>Utilization of Formal Bids and State Contract purchases were considered options but were subject to many varying specifications. The Request for Proposals identified a clearly superior manufacturer and dealer network. The Alternative Procurement Process establishing a five year program enables Public Works to standardize, upgrade, and place equipment in the field as work in the County Communities continues to grow.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>There are five Heavy Construction Equipment manufacturers who participate in the State Procurement Contract. The Dept of Public Works assembled an outline of the categories related to the products, the dealer network, the service staff, the reliability, and references and then conducted an Request For Proposal process to score and award the County business to the Equipment group that would provide the County with the best overall product and services. Caterpillar and Ohio Cat scored highest overall in the process. The Alternative Procurement Process allows the Department of Public Works to acquire equipment as needed during the five year duration of the program provided the units have been declared and funded in the Divisions Approved Budget.</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 County Dept of Public Works has diligently sought the best product and service for program through an extensive Request For Proposals which has already been processed. Advertising for competitive bids is repetitious and will delay placing equipment in communities Department of Public Works is contracted to serve. The desired Construction Equipment is only available in Ohio by Ohio Cat who will give the County the State Discounted Pricing. The Alternative Procurement Process for the period avoids requesting new Requests for Proposals annually.</p>	
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		<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 Dept Public Works staff exercises extreme diligence in the selection of equipment and vendors when obtaining all equipment and only after the review of the properties, longevity, serviceability and pricing are decisions made. The County Dept of Public Works went to a Request For Proposal process to start a five year program modeled after a program in effect in other municipalities, which will allow the County to best equip themselves from a limited number of manufactures and authorized dealers which should prove effective and be a model for similar programs. The Alternative Procurement Process is necessary to insure the success of the program.</p>	
BC2013-282	Department of Public Safety and Justice Services	<p>Requesting approval of an alternative procurement process on which will result in award recommendations to various providers in the total amount of \$432,811.36 for the FY2013 Violence Against Women Act Grant program for the period 1/1/2014 - 12/31/2014 (Chapter 501.12 (b)(16)):</p> <p>a) City of Bedford, Municipal Court in the amount of \$21,640.57.</p> <p>b) City of Cleveland, Public Safety Department in the amount of \$108,202.84.</p> <p>c) City of Cleveland, Prosecutors Office in the amount of \$108,202.84.</p> <p>d) Cleveland Rape Crisis Center in the amount of \$70,991.94.</p> <p>e) Domestic Violence and Child Advocacy Center in the amount of \$100,000.00.</p> <p>f) Jewish Family Service Association of Cleveland in the amount of \$23,773.17.</p> <p>Funding Source: FY2013 Violence Against Women Act Grant funds</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>scope change)</p> <p>Public Safety and Justice Services is seeking approval for an Alternate Procurement Process in connection with the FY2013 Violence Against Women Act Grant (2013 VAWA) that will result in awarded contracts.</p> <p>The VAWA grant is an annual grant that originates from the U. S. Department of Justice, Office of Justice Programs, Office of Violence Against Women through the Ohio Department of Public Safety, Office of Criminal Justice Services (OCJS) to Cuyahoga County in the form of "Block" and "Administrative" awards. The awards are an allocation of funds from the Federal Government, through the State of Ohio that is derived through a formula based upon crime statistics.</p> <p>The VAWA program emphasizes coordinated community approaches to reduce violence against women and to create mutually respectful partnerships between the justice system and victim services. The Administrative award is funding that is awarded for the completion of fiscal and programmatic oversight of the grant.</p> <p>Funding initiatives under the VAWA grant occur annually in the following manner and as per grant guidelines:</p> <p>**The Ohio State Office of Criminal Justice Services issues a notification of block funding to the Regional Planning Unit counties (Cuyahoga, Franklin and Hamilton).</p> <p>**Department of Public Safety and Justice Services, Public Safety Grants (grant administrator) issues/ advertises a solicitation for applications under the grant guidelines.</p> <p>**Applications are scored and recommended for funding by the VAWA Allocation Committee.</p> <p>**Recommended funding is submitted to the Executive for approval.</p> <p>**Applications are sent to the State for final approval and award.</p> <p>**The County Receives a Notice of Award for both the</p>	
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		<p>Block and Administrative Awards.</p> <p>Public Safety and Justice Services, Public Safety Grants is the grant administrator for the annual VAWA award. Public Safety Grants is responsible for all programmatic and fiscal activities both with the State and awarded projects.</p> <p>The VAWA Allocation Committee met on August 23, 2013 and made the following funding recommendations that will result in contracts with the following vendors:</p> <p>City of Bedford, Municipal Court in the amount of \$21,640.57</p> <p>City of Cleveland, Public Safety Department in the amount of \$108,202.84</p> <p>City of Cleveland, Prosecutors Office in the amount of \$108,202.84</p> <p>Cleveland Rape Crisis Center in the amount of \$70,991.94</p> <p>Domestic Violence and Child Advocacy Center in the amount of \$100,000.00</p> <p>Jewish Family Service Association of Cleveland in the amount of \$23,773.17</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>Block portion allocation: \$432,811.36</p> <p>Administrative portion allocation: \$14,232.21</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>Cuyahoga County Public Safety and Justice Services, Public Safety Grants similarly replicates the grant solicitation method that the State (OCJS) utilizes. The majority of required application documents originate from OCJS. This creates an effective uniformity from the</p>	
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		<p>Grantor through the sub-awards. The VAWA Allocation Committee reviews the solicitation from OCJS and makes edits based upon local priority needs and has developed a scoring tool that meets the unique needs of violence against women in Cuyahoga County.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>N/A</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>N/A</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>N/A</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>Competition under the grant solicitation occurs as delineated above.</p>	
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7. Public Comment

8. Adjournment

Minutes

Cuyahoga County Board of Control Meeting
 County Administration Building, 1219 Ontario Street, 4th Floor
 September 30, 2013 11:00 A.M.

1. Call to Order

Melinda Burt called the meeting to order at 11:00 a.m.

Attending:

Interim Fiscal Officer Mark Parks
 Councilman Michael Gallagher
 Councilwoman C. Ellen Connally

Councilman Dale Miller
Director of Public Works Bonnie Teeuwen
Senior Purchasing Administrator Richard Opre

2. Review Minutes

Michael Gallagher motioned to approved the minutes from the 9/23/13 Board of Control Meeting; Bonnie Teeuwen seconded the motion. The minutes were unanimously approved, as written. Councilwoman Connally and Richard Opre abstained.

3. Public Comment

There was no public comment.

4. Tabled Items

BC2013-256 Department of Information Technology, on behalf of ~~Division of Children and Family Services~~ ODJFS, recommending an alternative procurement process on RQ28076, which will result in an award recommendation to Vital Resources in the amount not-to-exceed \$85,000.00 for development of an application supporting work activity management for the period 9/1/2013 - 11/310/2013 (Chapter 501.12(b)(15)). Funding Source: 100% General Fund.

Mark Parks motioned to approve the item; Bonnie Teeuwen seconded. Item BC2013-256 was unanimously approved.

BC2013-268 Department of Health and Human Services/ Community Initiatives Division/ Family and Children First Council Recommending an award on RQ28667 and enter into an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$268,399.73 for the FY2014 System of Care Family Centered Services and Supports Grant Program for the period 7/1/2013 - 6/30/2014. Funding Source: Combination of Federal child welfare dollars and State general revenue funds from ODMH, ODADAS, ODYS, and ODODD.

Mark Parks motioned to approve the item; Michael Gallagher seconded the motion. Item BC2013-268 was unanimously approved.

5. New Items for Review

BC2013-270 Department of Public Works submitting an amendment to Contract No. CE0601091-01 with DLZ Ohio, Inc. for consultant engineering services for construction of Stage 1 of the Towpath Trail Extension from Harvard Avenue to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights for the period 1/8/2007 - 12/31/2011, to change the scope of services, effective 6/28/2013 and for additional funds in the amount of \$436,815.00.
Funding Source: 100% Federal Funds.

Mark Parks motioned to approve the item; Dale Miller seconded the motion. Item BC2013-270 was unanimously approved.

BC2013-271 Department of Public Works submitting an amendment to Contract No. CE1000412-01 with MCG Trust for lease of storage space located at 1278 West 4th Street, Cleveland, for use by the

Clerk of Courts for the period 5/1/2010 - 10/31/2012, to extend the time period to 10/31/2014 and for additional funds in the amount of \$49,940.00. Funding Source: 100% General Fund

Mark Parks motioned to approve the item. Michael Gallagher seconded the motion. Item BC2013-271 was unanimously approved.

BC2013-272 Office of Procurement & Diversity submitting an amendment to Contract No. CE1100368-07 with Staples Contract & Commercial, Inc. for office supplies for various County departments for the period 7/1/2011 - 9/30/2013 to extend the time period to 11/30/2013 and for additional funds in the amount of \$100,000.00. Funding Source: 100% General Fund

Mark Parks motioned to approve the item; Dale Miller seconded the motion. Item BC2013-272 was unanimously approved.

BC2013-273 Office of Procurement & Diversity recommending an award on behalf of Department of Information Technology on RQ28172 to SHI International Corp. in the amount of \$251,937.60 for 4,500 user licenses, maintenance and support on NetMotion 2FA ONE software. Funding Source: Agency User Fees, \$5 Moving Violations Fees and General Fund Subsidy.

Mark Parks motioned to approve the item; Ellen Connally seconded the motion. Item BC2013-273 was unanimously approved.

BC2013-274 Department of Public Safety and Justice Services/ Witness/ Victim submitting an amendment to Contract No. CE1200593-01 with Domestic Violence & Child Advocacy Center for Direct services for the Ujima Project for the period 10/1/2012 - 9/30/2013 to extend the time period to 3/31/2014 and for additional funds in the amount of \$63,477.94. Funding Source: 100% US DOJ Encourage Arrest grant funds ~~Fiscal Year 2011 Defending Childhood Grant Funds.~~

Mark Parks motioned to approve the item; Ellen Connally seconded the motion. Item BC20213-274 was unanimously approved.

BC2013-275 Department of Public Safety and Justice Services/ Witness/ Victim submitting an amendment to Contract No. CE1200468-01 with Mental Health Services for Homeless Persons, Inc. for Defending Childhood Treatment services for the period 7/18/2012 - 9/30/2013 to extend the time period to 2/28/2014 and for additional funds in the amount not-to-exceed \$35,000.00. Funding Source: 100% Fiscal Year 2011 US DOJ Defending Childhood Funds.

Mark Parks motioned to approve the item; Dale Miller seconded the motion. Item BC2013-275 was unanimously approved.

BC2013-276 Department of Health and Human Services/ Community Initiatives Division/ Office of Homeless Services recommending awards and enter into contracts with the following agencies, in the dollar amounts and for services specified, each for the time period 9/1/2013 – 8/31/2014:

- a) On RQ28604, Care Alliance Health Center in the amount not-to-exceed \$15,000.00 for medical outreach services and support for homeless individuals and families.
- b) On RQ28605, Cleveland Mediation Center in the amount not-to-exceed \$18,774.00 for diversion assessment services for homeless individuals and families.

- c) On RQ28606, Family Promise of Greater Cleveland in the amount not-to-exceed \$40,125.00 for transitional housing services for homeless families.
- d) On RQ28607, Transitional Housing, Inc. in the amount of \$23,000.00 for transitional housing services and support for homeless women.
- e) On RQ28608, Volunteers of America of Greater Ohio in the amount not-to-exceed \$15,000.00 for emergency shelter services for young men.
- f) On RQ28609, West Side Catholic Center in the amount not-to-exceed \$39,850.00 for emergency shelter services for women and children.
- g) On RQ28610, YMCA of Greater Cleveland in the amount of \$13,312.00 for transitional housing services for single men.

Funding Source: 100% FY 2013 Federal Emergency Shelter Grant Funds (HUD)

Mark Parks motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2013-276 was unanimously approved.

BC2013-277 Department of Health and Human Services/ Division of Senior and Adult Services, submitting an amendment to Contract No. CE1200276-01 with Mobile Meals, Inc. for Home Delivered Meal services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2012 - 6/30/2014 for additional funds in the amount of \$63,148.50. Funding Source: County Health & Human Services levy, with a small portion of the program revenues coming from client user fees.

Dale Miller motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2013-277 was unanimously approved.

6. Other Business

BC2013-278 Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood a) Requesting approval to apply for and accept grant funds from William J. and Dorothy K. O'Neill Foundation in the amount of \$150,000.00 for the FY2013 Positively Moms Initiative Program for the period 10/1/2013 - 9/30/2014. b) Submitting an RFP exemption which will result in an award recommendation to Educational Service Center for the FY2013 Positively Moms Initiative Program for the period 10/1/2013 - 9/30/2014. Funding Source: 100% Private Foundation Grant funds.

Mark Parks motioned to approve the item; Dale Miller seconded the motion. Item BC2013-278 was unanimously approved.

7. Public Comment

There was no public comment.

8. Adjournment

Councilwoman Connally motioned to adjourn the meeting; Michael Gallagher seconded the motion. A motion to adjourn the 9/30/13 Board of Control meeting was unanimously approved at 11:21 a.m.

5. New Items for Review

BC2013-279

Title: OPD 2013 Award Recommendation Mid-West Presort Mailing Services, Inc. for Production & Mailing of Tax Bills RQ28482

A. Scope of Work Summary

1. The Office of Cis requesting approval of an Award Recommendation, resulting in a Purchase Order, with Mid-West Presort Mailing Services, Inc. for the amount of \$279,800.00 for Production and Mailing of First and Last Half 2013 Real Property Tax Bills and Delinquent Collection for the Fiscal Office/ Treasurer's Office.
2. The primary goals of the project are to have homeowners receive their tax bills and all the County Treasurer to efficiently collect taxes. Delinquent collection tax bills are sent to delinquent taxpayers and sending these has been shown to be effective in collection of past-due accounts.

B. Procurement

1. The procurement method for this project was a Formal Competitive Bid (RFB). The total value of the bid was estimated at \$310,000.00.
2. SBE Goal was 0%.
3. There were 11 bids pulled from OPD and 2 bids submitted for review and 1 bid approved.

C. Contractor and Project Information

1. Mid-West Presort Mailing Services, Inc.
2222 W. 110th Street
Cleveland, Ohio 44102
2. The owners of the company are:
James Gebbie, CEO; Richard Gebbie, President; Sean Gebbie, Vice President
- 3a. The project will be located:
Fiscal Office / Treasurer's Office
1910 Carnegie Avenue
Whitlatch Building
Cleveland, Ohio 44115

- 3b. The project is located in Council District 7.

D. Project Status and Planning

1. The project reoccurs annually.
2. The project has 3 phases, estimated to be completed October 2014. The mailing of the first half tax bills is December 2013. Mailing of second half tax bills is June 2014. Mailing of delinquent bills is October 2013.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments will be per invoice, after mailings.

BC2013-280

Submitting an amendment to the contract with JDC Advertising for the Cuyahoga County Fatherhood Initiative for the period July 1, 2012 to June 30, 2013, to extend the time period to June 30, 2014, to change the terms effective July 1, 2013.

A. Scope of Work Summary

1. Office of Health and Human Services requesting approval of a contract amendment with:

JDC Advertising in the amount of ~~\$44,000.00~~ \$80,00.00.

The contract amendment dates are July 1, 2013 to June 30. 2014.

2. The primary goals of the project are:

The Cuyahoga County Fatherhood Initiative seeks to strengthen families in our community by encouraging fathers to play a more active role in nurturing and raising their children. The Fatherhood Initiative responds to the social concerns regarding "father absence" by providing fathers with services to prepare them to meet the psychological and financial needs of their children. The CCFI also seeks to increase public awareness of the importance of father involvement.

These activities will help put Cuyahoga County in a better position to help fathers become or remain a significant part of the lives of their children and in doing so help reduce the risk of poor grades, drug abuse, premature fatherhood/teen pregnancy and other problems that increase without the presence of a father in a child's life.

B. Procurement

1. The original procurement method for this project was an RFP in 2011. An exemption from full and open competition was granted for these amendments.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

JDC Advertising.
6555 Woodbury Drive
Solon, Ohio 44139
Council District (6)
Owner/ Principal; Joseph C. Hewitt

D. Project Status and Planning

1. The amendments will be effective July 1, 2013 and service will not be interrupted.

E. Funding

1. The project is funded by 33% Federal, 33% State and 34% Human Services Levy funds..
2. The schedule of payments is monthly.

6. Other Business

[See detail under item BC2013-281 and BC2013-282 in section 6, above.]