

Minutes

Cuyahoga County Contracts and Purchasing Board
February 17, 2015 11:30 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I. Call to Order

The meeting was called to order at 11:32 a.m.

Attending:

County Executive Armond Budish
Stan Kosilesky, Administrator, Department of Public Works (Alternate for Bonnie Teeuwen)
Lenora Lockett, Director, Office of Procurement and Diversity
Councilman Dale Miller

II. Review Minutes

The minutes from the February 9, 2015 Contracts and Purchasing Board meeting were unanimously approved as written.

III. Public Comment

There was no public comment.

IV. Contracts and Awards

A. Tabled Items

There were no tabled items.

B. Scheduled Items

CPB2015-75 Department of Information Technology, recommending an award on RQ33079 and enter into a contract with Intelli Net, Inc. in the amount not-to-exceed \$6,176.40 for virtual hosting services for the period 11/1/2014 - 9/30/2015. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Dale Miller asked how often abnormalities are detected within the server, and whether the service is cost effective. Jeff replied that the server encounters 3 to 4 incidents a month. The service is cost effective, especially given that the County's web-hosting service currently operates in 12 communities. Item CPB2015-75 was unanimously approved.

CPB2015-76 Department of Workforce Development, submitting contracts with various providers for the On-the-Job training program:

- a) AJ Rose MFG Co. in the amount not-to-exceed \$2,140.00 for the period 11/17/2014 - 3/4/2015.

b) Inforce Technologies, LLC in the amount not-to-exceed \$12,960.00 for the period 12/1/2014 - 5/6/2015.

c) Kowalski Heat Treating Co., in the amount not-to-exceed \$2,600.00 for the period 12/1/2014 to 4/8/2015.

Funding Source: Workforce Investment Act Funds

Jayanti Bhattacharya, Department of Workforce Development, presented. Item CPB2015-76 was unanimously approved.

CPB2015-77 Court of Common Pleas/Juvenile Court Division, recommending awards on various requisitions and enter into agreements with various municipalities for the Community Diversion Program for the period 2/17/2015 - 12/31/2015:

a) on RQ31947 with City of Bedford Heights in the amount not-to-exceed \$3,600.00.

b) on RQ31948 with Village of Bentleyville in the amount not-to-exceed \$1,200.00.

c) on RQ31970 with City of Lyndhurst in the amount not-to-exceed \$2,400.00.

d) on RQ31986 with City of Shaker Heights in the amount not-to-exceed \$6,000.00.

e) on RQ31997 with Village of Woodmere in the amount not-to-exceed \$1,200.00.

Funding Source: General Fund

Pete Panos, Juvenile Court Division, presented. Item CPB2015-77 was unanimously approved.

CPB2015-78 Department of Public Safety and Justice Services, recommending an award on RQ31680 and enter into a contract with SAS Institute Inc. in the amount not-to-exceed \$22,601.00 for software license upgrade and maintenance on the Memex system for the period 7/1/2014 - 6/30/2015.

Funding Source: Department of Homeland Security through the Ohio Emergency Management Agency

Felicia Harrison, Department of Public Safety and Justice Services, presented. Dale Miller asked if services were already provided by the vendor. Felicia replied that the award is for maintenance on an as needed basis. Dale asked if the vendor could perform the work expected with less than 6 months remaining on the contract. Felicia replied yes. Item CPB2015-78 was unanimously approved.

CPB2015-79 Department of Public Safety and Justice Services, recommending an award on RQ33038 and enter into a contract with Pointe Blank Solutions LTD in the amount not-to-exceed \$33,000.00 for software support and maintenance of the InJail System for the period 1/1/2015 - 12/31/2015.

Funding Source: General Fund

Felicia Harrison, Department of Public Safety and Justice Services, presented. Item CPB2015-79 was unanimously approved.

C. Exemption Requests

CPB2015-80 Department of Information Technology, submitting an RFP exemption on RQ33344, which will result in an award recommendation to Allen Systems Group, Inc. in the amount of \$26,850.80 for maintenance and support services on ASG-PRO/JCL software for the period 2/11/2015 - 2/10/2018. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Item CPB2015-80 was unanimously approved.

CPB2015-81 Department of Information Technology, Submitting an RFP exemption on RQ31397, which will result in an award recommendation to DLT Solutions, LLC in the amount not-to-exceed \$3,785.40 for maintenance and support of Spotlight on SQL Server for the Department of Public Safety and Justice Services for the period 6/30/2014 - 6/30/2015. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Item CPB2015-81 was unanimously approved.

CPB2015-82 Department of Information Technology, submitting an RFP exemption on RQ33260, which will result in an award recommendation to Microsoft in the amount of \$8,321.35 for the purchase of 5 Microsoft Surface Pro 3 Tablets. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Dale Miller asked if the County will develop a ceiling priced contract for purchases of this nature. Jeff replied a cost savings contract would benefit County Departments if there is a specific demand for these types of business products. Dale asked if Microsoft Surface Pro 3 Tablets will replace Hewlett Packard hardware or will the County continue to use both products. Jeff replied that decision would be based on the requirements and need of the agencies. Item CPB2015-82 was unanimously approved.

CPB2015-83 Department of Information Technology, submitting an RFP exemption on RQ33239, which will result in an award recommendation to DC Group, Inc. in the amount of \$52,402.56 for Countywide maintenance of Universal Power Systems for the period 3/1/2015 - 2/28/2018. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Item CPB2015-83 was unanimously approved.

CPB2015-84 Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an RFP exemption on RQ33089, which will result in an award recommendation to Neopost USA in the amount of \$3,382.00 for the purchase of 2- automated letter opener and date stampers. Funding Source: 50% Public Assistance and 50% Title IV D (CSEA) Total: \$3,382.00

Item No. CPB2015-84 was held at the request of the Department.

CPB2015-85 Department of Health and Human Services/Division of Children and Family Services, submitting an RFP exemption on RQ33153, which will result in an award recommendation to Council on Accreditation for Children and Family Services, Inc. in the amount of \$58,148.00 for application re-accreditation fees and related services for the period 1/1/2015 - 12/31/2018. Funding Source: 33% Federal (mostly Title IV-E Admin) and 67% HHS Levy

Daphne Kelker, Division of Children and Family Services, presented. Item CPB2015-85 was unanimously approved.

CPB2015-86 Department of Health and Human Services/Division of Children and Family Services, Submitting an RFP exemption on RQ33293, which will result in a payment to Echographics in the amount of \$5,331.40 for the purchase of promotional t-shirts for recruitment events for foster and adoptive parents. Funding Source: Health and Human Services Levy Funds

Daphne Kelker, Division of Children and Family Services, presented. Armond Budish asked for clarification of the funding Source. Daphne replied Health and Human Services Levy funds are being used to fund this project. Item CPB2015-86 was unanimously approved.

CPB2015-87 Department of Health and Human Services/Division of Children and Family Services, Submitting an RFP exemption on RQ32921, which will result in a payment to 4 Imprint, Inc. in the amount of \$3,172.77 for the purchase of promotional notebooks and pens for recruitment events for the Annual Social Worker of the Month event. Funding Source: Health and Human Services Levy Fund

Daphne Kelker, Division of Children and Family Services, presented. Armond Budish asked for clarification of the funding Source. Daphne replied Health and Human Services Levy funds are being used to fund this project. Item CPB2015-87 was unanimously approved.

D. Consent Agenda

CPB2015-88 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. Funding Source: Revenue Generating

Item CPB2015-88 was unanimously approved.

CPB2015-89 Common Pleas Court/Corrections Planning Board, submitting an amendment to Contract No. CE1200649-01 with Community Assessment and Treatment Services, Inc. for intensive outpatient treatment services for the period 9/30/2011 - 12/31/2014 to extend the time period to 6/30/2015; no additional funds required.

Funding Source: Substance Abuse and Mental Health Services Administration (SAMHSA) grant funds. Item CPB2015-89 was unanimously approved.

CPB2015-90 Department of Public Safety and Justice Services/Regional Enterprise Data Sharing System (REDSS), submitting an amendment to Contract No. CE1200551-02 with Main Sail, LLC for consultant services for the development and upgrade of the Regional Enterprise Data Sharing System for the period 7/1/2012 - 12/31/2014 to extend the time period to 12/31/2015; no additional funds required. Funding Source: User fees, \$5 Moving Violation Fees, General Fund Subsidy

Item CPB2015-90 was unanimously approved.

CPB2015-91 Department of Public Safety and Justice Services/Witness/Victim, submitting an amendment to Contract No. CE1200483-01 with Mental Health Services for Homeless Persons, Inc. dba

Frontline Service for Defending Childhood Treatment services for the period 7/18/2012 - 12/31/2014 to extend the time period to 6/30/2015; no additional funds required. Funding Source: U.S. Department of Justice, Defending Childhood Cooperative Agreement

Item CPB2015-91 was unanimously approved.

CPB2015-92 Department of Public Safety and Justice Services/Witness/Victim, Submitting an amendment to Contract No. CE1200698-01 with West Side Community House for Defending Childhood Prevention and Outreach services for the period 12/15/2012 -12/31/2014 to extend the time period to 3/31/2015; no additional funds required Funding Source: U.S. Department of Justice, Defending Childhood Cooperative Agreement.

Item CPB2015-92 was unanimously approved.

CPB2015-93 Office of Procurement & Diversity, Presenting voucher payments for the week of 2/17/2015

Item CPB2015-93 was unanimously approved.

CPB2015-94 Department of Development, Presenting voucher payments for the week of 1/27/2015 – 2/9/2015

Item CPB2015-94 was unanimously approved.

V. Other Business

TIME-SENSITIVE/MISSION CRITICAL

CPB2015-95 Department of Public Works, requesting approval of RQ33356 with Custom Trans, Inc. in the amount of \$2,870.92 to repair the transmission on a 2008 Chevy Uplander Juvenile Court Transporter van.

Mike Chambers, Department of Public Works, presented.

A motion to amend the agenda to consider the item was unanimously approved.

Item CPB2015-94 was unanimously approved.

A motion to restore the Department of Public Works' mission-critical budget to \$25,000.00 was unanimously approved.

VI. Public Comment

There was no further public comment.

VII. Adjournment

A motion to adjourn was unanimously approved at 11: 52 a.m.