

AGENDA
CUYAHOGA COUNTY COUNCIL OPERATIONS, INTERGOVERNMENTAL
RELATIONS & PUBLIC TRANSPORTATION COMMITTEE MEETING
TUESDAY, JANUARY 21, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

Committee Members:

Robert Schleper, Jr., Chair – District 6
Sunny M. Simon, Vice Chair – District 11
Mark Casselberry – District 4
Michael J. Gallagher – District 5
Martin J. Sweeney, Chair – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE NOVEMBER 19, 2024 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2025-0020: A Resolution amending Rules 12E, 12F, and 12G of the Cuyahoga County Rules of Council pertaining to Committees of the Council, and declaring the necessity that this Resolution become immediately effective.
 - b) R2025-0042: A Resolution authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2025 to extend the time period to 3/31/2026, to change the pricing list, and for additional funds in the amount not-to-exceed \$550,000.00; authorizing the County Executive to execute the amendment and all other

documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY COUNCIL OPERATIONS, INTERGOVERNMENTAL
RELATIONS & PUBLIC TRANSPORTATION COMMITTEE MEETING
TUESDAY, NOVEMBER 19, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Chairman Sweeney called the meeting to order at 3:05 p.m.

2. ROLL CALL

Mr. Sweeney asked Deputy Clerk Carter to call the roll. Committee members Sweeney and Miller were in attendance and no quorum was determined. Committee member Simon entered the meeting after the roll call was taken and a quorum was then determined. Committee members Jones and Schron were absent from the meeting.

3. PUBLIC COMMENT

Mr. Gary From addressed the Committee regarding his artwork that is currently displayed at the Cleveland Botanical Gardens.

4. APPROVAL OF MINUTES FROM THE APRIL 30, 2024 MEETING

A motion was made by Ms. Simon, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the April 30, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) None

There were no matters referred to Committee.

6. PRESENTATION

a) Internal Audit Annual Report

Mr. Cory Swaisgood, Director of Internal Audit, addressed the Committee regarding the purpose of the Audit Committee, audit process, performance statistics and the Getting to Know DIA Campaign. Discussion ensued.

Committee members asked questions of Mr. Swaisgood pertaining to the item, which he answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

With no further business to discuss, Chairman Sweeney adjourned the meeting at 3:35 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0020

Sponsored by: Councilmember Miller	A Resolution amending Rules 12E, 12F, and 12G of the Cuyahoga County Rules of Council pertaining to Committees of the Council; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Article III, Section 3.10(2) of the Cuyahoga County Charter provides that County Council shall adopt its own rules; and

WHEREAS, County Council originally adopted its rules pursuant to Motion No M2011-0007 on April 26, 2011 and such rules have been subsequently amended by Motion Nos. M2011-0017, M2012-0004, M2012-0030, and M2013-0021, and by Resolution Nos. R2014-0229, R2015-0016, R2018-0002, R2024-2066, and R2024-2067; and

WHEREAS, the Council desires to amend Rule 12E, Rule 12F, and Rule 12G of the Cuyahoga County Rules of Council pertaining to Committees of Council; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usual daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. The Cuyahoga County Council hereby amends Rule 12E of the Cuyahoga County Rules of Council as follows (additions are bold and underlined, deletions are stricken):

Rule 12E: Advisory Subcommittees

- (1) The Chairperson of any standing committee, with the approval of the President as described more fully below, may appoint the Chairperson, Vice-Chairperson, and members of one or more advisory subcommittees, comprised of one or more Members of that standing committee and/or one or more members of the general public, to study and make written recommendations to the full committee on specific subjects within that standing committee's jurisdiction. Members of the public serving on

advisory subcommittees shall be electors of Cuyahoga County and shall serve at the pleasure of the Chairperson. ~~The Chairperson of each advisory subcommittee shall be a Member of Council.~~

- (2) Prior to the appointment of any advisory subcommittee, the President of Council shall approve the purpose, duration, persons to be appointed as officers, and persons to be appointed as members of the advisory subcommittee.
- (3) Except for appointment and composition as provided above, all rules that apply to Committees of Council shall also apply to advisory subcommittees, including but not limited to rules regarding notice of meetings, keeping of minutes, advance publication of the agenda, and provision of time for public comment.

SECTION 2. The Cuyahoga County Council hereby amends Rule 12F of the Cuyahoga County Rules of Council as follows (additions are bold and underlined, deletions are stricken):

Rule 12F: Temporary Appointments to Committee

If a Member is absent from any Council committee meeting, the President may appoint a replacement as Member Pro Tem, but such appointment shall ~~only not extend for beyond~~ **only not extend for beyond that meeting of the committee, and only for those times when the original absent member is not present** ~~or after the original absent Member is in attendance at that meeting.~~

SECTION 3. The Cuyahoga County Council hereby amends Rule 12G of the Cuyahoga County Rules of Council as follows (additions are bold and underlined, deletions are stricken):

Rule 12G: Standing Committees

The following standing committees are established for the Council:

- (1) Health, Human Services & Aging
- (2) Public Safety & Justice Affairs
- (3) Economic Development & Planning
- (4) Finance & Budgeting
- (5) Public Works, Procurement & Contracting
- (6) Human Resources, Appointments & Equity

(7) Education, Environment & Sustainability

(8) Council Operations, **Information Technology**~~Intergovernmental Relations~~
& Public Transportation

(9) Community Development **& Housing**

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County Council and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall take effect and be in force immediately upon its passage. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law. The Rule change adopted pursuant to Section 1 of this Resolution shall take effect commencing July 3, 2024 and shall expire on August 1, 2024 unless superseded or extended by action of the Council.

SECTION 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2025

Committee(s) Assigned: Council Operations, Intergovernmental Relations & Public
Transportation

Journal _____

_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0042

<p>Sponsored by: County Executive Ronayne/Fiscal Department/Department of Purchasing</p>	<p>A Resolution authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2025 extend the time period to 3/31/2026, to change the pricing list, and for additional funds in the amount not-to-exceed \$550,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, the County Executive/Fiscal Department/Department of Purchasing recommends an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2025 extend the time period to 3/31/2026, to change the pricing list, and for additional funds in the amount not-to-exceed \$550,000.00; and

WHEREAS, the primary goal of this amendment is to extend the County contract with a qualified vendor to supply and deliver general office supplies and related products to various County departments, agencies, elected officials and other local government agencies on an “as-needed basis”; and

WHEREAS, this project is funded 100% General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2025 extend the time period to 3/31/2026, to change the pricing list, and for additional funds in the amount not-to-exceed \$550,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health and safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2025
Committee(s) Assigned: Council Operations, Intergovernmental Relations &
Public Transportation

Journal _____
_____, 20 ____

PURCHASE-RELATED TRANSACTIONS

Title	CM3038 – General Office Supplies and Related Services – W.B. Mason Co., Inc. – Amendment #2
Department or Agency Name	Department of Purchasing
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3038 (fka 870)	W.B. Mason Co., Inc.	4/1/2021-3/31/2024	\$2,052,000.00	3/23/2021	R2021-0256
A1	3038 (fka 870)	W.B. Mason Co., Inc.	/1/2021 – 3/31/2025	\$550,000.00	2/27/2024	R2024-0072
A2	3038 (fka 870)	W.B. Mason Co., Inc.	4/1/2021 – 3/31/2026	\$550,000.00	Pending	Pending

Service/Item Description (include quantity if applicable). General office supplies for delivery to various County locations
Indicate whether: <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)
For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement Age of items being replaced: _____ How will replaced items be disposed of? _____
Project Goals, Outcomes or Purpose (list 3): 24-hour online ordering, next-day delivery of in-stock items, reporting of ordered items

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
W.B. Mason, Co., Inc. 59 Centre Street Brockton, MA 02303 (local: 31387 Industrial Parkway, North Olmsted)	Dan Sabin, Branch Manager Greene and Meehan families, owners
Vendor Council District: 1	Project Council District: various
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ	Provide a short summary for not using competitive bid process.

<input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) RFP 2154 <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. FS100127 52000: General Fund for \$550,000.00 <i>Chargebacks will be completed for HHS Levy and other non-General funds agencies/departments</i>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.
Is contract/purchase late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Reason:	
Timeline	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3038 (fka 870)	W.B. Mason Co., Inc.	4/1/2021-3/31/2024	\$2,052,000.00	3/23/2021	R2021-0256
A1	3038 (fka 870)	W.B. Mason Co., Inc.	/1/2021 – 3/31/2025	\$550,000.00	2/27/2024	R2024-0072
A2	3038 (fka 870)	W.B. Mason Co., Inc.	4/1/2021 – 3/31/2026	\$550,000.00	Pending	Pending

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	RQ2154
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3038 (fka 870)

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			SSP	OK
Justification Form			SSP	OK
IG#	26-0368		SSP	OK
Annual Non-Competitive Bid Contract Statement <i>(Not required if item was competitively bid. Form is also not required if going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	12/9/2024	SSP	OK
Auditor’s Findings	Date:	12/9/2024	SSP	OK
Independent Contractor (I.C.) Form	Date:	1/11/2024	SSP	OK
Cover - <i>Master contracts only</i>			SSP	OK
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>			SSP	OK
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			N/A	N/A
Checklist Verification			SSP	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	SSP
Matrix Law Screen shot	SSP
COI	SSP
Workers’ Compensation Insurance	SSP
Original Executed Contract (containing insurance terms) & all executed amendments	SSP

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
4/1/2025 – 12/31/2025	FS100127	52000			\$400,000.00
1/1/2026 – 3/31/2026	FS100127	52000			\$150,000.00
			TOTAL		\$550,000.00

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		2154			
CM Contract#		3038 (fka 870)			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$2,052,000.00		4/1/2021 – 3/31/2024	3/23/2021	R2021-0256
Prior Amendment Amounts (list separately) (A-#1)		\$550,000.00	3/31/2025	2/27/2024	R2024-0072
		\$			
		\$			
Pending Amendment		\$550,000.00	3/31/2026	Pending	Pending
Total Amendments		\$1,100,000.00			
Total Contract Amount		\$3,152,000.00			

PURCHASING USE ONLY

Prior Resolutions:	R2024-0072, R2021-0256
CM#:	3038
Vendor Name:	W.B. Mason Co., Inc.
Time Period:	4/1/2021-3/31/2025 EXT 3/31/2026, Effective 4/1/2025
Amount:	Add'l \$550,000.00mm
History/CE:	OK
EL:	OK
Purchasing Notes:	12/9/2024: 2025 budget; will do a modification in 2025 depending on spending, HHS departments will be charged-back, per conversation with Kathy Starks 9/23/2024.
Purchasing Agents Initials and date of approval	OK, ssp 12/9/2024

CONTRACT EVALUATION FORM

Contractor	W.B. Mason Co., Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3038 (fka 870)				
RQ#	2154				
Time Period of Original Contract	April 1, 2021 – March 31, 2024				
Background Statement	The County needs a reliable vendor to provide an online ordering platform, perform next-day delivery of a full spectrum of office supplies at a competitive price.				
Service Description	General office supplies and related services				
Performance Indicators	24-hour online ordering availability. Next-day delivery of in-stock items. Provides reporting of ordered items. Provides alternative items. Efficient invoicing.				
Actual Performance versus performance indicators (include statistics):	Vendor online availability is consistent. Next-day delivery on in-stock items is consistent. Requested reports are available when needed.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Ease of ordering online and next-day delivery is very consistent. Monthly invoicing is e-mailed and accurate. Ease of making changes to users. Ad hoc reporting.				
Department Contact	Samantha Powell				
User Department	Department of Purchasing				
Date	December 5, 2024				