



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 22, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a) March 8, 2022 Committee of the Whole Meeting [See Page 13]
 - b) March 8, 2022 Regular Meeting [See Page 15]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY EXECUTIVE**
 - a) **CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - 1) R2022-0064: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 by providing for additional fiscal appropriations from the General Fund and other funding

sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2022-0239 dated 2/22/2022 and Resolution No. R2022-0050 dated 3/8/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 30]

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2022-0065: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and the International Union of Operating Engineers, AFL-CIO, Local 18-S, representing approximately 4 employees in the classification of Electronic Technician in the Department of Public Works for the period 1/1/2020 – 12/31/2022 to establish the terms of the 2022 re-openers for health insurance and wages and to modify Articles 25 and 28; directing that funds necessary to implement the amendment be budgeted and appropriated; 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. [See Page 46]

Sponsor: County Executive Budish/Departments of Law and Public Works

- 3) R2022-0066: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 99 employees in 14 classifications in the Department of Health and Human Services, in the Divisions of Children & Family Services, Job & Family Services, Child Support Services and the Department of Information Technology (within HHS) for the period 1/1/2021 - 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 49]

Sponsor: County Executive Budish/Departments of Law/ Health and Human Services and Information Technology

- 4) R2022-0067: A Resolution authorizing the County Executive to make a donation of surplus personal protective gear to the Ohio National Guard for the purpose of assisting Ukraine. In the event that all or some of the equipment is not needed by the Ohio National Guard for this purpose, the County Executive is authorized to have those items destroyed; authorizing the County Executive to execute all documents that are necessary to effectuate such transfer; and declaring the necessity that this Resolution become immediately effective. [See Page 52]

Sponsor: County Executive Budish

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2022-0068: A Resolution confirming the County Executive's appointment of Sara Parks Jackson to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 10/16/2020 – 10/15/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 57]

Sponsor: County Executive Budish

- 2) R2022-0069: A Resolution confirming the County Executive's reappointment of Allyn Davies to serve on the Cuyahoga County Public Library Board of Trustees for the term 4/1/2022 – 3/31/2029; and declaring the necessity that this Resolution become immediately effective. [See Page 63]

Sponsor: County Executive Budish

- 3) R2022-0070: A Resolution confirming the County Executive's appointments and reappointments of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms; and declaring the necessity that this Resolution become immediately effective: [See Page 68]

Appointment for an unexpired term ending 12/31/2023:

- i) Douglas Bennett

Appointments for the term 1/1/2022 – 12/31/2024:

- ii) Chris Hall
- iii) Jennifer Kons
- iv) Heidi Lum
- v) Emily Lundgard

Reappointments for the term 1/1/2022 – 12/31/2024:

- vi) Cheryl Bradas
- vii) Ashley Morrisey

Sponsor: County Executive Budish

- 4) R2022-0071: A Resolution confirming the County Executive's appointment of Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective. [See Page 107]

Sponsor: County Executive Budish

- 5) R2022-0072: A Resolution authorizing an amendment to a Master Contract with various providers for various supplies for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022, to remove two providers and for additional funds in the total amount not-to-exceed \$1,605,625.00; 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: [See Page 107]
 - i) to remove (2) providers, effective 1/1/2022:
 - a) FBM Wholesale Builders Supply, LLC
 - b) Mussen Sales, Inc.
 - ii) for plumbing supplies:
 - a) Contract No. 970 with Rojen Company in the amount not-to-exceed \$37,500.00.
 - b) Contract No. 906 with Winsupply of Cleveland, Inc. in the amount not-to-exceed \$75,000.00.

c) Contract No. 849 with Lakeside Supply Company in the amount not-to-exceed \$137,500.00.

iii) for sheet metal supplies:

a) Contract No. 792 with Decker Steel & Supply, Inc. in the amount not-to-exceed \$25,625.00.

iv) for masonry supplies:

a) Contract No. 747 with The Chas. E. Phipps Co. in the amount not-to-exceed \$27,500.00.

v) for electrical supplies:

a) Contract No. 838 with Graybar Electric Co., Inc. in the amount not-to-exceed \$123,000.00.

b) Contract No. 872 with Mars Electric Company, Inc. in the amount not-to-exceed \$32,000.00.

vi) for painting supplies:

a) Contract No. 973 with The Sherwin-Williams Company in the amount not-to-exceed \$108,750.00.

b) Contract No. 901 with PPG Architectural Finishes, Inc. in the amount not-to-exceed \$14,500.00.

c) Contract No. 903 with Sutton Hardware in the amount not-to-exceed \$21,750.00.

vii) for filter supplies:

a) Contract No. 699 with Air-Rite, Inc. in the amount not-to-exceed \$107,500.00.

viii) for carpentry supplies:

a) Contract No. 810 with Cleveland Lumber Company in the amount not-to-exceed \$60,000.00.

ix) for laborer supplies:

- a) Contract No. 744 with The Chas. E. Phipps Co. in the amount not-to-exceed \$9,000.00
- b) Contract No. 904 with Sutton Hardware in the amount not-to-exceed \$21,000.00.

x) for locksmith supplies:

- a) Contract No. 833 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$11,250.00.
- b) Contract No. 966 with Doors and Hardware, Inc. in the amount not-to-exceed \$7,500.00.
- c) Contract No. 790 with Craftmaster Hardware, LLC in the amount not-to-exceed \$18,750.00.

xi) for belt supplies:

- a) Contract No. 776 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$8,000.00.
- b) Contract No. 729 with Air-Rite, Inc. in the amount not-to-exceed \$12,000.00.

xii) for glazing supplies:

- a) Contract No. 1091 with Prism Glass & Door Co. Inc dba Allied Glass Services in the amount not-to-exceed \$327,500.00.

xiii) for motor supplies:

- a) Contract No. 941 with GD Supply, Inc. dba Johnstone Supply in the amount not-to-exceed \$31,250.00.
- b) Contract No. 771 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$31,250.00.

xiv) for pipefitter supplies:

- a) Contract No. 787 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$80,000.00.
- b) Contract No. 851 with Lakeside Supply Company in the amount not-to-exceed \$40,000.00.

xv) for ballast and lighting supplies:

- a) Contract No. 841 with Graybar Electric Co., Inc. in the amount not-to-exceed \$62,500.00.
- b) Contract No. 855 with Mars Electric Company, Inc. in the amount not-to-exceed \$62,500.00.

xvi) for doors and hardware supplies:

- a) Contract No. 825 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$16,250.00.
- b) Contract No. 963 with Doors and Hardware, Inc. in the amount not-to-exceed \$48,750.00.

xvii) for sign shop supplies:

- a) Contract No. 808 with Byrne Sign Supply dba Dynamic Sign Co. in the amount not-to-exceed \$47,500.00.

Sponsor: County Executive Budish/Department of Public Works

- 6) R2022-0073: A Resolution making an award on RQ7494 to Go Sustainable Energy, LLC in the amount not-to-exceed \$800,000.00 for consulting services for utility microgrid development and design, commencing upon signature of all parties for a period of 2 years; authorizing the County Executive to execute Contract No. 2339 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 243]

Sponsor: County Executive Budish/Department of Public Works on behalf of the Department of Sustainability

- 7) R2022-0074: A Resolution making an award on RQ8185 to Specialized Construction, Incorporated in the amount not-to-exceed \$1,798,459.12 for the resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township in connection with the 2020 Operations Resurfacing Program; authorizing the County Executive to execute Contract No. 2246 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 251]

Sponsor: County Executive Budish/Department of Public Works

- 8) R2022-0075: A Resolution making awards on RQ7449 to various providers each in the amount not-to-exceed \$450,000.00, with a combined total amount not-to-exceed \$900,000.00, for general architectural and engineering services for the period 4/12/2022 – 4/11/2025; authorizing the County Executive to execute Contract Nos. 2311 and 2312 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 265]

- a) Contract No. 2311 with Richard L. Bowen + Associates
- b) Contract No. 2312 with Makovich & Pusti Architects, Inc.

Sponsor: County Executive Budish/Department of Public Works

- 9) R2022-0076: A Resolution making awards on RQ8219 to various providers each in the amount not-to-exceed \$300,000.00, for a combined total not-to-exceed amount of \$600,000.00, for general sanitary engineering services commencing upon signature of all parties for a period of 3 years; authorizing the County Executive to execute Contract Nos. 2276 and 2277 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 299]

- a) Contract No. 2276 with Chagrin Valley Engineering, Ltd.
- b) Contract No. 2277 with Brown and Caldwell

Sponsor: County Executive Budish/Department of Public Works

- 10) R2022-0077: A Resolution making an award on RQ8504 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$3,692,000.00 for body transportation services for the period 4/1/2022 – 12/31/2026; authorizing the County Executive to execute Contract No. 2266 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 318]

Sponsor: County Executive Budish/Office of the Medical Examiner

- 11) R2022-0078: A Resolution authorizing an amendment to Contract No. 2259 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 – 12/31/2021, to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$724,000.00; 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. [See Page 337]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

- 12) R2022-0079: A Resolution authorizing the County Executive to accept dedication of land for Sunset Drive, Grandview Drive, and Daisy Lane in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 1), located in Olmsted Township, as public streets (1.30 total acres) along with established setback lines, rights-of-ways and easements; authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 1) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective. [See Page 347]

Sponsor: County Executive Budish on behalf of the Cuyahoga County Planning Commission

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2022-0057: A Resolution confirming the County Executive's appointment of Paul Porter as Director of the Department of Purchasing; and declaring the necessity that this Resolution become immediately effective.
[Pending Committee Recommendation] [See Page 350]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Jones

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2022-0061: A Resolution authorizing an amendment to Contract No. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 12/31/2021 to extend the time period to 9/30/2022 and for additional funds in the amount not-to-exceed \$730,701.00; 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. [See Page 356]

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging Committee – Conwell

- 2) R2022-0063: A Resolution making awards on RQ6689 to various school districts in the total amount not-to-exceed \$2,135,727.00 for School/Community-based Closing the Achievement Gap services for the period 1/1/2022 - 12/31/2023; authorizing the County Executive to execute the Master Agreement and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 367]

- a) Agreement No. 2268 with Bedford City School District.
- b) Agreement No. 2269 with Cleveland Metropolitan School District aka Cleveland Municipal School District.
- c) Agreement No. 2270 with Cleveland Heights – University Heights City School District.
- d) Agreement No. 2227 with East Cleveland City School District.
- e) Agreement No. 2273 with Garfield Heights City School District.
- f) Agreement No. 2271 Maple Heights City School District.
- g) Agreement No. 2272 Warrensville Heights City School District.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council and Councilmembers Simon, Jones, Turner, Conwell, Schron, Stephens and Miller

Committee Assignment and Chair: Education, Environment & Sustainability Committee – Simon

e) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2022-0034: A Resolution making an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 – 12/31/2026; authorizing the County Executive to execute Contract No. 2102 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 422]

Sponsor: County Executive Budish/Sheriff's Department

10. MISCELLANEOUS COMMITTEE REPORTS

11. MISCELLANEOUS BUSINESS

12. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, APRIL 12, 2022
5:00 PM / COUNCIL CHAMBERS

**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 COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 8, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:30PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 3:36 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Simon, Baker, Miller, Sweeney, Tuma, Schron, Conwell and Jones were in attendance and a quorum was determined. Councilmembers Gallagher, Turner and Stephens were absent from the meeting.

3. PUBLIC COMMENT

The following individuals addressed Council regarding Request for Proposal No. 7923 relating to property owned by the Cuyahoga County Board of Developmental Disabilities in the City of East Cleveland:

- a) **Mr. Phillip Moore**
- b) **Mr. Trevelle Harp**

4. EXECUTIVE SESSION

- a) Collective bargaining matters, including:
 - 1) Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Ohio Patrolmen's Benevolent Association, representing approximately 6 employees in the classification of Deputy Sheriff Lieutenant in the Sheriff's Department for the period 1/1/2022 - 12/31/2024.

- b) Pending or imminent litigation.
- c) Purchase or sale of property.

A motion was made by Mr. Sweeney, seconded by Mr. Tuma and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing a collective bargaining matter, pending or imminent litigation and purchase or sale of property and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 3:41 p.m. The following Councilmembers were present: Baker, Miller, Sweeney, Tuma, Schron, Conwell. Simon and Jones. Councilmembers Gallagher, Turner and Stephens were absent from the meeting. The following additional attendees were present: Law Director Gregory Huth; Assistant Law Director Sarah Nemastil; Lt. Byron Smith; Sheriff Christopher Viland; Interim Human Resources Director Sheba Marshall; Public Works Director Michael Dever; CBRE Senior Vice President Ryan Jeffers; Planning and Program Administrator Nichole English; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Special Counsel Brendan Doyle and Research and Policy Analyst James Boyle.

At 4:50 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:51 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 8, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 5:05 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Simon, Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell and Jones were in attendance and a quorum was determined. Councilmembers Gallagher and Turner were absent from the meeting.

[Clerk's Note: Ms. Stephens joined the meeting after the roll-call was taken.]

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

The following individuals addressed Council regarding Request for Proposal No. 7923 relating to property owned by the Cuyahoga County Board of Developmental Disabilities in the City of East Cleveland:

- a) **The Honorable Brandon King, Mayor of the City of East Cleveland**
- b) **Mr. Mike Smedley**
- c) **Ms. Jennifer Wintner**

The following individuals addressed Council regarding the Norma Herr Women's Shelter:

- d) **Ms. Gina Calebrese**
- e) **Ms. Barbara Madison**
- f) **Loh**

6. APPROVAL OF MINUTES

- a) February 22, 2022 Committee of the Whole Meeting
- b) February 22, 2022 Regular Meeting

A motion was made by Ms. Conwell, seconded by Ms. Simon and approved by unanimous vote to approve the minutes from the February 22, 2022 Committee of the Whole and the Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

Council President Jones announced that items were donated from the Cleveland Cavaliers and Guardians for a raffle that will benefit Standing with Ukraine. Contact Council staff for more information on purchasing tickets.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish thanked Council President Jones for providing information for the fundraiser for Ukraine. He also reported that the County was recently awarded additional funding from the State of Ohio to help individuals who need rental assistance. He thanked the State of Ohio, Sarah Parks Jackson and staff for their assistance in securing the additional funding.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2022-0049: A Resolution amending Resolution No. R2016-0218 dated December 13, 2016, as amended by Resolution No. R2018-0067 dated April 10, 2018, and as amended by Resolution No. R2020-0061 dated March 16, 2020, which authorized a Grant in the amount of \$2,500,000.00 to the Friends of Historic Variety Theatre, Inc. for the benefit of a

project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from March 16, 2022, to February 28, 2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

Council President Jones referred Resolution No. R2022-0049 to the Community Development Committee.

- b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Jones, seconded by Ms. Simon and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution No. R2022-0038.

- 1) R2022-0038: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Baker

On a motion by Ms. Baker with a second by Ms. Conwell, Resolution No. R2022-0038 was considered and adopted by unanimous vote.

- c) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2020-0002: An Ordinance amending Sections 406.01 and 406.02 of the Cuyahoga County Code to clarify contents of the Whistleblower provisions; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Miller and Conwell

Committee Assignment and Chair: Council Operations, Intergovernmental Relations & Public Transportation – Sweeney

Clerk Richardson read Ordinance No. O2020-0002 into the record.

Council President Jones referred Ordinance No. O2020-0002 to the Council Operations, Intergovernmental Relations & Public Transportation Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

d) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Ms. Conwell and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2022-0050, R2022-0051 and R2022-0052.

- 1) R2022-0050: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2022-0002 dated 1/11/2022; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Fiscal Officer/Office of Budget and Management

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2022-0050 was considered and adopted by unanimous vote.

- 2) R2022-0051: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and the Ohio Patrolmen's Benevolent Association, representing approximately 6 employees in the classification of Deputy Sheriff Lieutenant in the Sheriff's Department for the period 1/1/2022 - 12/31/2024; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/County Sheriff and Department of Law

On a motion by Mr. Jones with a second by Mr. Schron, Resolution No. R2022-0051 was considered and adopted by unanimous vote.

- 3) R2022-0052: A Resolution approving a proposed settlement in the matter of Paula Kiekisz, as Mother and Administrator of the Estate of Brenden John Kiekisz, Deceased v. Cuyahoga County Board of Commissioners, et al., Case No. 1:21-cv-00264, United States District Court, Northern District of Ohio; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Law

[Clerk's Note: Resolution No. R2022-0051 was held at the request of the County Prosecutor's Office.]

- e) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2022-0053: A Resolution confirming the County Executive's appointment or reappointment of various individuals to serve on the Cuyahoga Community College (Tri-C) Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective:

- i) Appointment:

- a) Ted Tywang for an unexpired term ending 1/16/2025.

- ii) Reappointment:

- a) Victor Ruiz for the term 1/18/2022 - 1/17/2027.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0053 to the Human Resources, Appointments & Equity Committee.

- 2) R2022-0054: A Resolution confirming the County Executive’s reappointment of Nancy Mendez to serve on the Cuyahoga Arts and Culture Board of Trustees for the term 4/1/2022 - 3/31/2025; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0054 to the Human Resources, Appointments & Equity Committee.

- 3) R2022-0055: A Resolution confirming the County Executive’s appointment of various Mayors to serve on the Cuyahoga County Planning Commission representing various regions for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective:

i) The Honorable Mayor Justin Bibb representing the Cleveland Region

ii) The Honorable Mayor Edward Orcutt representing the Southwest Region

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0055 to the Human Resources, Appointments & Equity Committee.

- 4) R2022-0056: A Resolution confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board Trustees for the term 1/2/2022 – 1/1/2025; and declaring the necessity that this Resolution become immediately effective:

i) Brian Hall

ii) Michael Obi

iii) Anthony Tavrell

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0056 to the Human Resources, Appointments & Equity Committee.

- 5) R2022-0057: A Resolution confirming the County Executive's appointment of Paul Porter as Director of the Department of Purchasing; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0057 to the Committee of the Whole.

- 6) R2022-0058: A Resolution amending Resolution No. R2019-0069 dated 3/26/2019, which declared that public convenience and welfare requires resurfacing of various roads, boulevards and avenues located in various municipalities in connection with the 2019 50/50 Resurfacing Program, Part B by removing Washington Boulevard from Wynn Road to Cedar Road in the City of University Heights and adding Cedar Road from South Taylor Road to South Green Road in the City of University Heights; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said projects; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works/Division of County Engineer

Council President Jones referred Resolution No. R2022-0058 to the Public Works, Procurement & Contracting Committee.

- 7) R2022-0059: A Resolution authorizing a payment to The Mt. Sinai Health Foundation, fiscal agent, in the amount of \$800,000.00 for operational support for The Lead Safe Cleveland Coalition for the period 2/1/2022 – 12/31/2022; authorizing the County Executive to execute Purchase Order No. 22000735; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Development

Council President Jones referred Resolution No. R2022-0059 to the Community Development Committee.

- 8) R2022-0060: A Resolution authorizing an amendment to a Master Contract with various providers for traditional residential treatment services for the period 2/1/2021 - 1/31/2023 for additional funds in the amount not-to-exceed \$1,250,000.00; 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:
- a) Contract No. 1164 with Applewood Centers, Inc. in the amount not-to-exceed \$60,280.00.
 - b) Contract No. 1165 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$62,657.00.
 - c) Contract No. 1166 with The Cleveland Christian Home, Inc. in the amount not-to-exceed \$52,914.00.
 - d) Contract No. 1167 with Community Specialists Corporation dba The Academy in the amount not-to-exceed \$41,139.00.
 - e) Contract No. 1168 with The Cornell Abraxas Group, Inc. in the amount not-to-exceed \$268,355.00.
 - f) Contract No. 1169 with George Junior Republic in Pennsylvania in the amount not-to-exceed \$42,919.00.
 - g) Contract No. 1170 with Keystone Richland Center, LLC dba Foundations for Living in the amount not-to-exceed \$41,992.00.
 - h) Contract No. 1171 with New Directions, Inc. in the amount not-to-exceed \$33,008.00.
 - i) Contract No. 1172 with The Summit School, Inc. dba Summit Academy in the amount not-to-exceed \$491,090.00.
 - j) Contract No. 1173 with The Village Network in the amount not-to-exceed \$155,646.00.

Sponsor: County Executive Budish on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division

Council President Jones referred Resolution No. R2022-0060 to the Public Safety & Justice Affairs Committee.

- 9) R2022-0061: A Resolution authorizing an amendment to Contract No. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 12/31/2021 to extend the time period to 9/30/2022 and for additional funds in the amount not-to-exceed \$730,701.00; 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.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Jones referred Resolution No. R2022-0061 to the Health, Human Services & Aging Committee.

- 10) R2022-0062: A Resolution making an award on RQ3382 to Alcohol Monitoring Systems, Inc. in the amount not-to-exceed \$2,625,000.00 for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 2238 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Sheriff Department

Council President Jones referred Resolution No. R2022-0062 to the Public Safety & Justice Affairs Committee.

- 11) R2022-0063: A Resolution making awards on RQ6689 to various school districts in the total amount not-to-exceed \$2,135,727.00 for School/Community-based Closing the Achievement Gap services for the period 1/1/2022 - 12/31/2023; authorizing the County Executive to execute the Master Agreement and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Agreement No. 2268 with Bedford City School District.
- b) Agreement No. 2269 with Cleveland Metropolitan School District aka Cleveland Municipal School District.
- c) Agreement No. 2270 with Cleveland Heights – University Heights City School District.
- d) Agreement No. 2227 with East Cleveland City School District.
- e) Agreement No. 2273 with Garfield Heights City School District.
- f) Agreement No. 2271 Maple Heights City School District.
- g) Agreement No. 2272 Warrensville Heights City School District.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

Council President Jones referred Resolution No. R2022-0063 to the Education, Environment & Sustainability Committee.

f) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2022-0034: A Resolution making an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 – 12/31/2026; authorizing the County Executive to execute Contract No. 2102 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Sheriff's Department

Committee Assignment and Chair: Public Safety & Justice
Affairs Committee – Gallagher

Clerk Richardson read Resolution No. R2022-0034 into the record.

This item will move to the March 22, 2022 Council meeting agenda for consideration for third reading adoption.

- g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR
SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Ms. Conwell and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2022-0042, R2022-0043, R2022-0044, R2022-0045, R2022-0046, R2022-0047 and R2022-0048.

- 1) R2022-0042: A Resolution confirming the County Executive’s reappointment of Russell R. Brown III to serve on the Cuyahoga County Corrections Planning Board for the term 1/2/2022 – 1/1/2025; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish and Councilmember Sweeney

Committee Assignment and Chair: Human Resources,
Appointments & Equity – Baker

On a motion by Ms. Baker with a second by Mr. Miller, Resolution No. R2022-0042 was considered and adopted by unanimous vote.

- 2) R2022-0043: A Resolution making an award on RQ8257 to C.A. Agresta Construction Company in the amount not-to-exceed \$1,187,894.40 for resurfacing of Green Road from Miles Road to Emery Road in the City of Warrensville Heights in connection with the 2021 – 2024 Transportation Improvement Program; authorizing the County Executive to execute Contract No. 2221 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Works and Councilmember Turner

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Mr. Schron, Resolution No. R2022-0043 was considered and adopted by unanimous vote.

- 3) R2022-0044: A Resolution making awards on RQ6222 to various providers in the total amount not-to-exceed \$3,000,000.00 for the design and administration of a Small Business Program with a focus on minority and women-owned businesses for the period 3/1/2022 – 2/29/2024; authorizing the County Executive to execute the Contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Contract No. 2177 with Economic and Community Development Institute in the amount not-to-exceed \$750,000.00.
 - b) Contract No. 2179 with National Council for Community Development dba National Development Council in the amount not-to-exceed \$750,000.00.
 - c) Contract No. 2180 with Ohio Aerospace Institute in the amount not-to-exceed \$1,000,000.00.
 - d) Contract No. 2181 with Village Capital Corporation in the amount not-to-exceed \$500,000.00.

Pending referral from Committee

Sponsors: County Executive Budish/Department of Development **and Councilmembers Simon, Tuma, Miller, Sweeney, Conwell, Stephens and Jones**

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Ms. Simon, Resolution No. R2022-0044 was considered and adopted by unanimous vote.

- 4) R2022-0045: A Resolution authorizing an Agreement with Ohio Department of Administrative Services/Office of

Information Technology in the amount not-to-exceed \$1,000,000.00 for Data Center Co-location services for the period 1/1/2022 – 12/31/2026; authorizing the County Executive to execute Agreement No. 2224 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department Information Technology **and Councilmembers Miller and Conwell**

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2022-0045 was considered and adopted by unanimous vote.

- 5) R2022-0046: A Resolution authorizing Title IV-D Agreements with various providers in the total amount not-to-exceed \$11,335,121.69 for child support services for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Nos. 2214, 2215, 2215, 2217 & 2218 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Agreement No. 2214 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,701,642.74.
 - b) Agreement No. 2215 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,656,314.84.
 - c) Agreement No. 2216 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$3,876,036.68.
 - d) Agreement No. 2217 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$77,980.34.
 - e) Agreement No. 2218 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$23,147.09.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2022-0046 was considered and adopted by unanimous vote.

- 6) R2022-0047: A Resolution authorizing an Agreement with Cuyahoga County Prosecutor’s Office in the amount not-to-exceed \$8,322,252.00 for legal services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2199 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Simon, Resolution No. R2022-0047 was considered and adopted by unanimous vote.

- 7) R2022-0048: A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration services and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period 2/1/2022 – 12/31/2023; authorizing the County Executive to execute Contract No. 2182 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmembers Simon, Jones Turner and Stephens

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

On a motion by Ms. Simon with a second by Ms. Conwell, Resolution No. R2022-0048 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Council President Jones reported that the Committee of the Whole meeting will be held on Monday, March 21st 1:00 pm.

Mr. Miller reported that the Finance & Budgeting Committee meeting will not meet on Monday, March 14th.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee meeting will be held on Wednesday, March 16th at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee meeting will be held on Wednesday, March 16th at 1:00 p.m.

Ms. Baker reported that the Human Resources, Appointments & Equity Committee meeting will be held on Tuesday, March 29th at 10:00 a.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee meeting will be held on Wednesday, March 16th at 10:00 a.m.

Ms. Stephens reported that the Community Development Committee meeting will be held on Monday, March 28th at 10:00 a.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee meeting will be held on Wednesday, March 16th at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:48 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0064

Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies agencies, amending Resolution No. R2022-0039 dated 2/22/2022 and Resolution No. R2022-0050 dated 3/8/2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2022 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

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

SECTION 1. That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 4600 – Capital Projects **BA2210006**
PW600100 – Capital Projects
Other Expenses \$ (46,872.56)

The Department of Public Works is requesting an appropriation decrease in the amount of \$46,872.56 for the purpose of closing out the 2016/2017 Countywide Facility Carpeting capital project (activity CFCWP0000302). Of the project appropriation, 88% or \$353,127.44 was spent. This project was funded by the General Fund Capital Improvements Subsidy. There is no cash balance to resolve.

B. 4605 – Road Capital Projects **BA2210007**
PW605105 – OH Dpt of Pub Wrks Integrating
Other Expenses \$ 880,000.00

The Department of Public Works is requesting an appropriation increase of \$880,000 for Warrensville Center Bridge 05.92 (CRPWC0002001) which is an Ohio Public Works Commission (OPWC) Issue 1 project that is 66% funded by Cuyahoga County via the \$5.00 fund and 34% funded by OPWC. The project is located in the City of Shaker Heights and is scheduled to be sold during fiscal year 2022 and was included in the capital improvement plan for 2022.

C. 4605 – Road Capital Projects **BA2210008**
PW605105 – OH Dpt of Pub Wrks Integrating
Other Expenses \$ 1,259,500.00

The Department of Public Works is requesting an appropriation increase of \$1,259,500.00 for Jefferson Road Bridge Project (CRPWC0001601) which is an Ohio Public Works Commission (OPWC) Issue 1 project that is 53% funded by Cuyahoga County via the \$7.50 fund and 47% funded by OPWC. The project is located in the City of Cleveland. This project is scheduled to be sold during fiscal year 2022 and was not included in the biennial capital improvement plan.

D. 4605 – Road Capital Projects **BA2210009**
PW605100 – ODOT-LPA
Other Expenses \$ 858,000.00

The Department of Public Works is requesting an appropriation increase of \$858,000.00 for Old Rockside Road Bridge 00.42 (CRDOT0003001) which is an LPA project that is 32% federally funded, 38% funded by Cuyahoga County via the \$5.00 fund and 30% funded by Ohio Public Works Commission. The project, located in the City of Bedford, is scheduled to be sold during fiscal year 2022 and was included in the biennial budget capital improvement plan for 2022.

E. 4605 – Road Capital Projects **BA2210010**
PW605100 – ODOT-LPA
Personal Services \$ 21,910.79

The Department of Public Works requests appropriation of \$21,910.79 to cover payroll expenses from 2020 and 2021 for the Memphis Road Bridge project (CRDOT0002501).

Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2020 and 2021.

F. 4605 – Road Capital Projects	BA2210011
PW605100 – ODOT-LPA	
Personal Services	\$ 21,962.02

The Department of Public Works requests appropriation of \$21,962.02 to cover payroll expenses from 2021 for the Ridge Road Bridge project (CRDOT0002301). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

G. 4605 – Road Capital Projects	BA2210012
PW605100 – ODOT-LPA	
Personal Services	\$ 12,352.21

The Department of Public Works requests appropriation of \$12,352.21 to cover payroll expenses from 2019 and 2020 for the Warrensville Center Road project (CRDOT0002101). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plans for 2019 and 2020.

H. 4605 – Road Capital Projects	BA2210013
PW605105 – Oh Dpt of Pub Wrks Integrating	
Personal Services	\$ 30,516.11

The Department of Public Works requests appropriation to cover payroll expenses from 2019 and 2020 for the Warrensville Center Road project (CRPWC0001501). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plans for 2019 and 2020.

I. 4605 – Road Capital Projects	BA2210014
PW605100 – ODOT-LPA	
Personal Services	\$ 4,159.78
Other Expenses	\$ 553.26

The Department of Public Works requests appropriation of \$4,713.04 to cover payroll expenses from 2021 for the Cedar Point Bridge project (CRDOT0002601). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of Federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

J.	4605 – Road Capital Projects		BA2210015
	PW605105 – Oh Dpt of Pub Wrks Integrating		
	Personal Services	\$	4,535.26

The Department of Public Works requests appropriation of \$4,535.26 to cover payroll expenses from 2021 for the York Road project (CRPWC0001901). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

K.	4605 – Road Capital Projects		BA2210016
	PW605105 – Oh Dpt of Pub Wrks Integrating		
	Personal Services	\$	10,715.56

The Department of Public Works requests appropriation of \$10,715.56 to cover payroll expenses from 2021 for the Green Road project (CRPWC0001201). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

L.	4605 – Road Capital Projects		BA2210017
	PW605100 – ODOT-LPA		
	Personal Services	\$	590,693.77
	Other Expenses	\$	68,129.64

The Department of Public Works requests appropriation of \$658,823.41 to cover payroll expenses from 2018 and 2019 for the Towpath Phase III project (CRDOT0001001). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds.

M.	4605 – Road Capital Projects		BA2210018
	PW605105 – Oh Dpt of Pub Wrks Integrating		
	Personal Services	\$	93,994.46

The Department of Public Works requests appropriation of \$93,994.46 to cover payroll expenses from 2021 for the Sprague Road project (CRPWC0001301). Expenses were paid out of the Road and Bridge operating budget but the project allows for these expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

N.	4605 – Road Capital Projects		BA2210019
	PW605105 – Oh Dpt of Pub Wrks Integrating		
	Personal Services	\$	6,711.34

The Department of Public Works requests appropriation of \$6,711.34 to cover payroll expenses from 2021 for the Mastick Road Bridge project (CRPWC0001401). Expenses were paid out of the Road and Bridge operating budget but the project allows for these

expenses to be adjusted to that budget. This project is funded from a combination of federal funds and County Road and Bridge funds and was included in the capital improvement plan for 2021.

O.	2270 – Motor Vehicle Gas Tax		BA2210020
	PW270200 – Road Capital Improvements		
	Other Expenses	\$	942.61

The Department of Public Works requests appropriation of \$942.61 to cover the local cash match from the \$5 Road Capital Improvements fund for the Cedar Point Bridge project payroll. Revenues for the \$5 Road Capital Improvements come from the \$5 Motor Vehicle License Fee.

P.	4600 – Capital Projects		BA2210021
	PW600125 – New CC Corrections Center		
	Other Expenses	\$	8,000,000.00

The Department of Public Works is requesting an appropriation increase in the amount of \$8,000,000 for costs related to the development and construction of a new Cuyahoga County Corrections Center. The requested appropriation will fund an approved contract for criteria architect services in the amount of \$6.0 million, preconstruction consulting services of \$2.5 million, project management consulting of \$764,000 and enable the Department of Public Works to charge other previously incurred expenses, such as owner's representative contract costs, that were expensed against the department's operating budget. The funding source is the General Fund.

Q.	4600 – Capital Projects		BA2210023
	PW600115 – Community Projects		
	Other Expenses	\$	(16,250.99)

The Department of Public Works is requesting an appropriation reduction in the amount of \$16,250.99 for the purpose of closing out the Oriana House - Temporary Diversion Center capital project (activity COCOM0000101). The Department of Public Works completed improvements to the Oriana House (for the Diversion Center temporary site) and came in under budget. The funding source was the Opioid Mitigation Fund, administered by the ADAMHS Board of Cuyahoga County as part of its contract with Cuyahoga County to operate the temporary Diversion Center. There is no cash balance to resolve.

R.	4600 – Capital Projects		BA2210024
	PW600105 – Maintenance Projects		
	Other Expenses	\$	(252,133.50)

The Department of Public Works is requesting an appropriation reduction in the amount of \$252,133.50 for the purpose of closing out the 2018/2019 Countywide Painting Services capital project (activity CFCWP0000403). This project, intended to be funded by the General Fund Capital Improvements Subsidy, did not move forward. There is no cash balance to resolve.

S.	2310 – Solid Waste		BA2218021
	SW310125 – Solid Waste Grant to Municipal		

Other Expenses	\$	300,000.00
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2310 – Solid Waste		
SW310135 – Environmental Crime Task Force		
Other Expenses	\$	25,000.00

The Cuyahoga Solid Waste District requests appropriation of \$25,000 for their annual municipal grants program. Grants are awarded to provide funding for recycling programs including education and awareness, recycling and composting equipment, and other proposed special projects. The programs began taking applications February 1, 2022. Funding source is the Solid Waste District fund which revenues comprise of waste generation fees. Annual revenues typically exceed \$2 million.

T. 1100 – General Fund		BA2221209
PS100100 – General Office		
Other Expenses	\$	680,698.75

The Prosecutor's Office is requesting additional appropriations of \$680,698.75. Additional appropriations of \$100,000 are for outside counsel (originally appropriated on 11/5/21 R2021-0240B and remained unspent at 2021-year end), expert witness fees of \$418,223.75 (originally appropriated on 4/13/21 R2021-0090 and were not fully expensed at 2021-year end) and additional expert witness fees of \$162,475 (approved on 10/4/21 BOC 2021-554 but were never appropriated in 2021). The funding source is General Fund.

U. 2285 – Other Judicial		BA2221211
JC285135 – JJDP Subgrant		
Other Expenses	\$	7,280.00

Juvenile Court is requesting additional appropriations of \$7,280 to establish the 2021 Juvenile Justice Delinquency and Prevention grant. This grant is funded by the Cuyahoga County Department of Public Safety and Justice Services and covers the performance period of October 1, 2021, to December 31, 2022. Funding Source is the 2021 Juvenile Justice Delinquency and Prevention grant.

V. 2285 – Other Judicial		BA2221212
PS285100 – Prosecutor Other Judicial Grants		
Personal Services	\$	222,811.00
Other Expenses	\$	477,189.00

The Prosecutor's Office requests new appropriations in the amount of \$700,000 for the purpose of establishing the FY 21 Local Law Enforcement Crime Gun Intelligence Center Integration Initiative/Cuyahoga County Crime Gun Intelligence Center grant. Grant funds will be used to expand, enhance, and improve the Cuyahoga County Crime Gun Intelligence Center (CGIC) to become a national model for jurisdictions facing similar issues. A recent CGIC assessment identified gaps in personnel, and delays that affect timely correlations. Requested grant funding will address these gaps and improve the CGIC business process to use innovative technology and provide timely intelligence to disrupt the shooting cycle to preventing shootings and increase prosecutions. This grant is funded by the Department of Justice (15PBJA-21-GG-03281-JAGP) and covers

the performance period of October 1, 2021 to September 30, 2024. No cash match is required for this grant.

W. 1100 – General Fund		BA2221213
CA100100 – Court of Appeals		
Other Expenses	\$	114,000.00

The Court of Appeals is requesting an appropriation increase in the amount of \$114,000 for the purpose of funding the increased contract costs with InfoPro Solutions. This InfoPro contract was approved via R2022-0013 on 2/25/22 and will be used for the maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems. The contract period is April 1, 2022, through March 31, 2025. The funding source is General Fund.

X. 2280 – Other Health and Safety		BA2221215
JC280105 – Juvenile Court Probation		
Other Expenses	\$	31,530.91

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation increase in the amount of \$31,530.91 for the purpose of closing out the VOCA grant number 2021-VOCA-133916724 and facilitating a cash transfer (CT2221214) which is also being requested on this fiscal agenda. The grant period ran from October 1, 2020, through September 30, 2021. The funding source is HHS Levy.

Y. 1100 – General Fund		BA2210025
FS100350 – General Fd Operating Subsidies		
Other Expenses	\$	4,000,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, requests appropriation of \$4,000,000 to transfer the subsidy to fund the Cuyahoga County Corrections Center project amendment (see BA2210021). This amendment was not included in the original capital improvement plan for 2022. The funding source is the General Fund.

Z. 2275 – Other Community Development		BA2218017
EX275100 – Sustainability Projects		
Other Expenses	\$	200,000.00

The Department of Sustainability requests to appropriate \$200,000 from the Sustainability Projects Fund for utility consulting in support of the County Microgrid Project. Funding will be transferred to Department of Public Works who will realize actual expenditures. Funding source is the Sustainability Project Fund, as of March 1, 2022 the fund balance was \$548,000.

AA. 2275 – Other Community Development		BA2218018
EX275100 – Sustainability Projects		
Other Expenses	\$	40,000.00

The Department of Sustainability requests that \$40,000 be appropriated from the Sustainability Fund for an extension of the contract for Bongorno Consulting. This

contract extension is to continue work on scooter and ebike rebalancing locations in 7 cities throughout the County. Both ODOT and the Federal Highway Administration have within the past 2 months updated and changed set back requirements for micro mobility parking in the Right of Way. This affects some of the sites we are working with and requires additional analysis and designs. Funding source is the Sustainabilities Project Fund, as of March 1, 2022 the fund balance was \$548,000.

AB. 2275 – Other Community Development	BA2218020
EX275100 – Sustainability Projects	
Other Expenses	\$ 227,000.00

The Department of Sustainability requests that \$227,000 be appropriated from the Sustainability Fund for 2022 contracted expenditures with Cleveland State University, Middough Inc., Solar United, and Brendle Group. Services provided during 2022 include utility consulting, management of the County Residential Solar Cooperative, and greenhouse gas environmental consulting. Appropriation is requested as needed from the Sustainabilities Project Fund as a part of project management and monitoring.

SECTION 2. That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2325 – VOCA Safe Harbor	BA2221210
JC325100 – VOCA Safe Harbor	
Personal Services	\$ 31,530.91
TO: 2325 – Victim Assistance	
JC325100 – VOCA Safe Harbor	
Other Expenses	\$ 31,530.91

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation transfer in the amount of \$31,530.91 for the purpose of closing out the VOCA grant number 2021-VOCA-133916724 and facilitating a cash transfer (CT2221214) which is also being requested on this fiscal agenda. The grant period ran from October 1, 2020, through September 30, 2021.

B. FROM: 2245 – Cuyahoga Support Enforcement	BA2224404
HS245100 – Cuyahoga Supp Enforcement AG	
Other Expenses	\$ 17,000.00
TO: 2280 – Other Health and Safety	
HS280100 – Fatherhood Initiative	
Other Expenses	\$ 17,000.00

The Office of Budget and Management is requesting an Appropriation Transfer of \$17,000 from Cuyahoga Support Enforcement to Fatherhood Initiative. This transfer is to support the Annual Fatherhood Awareness Conference.

SECTION 3. That the 2022/2023 Biennial Operating Budget for 2022 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2300 – Other Social Services	CT2222805
HS300155 – FCFC Other Social Serv Grants	
Trans Out – Transfer Out	\$ 311,825.40
TO: 2260 – Human Services	
HS260300 – Family& Children First	
Trans In – Transfer In	\$ 311,825.40

The Office of Budget and Management, on behalf of the Department of Health and Human Services – Family and Children First Council, is requesting a cash transfer in the amount of \$311,825.40 for the purpose of establishing the Multi-System Youth Local Fund grant award into FCFC life-time budgeting. MSY-Local funds are used to cover costs associated care coordination/wraparound services, in-home and/or community supports and Residential treatment and/or room and board for treatment. This grant award is funded by The Ohio Departments of Medicaid (ODM) and Job and Family Services (ODJFS). The grant requires no cash match.

B. FROM: 2300 – Other Social Services	CT2222806
HS300155 – FCFC Other Social Serv Grants	
Trans Out – Transfer Out	\$ 269,921.47
TO: 2260 – Human Services	
HS260300 – Family& Children First	
Trans In – Transfer In	\$ 269,921.47

The Office of Budget and Management, on behalf of the Department of Health and Human Services – Family and Children First Council, is requesting a cash transfer in the amount of \$269,921.47 for the purpose of establishing the Multi-System Youth State Fund grant award into FCFC life-time budgeting. MSY-State funds are used to cover costs associated care coordination/wraparound services, in-home and/or community supports, and Residential treatment and/or room and board for treatment. This grant award is funded by The Ohio Departments of Medicaid (ODM) and Job and Family Services (ODJFS). The grant requires no cash match.

C. FROM: 2300 – Other Social Services	CT2222807
HS300155 – FCFC Other Social Serv Grants	
Trans Out – Transfer Out	\$ 408,118.51
TO: 2260 – Human Services	
HS260300 – Family& Children First	
Trans In – Transfer In	\$ 408,118.51

The Office of Budget and Management on behalf of the Department of Health and Human Services – Family and Children First office is requesting a cash transfer in the amount of \$408,118.51 for the purpose of establishing the Family Centered Services and

Supports (FCSS) grant award into FCFC life-time budgeting. FCSS grant funds are used to provide wraparound services to families and children in Cuyahoga County which are non-Medicaid, non-therapeutic services to prevent youth from being removed from their home or deeper system involvement. This grant award is funded 75% by state funds and 25% by federal funds. The grant requires no cash match.

D. FROM: 1100 – General Fund		CT2224401
FS100350 – General Fd Operating Subsidies		
Trans Out – Transfer Out	\$	4,097,242.78
TO: 2300 – Other Social Services		
VC300100 – Veterans Services Fund		
Trans In – Transfer In	\$	4,097,242.78

The Office of Budget and Management, on behalf of County Council, is requesting a cash transfer in the amount of \$4,097,242.78 from the General Fund Operating Subsidies to the Veteran Services fund. This transfer represents the 2021 surplus in the Veterans Services budget. Funding is provided by the General Fund. The Veteran Services fund currently has a cash balance of \$2,202,848.85.

E. FROM: 1100 – General Fund		CT2210027
FS100350 – General Fd Operating Subsidies		
Trans Out – Transfer Out	\$	4,000,000.00
TO: 4600 – Capital Projects		
PW600125 – New CC Corrections Center		
Trans In – Transfer In	\$	4,000,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, requests to transfer subsidy in the amount of \$4,000,000 to fund the Cuyahoga County Corrections Center project amendment (see BA2210021). This amendment was not included in the original capital improvement plan for 2022. The funding source is the General Fund.

F. FROM: 2325 – Victim Assistance		CT2221214
JC325100 – VOCA Safe Harbor		
Trans Out – Transfer Out	\$	31,350.91
TO: 2280 – Other Health and Safety		
JC280105 – Emergency Operation Center		
Trans In – Transfer In	\$	31,350.91

The Office of Budget and Management, on behalf of Juvenile Court, requests a cash transfer in the amount of \$31,530.91 for the purpose of closing out the VOCA grant number 2021-VOCA-133916724. The grant period ran from October 1, 2020 through September 30, 2021. This grant did not require a cash match. The cash transfer will return funds to the HHS Levy fund.

SECTION 4. That items approved in Resolution No. R2022-0039 dated February 22, 2022 be rescinded as follows to reconcile appropriations for the year 2022 in the County’s financial system:

Resolution No. R2022-0039 dated 2/22/2022:

Original Items to be Rescinded - Section 1

E.	2285 – Other Judicial		BA2211611
	ME285105 – DNA Backlog Reduction Program		
	Other Expenses	\$	321,946.00

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, is requesting appropriations in amount of \$321,946 for the purpose of establishing the FFY 2021 DNA Capacity Enhancement and Backlog Reduction Program grant award (ME-21-DOJ-DNA). These funds will support supplies, travel and other miscellaneous costs incurred by the Medical Examiner’s Office related to addressing the DNA backlog. This grant is funded by the U. S. Department of Justice (ALN 16.741) and covers the performance period of October 1, 2021 to September 30, 2023. This grant is paid on a reimbursable basis and requires no cash match.

Resolution No. R2022-0050 dated 3/8/2022:

Original Items to be Rescinded - Section 3

A.	FROM: 2255 – Health and Human Services Levy		CT2221208
	FS255105 – HHS Levy 4.8 Subsidies		
	Trans Out – Transfer Out	\$	1,506.45
	TO: 2325 – Victim Assistance		
	JC325100 – VOCA Safe Harbor		
	Trans In – Transfer In	\$	1,506.45

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting a cash transfer in the amount of \$1,506.45 for the purpose of closing out the FFY 2017-2020 VOCA Safe Harbor grant award (activity 2017VOCA4355157). This cash transfer represents unspent match funds as required by acceptance of the grant. An appropriation reduction to close grant is also included on the this fiscal agenda (BA2221207).

Resolution No. R2022-0050 dated 3/8/2022:

Corrected Item - Section 3

A.	FROM: 2325 – Victim Assistance		CT2221208
	JC325100 – VOCA Safe Harbor		
	Trans Out – Transfer Out	\$	1,506.45
	TO: 2255 – Health and Human Services Levy		
	FS255105 – HHS Levy 4.8 Subsidies		
	Trans In – Transfer In	\$	1,506.45

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting a cash transfer in the amount of \$1,506.45 for the purpose of closing out the FFY 2017-2020 VOCA Safe Harbor grant award (activity 2017VOCA4355157). This cash transfer represents unspent match funds as required by acceptance of the grant. An appropriation reduction to close grant is also included on the this fiscal agenda (BA2221207).

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or 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 6. 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

Journal CC045
March 22, 2022



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: March 14, 2022

Re: Fiscal Agenda – 3/22/2022 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **March 22, 2022**. The requested fiscal items, including additional appropriation increases and decreases, are necessary to reconcile the originally adopted 2022 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested
- Request grant appropriation as requested

Additional Appropriation Summary – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Item	Funding Source	Purpose
Public Works	\$(46,872.56)	A	CIP	Appropriation Decrease
Public Works	\$880,000.00	B	CIP	Appropriation Increase
Public Works	\$1,259,500.00	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$858,000.00	D	CIP	Appropriation Increase
Public Works	\$21,910.79	E	CIP	Appropriation Increase
Public Works	\$21,962.02	F	CIP	Appropriation Increase

Public Works	\$12,352.21	G	CIP	Appropriation Increase
Public Works	\$30,516.11	H	CIP	Appropriation Increase
Public Works	\$4,713.04	I	CIP	Appropriation Increase
Public Works	\$4,535.26	J	CIP	Appropriation Increase
Public Works	\$10,715.56	K	CIP	Appropriation Increase
Public Works	\$658,823.41	L	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$93,994.46	M	CIP	Appropriation Increase
Public Works	\$6,711.34	N	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$942.61	O	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$8,000,000.00	P	General Fund	Appropriation Increase
Public Works	\$ (16,250.99)	Q	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Decrease
Public Works	\$ (252,133.50)	R	CIP	Appropriation Decrease
Solid Waste	\$325,000.00	S	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Prosecutor	\$680,698.75	T	General Fund	Appropriation Increase
Juvenile Court	\$7,280.00	U	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Prosecutor	\$700,000.00	V	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Court of Appeals	\$114,000.00	W	General Fund	Appropriation Increase
Juvenile Court	\$31,503.91	X	Grant – No General/HHS Levy Fund Impact	Grant Closeout
OBM	\$4,000,000.00	Y	General Fund	Appropriation Increase
Sustainability	\$200,000.00	Z	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Sustainability	\$40,000.00	AA	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Sustainability	\$227,000.00	AB	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Requested	Item	Funding Source	Purpose
Juvenile Court	\$31,530.91	A	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Fatherhood Initiative	\$17,000.00	B	Special Revenue – HHS Levy Fund	Appropriation Transfer

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Requested	Item	Funding Source	Purpose
Family and Children First	\$311,825.40	A	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Family and Children First	\$269,921.47	B	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Family and Children First	\$408,118.51	C	Grant – No General/HHS Levy Fund Impact	Cash Transfer
OBM	\$4,097,242.78	D	General Fund	Cash Transfer
Public Works	\$4,000,000.00	E	General Fund	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0065

<p>Sponsored by: County Executive Budish/Departments of Law and Public Works</p>	<p>A Resolution approving an amendment to the Collective Bargaining Agreement between Cuyahoga County and the International Union of Operating Engineers, AFL-CIO, Local 18-S, representing approximately 4 employees in the classification of Electronic Technicians in the Department of Public Works for the period 1/1/ 2020 – 12/31/ 2022 to establish the terms of the 2022 re-openers for health insurance and wages and to modify Articles 25 and 28; directing that funds necessary to implement the amendment be budgeted and appropriated; 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>
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WHEREAS, Cuyahoga County and International Union of Operating Engineers, AFL-CIO, Local 18-S, Electronic Technicians (“the Union”) had previously negotiated a successor Collective Bargaining Agreement (CBA) for the term January 1, 2020 through December 31, 2022, representing approximately 4 employees in the classification of Electronic Technicians in the Department of Public Works; and

WHEREAS, the CBA included provisions for re-openers for 2022 health insurance percentage contribution rates and for 2022 wages. Pursuant to agreement, the parties met to negotiate and establish the 2022 health insurance percentage contribution rates in Article 25, Section 2, and the 2022 wages in Article 28, Section 3, and reached a tentative agreement on the terms of the 2022 re-openers; and

WHEREAS, on or about March 16, 2022, the tentative agreement on the re-openers for 2022 health insurance and 2022 wages were ratified and approved by the Union members; and

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within fourteen (14) days of the date on which the parties finalize the agreement,

unless otherwise specified, but if the appropriate legislative body is not in session at the time, then within fourteen (14) days after it convenes; and

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty (30) days after the public employer submits the agreement; and

WHEREAS, it is necessary that this Resolution become effective immediately to ensure the efficient operation of the Department of Public Works.

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

SECTION 1. The Cuyahoga County Council hereby approves an Amendment to the Collective Bargaining Agreement between Cuyahoga County and the International Union of Operating Engineers, AFL-CIO, Local 18-S representing approximately 4 employees in the classification of Electronic Technicians in the Department of Public Works to establish the 2022 health insurance contribution rates in Article 25, Section 2, and 2022 wages Article 28, Section 3.

SECTION 2. Funds necessary to implement the Amendment of the CBA shall be budgeted and approved.

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 or 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 (8) members of the 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 (8) 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

Journal No. CC045
March 22, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0066

<p>Sponsored by: County Executive Budish/Departments of Law, Health and Human Services, and Information Technology</p>	<p>A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Laborers’ International Union of North America, Local 860, representing approximately 99 employees in 14 classifications in the Department of Health and Human Services, in the Divisions of Children & Family Services, Jobs & Family Services, Child Support Services and the Department of Information Technology (within HHS) for the period 1/1/2021 - 12/31/2023; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law has been engaged in negotiations with Laborers’ International Union of North America, Local 860, in an effort to negotiate a new successor collective bargaining agreement (“CBA”) that includes approximately 99 employees in 14 classifications in the Department of Health and Human Services, in the Divisions of Children & Family Services, Jobs & Family Services, Child Support Services and the Department of Information Technology (within HHS); and,

WHEREAS, the Laborers’ International Union of North America, Local 860, bargaining unit represents employees in the classification of Account Clerk, Administrative Assistant, Program Officer, Business Administrator, Foster & Adoption Specialist, Training Officer, IT Service Desk Specialist and other administrative classifications within the Department Health and Human Services; and

WHEREAS, the parties have met in effort to negotiate new terms and have reached a tentative agreement on a successor collective bargaining agreement; and,

WHEREAS, on February 28, 2022, the members of the bargaining unit voted to ratify the proposed successor collective bargaining agreement; and,

WHEREAS, O.R.C. 4117.10 (B) requires that a public employer submit a request for funds necessary to implement an agreement, and for approval of any other matter requiring the approval of the appropriate legislative body to the legislative body within thirty days of the date on which the parties finalize the agreement, unless otherwise specified or if the legislative body is not in session at the time, then within fourteen days after it convenes; and,

WHEREAS, O.R.C. 4117.10(B) further states that the legislative body must approve or reject the submission as a whole, and the submission is deemed approved if the legislative body fails to act within thirty days after the public employer submits the agreement; and,

WHEREAS, the Department of Law, the County Executive and the Department of Public Works are recommending that Council approve the proposed Collective Bargaining Agreement; and,

WHEREAS, it is necessary that this Resolution become immediately effective to ensure the efficient operation of the Cuyahoga County Department of Health and Human Services.

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

SECTION 1. The Cuyahoga County Council hereby approves the Collective Bargaining Agreement between Cuyahoga County and Laborers' International Union of North America, Local 860, representing approximately 99 employees in 14 classifications in the Department of Health and Human Services, in the Divisions of Children & Family Services, Jobs & Family Services, Child Support Services and the Department of Information Technology (within HHS) for the period 1/1/2021 - 12/31/2023, and authorizes the County Executive to execute all documents consistent with this Resolution.

SECTION 2. Funds necessary to implement the CBA between the County and Laborers' International Union of North America, Local 860, shall be budgeted and appropriated.

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, or 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 (8) 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

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0067

Sponsored by: County Executive Budish	A Resolution authorizing the County Executive to make a donation of surplus personal protective gear to the Ohio National Guard for the purpose of assisting Ukraine. In the event that all or some of the equipment is not needed by the Ohio National Guard for this purpose, the County Executive is authorized to have those items destroyed; authorizing the County Executive to execute all documents that are necessary to effectuate such transfer; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County desires to donate the following, pursuant to Ohio Revised Code Section 307.12(D), to the Ohio National Guard pursuant to a request by Governor Mike DeWine in order to provide assistance to the Ukrainian military in their defense against the Russian military: seven (7) Level 4 Ballistic Vests each with two (2) with Rifle Plates; three (3) sets of two Ballistic Vest Rifle Plates; eighteen (18) Ballistic Helmets; fourteen (14) Level 3A Ballistic Vests; and

WHEREAS, said personal protective equipment has expired and has no value to the County; and

WHEREAS, the Cuyahoga County Sheriff's Department recommends declaring said personal protective equipment as surplus County-owned property, no longer needed for public use; and

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

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

SECTION 1. The County Executive is hereby authorized to make on behalf of the County, a donation of the following to the Ohio National Guard: seven (7) Level 4 Ballistic Vests each with two (2) with Rifle Plates; three (3) sets of two Ballistic Vest Rifle Plates; eighteen (18) Ballistic Helmets; and fourteen (14) Level 3A Ballistic Vests. This equipment is declared to be surplus County-owned property, no longer needed for public use. If the Ohio National Guard does not need any portion of this donation, the County Executive is hereby authorized to have those items

destroyed.

SECTION 2. That the County Executive is hereby authorized to execute all documents connected with the transfer of said property.

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, or 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 Mr. Tuma, seconded by Mr. Schron, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC045
March 22, 2022



MIKE DEWINE
GOVERNOR OF OHIO

Administration
Office 614.644.3555

77 S. High Street, 30th Floor
Columbus, OH 43215
www.governor.ohio.gov

March 11, 2022

Dear Law Enforcement Partner:

I know many of you share my concern for the Ukrainian military men and women who are bravely fighting against the senseless aggression of Russia. The Ukrainians lack resources and equipment, but they certainly don't lack heart or love of country.

The National Guard Bureau has asked the Ohio National Guard to assist with taking an inventory of surplus, donated, and/or expired body armor and helmets that may be available for donation to Ukraine from Ohio's state and local law enforcement agencies. The ultimate intent is to provide personal protective gear to the Ukrainian military as they defend their country against Russia.

To this end, I am joining with our Ohio National Guard and Ohio Department of Public Safety to ask for your help with this important effort. The Ohio National Guard is working to help identify and report any surplus, donated, or expired body armor and helmets in Ohio by **Monday, March 14, 2022**.

The preference is for Level 3+ or Level 4 personal protective equipment, but any available and serviceable items are acceptable. If your agency has this equipment available to donate, please contact the Ohio National Guard Joint Operations Center at 614-734-7551 or 614-734-7550 with the following information:

- Name
- Organization
- Phone number
- Amount and type of equipment to be donated

If there is an identified need validated by the United States European Combatant Command, the National Guard Bureau will then work with the Department of Defense and its interagency partners to develop a logistics plan to collect and deliver any donated equipment to aid Ukraine. At that time, an Ohio National Guard service member will contact you with information on when to bring your items to a nearby armory or alternate site.

I again encourage all Ohio law enforcement agencies that have surplus or expired personal protective gear to answer this request for information. Your response could result in help that could save lives in Ukraine. Thank you for your consideration to help Ukraine during this desperate time.

Very respectfully yours,

Mike DeWine
Governor

CUYAHOGA COUNTY SHERIFF'S OFFICE

C/S-35

FILE NO. _____

DATE 14 March 2022 _____

FROM Lieutenant Tim O'Connor

TO Sheriff's Fiscal Unit

SUBJECT Unsuitable Equipment

COPIES TO

Sir or Ma'am,

I have identified the following Sheriff's equipment to be unsuitable for use due to expiration of manufacturer warranty:

- 7 Level 4 Ballistic Vests with Rifle Plates (2 each)
- 3 sets (2 each) Ballistic Vest Rifle Plates
- 18 Ballistic Helmets (17 Level 4 helmets and 1 level 3 helmet)
- 14 Level 3A Ballistic Vests

I request that these items be authorized for donation to appropriate organizations that may be in need of the equipment, and removal from any inventories that may annotate the equipment as being in the Sheriff's Department possession.

Respectfully,

Lieutenant Tim O'Connor

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0068

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Sara Parks Jackson to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for the term 10/16/2020 – 10/15/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Improvement Corporation (“CCCIC”) was incorporated in 1982 under the authority granted in ORC 1724; and

WHEREAS, the CCCIC serves the sole purpose of advancing, encouraging and promoting the industrial, economic, commercial and civil development in Cuyahoga County. The CCCIC serves as Cuyahoga County’s review agent of industrial revenue bond financing; and

WHEREAS, Article III of the CCCIC’s Code of Regulations provides that the Board of Trustees shall consist of two classes of Trustees. The “County Class”, which shall consist of five members appointed or elected officers of Cuyahoga County, and the “Private Class”, which shall be six members elected from persons nominated by the County Executive, in consultation with the Greater Cleveland Partnership; and

WHEREAS, the members of CCCIC Board of Trustees shall serve for three-year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,”; and

WHEREAS, the County Executive has nominated Sara Parks Jackson (replacing Khalil Seren) to serve on the CCCIC’s Board of Trustees for the term 10/16/2020 – 10/15/2023.

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



March 11, 2022

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Community Improvement Corporation (CCCIC)

Dear President Jones:

Pursuant to Ohio Revised Code Section 1724, I am pleased to nominate the following individual for appointment to serve on the Cuyahoga County Community Improvement Corporation's Board of Trustees:

- **Sara Parks Jackson**, 3-year term, 10/16/2020 – 10/15/2023
 - Replacing Khalil Seren
 - Resides in Cleveland (Cuyahoga County)

The Cuyahoga County Community Improvement Corporation ("CCCIC") was incorporated in 1982, for the sole purpose of advancing, encouraging, and promoting, the industrial, economic, commercial, and civic development of Cuyahoga County. The Corporation serves as Cuyahoga County's review agent for industrial revenue bond financing and economic development lending activity. Members of the Board shall serve a three-year term.

I have attached a copy of the nominee's resume for your review. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are seven candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
Cuyahoga County Executive

SARA PARKS JACKSON



CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT

Cleveland, Ohio

Deputy Director, Housing and Community Development September 2021 - Present

Manage the day to day operations of the Housing and Community Development division of the Department of Development including all operational functions and activities. Develops strategy and processes and provides lead role in the development of partnerships with other communities. Provides interpretation and clarification of applicable county, state and federal regulations, policy, rules, and procedures as they relate to funding received. Represents department in meetings; acts as liaison with federal departments and divisions regarding program functions also communicates regularly non-profit and other housing and community development related organizations. Currently serving on the several position related boards including the HOME Investment Partnership Fund Consortium as appointed by the County Executive and the CHN Housing Capitol Advisory Board. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of eight.

Housing and Community Development Administrator January 2018 - April 2021

Manages and administers the Housing and Community Development division of the Cuyahoga County Department of Development. Manage both housing and community development projects and programs including research, design and development, and reporting. Responsible for the analysis of financial aspects of projects, underwrites and determines collateral value. Determines resource requirements and monitors usage and compliance of all funding streams including Federal, State and local sources. Responsible for the administration of housing and community development financing programs and monitoring of regulatory compliance. Coordinates actions related to the issuance of Private Activity Bonds issued by the County. Meet regularly with the department Director and other senior development staff as necessary to execute mission, coordinate and develop division goals, direction, activities and policies. Analyze and evaluate existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes. Supervises staff of nine.

Community Development Officer October 2013 - January 2018

Responsible for analysis including underwriting, feasibility determination and recommendation of loans for medium to large-scale residential, mixed use and community development projects. Annual review and recommendation of \$1.2 million in affordable housing loans. Review of \$10.8 million in 2015 and \$5.5 million in loan requests in 2014 resulting in the approval of \$16.3 million in Casino Revenue loans. Development, implementation, coordination and oversight of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs, totaling \$4 million annually. Accountable for successful operation, compliance with federal regulations and continuous evaluation of county's Municipal Grant, Storefront Renovation, Affordable Rental Housing, Down Payment Assistance, Fair Housing and Foreclosure Prevention programs. Additional responsibilities include the review and coordination of grant and loan documents with recipients, legal counsel and other county agencies. Created and administer new Community Development Supplemental Grant (CDSG). Modeled after CDBG program and funded with Casino funds, this program in its first year awarded 21 municipalities or community development corporations up to \$50,000 each in grants for community development projects and programs. Management of requests related to issuing or previously issued conduit bond financing inclusive of Health Care, Industrial Revenue and Multifamily Housing Revenue bonds.

Program Officer

February 2005 - 2013

Implementation and oversight of key community development programs including, targeted grants to cities and targeted façade repair rebates to commercial property owners. Responsible for analysis and underwriting of loans for large-scale residential and community development projects with county Casino Revenue Funds. Management of requests for conduit bond financing, includes requests with Low Income Housing Tax Credits, New Market Tax Credits and other special financing components. Review and analysis resulted in the bond issuance of \$52 million in 2012 and \$44 million in 2013.

Administrative Officer

December 2002 - 2005

Oversight and administration of federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funded programs providing low interest loans to homeowners in the county. Responsible for the supervision of the lead paint remediation program. Oversight of all requests for multifamily and 501(c) 3 financing, including requests containing Low Income Housing Tax Credits.

Development Specialist

September 1996 -2002

Analysis and underwriting of funding request to assist in financing childcare homes and facilities. Direct oversight of requests for multifamily and 501 (c) 3 bonds financing, including requests containing Low Income Housing Tax Credits.

CITY OF CLEVELAND, OHIO

Manager, Business Retention and Expansion
Assistant Manager, Small Business Office

Economic Development

1995 - 1996
1992 - 1995

NATIONAL CENTER FOR HOUSING MANAGEMENT

Trainer

Washington, DC 1990 - 1992

NCSC-HOUSING MANAGEMENT CORPORATION

Chief, Property Management:

Washington, DC 1986 - 1991

FIRST COLUMBIA MANAGEMENT

Merrifield, VA 1985 - 1986

EDUCATION

Masters, Public Administration
Bachelor of Science, Public Administration,
University of Phoenix

Criminal Justice
University of Dayton, Dayton, Ohio (1976 -1979)

CERTIFICATIONS

CSU Public Officials Leadership Academy, XVII
Economic Development Finance
Professional National Development Council-
Certification
Lean Six Sigma Champion -
Lean Six Sigma Yellow Belt

BOARDS/COMMITTEES

CHN Housing Capital Advisory Board 2020-Present
Cuyahoga HOME Consortium. 2019- Present
Starting Point Loan Review Committee, 2004-Present
City of Cleveland, Operation Efficiency Task Force
External Lead, Consumer Affairs Action Team, 2007

MEMBERSHIPS

Alpha Kappa Alpha Sorority, Incorporated

Aug. 20th 2019	Cuyahoga County Community Improvement Corporation	Andrew Burger
Nov. 17th 2019	Cuyahoga County Community Improvement Corporation	Anthony Henderson Jr.
Feb. 4th 2021	Cuyahoga County Community Improvement Corporation	Suzanne Hamilton
Feb. 3rd 2022	Cuyahoga County Community Improvement Corporation	Michael Obi
Feb. 7th 2022	Cuyahoga County Community Improvement Corporation	Brian Hall
Feb. 25th 2022	Cuyahoga County Community Improvement Corporation	Anthony Tavrell
March 1st 2022	Cuyahoga County Community Improvement Corporation	Sara Jackson

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0069

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Allyn Davies to serve on the Cuyahoga County Public Library Board of Trustees for the term 4/1/2022 – 3/31/2029; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Public Library Board of Trustees was created pursuant to the provisions of Ohio Revised Code Section 3375.22; and

WHEREAS, the Cuyahoga County Public Library Board of Trustees is a separate political subdivision authorized by the State of Ohio to establish policies, and develop an annual budget while Board members represent the citizen’s interest, promoting the highest level of library service appropriate to the community, in accordance with state law; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,”; and

WHEREAS, members of the Cuyahoga County Public Library Board of Trustees shall be appointed to serve a seven-year term; and

WHEREAS, the County Executive has nominated Allyn Davies to serve on the Cuyahoga County Public Library Board of Trustees for the term 4/1/2022 – 3/31/2029; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Allyn Davies to serve on the Cuyahoga County Public Library Board of Trustees for the term 4/1/2022 – 3/31/2029.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or 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, this Resolution shall become immediately effective.

SECTION 3. 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:

Committee(s) Assigned:

Journal _____
_____, 20__



March 11, 2022

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Public Library Board of Trustees

Dear President Jones:

Pursuant to Section 3375.22 of the Ohio Revised Code, I submit the following nominee for reappointment to the Cuyahoga County Public Library Board of Trustees:

- **Allyn Davies**, 7-year term, 04/01/2022 - 03/31/2029
 - Resides in Broadview Heights (Cuyahoga County)
 - Confirmed elector of Cuyahoga County

The System serves 47 communities. Its mission is to be at the center of community life by creating an environment where reading, lifelong learning and civic engagement thrive. Functionally, the Board governs the Library's overall operations.

The Board is comprised of seven members. Four members are appointed by the County Executive, and three members are appointed by the judges of the Court of Common Pleas. Ohio Revised Code requires that Board members be qualified electors of the library district.

I have attached a copy of the nominee's resume for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 12 candidates on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
Cuyahoga County Executive

Allyn Davies

Profile

I started my career as a specialty nurse at MetroHealth Medical Center and progressed to leading their wound care program across the continuum of care. Subsequently, my husband and I co-founded Merrymeeting, Inc ("MMI") in 2001. MMI, which is headquartered in Independence, functions as a family office that focuses on acquiring private companies and commercial real estate. We currently own and operate 15 companies with offices throughout the US.

Our family has been very involved in the Greater Cleveland community for more than 40 years. I have served on the boards of Central Catholic High School, The Cleveland International Piano Competition, and both the Cuyahoga County Public Library Operating and Foundation Boards and have been involved in various capacities with the Achievement Center for Children, Cleveland International Film Festival, Metanoia, and others. Our success in business has enabled us to form a charitable foundation and support these wonderful non-profit organizations.

In March 2019, I was appointed to the Cuyahoga County Public Library Board of Trustees to fill the unfulfilled term of a Board Member who resigned. In my role as a Trustee of the CCPL Operating Board, I have served as Secretary, Liaison to the CCPL Foundation Board, and am currently Finance Committee Chair. I have also been an active member of the Cuyahoga County Public Library's Foundation Board for the past 10 years. The Mission of the CCPL Foundation Board is to raise funds to support the mission of the Library. Because of my involvement on both Cuyahoga County Public Library Boards, I have insight into the operations of the Library, it's opportunities and challenges. I love reading and am passionate about the mission and the role the Library plays in our community.

My husband and I have lived in Northeast Ohio for 44 years and have been married for 40 years. Our two adult children and 3 grandchildren live in the area as well.

I will be glad to provide more detailed information if needed.

April 18th 2019	Cuyahoga County Public Library Board	Heather Kimmel
April 25th 2019	Cuyahoga County Public Library Board	Penelope S Jeffrey
Dec. 27th 2019	Cuyahoga County Public Library Board	Phyllis Peterson
Feb. 27th 2020	Cuyahoga County Public Library Board	Brea Phillips-Bey
June 20th 2019	Cuyahoga County Public Library Board	Jennifer Dieringer
March 13th 2019	Cuyahoga County Public Library Board	Monica Starks
March 19th 2019	Cuyahoga County Public Library Board	Allyn Davies
March 19th 2019	Cuyahoga County Public Library Board	Gretchen Farrell
Nov. 13th 2019	Cuyahoga County Public Library Board	Edward Blakemore
Oct. 29th 2019	Cuyahoga County Public Library Board	Patricia Shlonsky
Oct. 12th 2021	Cuyahoga County Public Library Board	Amy Bloomberg
Feb. 25th 2022	Cuyahoga County Public Library Board	Allyn Davies

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0070

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointments and reappointments of various individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for various terms; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

WHEREAS, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

WHEREAS, the County Executive has nominated the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services as follows:

Appointment for an unexpired term ending 12/31/2023:

- a. Douglas Bennett (replacing Mark Batson)

Appointments for the term 1/1/2022 – 12/31/2024:

- a. Chris Hall (replacing Doug Beach)
- b. Jennifer Kons (replacing Alan Bedingfield)
- c. Heidi Lum (replacing Susan Wong)
- d. Emily Lundgard

Reappointments for the term 1/1/2022 – 12/31/2024:

- a. Cheryl Bradas
- b. Ashley Morrisey

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment and reappointment of the following individuals to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2022 – 12/31/2024:

Appointment for an unexpired term ending 12/31/2023:

- a. Douglas Bennett (replacing Mark Batson)

Appointments for the term 1/1/2022 – 12/31/2024:

- a. Chris Hall (replacing Doug Beach)
- b. Jennifer Kons (replacing Alan Bedingfield)
- c. Heidi Lum (replacing Susan Wong)
- d. Emily Lundgard

Reappointments for the term 1/1/2022 – 12/31/2024:

- a. Cheryl Bradas
- b. Ashley Morrisey

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or 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, this Resolution shall become immediately effective.

SECTION 3. 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:

Committee(s) Assigned:

Journal _____
_____, 20__



March 11, 2022

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

Per Article III of the Code of Regulations of the Cuyahoga County Advisory Board on Senior and Adult Services, I submit the following nominations for appointment to the board:

Reappointments

- **Cheryl Bradas**, 3-year term, 01/01/2022 – 12/31/2024
 - Resides in Medina Township (Medina County)
- **Ashley Morrissey**, 3-year term, 01/01/2022 – 12/31/2024
 - Resides in Cleveland (Cuyahoga County)

New Appointments

- **Douglas Bennett**, unexpired term ending 12/31/2023
 - Replacing Mark Batson
 - Resides in Cleveland (Cuyahoga County)
- **Chris Hall**, 3-year term, 01/01/2022 – 12/31/2024
 - Replacing Doug Beach
 - Resides in Willoughby (Lake County)
- **Jennifer Kons**, 3-year term, 01/01/2022 – 12/31/2024
 - Replacing Alan Bedingfield
 - Resides in Cleveland (Cuyahoga County)
- **Heidi Lum**, 3-year term, 01/01/2022 – 12/31/2024
 - Replacing Susan Wong
 - Resides in Strongsville (Cuyahoga County)
- **Emily Lundgard**, 3-year term, 01/01/2022 – 12/31/2024
 - Filling a vacancy that hadn't previously been filled
 - Resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. There are 34 candidates on file for this position. This board is uncompensated.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish
County Executive



Armond Budish
Cuyahoga County Executive

Cuyahoga County Division of Senior and Adult Services

December 27, 2021 (revised February 23, 2022)

Michele Pomerantz
Director
Department of Regional Collaboration
Office of Cuyahoga County Executive Armond Budish
2079 East Ninth Street
Cleveland OH, 44115

Re: Additional requested appointment – Douglas Bennett with documents

Dear Ms. Pomerantz:

On behalf of DSAS Administrator, Tracey Mason, I forward the following names to you for consideration for appointment to the Cuyahoga County Division of Senior and Adult Services Advisory Board. The Advisory Board has an important role in the County, including representing the interests of seniors and making recommendations to the Division of Senior and Adult Services (DSAS) about pertinent aging issues and policies.

Cuyahoga County Advisory Board on Senior and Adult Services:

New appointments for a three -year term beginning January 1, 2022 and expiring on December 31, 2024:

- Cheryl Bradas
- Chris Hall
- Jennifer Kons
- Heidi Lum
- Emily Lundgard
- Douglas Bennett

Cuyahoga County Advisory Board on Senior and Adult Services:

The mission of the Division of Senior and Adult Services is to empower seniors and adults with disabilities to age successfully by providing resources and support that preserve their independence.

Services & Solutions for Better Living



13815 Kinsman Road, Cleveland, Ohio 44120, 216.420.6750, FAX: 216.420.6735, Ohio Relay Service 711

www.dsas.cuyahogacounty.us www.onecuyahoga.com

Reappointment for a three-year term beginning January 1, 2021 and expiring on December 31, 2023:

- Ashley Morrissey

Each of the above individuals has been vetted and approved by the DSAS Advisory Board. No other candidates applied for the current vacancies.

Board members are not compensated for their participation. Attached are their letters of interest to the County Executive, resumes, nominee profiles and conflict of interest statements for your review.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture, Board Liaison

c. Tracey Mason, DSAS Administrator

The mission of the Division of Senior and Adult Services is to empower seniors and adults with disabilities to age successfully by providing resources and support that preserve their independence.

Services & Solutions for Better Living



13815 Kinsman Road, Cleveland, Ohio 44120, 216.420.6750, FAX: 216.420.6735, Ohio Relay Service 711

www.dsas.cuyahogacounty.us www.onecuyahoga.com

March 5, 2021

Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, Ohio 44115

Dear County Executive Budish,

Please accept this letter of interest in serving on the Cuyahoga County Advisory Board for the Department of Senior and Adult Services (DSAS). I am beyond thrilled to once again be considered for the Board. I served on the Board from 2012-2018 and was Chair 2017-2018, time I will always treasure as the Board is filled with so many experts in the field of aging and disability to learn from.

The Mission, Vision and Values of The MetroHealth System and DSAS are aligned proactively focusing on the health of our community, recognizing and addressing social determinants of health and understanding for those unable to come to us, we will come to you.

I have been with MetroHealth over 31 years and still love what I do. As an Advanced Practice Registered Nurse, specifically a Geriatric Clinical Nurse Specialist, I am passionate about assisting older adults in improving quality of life issues based on their values, preferences, and goals whether we are sharing time together in the hospital or out in the community.

I am frequently involved with community-based education meeting older adults where they are whether that is at various Senior Centers through the Aging Mastery Program (fall prevention and medication management), at the National Church Residences at Carnegie Towers (fall prevention, end-of-life issues, stroke, wellness checks, Covid-19 Q & A), or participating in food delivery programs to our isolated older adults during the pandemic.

I look forward to speaking with you and the County Council. Thank you for consideration of my application

Respectfully,

A handwritten signature in black ink, appearing to read "C. Bradas". The signature is fluid and cursive, with a large initial "C" and "B".

Cheryl Bradas PhD(c), APRN-CNS, GCNS-BC, CNRN.



1801 superior avenue
suite 400
cleveland, oh 44114
t. 216.696.9077 f. 216.696.0770
stepforwardtoday.org

January 27, 2022

Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 441 15

Dear Mr. Budish:

Please accept this letter of interest in serving on Cuyahoga County Advisory Board for the Department of Senior and Adult Services (DSAS).

I believe strongly that people with disabilities, of all ages should have the ability to remain and participate in their communities, with supports as needed. Our organization recently became more engaged with working with these individuals, especially with housing and other adult services. We have professional development classes that address some of the needs for this community. One of the state boards that I serve on, the Ohio Association of Community Action Agency's has a large network of community based organizations that provides services and advocacy for seniors as well as people with disabilities. We also work with individuals to ensure they are able to stay in the homes with financial assistance with both housing and utility assistance if needed.

I have worked with DSAS in many of my roles in the community and would welcome the opportunity to serve in this capacity on the advisory board. I believe that our organization would benefit greatly with a deeper relationship and understanding of how we can assist this community.

I am excited with leadership within DSAS and look forward to playing a role in enhancing services and supports for those they serve. Thank you for your consideration of my application.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas E. Bennett", written over a horizontal line.

Douglas E. Bennett
VP Community Services & External Affairs

DOUGLAS E. BENNETT

GOVERNMENT/COMMUNITY AFFAIRS

Highly accomplished Community and Government Affairs professional with 20+ years of proven ability in assessing and impacting company performance through detailed analysis and responsive communication. Successful in completing multi-phase projects through strong leadership, creative problem solving and comprehensive follow-through. Additional competencies include:

- Leadership/Team Development
- Strategic Planning
- Policy & Procedure Development
- Public Policy Agenda
- Policy Analysis
- Community Outreach
- Marketing / Brand Identity
- Project & Grant Management
- Human Development Issues

PROFESSIONAL EXPERIENCE

Step Forward, Cleveland, OH

2015 - Present

Operates as the largest Community Action Agency in the state of Ohio as well as the largest Head Start early childhood education program.

VP Community Services & External Affairs

Develop and enhance branding and visibility of the company in the marketplace. Establish relationships with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups.

- Interviewed with local media regarding stories about the organization. Able to alleviate concerns once the interview was completed.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities for the team.
- Strengthened relationships with community partners which led to a partnership with the Cleveland Food Bank that resulted in our HEAP program and Head Start program establishing new resources for customers.
- Managed the Community Services Block Grant budget of \$10,000,000.00 and a team of 70.
- Worked with local, state. And federal legislators to show that the organization has been financially responsible with the federal and state dollars that have been delegated to the organization.
- Assisted in finding a new location for the new headquarters of CEOGC, this was the first move in 20 years.
- Helped to implement updated process for locating new offices for our community centers and Head Start locations.
- Implemented new programs that focused on young adults and technology.
- Helped to develop relationships with local businesses to assist our clients in getting positions once they graduated from our programs. The businesses include companies like the Hilton and Marriott.
- Instituted a Commercial Driver's License program to assist our customers in getting positions with local intermodal carriers both locally and nationally.
- Research and analyze current and proposed legislation on local and state legislation that could impact our sector.
- Initiated meetings with key Federal legislative members. The congressional members we met with have direct oversight of the grants the organization manages.
- Assisted in beginning a literacy initiative with a member of congress. The partnership included combining our information about the first days of learning.
- Assisted in getting \$500,000.00 in funding from First Energy for a new customer service program.

Gateway Health, Cleveland, OH

2013 – 2015

Top rated managed care organization that serves more than 400,000 members. Gateway currently operates in the states of Ohio Pennsylvania, West Virginia, Kentucky and Delaware.

Sr. External Affairs Specialist

Develop and enhance branding and visibility of the company in the marketplace. Establish relationships with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups.

- Represent organization on task forces, boards and councils that are focused on health related issues that can strengthen the company brand.
- Develop and maintain effective working relationships with staff members in the local, state, and federal levels as well as work on legislative initiatives.
- Research and analyze current and proposed legislation on local and state legislation that could impact our sector.
- Leveraged linkages to complement corporate branding initiatives including building third party awareness and advocacy for public policy initiatives, resolving customer problems, emergency response, and strengthening economic vitality of the service area.
- Gather knowledge regarding public health issues, trends and legislative issues that can impact members, providers, or competitive position.
- Assist in the development, implementation, and ongoing review of the company Public Relations Plan.
- Work with key management team and outside contacts to develop and deliver external communications in line with corporate policies and procedures.
- Collaborate with internal departments regarding promotions, member education and marketing goals to ensure consistent and effective outreach and communication.
- Coordinated grassroots advocacy for local and federal issues resulting in improved community support.

CONSULTANT, Cleveland, OH

2012 - 2013

Consultant

Work with companies and non-profits to engage the community and public officials. Assist the organizations in developing plans to help make an impact on the community, work on legislative concerns, as well as build the client's brand.

- Help companies establish partnerships and relationships with community partners to leverage resources to impact the community.
- Led development of strategic plan for branding the organizations within northeast Ohio.
- Helped craft the public policy agenda and set meetings with key House and Senate members as well as local city council members.
- Directed and managed the development of literature, brochures, flyers and direct mail materials to help secure more business and funding for the organizations.
- Secured meetings with key civic and business leaders for in depth discussions regarding best practices and funding resources, including grant funding that are mutually beneficial.

MEDICAL MUTUAL OF OHIO, Cleveland, OH

2011 to 2012

\$2.5B health insurance company serving more than 1.6 million healthcare customers through 2,700 employees in 23 locations across Ohio, Indiana, Georgia, and South Carolina. MMO was formerly Blue Cross & Blue Shield of Ohio.

Director, Community Relations & Outreach

Lead the company outreach efforts through community relations activities and sponsorships. Directed the outreach activities throughout the company area of Ohio, Georgia, South Carolina, and Indiana. Managed a staff of four with a \$3.7 million budget.

- Directed the planning, development, and implementation of the company's community relations and outreach plan.
- Worked with senior management team in strategic planning of activities and programs to enhance the company's corporate image and garner positive community support.
- Established and maintained effective working relationships with key decision makers, elected officials and other key individuals and organizations to achieve key company initiatives through community outreach.
- Managed the expansion of the Breast Cancer Awareness Brunches hosted in Cleveland, Toledo and Columbus by improved marketing efforts, honorees, hosts and awareness with community organizations resulting in increased attendance from 600 to 1200 attendees.
- Oversaw and coordinated the Senior Volunteer Awards to recognize outstanding seniors who made significant contributions to their non-profit organizations.

- Serve as the main contact for key community stakeholders including local, state and Federal officials on key issues that impact the company and health insurance sector.
- Coordinated projects and special assignments with senior executives and other management personnel as directed to promote executive fundraising initiatives including American Heart Association and Make-A-Wish Foundation.
- Coordinated and prepared community report for the company which was distributed throughout the company territory to key stakeholders and customers to highlight achievement of company initiatives.
- Reviewed and approved contributions , grants and sponsorships that were in alignment with the company goals. Staff was responsible for managing all benefits.
- Participated in community outreach activities including speaking engagements, and served as a company representative at meetings and events of civic, fraternal, and social organizations.
- Served as a community spokesman for Medical Mutual events and helped to garner greater media coverage via print, radio and television to improve exposure for signature events.

LEADERSHIP 18 Washington, DC

2008 to 2011

An alliance of Chief Executive Officers responsible for leading some of the country's largest and most well respected charities, non-profits, and faith-based organizations.

Executive Director, Leadership 18

Led the direction of the organization consisting of 23 Chief Executive Officers of the largest Health and Human Service Organizations including: The American Red Cross; United Way Worldwide; The Boy Scouts of America; and The Salvation Army. Developed and implemented work plans and activities with a \$550,000 budget.

- Established protocols, procedures, and partnerships necessary for Leadership 18 to achieve its transformation to an organization using its collective power of its members to advance and influence major human development issues.
- Lead the public policy agenda for Leadership 18 initiatives by working closely with members of Congress and the White House Administration.
- Maintained relationship with staff members of congress and white house administration to keep leadership informed of issues that could impact the health and human service sector as well as their organizations.
- Helped craft the public policy agenda for the membership and set meetings with key House and Senate members.
- Created agendas and set speakers for the bi-annual meeting and Executive Committee meetings to help move the non-profit communities forward.
- Have working knowledge of legislation that might impact the health and human service sector.
- Prepare responses for board members, member organizations, as well as correspondence to members of congress on initiatives on which the organization was involved.
- Responsible for managing the daily work activities in close collaboration with the Chair, Vice Chair, and Executive Committee.
- Created relationship with White House and First Lady, along with Chairman of Joint Chief of Staff and Department of Defense for the military initiative to provide outreach services to returning military members including careers, job training, housing and education, along with spousal support during deployment.
- Developed internship program for participating members with universities around the country including Harvard, Stanford, University of Pennsylvania, and Barnard College.
- Helped to improve the overall efficiency of the business structure for the organization by streamlining operations, creating access to member organizations, and creating a portal to organizations information.

AT&T, Cleveland, OH

1998 to 2008

Fortune 500 Communications Company.

Director, External Affairs

Served as primary link for AT&T with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups. Managed a \$700,000 local budget.

- Leveraged linkages to complement corporate branding initiatives including building third party awareness and advocacy for public policy initiatives, resolving customer problems, emergency response, and strengthening economic vitality of the service area.
- Helped garner support for long distance entry in state and helped generate \$6 million in revenue.
- Testified before City Councils and State Legislators on AT&T issues including Alternative Regulation, and advanced Telecommunication Services.

- Helped to manage the foundations grants with the AT&T foundation. Also helped to locate community partners whose missions aligned with the foundation guidelines.
- Represented AT&T with Mayors office and City of Cleveland on specific issues and initiatives resulting in savings for the company of \$1 million.
- Coordinated grassroots advocacy for local and federal issues resulting in improved community support.

EDUCATION

Bachelor of Science in Business/Marketing, Hampton University, Hampton, VA
EMBA, Cleveland State University, Cleveland, OH

CERTIFICATIONS/LEADERSHIP

Certification in Community Relations, Boston College
American Marshall Fellow; Kaleidoscope 40/40
Past President, Beachwood Chamber of Commerce;
Mayoral Appointee to the Civil Service Commission, City of Beachwood
Cleveland State University Visiting Committee
Alpha Phi Alpha Fraternity Inc.
Sigma Pi Phi Fraternity

December 1, 2021

The Honorable Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 44115

Dear Mr. Budish,

Please accept my letter of interest in serving on the Cuyahoga County Advisory Board for the Division of Senior and Adult Services (DSAS).

From a professional standpoint, I have worked with the Western Reserve Area Agency on Aging (WRAAA) in the finance department for more than 18 years, the last seven as Chief Financial Officer. The mission of WRAAA aligns seamlessly with that of DSAS, by assisting seniors and adults with disabilities stay in the place they want to call home. This aid comes in many forms including information and assessment for services, care management, food security, Alzheimer's respite, and much more. As Cuyahoga County is the largest in our service area in both geographic size and number of consumers, we work daily to improve the lives of local residents.

My career path has always involved working with those in need. Prior to joining WRAAA, I worked for a decade in nursing homes helping residents realize their fullest potential. In addition, I operated an optical business for more than six years in Cuyahoga County catering to low-income adults.

It is my belief that my experience in the aging arena would be an asset to the DSAS board and my contributions could help move your mission forward. I look forward to serving the residents in Cuyahoga County as together we come up with new, innovative ways to ease the burdens of these challenging times.

Thank you for your considering my application.



Christopher T. Hall, CPA

CHRISTOPHER T. HALL, CPA

Experienced CFO with proven record of establishing cross-functional partnerships in delivering stellar results. Strategic leader driving operations/income areas within analytics, payroll structure, human resources, Information Technology (“IT”) and cyber security, marketing and social media, and business operation development. Accountable for multi-million dollar budgets and resource allocations to exceed profit and business sales’ goals. Particularly adept at streamlining, reorganizing and managing large staff productivity in meeting compliance standards and metric goals.

- Strategic Financial Planning & Data Analysis
- P&L Ownership & Management
- Budgeting, Forecasting, & Ad hoc Analysis
- Organizational Structuring/Re-engineering
- Information Technology & Cyber Security Administration
- Social Media/Marketing Management
- New Business Line Development
- Fiscal & Productivity Tool Design & Execution
- Internal Control System Compliance: GAAP, SEC, Sarbanes-Oxley Act (2002)
- Human Resource Talent Development, Training & Retention
- Legal Affairs Oversight
- Provider Operations, Medical Records & Clerical Support Management

EDUCATION

Certified Public Accountant, State of Ohio
Bachelor of Science in Accounting, Cum Laude, Cleveland State University

EXPERIENCE

Western Reserve Area Agency on Aging (“WRAAA”), 2004 - Present

Chief Financial Officer, 2015

Director of Financial Operations, 2012

Controller, 2008

Financial Manager, 2006

Senior Accountant, 2005

Staff Accountant, 2004

Decades plus senior level experience of reproachless financial statements and internal control systems in complete compliance with: GAAP, SEC regulations and Sarbanes-Oxley Act 2002. Accounting specialist in allocation capital and debt management. Manages functional and operational areas of finance, accounting, internal controls, special analysis and reports, IT & cyber security programs and protections, Human Resource department responsibility, legal matters, customer/client service needs, banking

relationships, external accountants and attorneys. Strategic planner and systems analyst; demonstrated consistent proficiencies in problem solving, goal setting, cash flow maximization, revenue increase and optimized measurable, achievable, relevant, traceable resources. Instates confident relationships with banking and investment establishments ordaining new opportunities in ‘unchartered territory’, [e.g., 401(k) company plans] and positions the corporation to capitalize its competitive edge. Possesses and exercises knowledge and technical skill of the high tech industry and its market driver dynamics of software programs and cyber security ‘threat’ protections. Employs financial integrity in risk calculation for company growth and financial position improvement; philosophic operative is, “*Change before you have to!*”

Nature Center at Shaker Lakes, Cleveland, OH

Director of Finance, Investment Advisor, 2010 – Present

Complete responsibility for Center’s 1.2M annual budget operation. Work extensively with CEO and Board of Trustees to ensure Center’s continued financial viability and sustained growth through employed grant funding and fee-for-service programs. Instituted financial and programmatic procedures to assure all programs are sufficiently funded while contributed to Center’s mission and financial bottom line. Supplied financial leadership that lead organization from \$300k/year deficit status to surplus net income every year in personal tenure position.

CMH Accounting Services, Willoughby, OH

Principal of Partnership, 1990 – Present

Provides professional financial, accounting and consultation services to extensive for-profit and non-profit clients. Co-owned and of substantive growth, CMH is an independent, payroll processing, accounting and bookkeeping enterprise that delivers an exceptional fairly-priced product to organizations and retained client base of 20+ years.

Ball and Associates, Solon, OH

Staff Accountant, 1994 - 1996

Conducted general ledger functions for clients, including tax analysis and reconciliations, journal entries, and AR/AP. Prepared individual and corporate tax returns for clients. Developed, implemented and performed external audits. Consistently met deadlines through use of strong analytical, problem-solving skills and achieved firm’s objectives.

COMMUNITY SERVICE

- Nature Center at Shaker Lakes (*Non-Profit Organization*), 2600 S. Park Boulevard, CLE 44120; Board Consultant to the Center’s Staff Finance & Executive Committee.
- City of Willoughby Baseball League Board; President of Hard Ball, Coach and Teams Management serving 1900+ youth per year, including Fund Raising Events’ Organization/Participation, 15 years.

December 22, 2021

Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 441 15

Dear Executive Budish:

Please accept this letter of interest in serving on Cuyahoga County Advisory Board for the Division of Senior and Adult Services (DSAS).

I believe strongly that individuals deserve to live in their communities with dignity and that government plays a critical role such efforts. I have been fortunate to work in dynamic health and social service environments for the past 15+ years supporting and leading projects that help seniors and individuals with disabilities, amongst others, live dignified, connected lives. I hope to leverage these experiences to further support the Division of Senior and Adult Services (DSAS) and residents of Cuyahoga County.

In Chicago I worked with ethnic community-based organizations across the city and state of Illinois, many of whom served seniors through congregate meal programs and adult day programs, English language classes, digital connectivity, and citizenship preparation. I was able to see firsthand the unique strengths and needs amongst older adults, particularly those within at times isolated immigrant communities. In Cleveland, my experience at a community health center focused on individuals experiencing homelessness and living in public housing brought me into closer relationship with the local challenges and opportunities to support individuals with disabilities, including those aging rapidly due to chronic homelessness. Working with seniors living in public housing demonstrated the importance of creating opportunities for seniors to age in their communities and access high quality, trusted health care in their neighborhoods.

Most recently at United Way of Greater Cleveland, my work has centered on addressing the social determinants of health. This *social determinants of health* lens is in many ways a new way to frame the long-standing work of advocates for seniors and those with disabilities who sit at the intersection of health and social services. Nevertheless, it has been an invaluable experience to convene health care payors, hospital systems, and social service organization to work collaboratively to support socially isolated, food-insecure older adults.

On a personal note, physical and mental health disabilities have touched numerous family members here in Cuyahoga County and threatened their ability to live in community. Critical supports made possible by public and private entities allow them to continue to live in non-institutional settings and participate in their communities.

Across these experiences, I have been committed to work that upholds the dignity of community members, regardless of income, race, ethnicity, immigration status, or housing status. Such dignity is not always afforded to older adults or individuals with disabilities. I hope to leverage these learnings and commitment to support DSAS and the communities it serves through the Advisory Board. Thank you for your consideration of my application.

Sincerely,



Jennifer M Kons, MPA

Jennifer M. Kons

Professional Experience

**Community Investment Director, Health
Manager, Accountable Health Communities**
United Way of Greater Cleveland, Cleveland OH

April 2021 to present
2017 to March 2021

Cross Sector Alignment

- Lead public good [collaborative financing](#) model amongst health-sector payors, providers, and stakeholders to create upstream investments in health-related social needs and demonstrate financial return.
- Direct local cross-sector Advisory Board composed of hospital systems, managed care plans, social service providers, foundations, and other stakeholders to address social determinants of health and advance health equity.
- Research national and local partnerships between health and human service providers to address non-medical drivers of health, network to identify and apply promising practices.

Program Administration

- Manage federally funded (Centers for Medicare and Medicaid) Accountable Health Communities to link health care and social services. Project staff screen individuals for health-related social need and refer and navigate to community-based organizations. Coordinate with and convene health systems' population health leadership and frontline clinical staff across 3 health systems.
- Develop and continuously modify plan to meet program goals while maintaining compliance with federal project requirements, supporting staff retention, and communicating results to stakeholders.
- Execute and comply with service contracts and Business Associate Agreements. Create and monitor \$5 million project budget, including subcontractor deliverables and payment.

Grantmaking

- Direct organizational health-related investments in food security and social isolation.
- Participate in the Greater Cleveland COVID-19 Rapid Response Fund review team / Funders Collaborative on COVID Recovery, embracing equity-focused funding decisions.

Director of External Affairs
Manager of Programs and Development
Care Alliance Health Center, Cleveland OH

2016 to 2017
2012 to 2016

Program Operations & Management

- Developed Care Coordination Program (patient navigation) to address clinical team needs, support patient navigation of health and human services, improve organizational efficiencies, and maximize service revenue.
- Spearheaded MetroHealth Care Plus and Medicaid / managed care enrollment initiatives, growing patient insured rate from 12% to 65% and generating over \$4 million in annual revenue.
- Implemented partnership-based clinical programs to increase access to care. Expanded women's health services including same-day access to long acting reversible contraception and Centering Pregnancy groups for expectant mothers. Launched school-based health care at 10 sites. Led cross-agency workgroups to coordinate financial, clinical, and operational aspects of new programs.

(over)

Jennifer M. Kons.

External Affairs

- Implemented and grew Community Engagement to add 1500+ new health center patients in 3 years.
- Promoted the impact of agency activities on individual and community health to public officials, funders, and stakeholders through timely grant reporting, events, social media, and newsletters.
- Identified and secured private and public funding including integrated behavioral health services, Medication-Assisted Treatment for addiction, pediatric care, dental care, HIV prevention, and community engagement. Executed \$5.5 million capital campaign.

Immigrant Family Resource Program (IFRP) Director 2010 to 2012

IFRP Program Associate 2006 to 2010

Illinois Coalition for Immigrant and Refugee Rights, Chicago IL

Program Administration

- Administered \$3 million in public and privately supported programs (annually) to promote access to health and safety net services through network of 39 community-based organizations that served over 24,000 families across the state of Illinois.
- Liaison with state and local health and human service administrators to improve equitable access to benefits and services for immigrant communities.
- Developed and implemented a request for proposals (RFP) with government partners to solicit safety net programs and organized independent panel review.

Public Policy and Budget Advocacy

- Mobilized established and emerging community leaders to advocate through in-district meetings, community rallies, and 1300+ leader lobby days in the state capitol.
- Initiated advocacy team of grassroots leaders that maintained \$52.5 million in state funding for health coverage of low-income undocumented children.
- Created new organizational policy expertise dedicated to immigrant-friendly healthcare reform implementation and technical assistance, collaboration with other state and federal advocates.

Adult Education Instructor 2005 to 2006

Literacy Chicago, Chicago IL

Enrichment Assistant / Classroom Teacher 2004 to 2005

Notre Dame Middle School / Jesuit Volunteers Corps, Milwaukee WI

Education

Master of Public Administration 2018

Cleveland State University, Levin College of Urban Affairs, Cleveland OH

Bachelor of Arts English Education & Religious Studies 2003

Mercyhurst University, Erie PA

Community Engagement

Cleveland Bridge Builders Class of 2016

Cleveland Colectivo 2012 to 2017

Council Member, Glenwood Sunday Farmers Market, Chicago IL 2011 to 2013

Volunteer, Oaxaqueño de Atención al Migrante, Oaxaca México 2007

October 22, 2021

Mr. Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 44115

Dear Mr. Budish:

I would like to express my interest in serving on the Cuyahoga County Senior and Adult Services Advisory Board (DSAS), Division of Senior and Adult Services.

I have been working at Asian Services In Action, Inc. (ASIA, Inc.) as Manager of the Sustainability Services Department for seven years. ASIA, Inc. is a nonprofit agency that offers Asian American Pacific Islanders, immigrants, and refugees in Northeast Ohio with comprehensive social service programming that is linguistically and culturally appropriate. I have been involved in helping older adults and adults with disabilities and the newcomer population throughout Cuyahoga County for 12 years. In my role, I also represent the voice of individuals who are low English proficient. My responsibilities include working on behalf of the older adults and adults with disabilities--helping them access benefits, interpreting and translating documents, explaining government policies and procedures, speaking on their behalf, helping them navigate government red tape, taking them to Columbus to meet with legislators, and registering them to vote, among other things. I also coordinate the emergency food pantry program, providing culturally appropriate food, which is especially important to older adults and adults with disabilities.

During the pandemic, my team delivered meals to older adults and adults with disabilities, did health checks, engaged with lower income older adults facing debilitating isolation through phone calls, and got them connected with one another through WeChat (435 members).

The majority of immigrant and refugee older adults are not able to access public resources due to language barriers and a lack of knowledge. In addition, they are homebound due to lack of transportation and the digital divide. I would like to make sure that the voice of this population is heard and to raise awareness of the challenges that they face every day.

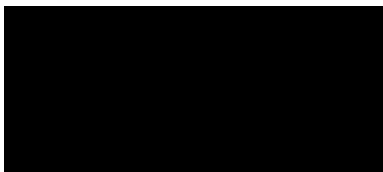
Thank you for your consideration of my application.

Sincerely,

Wing Shan Lum

Wing Shan (Heidi) Lum

Wing Shan (Heidi) Lum



Objective To use my 12-year experience in benefits access, healthcare assistance, emergency assistance, financial assistance, and housing and utilities assistance to help preserve the health, safety, and independence of older adults and adults with disabilities, in particular, the limited-English-proficient refugees and immigrants who live in Cuyahoga County

Education

Cuyahoga Community College
Accounting/CPA Preparation
Post-Degree Professional Certificate January 2021 – present

The Ohio State University Columbus, OH
Bachelor of Science in Business Administration August 2005
Major: Risk Management and Insurance
Transportation and Logistics

Experience **Asian Services In Action, Inc.** January 2014 - present
February 2007 - February 2012

Manager, Sustainability Services Department

Help older adults and adults with disabilities with the following services:

- Benefits access and healthcare assistance—Medicaid, SSI, SNAP, TANF
- Emergency assistance—food that is culturally appropriate, shelter, and other basic needs
- Financial assistance—temporary cash benefits, tax preparation, and financial management services
- Housing and utilities—senior housing, LIHEAP
- Lucky Seniors program for 400 seniors—pre-pandemic activities included congregate meals; nutrition program; culturally sensitive programs; personal and home safety education; outings to the zoo, fruit farms, community events, special events; and craft and calligraphy demonstrations to school children and at First Night events
- Outreach to seniors during the pandemic—delivered meals; did health checks and Zoom meetings; reduced social isolation through WeChat (currently 435 members), and made phone calls
- Employment—job training, job search, mentoring on the job

The MetroHealth System

Patient Services Representative

February 2012 – November 2015

- Completed visit process information, including patient care, corresponding codes, diagnosis, and provider
- Performed clerical duties to ensure the maintenance of an efficient practice
- Obtained verification of benefits, identified enrollment issues, and analyzed available coverage
- Obtained pre-certification/pre-authorization based on diagnosis and associated circumstances

American Family Insurance

February 2006 – May 2007

Administrative Assistant

- Oversaw the adequacy and completeness of clients' records
- Assisted with word processing and other computer work as it relates to the administrative duties and documentation of clients' information

Certification

Certificate of Benefits and Work Incentives Planning and Assistance
Property & Casualty License
Notary Public

Presentation

Navigating Cultural Barriers with Refugees and Immigrants
National Council on Aging Conference
Washington, DC
June 20, 2019

Skills

Computer: Microsoft Word, Excel, Access, PowerPoint, Outlook
Typing: English typing (60 w.p.m.), Chinese typing (50 w.p.m.)
Languages: Fluent in Chinese (Cantonese and Mandarin) and English

November 14, 2021

Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 441 15

Dear Mr. Budish:

Please accept this letter of interest in serving on Cuyahoga County Advisory Board for the Division of Senior and Adult Services.

I have worked closely with Cuyahoga County government for many years as both an employee and a trusted community partner. Currently, as a Senior Program Director with Enterprise Community Partners, I work alongside multiple departments to create and preserve safe, decent, and affordable homes in thriving communities. Enterprise has 40 years of experience in addressing America's massive shortage of affordable homes. We are the only national nonprofit that does it all – programs, capital, policy, and community development – under one roof.

Just as the average age of Cuyahoga County residents increases, so does housing instability in our region. In fact, 80% of Cuyahoga County's housing stock was built before 1978. Our deteriorating housing stock, coupled with rising housing costs and deepening poverty, makes healthy and affordable housing hard to come by. Cuyahoga County residents, of all ages, deserve homes and communities that are places of pride, power and belonging, and platforms for resilience and upward mobility for all.

I have over 15 years of experience and expertise in policy, advocacy, communications, and program administration. I like to bring that expertise to bear for the Advisory Board.

It would be a privilege to serve on the Cuyahoga County Advisory Board for the Division of Senior and Adult Services. I am eager to play a small role in creating more stable and sustainable communities for our senior and other vulnerable populations. I personally know Director Tracey Mason to be high character and leadership capability and I would be honored to work with her and the entire Division.

Thank you for your consideration of my application.

Sincerely,

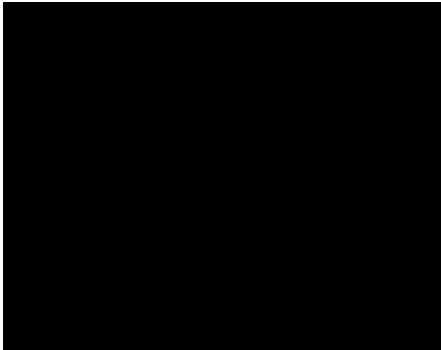


Emily Lundgard



Emily M. Lundgard

PUBLIC POLICY & COMMUNICATIONS PROFESSIONAL



PROFESSIONAL PROFILE

Strategic communicator, program director, and public policy expert with more than fifteen years of federal, state, and local level experience. Problem solver and people manager with a passion and training in economic and community development, housing, and social justice.

EXPERIENCE

SENIOR PROGRAM DIRECTOR

Enterprise Community Partners, Cleveland, OH | May 2015 – Present

- Built and directing the Lead Safe Cleveland Coalition, including capitalization of a first-of-its-kind \$99.4 million Lead Safe Home Fund, facilitation of a 450+ member Coalition, and successful advocacy of new, proactive lead safe policies
- Created and currently executing the office's first policy agenda to address housing insecurity
- Directing city, county, and state advocacy with policymakers and partners of all types; led creation of the Cuyahoga County Housing Plan; supported the City of Cleveland Tax Abatement Study; co-created the Home Matters to Ohio campaign to expand the Ohio Housing Trust Fund
- Experience working for a national company with 12+ market offices and vast program and investment portfolios; promoted to senior position

DIRECTOR OF COMMUNICATIONS

Cuyahoga County, Cleveland, OH | April 2013 – May 2015

- Directed a newly created department of 6 full-time staff; managed media relations, marketing, and internal communications for two County Executives and all Cuyahoga County departments
- Acted as County Spokeswoman and representative of County Executive
- Arranged large-scale county events such as the 2014 and 2015 State of the County

SPECIAL ASSISTANT FOR REGIONAL COLLABORATION

Cuyahoga County, Cleveland, OH | Sept 2011 – Mar 2013

- Coordinated communications and collaboration among the County's 59 communities, working directly with Mayors, Council people, and Trustees
- Facilitated state and federal advocacy as county's registered lobbyist
- Worked on several unprecedented regional projects such as the Merger/Shared Services Study and the Business Attraction and Anti-Poaching Protocol

EDUCATION

MASTER'S DEGREE, PUBLIC ADMINISTRATION

Ohio University
Magna Cum Laude
2008

BACHELOR'S DEGREE, POLITICAL SCIENCE & HISTORY

Ohio University
Cum Laude
2004 - 2007

KEY SKILLS

Strategic Communications & Planning

Coalition Management

Public Policy Analysis

Media Relations & Marketing

Program Management

Economic & Community Development

Public Budgeting

Legislative Drafting

EXPERTISE

Salesforce

Workday

Microsoft Office Suite &
SharePoint

SPECIAL RECOGNITION

KEYNOTE SPEAKER

COHHIO Annual Conference
2017

DOWNTOWN RESIDENT OF THE YEAR NOMINEE

Downtown Cleveland Alliance
2017

NONPROFIT PROFILE

Cleveland Business Connects
2016

REFERENCES

AVAILABLE UPON REQUEST

EXPERIENCE - CONTINUED -

LEGISLATIVE LIAISON

Ohio Department of Development, Columbus, OH | Jan 2010 – Aug 2011

- Under both the Strickland and Kasich Administrations, facilitated strategic communications among the Ohio General Assembly, the Ohio Governor's Office, agency leaders, and various stakeholders
- Coordinated access to state and federal resources such as state tax incentives and Community Development Block Grants
- Researched, drafted, and managed legislative language for the FY2012-FY2013 State Operating Budget

LEGISLATIVE SERVICE COMMISSION FELLOW

Ohio Senate, Columbus, OH | Dec 2008 – Dec 2009

- Top candidate in exclusive, competitive paid state government fellowship program
- Staffed State Senator and Ranking Member of the Senate Finance Committee for the FY2010-FY2011 state operating budget; organized over 250 budget amendments from 12 Ohio State Senate offices; and researched and drafted legislation

RESEARCH ASSISTANT

Voinovich School for Leadership and Public Affairs, Athens, Ohio | Sept 2006 – Aug 2008

- Researched and drafted the Adams and Athens County Transportation Plans
- Assisted with meeting facilitation and strategy formulation for the Jefferson County economic and community development planning

RELEVANT LEADERSHIP EXPERIENCE

OHIO CITY INCORPORATED BOARD MEMBER, Present

CLEVELAND NEIGHBORHOOD PROGRESS POLICY AND ADVOCACY
COMMITTEE MEMBER, Present

DRINK LOCAL DRINK TAP VOLUNTEER, Present

CLEVELAND BRIDGE BUILDERS ALUMNI, Class of 2017

NHS OF GREATER CLEVELAND BOARD MEMBER, September 2017-July
2019

GLOBAL CLEVELAND BOARD MEMBER, January 2013-May 2015

NEAR WEST RECREATION YOUTH SPORTS COACH, May 2012-July 2015

NOACA ALTERNATE BOARD MEMBER, September 2011-April 2013

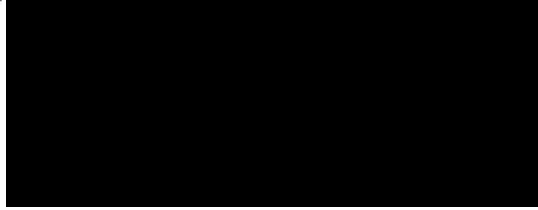
STATE OF OHIO WASHINGTON DC OFFICE, June 2007-August 2007

OHIO GOVERNOR'S OFFICE OF APPALACHIA, September 2006-March
2007

Dec. 20th 2018	Cuyahoga County Advisory Council on Senior and Adult Services	David Carlson
Dec. 21st 2018	Cuyahoga County Advisory Council on Senior and Adult Services	Cheryl Crahen
Dec. 21st 2018	Cuyahoga County Advisory Council on Senior and Adult Services	Ashley Morrissey
Nov. 22nd 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Julie Johnson
Jan. 13th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Bill Hebble
March 1st 2022	Cuyahoga County Advisory Council on Senior and Adult Services	Douglas Bennett
Aug. 2nd 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Wayne Mesker
Dec. 31st 2019	Cuyahoga County Advisory Council on Senior and Adult Services	Victoria Winbush
Feb. 14th 2019	Cuyahoga County Advisory Council on Senior and Adult Services	Beth Sipple
Jan. 3rd 2019	Cuyahoga County Advisory Council on Senior and Adult Services	Camren Harris
Jan. 5th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	William Zaccardelli
June 5th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Beth Sipple
Nov. 10th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Eugene Ward
Nov. 18th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Donisha Greene
Nov. 18th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Kathleen Hallissey
Nov. 18th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Janet Keeler
Nov. 19th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Yvonka Hall
Nov. 19th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Shannon Monyak
Nov. 20th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Yvette Bozman
Nov. 21st 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Kristie Groves
Nov. 24th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Katie Boland
Nov. 24th 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Douglas Tayek
Dec. 21st 2020	Cuyahoga County Advisory Council on Senior and Adult Services	Janet Montoya
Jan. 15th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Mark Batson
Jan. 15th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Kim Thomas
Jan. 19th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Carolyn Lookabill
Jan. 27th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Jennifer Rosich
March 5th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Cheryl Bradas
March 19th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Dana Wiggins
Dec. 19th 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Emily Lundgard

Dec. 21st 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Christopher Hall
Dec. 23rd 2021	Cuyahoga County Advisory Council on Senior and Adult Services	Heidi Lum
March 5th 2022	Cuyahoga County Advisory Council on Senior and Adult Services	Jennifer Kons
March 7th 2022	Cuyahoga County Advisory Council on Senior and Adult Services	Ashley Morrissey

CHERYL BRADAS PhD(c), APRN, GCNS-BC, CNRN



CRENDENTIALS/CERTIFICATIONS:

Registered Nurse (RN), Licensure State of Ohio; License [REDACTED]
Certificate of Authority: COA.11198-NS
Geriatric Clinical Nurse Specialist-Board Certified (GCNS-BC)
Certified Neuroscience Nurse (CNRN)
Basic Cardiac Life Support (BCLS)
Continuing Research Education Credit (CREC) Certified

EDUCATION:

Enrolled PhD in Nursing program (KSU): *Currently PhD(c) in Dissertation Phase anticipated final defense, Fall 2021*

Kent State University: MSN 2009: Geriatric APRN-CNS

Kaplan College: Certificate in Legal Nurse Consulting 2000

Kent State University: BSN 1991

AWARDS:

2018 Outstanding Leadership as Chair of Advisory Board, The Cuyahoga County Division of Senior and Adult Services (DSAS)

2018 Awarded APRN Holiday Grant: Grant used to purchase Let's Be Well Diabetes Boxes for newly diagnosed persons with diabetes or for patients with A1C >9% as part of unit-based project.

2017 Team Nursing Nominee, The MetroHealth System

2016 APRN Excellence Nominee, The MetroHealth System

2015 Awarded APRN Holiday Grant: Monies used to purchase cane holders and night lights for community-dwelling older adults at-risk for falls

2014 Nursing Excellence Award: APRN Excellence, The MetroHealth System

2009 Nursing Excellence Award: Model of Community and Healthcare Organization Excellence, The MetroHealth System

Awarded Holiday ACTION Grant 12 years in a row by Pastoral Care. Monies used to improve health status of older adults. 2005; 2006; 2007; 2008; 2009; 2010; 2011; 2012; 2013; 2014; 2015; 2016

Golden Key International Honour Society, Lifetime Member

Nominated Mentor for new hires by Director of Mentor Program

PROFESSIONAL EXPERIENCE:
METROHEALTH MEDICAL CENTER

Geriatric Clinical Nurse Specialist **2009-present**
Review patient specific cases of complex geriatric patients providing clinical guidance to nurses. Actively take leadership role in Quality Improvement projects. Participate in nursing research to improve patient outcomes. Provide bi-annual patient/family education days in outpatient plaza as well as at the Old Brooklyn Campus focusing on needs of the older adult. Collaborative development of the No One Dies Alone (NODA) volunteer program, Stroke Peer Supporter Program, Patient Safety Rounding Volunteer Program, and Hospitality Volunteer Program

NICHE Coordinator **2007-present**
Coordinate Nurses Improving Care of HealthSystem Elders (NICHE) efforts. Provide ongoing education for Geriatric Resource Nurses (GRNs). Developed Geriatric Nursing Blackboard, an interactive site for GRNs including links to resources, discussion board and independent CEs for journal club. Implemented New Falls Risk Assessment Tool; co-chair system-wide Fall Prevention Committee.

Hospital Elder Life Program Nurse: **2005-2007**
Program and role development of the Hospital Elder Life Program. Worked in collaboration with the staff on seven different units to identify older patients at-risk for developing delirium and functional decline. Provided extensive training for volunteers to complete protocols at patients' bedside which included: Daily Visitor; Mobilization/Active Range of Motion Exercises; Feeding; and a Non-Pharmacological Approach to Sleep. Responsible for the recruitment, retention and recognition of the volunteers. Outcomes tracked and data analysis performed.

Admission/Discharge Nurse: **2003-2005**
Completed history and physicals on patients admitted throughout the Medical/Surgical/Hematology and Oncology floors. Piloted the role of Discharge Nurse to facilitate timely and thorough discharge of patients completing education and arrangements for follow-up care

PRN Pool for Med/Surg/Heme/Onc: **2000-2003**
Easily adapted to various situations on multiple floors caring for patients with an expansive variety of diagnoses.

Staff Nurse Hem/Onc: **1991-2000**
Certified in chemotherapeutic administration. Proficient in the care of the patient with multisystem involvement secondary to pathological changes. Expert in accessing and care of multiple venous access devices. Skilled in the administration of multiple blood products. Experienced in the special needs of the neutropenic patient.

Clinical Assistant Spinal Cord Injury: **1989-1991**
Assisted spinal cord injury patients with IADLs and ADLs. Assisted nurses in performing patient care.

ALWAYS HOME NURSING:

Private Home Care Nurse: **2002-2018**
Provided holistic care to a young girl with osteogenesis imperfecta including physical, emotional, social, and spiritual care. Knowledgeable in the handling of a child with this condition and the emergencies that arise. Provided support in school, home, hospital and primary care settings.

OTHER PROFESSIONAL SERVICES:
Consultation services for multiple legal cases related to fall with injury

PROFESSIONAL ORGANIZAITONS:

National Gerontological Nurses Association: NGNA	2006-2017
American Geriatric Society: AGS	2009-present
Hospice and Palliative Nurses Association: HPNA	2009-present
American Association of Neuroscience Nurses: AANN	2010-present

PUBLICATIONS:

2020 Bradas, C.M., Santinderpal. K. S., & Mion, L. C. *Physical Restraints and Side Rails in Acute and Critical Care Setting*. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (6th ed). Springer Publishing Company, LLC: New York, New York

2019 Bowden, V., Bradas, C., & McNett., M. Impact of Level of Nurse Experience on Falls in Medical Surgical Units, *Journal of Nursing Management*, 27(4), 833-839.

2018 Radziewicz R.M., Bradas C. Special Management Problems. In: Tampi R., Tampi D., Boyle L. (eds) *Psychiatric Disorders Late in Life*. Springer, Cham

2017 Cox, R., Buckholz, B., Bradas, C., Bowden, V., Kerber, K., & McNett, M. (2017). Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System, *Journal of Neuroscience Nursing*, 49(6), 355-360.

2016 Bradas, C., Sarver, W., Carney, K. Creamer J., Velotta, A., Byrnes, S., & McNett, M. Characteristics and Predictors of Readmission to a Medical Short-Stay Unit. *Journal of MedSurg Nursing*, (25)6, 397-401

2016 Bradas, C.M., Santinderpal. K. S., & Mion, L. C. *Physical Restraints and Side Rails in Acute and Critical Care Setting*. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (5th ed). Springer Publishing Company, LLC: New York, New York

2016 Rhodes, C., Grimm, D., Kerber, K, Bradas, C., Halliday, B., McClendon, S., Medas, J., Noeller, T. & McNett, M. *Evaluation of Nurse-Specific and Multidisciplinary Simulation for Nurse Residency Programs*. *Manuscript accepted to Clinical Simulation in Nursing*

2015 Bradas, C., “Study of Short Stay Unit at MetroHealth” Phase I and Phase II. *Manuscript accepted to Journal of MedSurg Nursing*

2014 Bradas, C., Bowden, V., Moldaver, B., & Mion, L. Implementing the ‘No One Dies Alone’ program: Process and lessons learned. *Geriatric Nursing*, 35, 471-473.

2012 Bradas, C.M., Satinderpal, K. S., & Mion, L.C. Physical Restraints and Side Rails in Acute and Critical Care Settings Variables. In Boltz, M., Capezutti, E., Fulmer, T., & Zwicker, D. (Eds), *Evidence-Based Geriatric Nursing Protocols for Best Practice* (4th ed). Springer Publishing Company, LLC: New York, New York. (AJN Book of the Year Award)

2011 Bradas, C.M., and Mion, L.C. Hospitalized patients with dementia: The dilemma of managing agitation. *Geriatric Nursing* (32)6, November/December 2011

2011 Sustaining Clinical Programs During Difficult Economic Times: A Case Series of

the Hospital Elder Life Program (2010). SteelFisher. G. K., Martin, L.A., Dowal, S. L., Inouye, S.K. (Bradas, C., HELP Dissemination site member/co-author). Journal of American Geriatrics Society

2009 Radziewicz, R., Amato, S., Bradas, C., & Mion, L. Physical restraints. Evidence Based Geriatric Nursing Protocols. New York University College of Nursing. Hartford of Geriatric Nursing, Clinical Website. <http://www.ConsultGeriRN.org>

2009 Mion LC, Bradas CM. Physical Restraint in Critical Care Settings. In: Foreman, M.D., Milisen, K., & Fulmer, T.ZT. (Eds.), *Evidence-based critical care nursing of older adults*. NY: Springer Publishing.

PRESENTATIONS:

2020 Bradas, C. & Bowden, V., *Community-based Fall Prevention Education and Medication Management* to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

2020 Bradas, C. & Bowden, V., *Clean Eating and Aging Well Despite Aging Myths* to residents of Carnegie Towers, National Church Residences affordable housing for seniors

2019 Bradas, C. & Bowden, V., *Community-based Fall Prevention Education and Medication Management* to Aging Mastery Program participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

2019 Bradas, C. & Bowden, V., Multiple presentations throughout the year: *Community-based Fall Prevention Education, End-of-Life Issues, Stroke Overview, Stress Management, and How to Prepare for an Appointment with Your Provider* to residents of Carnegie Towers, National Church Residences affordable housing for seniors

2019 Bradas, C. & Bowden, V., *Diabetes 101: Survival Skills and Preparing for Allergy Season*, to participants at John Carroll University Wellness Program for Employees

2019 Bradas, C. & Bowden, V., *Community-based Fall Prevention Education* Brecksville Falls Prevention Coalition and MetroHealth Annual Community Safety Fair

2019 Bradas, C. & Bowden, V. *Basic Pharmacology and Medication Safety* to participants at Cleveland State University Nursing Refresher Course

2018 Bradas, C. & Bowden, V. *Check-in and Take Charge of your Health* to participants at HKM Media's Wellness Program for employees.

2018 Bradas, C. & Bowden, V. *Updates in Stroke Care* to participants at Trinity Health System, Stuebenville, Ohio

2018 Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to participants at The MetroHealth System Stroke Support Group

2018 Bradas, C. & Bowden, V. *Basic Pharmacology and Medication Safety* to participants at Cleveland State University Nursing Refresher Course

2018 Bradas, C. & Bowden, V. *Knowing your Numbers and Aging by the Decades* to participants at John Carroll University Wellness Program for Employees

2018 Bradas, C. & Bowden, V. *Community-based Fall Prevention Education to Aging Mastery Program* participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

2017 Bradas, C. & Bowden, V. *Community-based Fall Prevention Education* to staff of Cuyahoga County Board of Developmental Disabilities

2017 Bradas, C. & Bowden, V. *Community-based Fall Prevention Education to Aging Mastery Program* participants at various Inner-City Cleveland Senior Centers- grant funded through Anthem based on the National Council of Aging curriculum.

2016 Bradas, C. & Bowden, V. *Community-based Fall Prevention Education to Aging Mastery Program* participants at various Inner-City Cleveland Senior Centers- grant funded through the Cleveland Foundation based on the National Council of Aging curriculum.

2016 Bradas, C. & Bowden, V. *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, MH Research Day, September 22

2016 Bradas, C. & Bowden, V. *CPS Score as an Indicator for Falls on Medical Surgical Units*, The Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH, September 7, 2016

2016 *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, The Second Annual CNS/CNO Breakfast & Fall Program: Innovate, Inspire, Influence: CNS's Impact on Healthcare, Brecksville, OH, September 7, 2016

2016 *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*, 26th Annual Medical Surgical Nursing Conference, San Francisco, CA, April 7th & 8th

2016 Bowden, V & Bradas, C., Co-investigator. *Impact of Level of Nurse Experience on Falls in Medical Surgical Units*. Poster presentation for 26th Annual Medical Surgical Conference. San Francisco, California.

2013 Mion LC, Bradas C, Amato S, Sandhu S. *Association of hospital nurses' characteristics and their decisions to request physical request*. Symposium title: Physical restraint use in geriatric care: Health practitioners' attitude and decision making. Gerontological Society of America Annual Meeting, New Orleans LA.

2012 Bradas, C. & Bowden, V. Invited presenter for Boeing Aerospace International Vocation Rehab Specialists Annual Conference in LV, Nevada on *special needs of aging workforce*

2012 Bradas, C. & Bowden, V. National Clinical Nurse Specialist Conference in Chicago, Illinois: *Compassionate Care at End-of-Life. No One Dies Alone (NODA) Volunteer Program: The First 6 Months*. Poster Presentation.

2012 Bradas, C. *Content expert: Restraint Knowledge*. Geriatric Institutional Assessment Profile (GIAP) version 7, 2012.

2011 Bradas, C. *Fall Prevention to Older Adults*. Deaconess Kraft. Cleveland, OH

2011-present Bradas, C. & Bowden, V. National Retirees Assistance Group Annual Conference for new retiree groups, Hollywood, Maryland. *Geriatric Consultant, member of curriculum development and presenter for all topics related to older adults:* “Slips, Trips & falls: A Community Based Education Program”, “Confidentiality Caregiver Boundaries and Personal Safety”, “Living Challenges for the Aging”, and “Listening Skills/Communication”.

2011 Bradas, C. & Bowden, V. *Guest Lecturer for Ursuline School of Nursing Accelerated BSN Program*

2011 Bradas, C & Bowden, V. *No One Dies Alone*, MetroHealth WINGS Program

2011 Bradas, C. and Bowden, V. *Slips, Trips & falls: A Community Based Education Program*, Home Instead Senior Care.

2011 Bradas, C. and Moldaver, B. Presented *No One Dies Alone (NODA) Volunteer Program* to Lutheran Chaplaincy group with representatives from several local hospitals

2011 Bradas, C., Mion, L. & Nigolian, C. National NICHE Conference in Las Vegas, Nevada: *Nurses’ Likelihood to Request Physical Restraints in the Care of Adult Patients: Influence of Nurse Characteristics, Clinical and Situational:* Poster and Panel Presentations

2011 Bowden, V & Bradas, C. (2010). *Community Based Fall Prevention Education.* HomeInstead CAREGivers. Oakwood Village, OH

2011 Mion L, Nigolian C, Bradas C, Gillis G. *Interprofessional relationships: A significant factor influencing the likelihood to use physical restraint in the care of adult patients.* Podium presentation at the 2011 NICHE Conference, Las Vegas, Nevada

2010 Ailor, D., Amato, S., Bowden, V., Bradas, C., Edwards, K., Fox, L., Grimm, D., Hazel, C., Halliday, B., Kerber, K., Klekota, C., Lynch, A., Medas, J., Rader, E., Radziewicz, R., Rhodes, C. *Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses.* Poster Presentation at Ohio League for Nursing Education Summit – Pathways to Excellence: Enhancing Effectiveness in Nursing Education, Columbus, Ohio.

2010 Bradas, C. *Respectful Communication in the Elderly.* MetroHealth, Buckeye. Cleveland, OH

2010 Bowden, V & Bradas, C. (2010). *Community Based Fall Prevention Education.* HomeInstead CAREGivers. Oakwood Village, OH

2010 Medas, J., Ailor, D., Amato, S., Bowden, V., Bradas, C., Dumpe, M., Fox, L., Grimm, D. Hazel, C., Halliday, B., Kerber, K., Lynch, A., McClendon, S., Radziewicz, R., Rhodes, C., Sokolowski, M., Tighe, K., & Warner, R. *Nurse Residency Program: Redesigning Entry into Clinical Practice of New Graduate Registered Nurses.* Poster Presentation at Celebrating CNS Practice: Connecting, Collaborating, Creating..., Cleveland, Ohio.

2009 Bradas, C. *Respectful Communication in the Elderly.* Concordia Care. Cleveland, OH

2008 Bradas, C., Hazel, C., Mion, L., & Moldaver, B. *Volunteer Protocols to Prevent Delirium in Hospitalized Older Adults.* 32nd Annual Meeting of the Ohio Association of Gerontology and Education. Cleveland, OH.

2008 Bradas, C. *Slips, Trips and Falls.* Fairhill Center for Aging. Cleveland, OH

2008 Bradas, C. *Cognition and Delirium: How did I get so confused?* Southwest Medical Center. Parma, OH.

2008 Bradas, C. *Geriatrics Initiatives at MHMC*. MetroHealth Medical Center WINGS Program. Cleveland, OH

RESEARCH STUDIES:

Principal Investigator: *“The effect of a comprehensive education program on patients with diabetes”* Study in progress

Co-investigator, *“Sleep patterns of nurses rotating shifts”* Study in progress

Accepted as grant recipient for COMFORT Palliative Care Communication training
Anaheim, California

Principal Investigator: *“The Effect of Interdisciplinary Teams on Stroke Patient Outcomes”*

Principal Investigator: *“Art Therapy Intervention for Terminally Ill Oncology Patients”*
study in progress

Co- investigator: *“Fall Risk Factors of Hospitalized Acute Post-Ischemic Stroke Patients in an Urban Public Healthcare System”*

Principal Investigator: *“Study of Short Stay Unit at MetroHealth” Phase I and Phase II.*

Co-investigator *“Impact of Level of Nurse Experience on Falls in Medical Surgical Units.”*

Co-Investigator: *“A Pilot Study of Nature Sights and Sounds (NSS) Distraction on Levels of Distress Among Hospitalized Adults Who Require Medical Isolation”*

Recruitment Coordinator: *“Online Intervention to Improve Stroke Care from Spouses”.*

Co-investigator: *“Evaluation of the simulation and live standardized patient learning in the new graduate nurse resident program at MetroHealth System”.*

Principal Investigator: *“Nurses’ Likelihood to Request Physical Restraints in the Care of Adult Patients: Influence of Nurse Characteristics, Clinical and Situational Variables”.*

COMMITTEE PARTICIPATION:

Accreditation & Compliance Oversight Committee

Cuyahoga County Division of Senior and Adult Services (DSAS) Advisory Board,

Board Member, 2012-2018; Board Chair 2017- 2018.

Cuyahoga County Division of Senior and Adult Services Governance Committee,

Committee Chair 2017- 2018

Cuyahoga County Division of Senior and Adult Services Education & Resource

Development Committee, Committee Chair 2012-2018

Annual Cuyahoga County Conference on Aging Planning Committee in collaboration
with DSAS, Committee Chair, 2012-2018

Chair, NICHE (Nurses Improving Care for HealthSystem Elders) Oversight Committee

Co-facilitator, No One Dies Alone (NODA) Volunteer Program

Co-Facilitator Stroke Support Group

Co-chair, Med/Surg Patient Class Committee

Co-chair, System Wide Fall Prevention Committee

City of Brecksville Fall Prevention Coalition Member in collaboration with City of
Brecksville Department of Health and Human Services

Coordinating Practice Council Committee

Glycemic Task Force Work Group

Hospice/Palliative Care Transitional Group

International Compassionate Communities SIG Moderator

Knowledge & Innovation Committee

Nurse Residency Stakeholders Group

Oncology Practice Committee

Peds Safety- Trauma Outreach

Schwartz Rounds Planning Committee

Stroke Quality Committee

VOLUNTEER/COMMUNITY SERVICE:

Mobile Food Pantry: Food Delivery to MetroHealth patients during pandemic

SCR Senior Olympics Health and Wellness Day 2010, 2011, 2012

National Senior Olympics 2013

Food Bank of Greater Cleveland

Family Promise of Greater Cleveland

Serving Homeless meals at La Sagrada Familia

Ronald McDonald House of Akron

November 2, 2018

Armond Budish
Cuyahoga County Executive
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, OH 44115

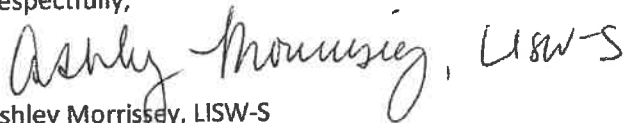
Dear Mr. Budish,

Please accept this letter of my intent and interest to serve on the Cuyahoga County Advisory Board for the Department of Senior and Adult Services.

As a clinical social worker with a specialty in older adults and dementia, I have a strong desire to assist those in our aging population and work to give a voice to those whose voices are not heard or are diminished. In my work as the coordinator of the Dementia Care Program at the Cleveland VAMC, I strive to collaborate and connect resources to assist our Veterans with as many opportunities to succeed and be heard. In addition to my role as Dementia Care Coordinator, I work very closely with our geriatric population and clinic. In my time in this role, I have seen so many positive outcomes of community collaboration and teamwork to provide a better quality of life despite it appearing to be a negative situation when first consulted. As our aging population continues to increase, as well as their needs, I am confident that our community can continue to work together to bring great things forth for our aging population.

I currently attend the monthly DSAS/APS I-TEAM meetings and find great interest in continuing to work on a community collaboration to best serve our aging population. I strive to find additional opportunities to support our Veterans and aging population in the greater northeast Ohio area and I feel that an opportunity to serve on the DSAS Advisory Board would align perfectly with my personal goals, career development and contribution to assisting older adults. I look forward to this opportunity and collaboration.

Respectfully,



Ashley Morrissey, LISW-S
Clinical Social Worker
Dementia Care Coordinator
Cleveland VAMC
10701 East Blvd
Cleveland, OH 44106
Ashley.Morrissey@va.gov
(216) 791-3800 ext. 6240

ASHLEY MORRISSEY, MSW, LISW-S

EDUCATION

Catholic University of America: National Catholic School of Social Service, Washington, D.C.
Masters Degree: Social Work, Concentration: Clinical, May 2011

Saint Mary's College, Notre Dame, Indiana
Bachelor of Arts, Major: Social Work, May 2010

Research Experience (Independent Study):

Quest Project, Center for Spirituality, Saint Mary's College, Spring 2009 – May 2010

- Aided in researching PBVM Sisters communities in Dubuque, Iowa and St. John's NF, Canada
- Interviewed 16 Sisters to gain insight on their experiences with retirement and health care
- Researched health care and retirement policies and the effects on those policies on individual's well being
- Analyzed data and attempting publication of research conducted

SOCIAL WORK EXPERIENCE

Northeast Ohio VA Healthcare System, Cleveland, OH, June 2013-Present

Program of General Caregiver Support Services (PGCSS) Caregiver Support Coordinator (May 2020- Present)

Clinical Experience

- Assists in expansion of PGCSS program to include but not limited to:
 - Annual Resource Fair, Caregiver Month event, Annual Caregiver Summit
 - Outreach and Community Collaboration
 - Attendance of multiple trainings and mandated educational series
 - Education on PGCSS participation and requests of collateral charts
- Provide comprehensive education and support to caregivers of NEOVAHCS Veterans as well as Veteran caregivers. This will allow for formal enrollment in PGCSS services and supports. Since start of position, averaging 65+ consults per month.
- Offer and lead Cognitive Wellness Program groups (in-person and virtual)
- Lead monthly telephone support groups (dementia and general discussion)
- Serve as Champion for Campaign for Inclusive Care
- Offer, engage or refer caregivers in various programs/services within the Caregiver Support Program such as: S.A.V.E., R.E.A.C.H. VA (individual and group settings), Caregiver Self-Care, Strength at Home, Warrior to Soul Mate, Whole Health Training/Coaching, Advance Care Planning, Caregivers FIRST

Dementia Care Coordinator- Clinical Social Worker (June 2013- May 2020)

Clinical Experience

- Collaborate with Dementia Care Coordination (DCC) team to provide appropriate interventions and recommendations for care.
- Conduct caregiver and family clinical interventions to facilitate the identification of caregiver stress, psychiatric illness, emotional distress and social needs with treatment options.
- Perform as a consult liaison; collaborate with interdisciplinary teams throughout medical center and outpatient clinics on dementia related care.
- Develops relationship with community partnerships to help educate on VA services and collaborate on extended care into the community.

Veterans Affairs Illiana Health Care System, Peoria, IL, August 2011- June 2013

HCHV Outreach Social Worker

Clinical Experience

- Create partnerships among Veteran and community organizations among half of the 32 county catchment area
- Provide clinical case management through treatment plans, psychosocial assessments, progress notes, internal and community referrals to resources
- Initiate continued support through the challenges facing homeless Veterans using housing first model
- Direct client services to help inform, educate, evaluate and assess needs of homeless Veterans with thorough collaboration with Mental Health clinicians in a community based outpatient clinic setting.
- Coordinate mental health care/needs through treatment planning, assessments through direct client practice.

ASHLEY R. MORRISSEY, LISW-S

- Coverage of co-workers within homeless program of Grant & Per Diem liaison, SUD specialist as well as initiating HUD-VASH program for Peoria area in addition to HCHV outreach efforts.

Projects/Events

- Completed and initiated fundraisers in Peoria area for homeless Veterans
- Collaborated with community organizations to change services to target needs of Veterans
- Participation and coordination of multiple homeless Veteran stand down events throughout catchment area

Washington, DC Veterans Affairs Medical Center, Washington, DC, September 2010- May 2011

Clinical Social Worker/ Graduate Intern

Case Management/ Clinical Experience

- Provide individual assessment needs within homeless program seeing Veterans on walk-in basis
- Participate in various social work roles and placements; Homeless Program, Substance Abuse Rehabilitation Program (SARP), Trauma Services and Community Living Center

Projects

- Prisoners of War committee member
- Clinical Supervision Tool-Kit Intern project

Sisters of the Holy Cross Incorporated, Notre Dame, Indiana, August 2009 – May 2010

Clinical Social Worker/Undergraduate Intern

Direct Client Services

- Initiated and facilitated successful aging empowerment group to deter negative stigmas of aging to provide high quality of direct care for the Sisters
- Experience in working with Sisters living with Dementia and Alzheimer's Disease

Advocacy

- Work to implement institutionalized models of care into social models of care within specialized dementia unit
- Engage, assess and implement services, as needed, to new Sisters joining the local community
- Participated in care conferences with interdisciplinary team to discuss needs of Sisters

REAL Services (Area 2 Agency on Aging), South Bend, Indiana, January 2009 – September 2009

AmeriCorps Intern

Oak Creek Terrace, Dayton, Ohio, December 2003 – August 2011

Dietary Aide

PROFESSIONAL DEVELOPMENT

Caregiver Support Steering Committee, Co-Chair, 2020- Present

- Assist in leading steering committee on programmatic updates and organization of Annual Caregiver Summit

Dementia Friendly America- Dementia Friendly Ohio for Veterans, Leader, 2019-Present

- Assisted in creating Dementia Friendly Ohio Veterans workbook for champions of Dementia Friends

VISN 10 Dementia Committee, Member, 2019-Present

American Society on Aging; Aging in America Conference, Presenter & Participant, April 2019, New Orleans, LA

- Presented a 60 minute workshop on development and initiation of Cognitive Wellness Group for Veterans and Caregivers

Northeast Ohio Dementia Collective, Member, 2018-Present

Cuyahoga County Division of Senior and Adult Services Advisory Board, Board Member, 2018-Present,

- Serve as a board member and liaison to Cleveland VAMC,
- Serve on Governance committee

Dementia: What Now? Interventions for the Patient and Caregiver After Diagnosis 2018, Participant, Ann Arbor, MI

Cognitive Wellness Group Facilitator, 2016-Present, Department of Veterans Affairs, Cleveland, OH

- Created and initiated in-person caregiver education and support based groups that are held bi-monthly for Veterans and their caregivers

Cuyahoga County APS I-Team Collaborative Participant, 2015-Present, Cleveland, OH

Geriatric Medicine Topics Presenter 2015-Present, Department of Veterans Affairs, Cleveland, OH

- Dementia Care Coordination
- Geri-Vet

Capacity Evaluation Training Presenter 2015, 2017, Department of Veterans Affairs, Cleveland, OH

Cleveland VAMC Dementia Committee Co-Chair 2015- Present, Department of Veterans Affairs, Cleveland, OH

Field Instructor/Supervisor for Masters Level Social Work Student 2015-16, 2020-21 *Department of Veterans Affairs, Cleveland, OH*

Ethics Committee; Member 2015- Present, Department of Veterans Affairs, Cleveland, OH

- Attend monthly meetings
- Reviewed hospital policies
- Discussed current cases and the ethics involved
- Promoted bioethics committee participation to other social workers

Therapeutic Relationship; See Me As A Person Participant, 2015 *Department of Veterans Affairs, Cleveland, OH*

- Participated in multiple day training to improvement of quality, safety and patient experience

Partners in Dementia Care Study Study Coordinator 2013-2015 *Department of Veterans Affairs, Cleveland, OH*

- VA collaboration with community partners such as Alzheimer's Association and Benjamin Rose Institute on Aging to provide comprehensive caregiver support for those who are caring for Veterans with dementia

Lean Concepts (Yellow & Green Belt training) Participant, 2012, 2013 *Department of Veterans Affairs, Danville, IL*

- Participated and completed yellow belt and green belt training through systems redesign to minimize product to maximize production of workload and resources.

Five Choices to Extraordinary Productivity Participant, 2013 *Department of Veterans Affairs, Danville, IL*

- Participated in workshop to assist in productivity in everyday work and personal related tasks.

Aging in America, National Conference on Aging/ American Society on Aging, Presenter & Participant, 2010 *Chicago, IL*

- Presented findings of research: A Qualitative Study of the Impact of Health Care and Retirement/Pension Policies on Ministries of Catholic Sisters ages 55-70 in the United States and Canada
- Attended various discussions related to the aging population such as:
 - Passages in Caregiving: Presented by Gail Sheehy; The Aging Future: Secretary of Department of Health and Human Services Kathleen Sebelius; Emerging Issues in Mental Health and Aging; Engaging Family Caregivers and Older Adults in the Campaign for Better Care; Comprehensive Housing Care Project: An Integrated Approach to Aging in Place

Developing Lifespan Communities Conference, Facilitator & Participant, 2009

Saint Mary's College, Notre Dame, IN

- Presented information regarding Blueprint for Action for older adults
- Prepared information regarding health care, social services and public safety services specifically with universal housing designs for the aging

Divided We Fail, Participant, 2008

Saint Mary's College, Notre Dame, IN

Community Forum on the Economic Downturn, Facilitator & Participant, 2009

Saint Mary's College, Notre Dame, IN

- Participated in forum (Bringing about Change: Our Economy's Effects on Education, Family Violence, and Unemployment) to address issues on the local community in South Bend, IN

Diverse Students Leadership Conference, Participant, 2009

Saint Mary's College, Notre Dame, IN

Aging and Disability Resource Center, Participant, 2009

South Bend, IN

- Provided outreach information to all ages about the resources available for older adults in the local community

Feed the Children, Participant, 2009

Elkhart, IN

- Participated in event that provided low-income families with donated items of food, clothing, toiletries, etc

COMPUTER SKILLS

- Proficiency with Word, PowerPoint, Excel, Access, and Works
- Proficient with CPRS, VISTA and Mental Health Suite

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0071

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2022 – 12/31/2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the Western Reserve Area on Aging Board of Trustees is composed of twenty-one (21) members who serve three (3) year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the County Executive has nominated Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2022 – 12/31/2024; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment Janice Dzigiel to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2022 – 12/31/2024.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or 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, this Resolution shall become immediately effective.

SECTION 3. 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:
Committee(s) Assigned:

Journal _____
_____, 20__



March 11, 2022

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Western Reserve Area Agency on Aging (WRAAA)

Dear President Jones,

Pursuant to Article IV, Section 2 of the Code of Regulations of the Western Reserve Area Agency on Aging, I submit the following nominee for appointment:

- **Janice Dzigiel**, 3-year term, 01/01/2022 – 12/31/2024
 - Filling a vacancy that hadn't previously been filled
 - Resides in Seven Hills (Cuyahoga County)

The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees. Article IV, Section 4 of the WRAAA Regulations – “Selection” – requires that board candidates be nominated by a county’s Advisory Council. In Cuyahoga County, the Division of Senior and Adult Services Advisory Board serves as the local Advisory Council. Mr. Thomas was nominated and submitted for consideration for reappointment through this process.

Article IV, Section (2)(b) of the Agency’s Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers’ independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and
- Trustees must reside within PSA 10A; and

- Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA

A copy of Janice Dzigiel's resume is attached.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are four candidates on file for this position.

Thank you for your consideration of this reappointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

A handwritten signature in black ink that reads "Armond Budish". The signature is written in a cursive style with a large, prominent initial "A".

Armond Budish
County Executive



Armond Budish
Cuyahoga County Executive

Cuyahoga County Division of Senior and Adult Services

December 27, 2021

Michele Pomerantz
Director
Department of Regional Collaboration
Office of Cuyahoga County Executive Armond Budish
2079 East Ninth Street
Cleveland OH, 44115

Dear Ms. Pomerantz:

On behalf of DSAS Administrator, Tracey Mason, I forward the following name to you for consideration for appointment to the Board of Trustees of the Western Reserve Area Agency on Aging (WRAAA). Per authorization of the Older Americans Act, the Division of Senior and Adult Services (DSAS) requests appointment by the County Executive of up to four candidates to the WRAAA Board of Trustees and one for the WRAAA Advisory Council.

These entities play an important role in the County along with the DSAS Advisory Board in representing the interests of older adults and making recommendations about pertinent aging issues and policies.

Western Reserve Area Agency on Aging Board of Trustees:

New appointment for a three-year term beginning January 1, 2022 and ending December 31, 2024:

- Janice Dzigiel

The mission of the Division of Senior and Adult Services is to empower seniors and adults with disabilities to age successfully by providing resources and support that preserve their independence.

Services & Solutions for Better Living



The above individual has been vetted and approved by the Western Reserve Area Agency on Aging. I have attached her resume for your review.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture
Advocacy Officer/Board Liaison

c. Tracey Mason. DSAS Administrator

The mission of the Division of Senior and Adult Services is to empower seniors and adults with disabilities to age successfully by providing resources and support that preserve their independence.

Services & Solutions for Better Living



Janice M. Dzigiel

PROFESSIONAL EXPERIENCE

Executive Director

Senior Transportation Connection (STC) (Cleveland, Ohio)

2006-2021

- Oversees the planning, implementation and evaluation of the coordinated transportation services in Cuyahoga County
- Identifies, assesses and develops recommendations for the STC Board on internal and external opportunities and challenges
- Establishes budgetary controls, monitors compliance with policies and procedures which include sound bookkeeping, accounting and auditing procedures
- Researches funding opportunities, develops business plans and proposals to increase revenues of the organization
- Communicates with stakeholders to inform of the work of the organization and to identify positive impacts for consumers and communities served
- Establishes solid working relationships and collaborative arrangements with community groups, funders, public officials, and other organizations to help achieve the mission of the organization
- Presenter at numerous local, regional and national professional conferences and workshops

District Director, Center for Aging Initiatives (formerly Center for Applied Gerontology)

Cuyahoga Community College (Cleveland, Ohio)

1996 to 2006

- Managed all administrative responsibilities for department including budgeting, grant development and management, staff development and direct supervision of eight staff
- Provided overall direction for the planning, development, coordination, and evaluation of Center program initiatives including lifelong learning programs, continuing education, and professional training.
- Project-Director, *Greater Cleveland Long-Term Care Workforce Initiative* – a \$1 million matching grant from United Way's Senior Success Vision Council (2003-2005)
- Project Director, *Pathways to Lifelong Learning and Development*- a \$200,000 Successful Aging Initiative grant supported by the Cleveland Foundation (2003-2004)
- Presenter at numerous local, regional and national professional conferences and workshops

Site Coordinator**City of Lakewood, Division of Aging** (Lakewood, Ohio)**1992-1996**

- Developed and implemented social, adult protective and home health services, and managed day-to-day operations of congregate nutrition program and senior center facility
- Directly supervised 30 staff, including training and orientation, development and performance evaluations
- Managed all administrative responsibilities including budgets, grant writing, and program development
- Negotiated and monitored service contracts

Senior Planning Specialist/Planning Specialist**Western Reserve Area Agency on Aging** (Cleveland, Ohio)**1988-1992**

- Provided technical assistance to contract agencies regarding nutrition, social, and in-home services for older adults.
- Planned, monitored and evaluated Older American's Act contract agencies including policy and quality assurance compliance
- Monitored and communicated federal, state and local aging policies to provider agencies
- Supervised program staff in training and orientation, day-to-day operations, report processing, and program development
- Developed concentrated expertise in specialized transportation services
- Conducted proposal review, prepared funding recommendation, and facilitated new program development
- Served as staff to the Education Committee of Adult Protective Services Consortium

Program Assistant**Cuyahoga Community College** (Cleveland, Ohio)**1983-1986****Senior Adult Education Program**

- Developed and coordinated county-wide senior adult education programs and services
- Managed program budget and data analysis for quarterly and annual reports
- Served as staff representative to campus advisory committees
- Assisted with program marketing including news releases, brochure design and layout, and speaking engagements

COMMUNITY AND PROFESSIONAL INVOLVEMENT

Current Service Positions

Center for Community Solutions -Council on Older Persons (COOP)

Member, 2000–present

Chair – 2014-2015

Western Reserve Area Agency on Aging (WRAAA)

Member, Community Supports and Services Committee, 2009- -present

Former Board Member

Prior Service

Adult Guardianship Services - Lutheran Metropolitan Ministries

Member, Board of Directors 1996-2008

Volunteer Guardian 1998-2001, 2008-2012

Board President 2004- 2007

Cuyahoga County Advisory Council

Department of Senior and Adult Services

Appointed Member 2001 - 2008

Vice Chair 2004-2008

Chair, Ad Hoc Committee on Funding Recommendations 2004- 2005

Member, Nominations Committee, 2004 – 2008

Cleveland Bridge Builders Leadership Development Program

Member, Charter Class 2000-2001

Greater Cleveland Volunteers (formerly RSVP of Greater Cleveland, Inc.)

Member, Board of Trustees 1997-2003

Vice President 2001-2003

Board Secretary 2000-2001

Committees: Executive, Public Relations (Chair), Program and Activities (Chair)

Senior Success Vision Council, United Way Services

Member 2001- 2008

West Side Catholic Center

Member, Board of Trustees, 1993-1999

Chair, Grants and Foundations Committee 1995

Western Reserve Geriatric Education Center, Case Western Reserve University

Member, Executive Committee 1998–2006

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0072

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to a Master Contract with various providers for various supplies for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022, to remove two providers and for additional funds in the total amount not-to-exceed \$1,605,625.00; 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.
---	--

WHEREAS, the County Executive/Department of Public Works recommends an amendment effective 1/1/2022 to a Master Contract with various providers for various supplies for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022, to remove two providers and for additional funds in the amount not-to-exceed \$1,605,625.00 as follows:

- 1.) to remove:
 - a) FBM Wholesale Builders Supply, LLC
 - b) Mussen Sales, Inc.

- 2.) for plumbing supplies:
 - a) Contract No. 970 with Rojen Company in the amount not-to-exceed \$37,500.00.
 - b) Contract No. 906 with Winsupply of Cleveland, Inc. in the amount not-to-exceed \$75,000.00.
 - c) Contract No. 849 with Lakeside Supply Company in the amount not-to-exceed \$137,500.00.

- 3.) for sheet metal supplies:
 - a) Contract No. 792 with Decker Steel & Supply, Inc. in the amount not-to-exceed \$25,625.00.

- 4.) for masonry supplies:
 - a) Contract No. 747 with The Chas E. Phipps Co. in the amount not-to-exceed \$27,500.00.

- 5.) for electrical supplies:

- a) Contract No. 838 with Graybar Electric Co., Inc. in the amount not-to-exceed \$123,000.00.
 - b) Contract No. 872 with Mars Electric Company, Inc. in the amount not-to-exceed \$32,000.00.
- 6.) for painting supplies:
- a) Contract No. 973 with The Sherwin-Williams Company in the amount not-to-exceed \$108,750.00.
 - b) Contract No. 901 with PPG Architectural Finishes, Inc. in the amount not-to-exceed \$14,500.00.
 - c) Contract No. 903 with Sutton Hardware in the amount not-to-exceed \$21,750.00.
- 7.) for filter supplies:
- a) Contract No. 699 with Air-Rite, Inc. in the amount not-to-exceed \$107,500.00.
- 8.) for carpentry supplies:
- a) Contract No. 810 with Cleveland Lumbar Company in the amount not-to-exceed \$60,000.00.
- 9.) for laborer supplies:
- a) Contract No. 744 with The Chas E. Phipps Co. in the amount not-to-exceed \$9,000.00.
 - b) Contract No. 904 with Sutton Hardware in the amount not-to-exceed \$21,000.00.
- 10.) for locksmith supplies:
- a) Contract No. 833 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$11,250.00.
 - b) Contract No. 966 with Doors and Hardware, Inc. in the amount not-to-exceed \$7,500.00.
 - c) Contract No. 790 with Craftmaster Hardware, Inc. in the amount not-to-exceed \$18,750.00.
- 11.) for belt supplies:
- a) Contract No. 776 with Cleveland Hermetic & Supply in the amount not-to-exceed \$8,000.00.
 - b) Contract No. 729 with Air-Rite, Inc. in the amount not-to-exceed \$12,000.00.
- 12.) for glazing supplies:
- a) Contract No. 1091 with Prism Glass & Door Co. Inc dba Allied Glass Services in the amount not-to-exceed \$327,500.00.
- 13.) for motor supplies:
- a) Contract No. 941 with GD Supply, Inc. dba Johnstone Supply in the amount not-to-exceed \$31,250.00.

- b) Contract No. 771 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$31,250.00.
- 14.) for pipefitter supplies:
- a) Contract No. 787 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$80,000.00.
 - b) Contract No. 851 Lakeside Supply Company in the amount not-to-exceed \$40,000.00.
- 15.) for ballast and lighting supplies:
- a) Contract No. 841 with Graybar Electric Co. in the amount not-to-exceed \$62,500.00.
 - b) Contract No. 855 with Mars Electric Company, Inc. in the amount not-to-exceed \$62,500.00.
- 16.) for doors and hardware supplies:
- a) Contract No. 825 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$16,250.00.
 - b) Contract No. 963 with Doors and Hardware, Inc. in the amount not-to-exceed \$48,750.00.00.
- 17.) for sign shop supplies:
- a) Contract No. 808 with Byrne Sign Supply dba Dynamic Sign Co. in the amount not-to-exceed \$47,500.00.

WHEREAS, the primary purpose of this project is to enable the Department of Public Works the flexibility necessary to purchase various supplies to be used in Cuyahoga County buildings; and

WHEREAS, the project is funded by General Fund-Internal Service Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment effective 1/1/2022 to a Master Contract for various supplies for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022, to remove two providers, and for additional funds in the amount not-to-exceed \$1,605,625.00 as follows:

- 1.) to remove

- a) FBM Wholesale Builders Supply, LLC
 - b) Mussen Sales, Inc.
- 2.) for plumbing supplies:
- a) Contract No. 970 with Rojen Company in the amount not-to-exceed \$37,500.00.
 - b) Contract No. 906 with Winsupply of Cleveland, Inc. in the amount not-to-exceed \$75,000.00.
 - c) Contract No. 849 with Lakeside Supply Company in the amount not-to-exceed \$137,500.00.
- 3.) for sheet metal supplies:
- a) Contract No. 792 with Decker Steel & Supply, Inc. in the amount not-to-exceed \$25,625.00.
- 4.) for masonry supplies:
- a) Contract No. 747 with The Chas. E. Phipps Co. in the amount not-to-exceed \$27,500.00.
- 5.) for electrical supplies:
- a) Contract No. 838 with Graybar Electric Co., Inc. in the amount not-to-exceed \$123,000.00.
 - b) Contract No. 872 with Mars Electric Company, Inc. in the amount not-to-exceed \$32,000.00.
- 6.) for painting supplies:
- a) Contract No. 973 with The Sherwin-Williams Company in the amount not-to-exceed \$108,750.00.
 - b) Contract No. 901 with PPG Architectural Finishes, Inc. in the amount not-to-exceed \$14,500.00.
 - c) Contract No. 903 with Sutton Hardware in the amount not-to-exceed \$21,750.00.
- 7.) for filter supplies:
- a) Contract No. 699 with Air-Rite, Inc. in the amount not-to-exceed \$107,500.00.
- 8.) for carpentry supplies:
- a) Contract No. 810 with Cleveland Lumber Company in the amount not-to-exceed \$60,000.00.
- 9.) for laborer supplies:
- a) Contract No. 744 with The Chas. E. Phipps Co. in the amount not-to-exceed \$9,000.00
 - b) Contract No. 904 with Sutton Hardware in the amount not-to-exceed \$21,000.00.

- 10.) for locksmith supplies:
 - a) Contract No. 833 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$11,250.00.
 - b) Contract No. 966 with Doors and Hardware, Inc. in the amount not-to-exceed \$7,500.00.
 - c) Contract No. 790 with Craftmaster Hardware, LLC in the amount not-to-exceed \$18,750.00.

- 11.) for belt supplies:
 - a) Contract No. 776 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$8,000.00.
 - b) Contract No. 729 with Air-Rite, Inc. in the amount not-to-exceed \$12,000.00.

- 12.) for glazing supplies:
 - a) Contract No. 1091 with Prism Glass & Door Co. Inc dba Allied Glass Services in the amount not-to-exceed \$327,500.00.

- 13.) for motor supplies:
 - a) Contract No. 941 with GD Supply, Inc. dba Johnstone Supply in the amount not-to-exceed \$31,250.00.
 - b) Contract No. 771 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$31,250.00.

- 14.) for pipefitter supplies:
 - a) Contract No. 787 with Cleveland Hermetic & Supply Inc. in the amount not-to-exceed \$80,000.00.
 - b) Contract No. 851 with Lakeside Supply Company in the amount not-to-exceed \$40,000.00.

- 15.) for ballast and lighting supplies:
 - a) Contract No. 841 with Graybar Electric Co., Inc. in the amount not-to-exceed \$62,500.00.
 - b) Contract No. 855 with Mars Electric Company, Inc. in the amount not-to-exceed \$62,500.00.

- 16.) for doors and hardware supplies:
 - a) Contract No. 825 with Commercial Door Service dba Cleveland Key & Security in the amount not-to-exceed \$16,250.00.
 - b) Contract No. 963 with Doors and Hardware, Inc. in the amount not-to-exceed \$48,750.00.

- 17.) for sign shop supplies:

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____ 20, _____

Public Works – Master Contract – Facilities – Amendment One
Scope of Work Summary

The Department of Public Work is requesting to enter into a Master Contract Amendment with various vendors to provide building materials, equipment, and construction supplies to be used in various Cuyahoga County facilities. The Master Contract Amendment will allow Public Works to engage with nineteen (19) different vendors across sixteen (16) strategic commodities. This will enable the Public Works Department flexibility necessary to purchase materials, tools, and equipment required in the rehabilitation, maintenance, and repair of County facilities and assets in a timely manner to meets the needs of our customers.

The term of the Master Contract Amendment for the Facilities Division will be one (1) year, extending the contract beginning January 1, 2022 through December 31, 2022. The total value of this Master Contract Amendment is \$1,605,625.00, resulting in a total master contract value of not-to-exceed \$5,090,625.00. The primary goal of this Master Contract Amendment is to extend the Master Contract Agreement with various providers that will provide required materials, equipment, and construction equipment to key business units in Public Works.

The Department of Public Works initially conducted a formal RFP procurement process through the Office of Procurement and Diversity. Each of the sixteen (16) RFP's were released directly to suppliers identified on a plan-holders list. The public notice for the RFP's was advertised in the Plain Dealer and released to various vendors through the BuySpeed bidding software system. After the scoring of the RFP's by qualified teams of Public Works staff, the result is one Master Contract with twenty-one (21) vendors across sixteen (16) commodities. This Master Contract Amendment was proposed to all twenty-one (21) vendors; however, only nineteen (19) vendors chose to participate.

Contractor Information

Air Rite, Inc.
1290 West 117th St.
Lakewood, OH 44107
Byrne Sign Supply DBA Dynamic Sign Co.
1202 Rowley Ave.
Cleveland, OH 44109

The Chas. E. Phipps Co.
4560 Willow Parkway
Cleveland, OH 44125

Cleveland Hermetic & Supply, Inc.
38001 Avon Commerce Parkway
Avon, OH 44011

Cleveland Lumber Company
9410 Madison Avenue

Cleveland, OH 44102

Commercial Door Service DBA Cleveland Key & Security
1628 St. Clair Ave.
Cleveland, OH 44114

Craftmaster Hardware, LLC
190 Veterans Drive
Northvale, NJ 07647

Decker Steel
4500 Train Avenue
Cleveland, OH 44102

Doors and Hardware, Inc.
11204 Berea Road
Cleveland, OH 44102

GD Supply Inc., DBA Johnstone Supply
4689 Spring Road
Cleveland, OH 44313

Graybar Electric Co., Inc.
6161 Halle Drive
Valley View, OH 44125
Lakeside Supply Company
3000 West 117th Street
Cleveland, OH 44111

Mars Electric Company, Inc.
6655 Beta Drive, Ste 200

Mayfield Village, OH 44143

PPG Architectural Finishes, Inc.
400 Bertha Lamme Drive
Cranberry Township, PA 16066

Prism Glass & Door Co. Inc., DBA Allied Glass
Services
3871 West 150th Street
Cleveland, OH 44111

RoJen Company
8350 Industrial Pkwy, Ste 8
Plain City, OH 43064

Sutton Hardware
3848 Prospect Ave E
Cleveland, OH 44115

The Sherwin-Williams Company
761 Beta Drive
Cleveland, OH 44115

Winsupply of Cleveland
4547 Hinckley Industrial Parkway
Cleveland, OH 44109

Funding
General Fund / Internal Service Fund – 100%

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44010
Infor/Lawson PO# Code (if applicable):	CE1900430
CM Contract#	970 (210242)

Ro Jen – A-1	1 of 29	Department	Clerk of the Board
Briefing Memo		tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

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
Justification Form			tw	OK
IG#	15.0110 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.5.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
---	----------------

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$37,500.00
			TOTAL	\$37,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900430
Infor/Lawson PO# Code (if applicable)	CE1900430-01
Lawson RQ# (if applicable)	BuySpeed RQ44010
CM Contract#	Master - CM970

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$75,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$37,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	970
Vendor Name:	Rojen Company
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'1 \$37,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022: part 1 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Rojen Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM970				
RQ#	44010				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Plumbing Supplies				
Service Description	Supply Carpentry – Plumbing Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44010
Infor/Lawson PO# Code (if applicable):	
CM Contract#	906 (210319)

Winsupply – A-2	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

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
Justification Form			tw	OK
IG#	12.4397 REG 12.31.2023		tw	OK (IG e-mail to vendor dated 2019 attached 2/28/2022)
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.5.22 2/28/2022	tw	OK (revised attached 2/28/2022)
Independent Contractor (I.C.) Requirement		10.2521 10/25/2021	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	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	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$75,000.00
			TOTAL	\$75,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900429
Infor/Lawson PO# Code (if applicable)	CE1900429-01
Lawson RQ# (if applicable)	BuySpeed RQ44010
CM Contract#	Master - CM906

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$50,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$75,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	906

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	Winsupply of Cleveland, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$75,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	3/1/2022: action will be approved once all parts of master contract are reviewed/approved Part 2 of 29; attach IG written verification that the IG# in checklist is for this company (names do not match); auditor's findings needs to be for company name;
Purchasing Buyer's initials and date of approval	OK, ssp 3/1/2022

CONTRACT EVALUATION FORM

Contractor	Winsupply of Cleveland Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM906				
RQ#	44010				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract - Plumbing Supplies				
Service Description	Supply Carpentry – Plumbing Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44010
Infor/Lawson PO# Code (if applicable):	
CM Contract#	849 (210204)

LAKESIDE SUPPLY – A-3 (3 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	20.0284 reg 12.31.2024		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement	10.21.21		tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	

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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$137,500.00
			TOTAL	\$137,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900428
Infor/Lawson PO# Code (if applicable)	CE1900428-01
Lawson RQ# (if applicable)	BuySpeed RQ44010
CM Contract#	Master - CM849

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$375,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$137,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	849
Vendor Name:	Lakeside Supply Company
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$137,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022: part 3 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Lakeside Supply Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM849				
RQ#	44010				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Plumbing Supplies				
Service Description	Supply Carpentry – Plumbing Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44218
Infor/Lawson PO# Code (if applicable):	
CM Contract#	792 (210316)

DECKER STEEL – B-1 (4 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	22-0062 21-0076 reg 12.31.2025		tw	OK (IG letter dated 3/3/2022 attached)
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.22.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.27.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$25,625.00
			TOTAL	\$25,625.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900426
Infor/Lawson PO# Code (if applicable)	CE1900426-01
Lawson RQ# (if applicable)	BuySpeed RQ44218
CM Contract#	Master - CM792

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$51,250.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$25,625.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	792
Vendor Name:	Decker Steel & Supply, Inc.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$25,625.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	3/7/2022: action will be approved once all parts of master contract are reviewed/approved Part 4 of 29; attach IG written verification that the IG# in checklist is for this company (names do not match);
Purchasing Buyer's initials and date of approval	OK, ssp 3/7/2022

CONTRACT EVALUATION FORM

Contractor	Decker				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM792				
RQ#	44218				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Sheet Metal Supplies				
Service Description	Supply Carpentry – Sheet Metal Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44219
Infor/Lawson PO# Code (if applicable):	
CM Contract#	747 (210306)

CHAS E. PHIPPS – C-1 (5 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	21.0262 reg	12.31.2025	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.27.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$27,500.00
			TOTAL	\$27,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900396
Infor/Lawson PO# Code (if applicable)	CE1900396-01
Lawson RQ# (if applicable)	BuySpeed RQ44219
CM Contract#	Master - CM747

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$55,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$27,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	747
Vendor Name:	The Chas E. Phipps Co.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$27,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022; part 5 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, SSP 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Chas E Phipps Co				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM747				
RQ#	44219				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Masonry Supplies				
Service Description	Supply Masonry Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44359
Infor/Lawson PO# Code (if applicable):	
CM Contract#	838 (210206)

GRAYBAR ELECTRIC – D-1 (6 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.1410 reg 12.31.2022		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.5.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	

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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$123,000.00
			TOTAL	\$123,00.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900406
Infor/Lawson PO# Code (if applicable)	CE1900406-01
Lawson RQ# (if applicable)	BuySpeed RQ44359
CM Contract#	Master - CM838

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$246,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$123,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	838
Vendor Name:	Graybar Electric Co., Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$123,000.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022; part 6 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Graybar Electric Co., Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM838				
RQ#	44359				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Electrical Supplies				
Service Description	Supply Carpentry – Electrical Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44359
Infor/Lawson PO# Code (if applicable):	
CM Contract#	872 (210305)

MARS ELECTRIC – D-2 (7 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.1826 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.7.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22 1/11/2022	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.4.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$32,000.00
			TOTAL	\$32,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900405
Infor/Lawson PO# Code (if applicable)	CE1900405-01
Lawson RQ# (if applicable)	BuySpeed RQ44359
CM Contract#	Master - CM872

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$164,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$32,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	872
Vendor Name:	Mars Electric Company, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$32,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022; part 7 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Mars Electric Company, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM872				
RQ#	44359				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Electrical Supplies				
Service Description	Supply Carpentry – Electrical Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44444
Infor/Lawson PO# Code (if applicable):	
CM Contract#	973 (210243)

Sherwin Williams – E-1	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	21-0121	15.0110 reg 12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.10.22	tw	OK
Debarment/Suspension Verified	Date:	12.27.21 2/10/2022	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		4.9.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			tw	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	yes	tw
Matrix Law Screen shot	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	yes	tw
Workers’ Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$108,750.00
			TOTAL	\$108,750.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900431
Infor/Lawson PO# Code (if applicable)	CE1900431-01
Lawson RQ# (if applicable)	BuySpeed RQ44444
CM Contract#	973

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$217,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$108,750.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	973
Vendor Name:	The Sherwin-Williams Company

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$108,750.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022; part 8 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	The Sherwin Williams Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM973				
RQ#	44444				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract - Painting Supplies				
Service Description	Supply Carpentry – Painting Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44444
Infor/Lawson PO# Code (if applicable):	
CM Contract#	901 (210318)

PPG Architectural – E-2 (9 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	19.0193 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.10.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.10.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes		tw	
Matrix Law Screen shot	yes		tw	
COI	yes		tw	
Workers' Compensation Insurance	yes		tw	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$14,500.00
			TOTAL	\$14,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900432
Infor/Lawson PO# Code (if applicable)	CE1900432-01
Lawson RQ# (if applicable)	BuySpeed RQ44444
CM Contract#	Master - CM901

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$29,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$14,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	901
Vendor Name:	PPG Architectural Finishes, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$14,500.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/24/2022; part 9 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	PPG Architectural Finishes, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM901				
RQ#	44444				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Painting Supplies				
Service Description	Supply Carpentry – Painting Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44444
Infor/Lawson PO# Code (if applicable):	
CM Contract#	903 (210238)

Sutton – E-3 (10 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12-2651	15.0110 reg 12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.18.22	tw	OK
Independent Contractor (I.C.) Requirement		10.21.21	tw	OK (revised uploaded 2/28/2022)
Cover - Master amendments only			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$21,750.00
			TOTAL	\$21,750.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900433
Infor/Lawson PO# Code (if applicable)	CE1900433-01
Lawson RQ# (if applicable)	BuySpeed RQ44444
CM Contract#	Master - CM903

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$43,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$21,750.00			
Total Amendments		\$			
Total Contract Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	903
Vendor Name:	Sutton Hardware
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$21,750.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	3/1/2022: action will be approved once all parts of master contract are reviewed/approved; Department attached revised ICF with box checked, vendor did not re-date 2/28/2022: Part 10 of 29; Independent Contractor Form – vendor must check a box
Purchasing Buyer's initials and date of approval	OK, ssp 3/1/2022

CONTRACT EVALUATION FORM

Contractor	Sutton Industrial Hardware				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM903				
RQ#	44444				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Painting Supplies				
Service Description	Supply Carpentry – Painting Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44445
Infor/Lawson PO# Code (if applicable):	
CM Contract#	699 (210288)

AIR-RITE – F-1 (11 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.0418 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22 2/10/2022	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement	12.1.21		tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	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		tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$107,500.00
			TOTAL	\$107,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900434
Infor/Lawson PO# Code (if applicable)	CE1900434-01
Lawson RQ# (if applicable)	BuySpeed RQ44445
CM Contract#	Master - CM699

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$275,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$107,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	699
Vendor Name:	Air Rite, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$107,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: Part 11 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Air-Rite				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM699				
RQ#	44445				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Filter Supplies				
Service Description	Supply Filters for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44446
Infor/Lawson PO# Code (if applicable):	
CM Contract#	810 (210309)

(12 of 29)

VINCENT VALENTINO dba CLEVELAND LUMBER – G-2	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				tw	OK
IG#	21-0058 xx-reg 12.31.202*			tw	OK (per IG e-mail dated 3/1/2022)
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22		tw	OK
Debarment/Suspension Verified	Date:	1.11.22		tw	OK
Auditor's Finding	Date:	1.4.22 and 2.9.22		tw	OK
Independent Contractor (I.C.) Requirement		1.6.22		tw	OK
Cover - Master amendments only				tw	OK
Contract Evaluation				tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	N/A
Checklist Verification		2.9.22		tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

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Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$60,000.00
			TOTAL	\$60,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900393
Infor/Lawson PO# Code (if applicable)	CE1900393-01
Lawson RQ# (if applicable)	BuySpeed RQ44446
CM Contract#	Master - CM810

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$120,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$60,000.00			
Total Amendments		\$			
Total Contract Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	810
Vendor Name:	Cleveland Lumber Company
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$60,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	3/7/2022: action will be approved once all parts of master contract are reviewed/approved 2/28/2022: part 12 of 29; vendor must be registered with the IG
Purchasing Buyer's initials and date of approval	OK, ssp 3/7/2022

CONTRACT EVALUATION FORM

Contractor	Vincent Valentino dba Cleveland Lumber				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM810				
RQ#	44446				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Building Materials				
Service Description	Supply Building Materials for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44497
Infor/Lawson PO# Code (if applicable):	
CM Contract#	744 (210310)

CHAS E. PHIPPS – H-2	(14 of 29)	Department	Clerk of the Board
Briefing Memo		tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	21.0262 reg	12.31.2025	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.27.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$9,000.00
			TOTAL	\$9,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900395
Infor/Lawson PO# Code (if applicable)	CE1900395-01
Lawson RQ# (if applicable)	BuySpeed RQ44497
CM Contract#	Master - CM744

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$18,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$9,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	744
Vendor Name:	The Chas. E. Phipps Co.
ftp.:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$9,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 14 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Chas E Phipps Co				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM744				
RQ#	44497				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Laborers Supplies				
Service Description	Supply Laborers Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44497
Infor/Lawson PO# Code (if applicable):	
CM Contract#	904 (210239)

Sutton – H-1 (13 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	12-2651	15.0110 reg 12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1/6/2022	tw	OK
Auditor's Finding	Date:	1/18/2022	tw	OK
Independent Contractor (I.C.) Requirement		10.21.21	tw	OK (revised attached 2/28/2022)
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$21,000.00
			TOTAL	\$21,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900394
Infor/Lawson PO# Code (if applicable)	CE1900394-01
Lawson RQ# (if applicable)	BuySpeed RQ44497
CM Contract#	Master - CM904

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$42,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$21,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-268
Amend:	904
Vendor Name:	Sutton Hardware
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$21,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	3/1/2022: action will be approved once all parts of master contract are reviewed/approved; Department attached revised ICF with box checked, vendor did not re-date. 2/28/2022: part 13 of 29; Vendor must check a box on the Independent Contractor Form
Purchasing Buyer's initials and date of approval	OK, ssp 3/1/2022

CONTRACT EVALUATION FORM

Contractor	Sutton Industrial Hardware				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM904				
RQ#	44497				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Laborers Supplies				
Service Description	Supply Carpentry – Laborers Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44498
Infor/Lawson PO# Code (if applicable):	
CM Contract#	833 (210315)

(15 OF 29)

COMMERCIAL DOOR SERVICE dba CLEVELAND KEY - I-1	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	22.0001 reg	12.31.2026	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	2.1.22	tw	OK
Debarment/Suspension Verified	Date:	1.11.22	tw	OK
Auditor’s Finding	Date:	1.4.22 & 2/9/2022	tw	OK
Independent Contractor (I.C.) Requirement		11.8.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	

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	yes	tw
Matrix Law Screen shot	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	yes	tw
Workers’ Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$11,250.00
			TOTAL	\$11,250.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900423
Infor/Lawson PO# Code (if applicable)	CE1900423-01
Lawson RQ# (if applicable)	BuySpeed RQ44498
CM Contract#	Master - CM833

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$22,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$11,250.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	833
Vendor Name:	Commercial Door Service dba Cleveland Key & Security

Department of Purchasing – Required Documents Checklist

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ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$11,250.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 15 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Commercial Door Service dba Cleveland Key				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM833				
RQ#	44498				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Carpentry – Locksmith Supplies				
Service Description	Supply Carpentry – Locksmith Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44498
Infor/Lawson PO# Code (if applicable):	
CM Contract#	966 (210313)

DOORS & HARDWARE – I-2 (16 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	21.0412 reg 12.31.2025		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.12.22 1/18/2022	tw	OK
Debarment/Suspension Verified	Date:	1.11.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.12.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers' Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$7,500.00
			TOTAL	\$7,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900424
Infor/Lawson PO# Code (if applicable)	CE1900424-01
Lawson RQ# (if applicable)	BuySpeed RQ44498
CM Contract#	Master - CM966

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$15,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$7,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	966
Vendor Name:	Doors and Hardware, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$7,500.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	Part 16 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Doors and Hardware, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM996				
RQ#	44498				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Carpentry – Locksmith Supplies				
Service Description	Supply Carpentry – Carpentry – Locksmith Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44498
Infor/Lawson PO# Code (if applicable):	
CM Contract#	790 (210312)

CRAFTMASTER HARDWARE – I-3 (17 or 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				tw	OK
IG#	21.0076 reg	12.31.2025		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22		tw	OK
Debarment/Suspension Verified	Date:	1.6.22		tw	OK
Auditor’s Finding	Date:	1.4.22		tw	OK
Independent Contractor (I.C.) Requirement		11.4.21		tw	OK
Cover - Master amendments only				tw	OK
Contract Evaluation				tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	N/A
Checklist Verification		2.9.22		tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	Yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$18,750.00
			TOTAL	\$18,750.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900425
Infor/Lawson PO# Code (if applicable)	CE1900425-01
Lawson RQ# (if applicable)	BuySpeed RQ44498
CM Contract#	Master - CM790

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$37,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$18,750.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	790
Vendor Name:	Craftmaster Hardware, LLC
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$18,750.00mm

Department of Purchasing – Required Documents Checklist

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History/CE:	OK
EL:	OK
Procurement Notes:	Part 17 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Craftmaster				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM790				
RQ#	44498				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Carpentry – Locksmith Supplies				
Service Description	Supply Carpentry – Carpentry – Locksmith Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44499
Infor/Lawson PO# Code (if applicable):	
CM Contract#	776 (210325)

CLEVELAND HERMETIC – J-2 (19 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.0882 reg	12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.25.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

Department of Purchasing – Required Documents Checklist

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Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$8,000.00
			TOTAL	\$8,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900418
Infor/Lawson PO# Code (if applicable)	CE1900418-01
Lawson RQ# (if applicable)	BuySpeed RQ44499
CM Contract#	Master - CM776

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$16,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$8,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	776
Vendor Name:	Cleveland Hermetic & Supply, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

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Amount:	Add'l \$8,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 19 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Cleveland Hermetic & Supply Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM776				
RQ#	44449				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Belt Supplies				
Service Description	Supply Belt Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44499
Infor/Lawson PO# Code (if applicable):	
CM Contract#	729 (210071)

AIR-RITE – J-1 18 of 29	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.0418 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1-6-22 2/10/2022	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement	12.1.21		tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	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		tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$12,000.00
			TOTAL	\$12,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900417
Infor/Lawson PO# Code (if applicable)	CE1900417-01
Lawson RQ# (if applicable)	BuySpeed RQ44499
CM Contract#	Master - CM729

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$24,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$12,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	729
Vendor Name:	Air Rite, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$12,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	Part 18 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Air-Rite				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM729				
RQ#	44499				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Belt Supplies				
Service Description	Supply Belts for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44576
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1091 (210322)

Prism Glass & Door dba Allied Glass Service – K-1 (20 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	14.0201 reg 12.31.2022		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1-6-22 1/5/2022	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1-4-22 & 2.9.22	tw	OK
Independent Contractor (I.C.) Requirement		10.21.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification 2.9.22			tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$327,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 20 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Prism Glass & Door Co. Inc. dba Allied Glass Services				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM1091				
RQ#	44576				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Glazing Supplies				
Service Description	Supply Carpentry – Glazing Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44590
Infor/Lawson PO# Code (if applicable):	
CM Contract#	941

GD Supply – Johnstone Supply – L-1 (21 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.1618-REG	12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.14.22	tw	OK
Debarment/Suspension Verified	Date:	1.11.22	tw	OK
Auditor’s Finding	Date:	1.4.22 & 2.9.22	tw	OK
Independent Contractor (I.C.) Requirement		1.6.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			Tw/tlp	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments attached	tw
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$31,250.00
			TOTAL	\$31,250.00

Contract History CE/AG# (if applicable)	CE1900400
Infor/Lawson PO# Code (if applicable)	CE1900401-01
Lawson RQ# (if applicable)	BuySpeed RQ44590
CM Contract#	Master - CM941

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$62,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$31,250.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	941
Vendor Name:	GD Supply, Inc. dba Johnstone Supply
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$31,250.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	3/7/2022: Part 21 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 3/7/2022

CONTRACT EVALUATION FORM

Contractor	GD Supply dba Johnstone Supply				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM941				
RQ#	44590				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Motors				
Service Description	Supply Motors for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44590
Infor/Lawson PO# Code (if applicable):	
CM Contract#	771 (210321)

CLEVELAND HERMETIC – L-2 (22 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.0882 reg	12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.25.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$31,250.00
			TOTAL	\$31,250.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900401
Infor/Lawson PO# Code (if applicable)	CE1900401-01
Lawson RQ# (if applicable)	BuySpeed RQ44590
CM Contract#	Master - CM771

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$62,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,362.00 \$31,250.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	771
Vendor Name:	Cleveland Hermetic & Supply, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$31,250.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 22 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Cleveland Hermetic & Supply Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM771				
RQ#	44590				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Motors				
Service Description	Supply Motors for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44591
Infor/Lawson PO# Code (if applicable):	
CM Contract#	787 (210323)

CLEVELAND HERMETIC – M-2 (24 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.0882 reg	12.31.2023	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.6.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		10.25.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		1.25.22	tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$80,000.00
			TOTAL	\$80,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900422
Infor/Lawson PO# Code (if applicable)	CE1900422-01
Lawson RQ# (if applicable)	BuySpeed RQ44591
CM Contract#	787

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$280,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$80,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	787
Vendor Name:	Cleveland Hermetic & Supply, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$80,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 24 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Cleveland Hermetic & Supply Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM787				
RQ#	44591				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Pipefitters Supplies				
Service Description	Supply Pipefitter Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44591
Infor/Lawson PO# Code (if applicable):	
CM Contract#	851 (210205)

LAKESIDE SUPPLY – M-1 (23 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	20.0284 reg 12.31.2024		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement	10.21.21		tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	2.9.22		tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$40,000.00
			TOTAL	\$40,000.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900421
Infor/Lawson PO# Code (if applicable)	CE1900421-01
Lawson RQ# (if applicable)	BuySpeed RQ44591
CM Contract#	Master - CM851

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$280,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$40,000.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	851
Vendor Name:	Lakeside Supply Company
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$40,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 23 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Lakeside Supply Company				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM851				
RQ#	44591				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Pipefitters Supplies				
Service Description	Supply Carpentry – Pipefitters Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44598
Infor/Lawson PO# Code (if applicable):	
CM Contract#	841 (210206)

GRAYBAR ELECTRIC – N-1 (25 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.1410 reg 12.31.2022		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.5.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22	tw	OK
Auditor’s Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.5.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		2.9.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers’ Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$62,500.00
			TOTAL	\$62,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900402
Infor/Lawson PO# Code (if applicable)	CE1900402-01
Lawson RQ# (if applicable)	BuySpeed RQ44598
CM Contract#	Master - CM841

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$125,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$62,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	841
Vendor Name:	Graybar Electric Co., Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$62,500.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 25 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Graybar Electric Co., Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM841				
RQ#	44598				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Ballast and Lighting Supplies				
Service Description	Supply Carpentry – Ballast and Lighting Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44598
Infor/Lawson PO# Code (if applicable):	
CM Contract#	855 (210193)

MARS ELECTRIC – N-2 (26 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	12.1826 reg 12.31.2023		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.7.22	tw	OK
Debarment/Suspension Verified	Date:	1.6.22 1/11/2022	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.4.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		1.25.22	tw	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	yes	tw
Matrix Law Screen shot	yes	tw
COI	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$62,500.00
			TOTAL	\$62,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900403
Infor/Lawson PO# Code (if applicable)	CE1900403-01
Lawson RQ# (if applicable)	BuySpeed RQ44598
CM Contract#	Master - CM855

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$125,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$62,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	855
Vendor Name:	Mars Electric Company, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$62,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 26 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Mars Electric Company, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM855				
RQ#	44598				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Ballast and Lighting Supplies				
Service Description	Supply Carpentry – Ballast and Lighting Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44718
Infor/Lawson PO# Code (if applicable):	
CM Contract#	825 (210324)

COMMERCIAL DOOR SERVICE dba CLEVELAND KEY – O-2 (28 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				tw	OK
IG#	22.0001 reg	12.31.2026		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	2.1.22		tw	OK
Debarment/Suspension Verified	Date:	1.11.22		tw	OK
Auditor’s Finding	Date:	1.4.22 & 2/9/2022		tw	OK
Independent Contractor (I.C.) Requirement		11.8.21		tw	OK
Cover - Master amendments only				tw	OK
Contract Evaluation				tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	N/A
Checklist Verification		2.9.22		tw	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	yes	tw
Matrix Law Screen shot	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	yes	tw
Workers’ Compensation Insurance	Yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$16,250.00
			TOTAL	\$16,250.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900419
Infor/Lawson PO# Code (if applicable)	CE1900419-01
Lawson RQ# (if applicable)	BuySpeed RQ44718
CM Contract#	Master - CM825

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$32,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$16,250.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	825
Vendor Name:	Commercial Door Service dba Cleveland Key & Security

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$16,250.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 28 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Commercial Door Service dba Cleveland Key				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM825				
RQ#	44718				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Doors and Hardware Supplies				
Service Description	Supply Carpentry – Doors and Hardware Supplies for use in County buildings				
Performance Indicators	<ol style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ol style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44718
Infor/Lawson PO# Code (if applicable):	
CM Contract#	963 (210240)

DOORS & HARDWARE – O-1 (27 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			tw	OK
IG#	21.0412 reg 12.31.2025		tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	1.12.22 1/18/2022	tw	OK
Debarment/Suspension Verified	Date:	1.11.22	tw	OK
Auditor's Finding	Date:	1.4.22	tw	OK
Independent Contractor (I.C.) Requirement		1.12.22	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification		1.25.22	tw	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		tw
Matrix Law Screen shot	yes	tw
COI	yes	tw
Workers' Compensation Insurance	yes	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	tw attached
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$48,750.00
			TOTAL	\$48,750.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900420
Infor/Lawson PO# Code (if applicable)	CE1900420-01
Lawson RQ# (if applicable)	BuySpeed RQ44718
CM Contract#	Master - CM963

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$97,500.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$48,750.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	963
Vendor Name:	Doors and Hardware, Inc.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022
Amount:	Add'l \$48,750.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 27 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer’s initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Doors and Hardware, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM963				
RQ#	44718				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Doors and Hardware Supplies				
Service Description	Supply Carpentry – Doors and Hardware Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	44732
Infor/Lawson PO# Code (if applicable):	
CM Contract#	808 (210298)

BYRNE SIGN – P-1 (29 of 29)	Department	Clerk of the Board
Briefing Memo	tw	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Multiple vendors, late responses, much of it due to the volatile economy during this pandemic.	
What is being done to prevent this from reoccurring?	Will be sure to keep on top of lagging vendors when responses are not forthcoming.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing			Department initials	Purchasing
Justification Form			tw	OK
IG#	12-0707	14.0201 reg 12.31.2022	tw	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	2.8.22	tw	OK
Debarment/Suspension Verified	Date:	1.11.22	tw	OK
Auditor's Finding	Date:	1.4.22 & 1.5.22	tw	OK
Independent Contractor (I.C.) Requirement		11.14.21	tw	OK
Cover - <i>Master amendments only</i>			tw	OK
Contract Evaluation			tw	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification	1.25.22		tw	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	yes		tw
Matrix Law Screen shot	yes		tw
COI	yes		tw

1 | Page

Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	yes	tw
Original Executed Contract (containing insurance terms) & all executed amendments	attached	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.1.2022 – 12.31.2022	PW750100	52500		\$47,500.00
			TOTAL	\$47,500.00

Contract History CE/AG# (if applicable)	CE1900406 CE1900398
Infor/Lawson PO# Code (if applicable)	CE1900398-01
Lawson RQ# (if applicable)	BuySpeed RQ44732
CM Contract#	Master - CM808

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,485,000.00 \$95,000.00		1.1.20 – 12.31.21	10.10.2019 12/10/2019	R2019-0268
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$1,605,625.00 \$47,500.00			
Total Amendments		\$			
Total Contact Amount		\$5,090,625.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0268
Amend:	808
Vendor Name:	Byrne Sign Supply dba Dynamic Sign Co.
ftp:	1/1/2020-12/31/2021 EXT 12/31/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$47,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/28/2022: part 29 of 29; action will be approved once all parts of master contract are reviewed/approved
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022

CONTRACT EVALUATION FORM

Contractor	Byrne Sign Supply dba Dynamic Sign Co				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM808				
RQ#	44732				
Time Period of Original Contract	1.1.2020 – 12.31.2021				
Background Statement	Master Facilities Contract – Sign Shop Supplies				
Service Description	Supply's Sign Shop Supplies for use in County buildings				
Performance Indicators	<ul style="list-style-type: none"> 1) Timeliness 2) Quality of Products 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> 1) Vendor has been dependable when orders are placed, and product is available as needed. 2) Quality is acceptable. 				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	This vendor continually provides quality products in a timely manner.				
Department Contact	Dan Paul				
User Department	Public Works				
Date	1.31.22				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0073

<p>Sponsored by: County Executive Budish/Department of Public Works on behalf of the Department of Sustainability</p>	<p>A Resolution making an award on RQ7494 to Go Sustainable Energy, LLC in the amount not-to-exceed \$800,000.00 for consulting services for utility microgrid development and design, commencing upon signature of all parties for a period of 2 years; authorizing the County Executive to execute Contract No. 2339 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works on behalf of the Department of Sustainability has recommended an award on RQ7494 with Go Sustainable Energy, LLC, in an amount not-to-exceed \$800,000.00 for consulting services for utility microgrid development and design, commencing upon signature of all parties for a period of 2 years; and

WHEREAS, the primary goal of this project is to create a Public Utility Division to provide electrical energy to select geographic locations suitable for microgrid, renewable energy production and potentially cogeneration integration; and

WHEREAS, the project is funded \$600,000.00 from General Fund and \$200,000.00 from Sustainability Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ7494 with Go Sustainable Energy, LLC in an amount not-to-exceed \$800,000.00 for consulting services for utility microgrid development and design, commencing upon signature of all parties for a period of 2 years.

SECTION 2. That the County Executive is authorized to execute Contract No. 2339 and all other documents consistent with said award and this Resolution.

2022 Public Works, Submit & Award to: Go Sustainable Energy, LLC for Utility Microgrid Development & Design Consultant, RFQ #7494, \$800,000.

Department of Public Works is requesting an award and approval of the Utility Microgrid Development & Design Consultant contract for the not-to-exceed cost of \$800,000.00. The anticipated start completion dates will be based on the execution date of this contract, anticipated execution from 4/12/2022 – 4/11/2024 for a two-year term.

The primary goal of this contract is that Cuyahoga County is in the process of creating a Public Utility Division to provide electrical, natural gas, and thermal energy to select geographic locations suitable for microgrid, renewable energy production, and potentially cogeneration integration within its Department of Public Works. The Utility Division intends to procure Developer/Operators to create the necessary infrastructure to support the primary service commercial areas of the County under a Concession Agreement with the Department. The contract awarded through this RFQ process will be to advise the County and develop the technical and structural aspects of the forthcoming request for proposal (RFP). As the Technical Owner's Advocate, the vendor should expect to help analyze technical, economic, regulatory, and other topics from the County's perspective.

Procurement

The procurement method for this project was RFQ #7494. The total value of the RFQ is \$800,000. The RFQ was closed on October 20, 2021. There is a 0% Diversity goal with this Agreement as there are a limited number of certified diversity vendors in this category.

There were nine (9) proposals submitted for review from the Department of Purchasing, with ONE vendor selected- Go Sustainable Energy, LLC.

Contractor and Project Information

Go Sustainable Energy, LLC
5701 N. High Street, Suite 112
Worthington, Ohio 43085
Council District- N/A

The Project Manager for Go Sustainable Energy, LLC is Peter Worley, P.E.
This contract may be located in various Council Districts

Project Status & Planning

This consultant development and design contract has a two-year term.

Funding

The project is funded by PW720100-55130 (Public Utilities Fund)
The schedule of payments is by monthly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7494
Infor/Lawson PO# Code (if applicable):	N/A
Event #	1801
CM Contract#	2295 (Utility Microgrid Development & Design Consultant)

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/> x
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"/> x
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FULL AND OPEN COMPETITION		
Formal RFQ		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AMS	OK
Bid Specification Packet	AMS	OK
Evaluation Summary (names of evaluators to be included)	AMS	OK (additional interview summary evaluation attached 3/1/2022)
Final DEI Goal Setting Worksheet	N/A	N/A (est. December 2021)
Diversity Documents – <i>if required (goal set) 0%</i>	N/A	N/A
Award Letter (sent to awarded vendor)	AMS	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>		N/A
Tabulation Sheet	AMS	OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	AMS	OK (same requirement as above)
IG#	22-0027REG 31DEC2026	AMS OK
Debarment/Suspension Verified	Date: 2/12/2022	AMS OK
Auditor’s Finding	Date: 2/12/2022	AMS OK
Vendor’s Submission		AMS OK
Independent Contractor (I.C.) Requirement	Date: 10/6/2021	AMS OK
Cover - <i>Master contracts only</i>		OK
Contract Evaluation – <i>if required</i>		N/A- new vendor N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A
Checklist Verification	AMS	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	AMS

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	PWD-2529 (ins)
COI	AMS
Workers’ Compensation Insurance	AMS

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/12/2022 -12/31/2022	PW720100	55130		\$ 87,500
1/1/2023-12/31/2023	PW720100	55130		\$587,500
1/1/2024- 4/11/2024	PW720100	55130		\$125,000
			TOTAL	\$800,000

Contract History CE/AC# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	N/A
Lawson RQ# (if applicable)	7494
CM Contract#	2295

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$800,000		4/12/2022-4/11/2024	TBD	TBD
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$800,000			

Purchasing Use Only:

Prior Resolutions	
CM#:	2339
Vendor Name:	Go Sustainable Energy, LLC
ftp:	2-year contract, effective upon signatures of all parties
Amount:	\$800,000.00mm
History/CE:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	3/4/2022: Revised contract uploaded (original contract and completed checklist deleted from action) 3/2/2022: Cover issued for 2-year contract – time will be based upon the approved effective date. 3/1/2022: Burns Engineering scored 84, Go Sustainable scored 82 – need written explanation as to why high scorer not selected and/or interview evaluation/scoring resulting in their not being selected (part of evaluation summary requirement)
Purchasing Buyer’s initials and date of approval	OK, ssp 3/2/2022 REVISED OK, ssp 3/4/2022



Proposal Evaluation Form

Project Name Utility Microgrid Development & Design Consultant
Project Type Professional Services
Submission Date October 20, 2021
Selection Meeting Date November 8, 2021
Facilitator Adrienne Simons

Committee Members:
 Mick Foley
 Nichole English
 Vaughn Johnson
 Mellany Seay
 Matthew Rymer

RFQ 7494

EVALUATION CRITERIA	Max Points								
		AFP Engineering Services	Burns Engineering Inc.	EN Engineering	Go Sustainable Energy LLC	muGrid Analytics	Nexus	PA Consulting Group	
	Yes/No	yes	yes	yes	yes	yes	yes	yes	yes
Section 1 - Minimum Qualifications									
Independent Contractor Form									
Section 2 - Firm's Experience	30	21	26	24	26	16	19	18	22
Section 3 - Available Staff's Experience									
Project Manager	15	7	14	8	11	9	13	7	12
Support Staff	15	10	14	13	14	8	14	9	11
Section 4 - Project Methodology	35	20	30	25	30	19	30	18	24
Geographic Location	5	1	0	1	1	0	5	0	1
TOTAL	100	59	84	71	82	52	81	52	70
Rankings									



Interview Evaluation Form

Project Name	<i>Utility Microgrid Consultant</i>	Committee Members:	Mike Foley Nichole English Vaugh Johnson Mellany Seay Matthew Rymer
Submission Date	October 20, 2021		
Selection Meeting Date	November 8, 2021		
Interview Date	November 22, 2021		
Facilitator	Adrienne Simons		

	Go Sustainable Energy, LLC	Burns Engineering Inc.	Nexus
Ranking	1	2	3

Notes:

Go Sustainable Energy, LLC:

- * Strong regulatory attorney on their team. Small but strong team put together.
- * Ohio based- more local experience. They represent municipal utilities- show great depth of knowledge in this field.
- * Great acumen of regulatory law understanding. Retail broker on team is good. Seems to fill key roles with subs.
- * Sited specific projects that incorporated diversity and equity
- * Good developer RFP points discussed. They seem personally committed- showing strong interest.
- * They have previous experience (transparent).

Burns Engineering Inc.

- * National firm headquartered in Philadelphia- great analogy with Philly Navy project
- * Experience with large national projects
- * Project manager had strong resume and applicable projects were displayed
- * Support staff have strong resumes with good experience listed

Nexus:

- * Went thorough their program management plan
- * Did not speak much about regulatory experience or local government
- * Project manager with 35 years experience is very good with applicable experience
- * They had a strong team with appropriate resumes
- * Well organized

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0074

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution making an award on RQ8185 with Specialized Construction, Incorporated in the amount not-to-exceed \$1,798,459.12 for the resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township in connection with the 2020 Operations Resurfacing Program; authorizing the County Executive to execute Contract No. 2246 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ8185 with Specialized Construction, Incorporated in the amount not-to-exceed \$1,798,459.12 for the resurfacing of Lewis Road from Memory Lane to South Corporation Line in Olmsted Township in connection with the 2020 Operations Resurfacing Program; and

WHEREAS, the primary goals of this project are the recycling of the existing asphalt concrete wearing course; the repair of the deteriorated base; the removal and replacement of existing guardrail; the removal and replacement of abutting drive aprons; the construction of a uniform one and one-half inch (1-1/2”) asphalt concrete overlay; miscellaneous culvert rehabilitation work; and other related items as shown on the plans or stipulated in the specifications, plan notes, proposal notes or elsewhere in the bid package for Lewis Road (CR-174) from the Olmsted Township South Corporation Line to 800 feet south of Memory Lane in Olmsted Township, Ohio; and

WHEREAS, the project is funded 100% by Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ8185 with Specialized Construction, Incorporated in the amount not-to-exceed \$1,798,459.12 for the resurfacing of Lewis Road from Memory Lane to South

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Title: Department of Public Works 2020 Operations Resurfacing Program Lewis Road (CR-174) from the Olmsted Township south corporation line to 800' south of Memory Lane in Olmsted Township RQ8185 REBID

Scope of Work Summary

Department of Public Works is requesting approval of a contract with Specialized Construction, Inc. for the anticipated cost of \$1,798,459.12.

The work within the limits of this 1.43 mile 2020 Operations Resurfacing Improvement includes the recycling of the existing asphalt concrete wearing course; the repair of the deteriorated base; the removal and replacement of existing guardrail; the removal and replacement of abutting drive aprons; the construction of a uniform one and one-half inch (1-1/2") asphalt concrete overlay; miscellaneous culvert rehabilitation work; and other related items as shown on the plans or stipulated in the specifications, plan notes, proposal notes or elsewhere in the bid package for Lewis Road (CR-174) from the Olmsted Township South Corporation Line to 800 feet south of Memory Lane in Olmsted Township, Ohio.

The anticipated start-completion dates are 4/1/22 to 8/1/22.

Olmsted Township is the Municipality of project

Procurement

The procurement method for this project was RFB. The total value of the RFB is \$1,798,459.12. Engineer estimate was \$1,650,000.00. Award is 8.9% over estimate.

The RFB was closed on 12/2/2021. There is a diversity goal of SBE 7%, MBE 17%, and WBE 6%.

There were 4 bids pulled from OPD, 2 bids submitted for review, 2 bids approved. This was a CCBB match. Low bidder was compliant but outside of Cuyahoga County. Second lowest bidder was in CC, and within 2% or the bid and agreed to match the lowest bidder. This is also a REBID and the original bid had a recommendation of award to the same vendor. The first time this went out to bid, the award amount (rejected at approval by County Council for same vendor) was \$1,808,298.17.

Contractor and Project Information

Specialized Construction, Inc.

711 Harvard Avenue

Cuyahoga Heights, OH 44105

Council District (8)

The treasurer for the contractor/vendor is John Galik.

The project is located in Council District (5).

Project Status and Planning

The project is new to the County

Funding

The project is funded 100% by the county with the ~~\$7.50 fund~~ **Road and Bridge Fund**.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

All items requiring your attention are in red text regardless of placement on the form. Items highlighted in turquoise document changes I made to the item. Any items in green text are things I need to do. Please address any questions on this checklist and attach in Info. For items marked need see Contracts Checklist Glossary for Required Documents (or Document Longevity List) on the intranet for additional information. FYI’s are highlighted in pink

Infor/Lawson RQ#:	8185 ok
Infor/Lawson PO # Code (if applicable):	RFB ok
Event #	2158 ok
CM Contract#	2246 ok

	Department	Clerk of the Board
Briefing Memo	meb	

Late Submittal Required:	Yes <input type="checkbox"/>	<input checked="" type="checkbox"/> No
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"/>	<input checked="" type="checkbox"/> No
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FULL AND OPEN COMPETITION Construction Projects – Road & Bridge Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	Meb	Ok cmk 02/23/2022
Bid Specification Packet (<i>includes Legal Notice to Bidders</i>)	Meb	Ok cmk 02/23/2022
Diversity Documents – <i>if required (goal set)</i>	Meb	Ok cmk 02/23/2022
Award Letter (sent to awarded vendor)	Meb	Ok cmk 02/23/2022
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	Not requested	n/a per Required Bid Documents (Checklist for Bidder’s Use)
Non-Collusion Affidavit	Meb	Ok cmk 02/23/2022
Public Works Bid Results	Meb	Ok cmk 02/23/2022
Tabulation Sheet – Need, document attached was not the final Tab Sheet with the Diversity Compliance for Crossroads Asphalt sent to Dept on 1/19/2022.	meb	Ok cmk 2/28/2022. The correct tabulation sheet was uploaded to the Contract on 2/23/2022; however, please note explanation

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

					of why low bidder was not accepted was covered in the technical review section of awarded vendor
Prevailing Wage Public Improvement Agreement				Meb	Ok cmk 02/23/2022
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>				Meb	Ok cmk 02/23/2022
Worktype Worksheets, <i>if applicable</i>				Meb	Ok cmk 02/23/2022
SBE Worktype Worksheets, <i>if applicable</i>				Meb	Ok cmk 02/23/2022
Drug Free Workplace, <i>if applicable</i>				meb	Ok cmk 02/23/2022
Project of Similar Complexity, <i>if applicable</i>				Not requested	n/a per Required Bid Documents (Checklist for Bidder’s Use)
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>				Meb	Ok cmk 02/23/2022
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)				See website link now	Ok website link
Other, <i>per Section 3 “Required Bid Documents” ESCROW DOC</i>				meb	Ok cmk 02/23/2022
IG#	20-0170 exp 12/31/24			meb	ok cmk 02/23/2022; 02/28/2022 Specialized Construction Inc. 20-0170-REG 31DEC2024
Debarment/Suspension Verified		Date:	1/20/22	Meb	Ok cmk 02/22/2022 02/28/2022 dated within 60 days/ Specialized Construction Inc. /John Galik
Auditor’s Finding		Date:	1/20/22	Meb	Ok cmk 02/22/2022 dated within 60 days
Vendor’s Submission (<i>Form of Proposal</i>)				Meb	Ok cmk 02/22/2022
Independent Contractor (I.C.) Requirement		Date:	2/1/22	Meb	Ok cmk 02/23/2022 dated within 1-year

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract Evaluation – <i>if required</i>	n/a	n/a new construction project
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	n/a	n/a this is not an IT related purchase
Checklist Verification	meb	Ok cmk 02/23/2022 Although outdated checklist was used, I accepted as the new checklist included DEI required documents that became effective for bids released on/or after 12/15/2021. Dept notified to use current checklists going forward.

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	Meb
Bid Guarantee & Contract Bond	Meb
Matrix Law Screen shot	Meb
COI	Meb
Workers’ Compensation Insurance	Meb
Railroad Insurance – <i>if required</i>	n/a

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
n/a	PW270205	73300	No activity	\$1,798,459.12
			TOTAL	\$1,798,459.12

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract review:

- Vendor Name [ok]
- Time Period [ok]
- \$ amount [ok]
- Signed by vendor [ok]
- Electronic Language [ok]

Check Contract Tab

- ~~Dates in contract tab should be the anticipated start date and the project completion date. Are the dates listed of 3/1/2022 – 12/30/2022 realistic. Ok cmk 2/28/2022 MButler entered comment in CM, stating: I put the revised checklist up. I did change the start date to 3/30/22. I am leaving the 12/30/22. It is a realistic date.~~
- ~~Last invoice allowed date of 3/23/2023 realistic?~~
- Contract Amounts [ok]

Lines Tab & lines

- Current fiscal year (start date of contract) thru end of current fiscal year [ok]
- Line created [ok]
- Distribution created [ok]
- Commitment Spread created [ok]
- Account Field and Acct. Category Field must match when there is an activity code [n/a]

Vendor Agreement Reference Commitments

- AC Commitments created (if grant and/or activity code) [n/a per dept.]
- GL Commitment (must be line) [ok]
- PO Code (RFB)
- Does Breakout on checklist = contract total [ok]
- Spend plan [ok]

Purchasing Use Only:

Prior Resolutions:	n/a new construction project
CM#:	2246
Vendor Name:	Specialized Construction, Incorporated
ftp:	n/a
Amount:	\$1,798,459.12
History/CE:	n/a construction new
EL:	ok
Procurement Notes:	Award after a Formal RFB; Vendor was not the lowest bidder; however vendor selected is CCBB registered and agreed to match lowest bid.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer
approval:

2/28/2022 cmk



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 8185 Event 2158	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$1,650,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: January 5, 2022	NUMBER OF RESPONSES (issued/submitted): 4/2
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: 2020 Operations Resurfacing Program Lewis Rd from Olmsted Township South Corporation Line to 800' South Memory Lane in Olmsted Township, OH	
DIVERSITY GOAL/SBE 7 %	DIVERSITY GOAL/MBE 17 %	DIVERSITY GOAL/WBE 6 %
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:1,798,459.12	Add 2%, Total is: \$1,834,428.30
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$: 1,798,459.12	Add 2%, Total is: 1,798,459.12
*PRICE PREFERENCE LOWEST BID REC'D \$1,798,459.12	RANGE OF LOWEST BID REC'D \$ 1,000,001-\$3,000,000	Minus \$, =
PRICE PEF % & \$ LIMIT: (8%) \$143,876.73	MAX SBE/MBE/WBE PRICE PEF \$1,942,335.85	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

*If awarding to vendor who is marked compliant with a * vendor must IG register upon notification of the award

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
1.	Crossroads Asphalt Recycling Inc 13421 Hawke Rd Columbia Station OH 44028	100% The Cincinnati Insurance Company Bond Compliant/Hylant review 1-7-2022	\$1,798,459.12	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input checked="" type="checkbox"/> Yes/No match <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):	(WF) Cuyahoga Fence SBE/WBE 3.7% (WM) CATTs Construction SBE 17% (WM) Schirmer Construction SBE 8.2% (WM/WF) TraffTech SBE/WBE 1.7%		<input type="checkbox"/> Yes <input type="checkbox"/> No
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No									
Total %	SBE: <u>25.2</u> % MBE: <u>0</u> % WBE: <u>5.4</u> %									
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 1/12/22									
SBE/MBE/WBE Comments and Initials:	DIV 3 form blank, no DIV form for MBE subcontractor/no waiver requested AM 1/7/22 EN 1/11/2022 No documented Good Faith Effort to include MBE participation LL 1/12/22									

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: cmk 1-12-2022					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2.	Specialized Construction Incorporated 711 Harvard Ave Cuyahoga Hts OH 44105	100% Atlantic Specialty Insurance Company Bond Compliant/Hylant review 1-7-2022	\$1,813,257.25	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (AAF) Cook Paving & Const. MBE 17.16% (WF) Fabrizi Recycling WBE 4.14% (WMWF) TraffTech, Inc WBE 1.80% (WF) Timeline Photography WBE 0.08% (WM) Schirmer Construction SBE 8.55% (WM) Specialized Construction SBE 20%		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
				IG Number: 20-0170-REG NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB <input checked="" type="checkbox"/> Yes /Yes match <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> Yes /Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: cmk 1-12-2022			<table border="1"> <tr> <td data-bbox="1408 277 1634 451">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1634 277 2171 451"> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1408 451 1634 586">Total %</td> <td data-bbox="1634 451 2171 586">SBE: <u>28.55%</u> MBE: <u>17.16 %</u> WBE: <u>6.02 %</u></td> </tr> <tr> <td data-bbox="1408 586 1634 824">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1634 586 2171 824"> <input checked="" type="checkbox"/> Yes LL 1/12/22 <input type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1408 824 1634 1029">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1634 824 2171 1029"> Prime is SBE as well as CCBB AM 1/7/22 No waiver requested. EN 1/11/2022 LL 1/12/22 </td> </tr> <tr> <td data-bbox="1408 1029 1634 1448"></td> <td data-bbox="1634 1029 2171 1448"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: <u>28.55%</u> MBE: <u>17.16 %</u> WBE: <u>6.02 %</u>	SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 1/12/22 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:	Prime is SBE as well as CCBB AM 1/7/22 No waiver requested. EN 1/11/2022 LL 1/12/22				
SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																		
Total %	SBE: <u>28.55%</u> MBE: <u>17.16 %</u> WBE: <u>6.02 %</u>																		
SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 1/12/22 <input type="checkbox"/> No																		
SBE/MBE/WBE Comments and Initials:	Prime is SBE as well as CCBB AM 1/7/22 No waiver requested. EN 1/11/2022 LL 1/12/22																		

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0075

Sponsored by: County Executive Budish/Department of Public Works	A Resolution making an award on RQ7449 to various providers each in the amount not-to-exceed \$450,000.00, with a combined total amount not-to-exceed \$900,000.00 for general architectural and engineering series for the period 4/12/2022 – 4/11/2025; authorizing the County Executive to execute Contract Nos. 2311 and 2312 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ7449 with various providers each in the amount not-to-exceed \$450,000.00, with a combined total not-to-exceed amount of \$900,000.00, for general architectural and engineering series for the period 4/12/2022 – 4/11/2025 as follows:

- a) Contract No. 2311 with Richard L. Bowen & Associates
- b) Contract No. 2312 with Makovich & Pusti Architects, Inc.

WHEREAS, the primary goal of this project is to continue to maximize our resources (staff and financial) to address our infrastructure needs; and

WHEREAS, the project is funded 100% by General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ7449 with various providers each in the amount not-to-exceed \$450,000.00, with a combined total not-to-exceed amount of \$900,000.00, for general architectural and engineering series for the period 4/12/2022 – 4/11/2025 as follows:

- a) Contract No. 2311 with Richard L. Bowen & Associates
- b) Contract No. 2312 with Makovich & Pusti Architects, Inc.

SECTION 2. That the County Executive is authorized to execute Contract Nos. 2311 & 2312 and all other documents consistent with said awards and 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, or 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:
Committee(s) Assigned:

Journal _____
_____, 20__

Richard L. Bowen + Associates

MyPro Transaction Title: Public Works, 2022, Richard L. Bowen + Associates, General Architectural-Engineering Services, RQ #7449

Scope of Work Summary

Department of Public Works requesting award and approval of a contract with Richard L. Bowen + Associates for the not-to-exceed cost of \$450,000.00. The anticipated start completion dates are April 12, 2022 – April 11, 2025.

The primary goal of this contract is to allow this office to continue to maximize our resources (staff and financial) to address our infrastructure needs. In order to be more aggressive and efficient in addressing the enormous quantity of infrastructure needs, this office has implemented several operational changes to optimize all available funding sources and to optimize the use of available financial resources and in-house staff resources, this office has restricted flexibility to address “peaks” in staffing needs due to emergency infrastructure needs, changes in project schedules, and/or urgent ancillary project design/implementation needs. To address these “peaks” in staging needs, this office has instituted the use of a consulting engineering firm to provide General Architectural-Engineering Services, on a task bases.

Various Locations

Various Districts

Procurement

RFQ

For items procured through a competitive process, answer the following:

- a. The RFQ was closed on October 14, 2021.
- b. There were 10 statements of qualifications submitted for review, 2 proposals were selected.
- c. There is 15% SBE, 10% MBE, and 5% WBE on this RFQ.
- d. One of the Contracts was an SBE set-aside.

Contractor Information

Richard L. Bowen + Associates

2019 Center Street, Suite 500

Cleveland, Ohio 44113

Council District (07)

The consultant President is Allan Renzi

Funding

The funding for the contract was appropriated in the current budget.

The schedule of payments is monthly by invoicing.

Makovich & Pusti Architects

MyPro Transaction Title: Public Works, 2022, Makovich & Pusti Architects, General Architectural-Engineering Services, RQ #7449

Scope of Work Summary

Department of Public Works requesting award and approval of a contract with Makovich & Pusti Architects for the not-to-exceed cost of \$450,000.00. The anticipated start completion dates are April 12, 2022 – April 11, 2025.

The primary goal of this contract is to allow this office to continue to maximize our resources (staff and financial) to address our infrastructure needs. In order to be more aggressive and efficient in addressing the enormous quantity of infrastructure needs, this office has implemented several operational changes to optimize all available funding sources and to optimize the use of available financial resources and in-house staff resources, this office has restricted flexibility to address “peaks” in staffing needs due to emergency infrastructure needs, changes in project schedules, and/or urgent ancillary project design/implementation needs. To address these “peaks” in staging needs, this office has instituted the use of a consulting engineering firm to provide General Architectural-Engineering Services, on a task bases.

Various Locations
Various Districts

Procurement

Identify the original procurement method on the contract/purchase:
RFQ

For items procured through a competitive process, answer the following:

The RFQ was closed on October 14, 2021.

There were 10 statements of qualifications submitted for review, 2 proposals were selected.

There is 15% SBE, 10% MBE, and 5% WBE on this RFQ.

One of the Contracts was an SBE set-aside.

Contractor Information

Makovich & Pusti Architects

111 Front Street

Berea, Ohio 44017

Council District (05)

The consultant Principal is Donald Rerko

Funding

The funding for the contract was appropriated in the current budget.

The schedule of payments is monthly by invoicing.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7449
Infor/Lawson PO# Code (if applicable):	N/A
Event #	1752 / 1948
CM Contract#	2311

	Department initials	Clerk of the Board
Briefing Memo	LABT	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	Department of Purchasing Note: REVISED contract with future dates uploaded 2/22/2022)	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		LABT	OK
Bid Specification Packet		LABT	OK
Evaluation Summary (names of evaluators to be included)		LABT	OK
Final DEI Goal Setting Worksheet		N/A	N/A (est. December 2021)
Diversity Documents – <i>if required (goal set)</i> Part of Submittal		LABT	OK
Award Letter (sent to awarded vendor)		LABT	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>		N/A	N/A
Tabulation Sheet		LABT	OK (revised tab sheet)
Evaluation/Scoring Summary (<i>includes evaluator names</i>)		LABT	OK (same requirement as above)
IG#	21-0295-REG	LABT	OK
Debarment/Suspension Verified	Date: 1/5/2022	LABT	OK
Auditor’s Finding	Date: 1/6/2022	LABT	OK
Vendor’s Submission		LABT	OK
Independent Contractor (I.C.) Requirement	Date: 1/4/2022	LABT	OK
Cover - <i>Master contracts only</i>		N/A	OK
Contract Evaluation – <i>if required</i>		N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LABT	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	LABT
Matrix Law Screen shot	LABT

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	LABT
Workers’ Compensation Insurance	LABT

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
2/22/2022 – 12/31/2022 4/12/2022 – 12/31/2022	PW600100	55130	CFCWP0000101	\$100,000.00
1/1/2023 -12/31/2023	PW600100	55130		\$150,000.00
1/1/2024 – 12/31/2024	PW600100	55130		\$150,000.00
1/1/2025 – 2/21/2025 1/1/2025-4/11/2025	PW600100	55130		\$50,000.00
			TOTAL	\$450,000.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	N/A
Lawson RQ# (if applicable)	7449
CM Contract#	2311

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$450,000.00		2/22/2022 2/21/2025		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$450,000.00			

Purchasing Use Only:

Prior Resolutions	
CM#:	2311
Vendor Name:	Richard L. Bowen + Associates
ftp:	4/12/2022 - 4/11/2025
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/23/2022: Revised contract/dates attached; revised checklist did not provide new contract dates; however, Department of Purchasing has entered correct breakdowns

2 | Page

Revised 12/15/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	on contract cover; revised tab sheet and DEI approval e-mail attached 2/22/2022; Department of Purchasing has corrected the 2022 budget line expiration date to 12/31/2022 so the line will not error; Part 1 of 2 (not master contract) 2/17/2022: Vendor selected; however, Diversity not compliant – attach documentation of Director of DEI this is okay and any additional DEI documents, updated tab sheet, if provided; Late Submittal questions need answered (2/22 contract start-did not meet agenda deadline)-attach as separate document; Has this vendor had a prior contract for these same type services? If so, must attach prior contract evaluation and complete history of prior contract attached as part of revised checklist – if not submitted, department is verifying no prior contract for same services.
Purchasing Buyer's initials and date of approval	OK, ssp 2/23/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

+Infor/Lawson RQ#:	7449
Infor/Lawson PO# Code (if applicable):	N/A
Event #	1752 / 1948
CM Contract#	2312

	Department initials	Clerk of the Board
Briefing Memo	LABT	<input type="checkbox"/>

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

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

FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	LABT	OK
Bid Specification Packet	LABT	OK
Evaluation Summary (names of evaluators to be included)	LABT	OK
Final DEI Goal Setting Worksheet	N/A	N/A (est. December 2021)
Diversity Documents – <i>if required (goal set) Part of Submittal</i>	LABT	OK
Award Letter (sent to awarded vendor)	LABT	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>	N/A	N/A
Tabulation Sheet	LABT	OK (revised attached 2/22/2022)
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	LABT	OK (same requirement as above)
IG# 20-0342-REG	LABT	OK
Debarment/Suspension Verified Date: 1/5/2022	LABT	OK
Auditor’s Finding Date: 1/6/2022	LABT	OK
Vendor’s Submission	LABT	OK
Independent Contractor (I.C.) Requirement Date: 12/28/2021	LABT	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	N/A	OK (attached 2/22/2022)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LABT	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	LABT
Matrix Law Screen shot	LABT

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	LABT
Workers’ Compensation Insurance	LABT

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
2/22/2022 – 12/31/2022 4/12/2022 – 12/31/2022	PW600100	55130	CFCWP0000101	\$100,000.00
1/1/2023 -12/31/2023	PW600100	55130		\$150,000.00
1/1/2024 – 12/31/2024	PW600100	55130		\$150,000.00
1/1/2025 – 2/21/2025 1/1/2025 – 4/11/2025	PW600100	55130		\$50,000.00
			TOTAL	\$450,000.00

Contract History CE/AG# (if applicable)	N/A CE1800130
Infor/Lawson PO# and PO Code (if applicable)	N/A BuySpeed RQ42565
Lawson RQ# (if applicable)	7449 N/A
CM Contract#	2312 CM1530

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$400,000.00		10/23/2018- 10/22/2021	10/10/2018	R2018-0201
Prior Amendment Amounts (list separately)		\$50,000.00	12/31/2022	10/25/2021	BC2021-595
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$50,000.00			
Total Contact Amount		\$450,000.00			

Purchasing Use Only:

Prior Resolutions	BC2021-595; R2018-0201
CM#:	2312
Vendor Name:	Makovich & Pusti Architects
ftp:	4/12/2022-4/11/2025
Amount:	\$450,000.00mm
History/CE:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	2/28/2022: contract attached 2/23/2022; part 2 of 2 (not master) 2/23/2022: There is no contract attached at this time – contract must be attached. Correct 2022 Funds Lines expiration date for the 2022 budget year only. 2/17/2022: Late Submittal questions need answered (2/22 contract start-did not meet agenda deadline)-attach as separate document; Has this vendor had a prior contract for these same type services? If so, must attach prior contract evaluation and complete history of prior contract attached as part of revised checklist – if not submitted, department is verifying no prior contract for same services.
Purchasing Buyer's initials and date of approval	OK, ssp 2/28/2022



Proposal Evaluation Form

Project Name General Architectural-Engineering Services
Project Type Planning/Design
Submission Date October 11, 2021
Selection Meeting Date December 3, 2021
Facilitator Lori Birschbach-Tober

Committee
 Matthew Rymer
 Nicole English
 Christine Petro
 Dan Paul
 Susan Milligan

EVALUATION CRITERIA	City Architecture	Mathew Spencer	DS Architecture	Jeffery Meyers	Dynotec, Inc.	Victor Williamson	K2M Design, Inc.	Scott Maloney	Karpinski Engineering	Joe Hofstetter	Makovich Pusti Architects,	Stephen Jouriles	R. E. Warner & Associates	Jennifer Kalin	Richard L. Bowen & Assoc	Allan Renzi / Robyn Wolf	Robert P. Madison Internat	Sandra Madison	Wiss, Janney, Elstner Assoc	Joshua Boggs
Section 1 - Minimum Qualifications																				
Experience in Similar Tasks	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Prequalifications Met	Y	Y	N	Y	Y	Y	N	Y	Y	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Independent Contractor Worker Acknowledge	Y	Y	N	Y	Y	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	Y	Y
Diversity Goal Met	Y	S	Y	N	N	S	Y	S	Y	S	Y	S	Y	S	Y	S	Y	S	Y	N
Section 2 - Firm's Experience	12	14	14	11	11	18	18	10	10	17	17	12	12	16	16	13	10			
Section 3 - Available Staff's Experience																				
Project Manager	16	18	18	16	16	17	17	20	22	22	22	14	14	20	20	1	16	17		
Support Staff	10	11	11	10	10	11	11	10	12	12	12	10	10	11	11	11	11	10		
Section 4 - Project Methodology	17	17	17	18	18	20	20	20	15	15	15	20	20	21	21	16	16	16		
Geographic Location	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5		
Previous Work	10	10	10	10	10	4	4	8	9	9	10	10	10	10	10	6	6	4		
TOTAL	70	75	75	70	70	75	75	73	80	80	71	83	83	67	67	62				

** With reference to Project Manager: we prefer them knowledgeable on this specific task and good communicator.

CONTRACT EVALUATION FORM

Contractor	Makovich & Pusti Architects, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800130 CM 1530				
RQ#	42565				
Time Period of Original Contract	October 23, 2018 to October 22, 2021				
Background Statement	Amendment No. 1 was to increase the not-to-exceed amount by \$50,000.00 and extend the contract to December 31, 2022. Looking at awarding a new contract with Makovich & Pusti now, CM2312				
Service Description	General Architectural Engineering Services				
Performance Indicators	Makovich & Pusti Architects, Inc. has provided the County with quality consulting services for the tasks on this contract.				
Actual Performance versus performance indicators (include statistics):	Makovich & Pusti Architects, Inc. has had a satisfactory success rate in meeting performance for all tasks.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All of the staff that worked on assigned tasks have been proficient in their fields				
Department Contact	Matthew Rymer				
User Department	Public Works				
Date	2/22/2022				



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 7449 Event 1752	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$900,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 14, 2021	NUMBER OF RESPONSES (issued/submitted): 50/10
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: General Architectural-Engineering Services YR 2021	
DIVERSITY GOAL/SBE Set Aside: SBE Prime Non SBE Set Aside 15 %	DIVERSITY GOAL/MBE 10 %	DIVERSITY GOAL/WBE 5 %
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	City Architecture 12205 Larchmere Blvd Cleveland, OH 44120			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sub contract or Name(s): (MW) City Architecture, Inc. SBE 20% (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE 15% (MW) Barber & Hoffman, Inc. SBE 10%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)															
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0044-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No			<table border="1"> <tr> <td data-bbox="1297 310 1388 565"></td> <td data-bbox="1388 310 1850 565">(MW) Partners Environmental Consulting, Inc. DBA Partners SBE 10% (FW) Schumacher Designs, Inc. WBE 5% (FW) MCGUINESS UNLIMITED, INC. SBE/WBE 10%</td> <td data-bbox="1850 310 1955 565"></td> <td data-bbox="1955 310 2074 565"></td> </tr> <tr> <td data-bbox="1297 565 1388 850">SBE /MBE/WBE Prime: (Y/N)</td> <td data-bbox="1388 565 1850 850"><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> <td data-bbox="1850 565 1955 850"></td> <td data-bbox="1955 565 2074 850"></td> </tr> <tr> <td data-bbox="1297 850 1388 992">Total %</td> <td data-bbox="1388 850 1850 992">SBE SetAside Prime - SBE: <u> </u> Prime+20% MBE: <u> 15 </u> % WBE: <u> 15 </u> % Non SBE Set Aside - SBE: <u> 40 </u> % MBE: <u> 15 </u> % WBE: <u> 15 </u> %</td> <td data-bbox="1850 850 1955 992"></td> <td data-bbox="1955 850 2074 992"></td> </tr> <tr> <td data-bbox="1297 992 1388 1317">SBE /MBE/WBE Compl y: (Y/N)</td> <td data-bbox="1388 992 1850 1317"><input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No</td> <td data-bbox="1850 992 1955 1317"></td> <td data-bbox="1955 992 2074 1317"></td> </tr> </table>		(MW) Partners Environmental Consulting, Inc. DBA Partners SBE 10% (FW) Schumacher Designs, Inc. WBE 5% (FW) MCGUINESS UNLIMITED, INC. SBE/WBE 10%			SBE /MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No			Total %	SBE SetAside Prime - SBE: <u> </u> Prime+20% MBE: <u> 15 </u> % WBE: <u> 15 </u> % Non SBE Set Aside - SBE: <u> 40 </u> % MBE: <u> 15 </u> % WBE: <u> 15 </u> %			SBE /MBE/WBE Compl y: (Y/N)	<input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No				
	(MW) Partners Environmental Consulting, Inc. DBA Partners SBE 10% (FW) Schumacher Designs, Inc. WBE 5% (FW) MCGUINESS UNLIMITED, INC. SBE/WBE 10%																								
SBE /MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																								
Total %	SBE SetAside Prime - SBE: <u> </u> Prime+20% MBE: <u> 15 </u> % WBE: <u> 15 </u> % Non SBE Set Aside - SBE: <u> 40 </u> % MBE: <u> 15 </u> % WBE: <u> 15 </u> %																								
SBE /MBE/WBE Compl y: (Y/N)	<input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No																								

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____va_____			SBE / MBE / WBE No waiver requested. EN 10/18/21 LL 10/18/21		

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2 DS Architecture 1020 Huron Road E, #101 Cleveland, OH 44115			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE 15% (MW) The Osborn Engineering Company SBE 5% (MHA) ConstructAbility, Inc. SBE/MBE 5%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)										
			<p>N/A</p> <p>NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>OPD Buyer Initials: <u> VA </u></p>			<table border="1"> <tr> <td data-bbox="1056 349 1283 526">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="1283 349 1814 526"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No </td> </tr> <tr> <td data-bbox="1056 526 1283 670">Total %</td> <td data-bbox="1283 526 1814 670"> SBE SetAside Prime - SBE: <u>N/A</u> Prime +5 % MBE: <u>5</u> % WBE: <u>15</u> % Non SBE Set Aside - SBE: <u>5</u> % MBE: <u>5</u> % WBE: <u>15</u> % </td> </tr> <tr> <td data-bbox="1056 670 1283 911">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="1283 670 1814 911"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/18/21 </td> </tr> <tr> <td data-bbox="1056 911 1283 1195">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1283 911 1814 1195"> DS Architecture pending On-Site Visit to complete certification process. No waiver requested. EN 10/18/21 LL Not eligible for SBE Set Aside and not compliant with diversity goals LL 10/18/21 </td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2" data-bbox="1056 1195 1814 1235"></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE SetAside Prime - SBE: <u>N/A</u> Prime +5 % MBE: <u>5</u> % WBE: <u>15</u> % Non SBE Set Aside - SBE: <u>5</u> % MBE: <u>5</u> % WBE: <u>15</u> %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/18/21	SBE/MBE/WBE Comments and Initials:	DS Architecture pending On-Site Visit to complete certification process. No waiver requested. EN 10/18/21 LL Not eligible for SBE Set Aside and not compliant with diversity goals LL 10/18/21				
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No																	
Total %	SBE SetAside Prime - SBE: <u>N/A</u> Prime +5 % MBE: <u>5</u> % WBE: <u>15</u> % Non SBE Set Aside - SBE: <u>5</u> % MBE: <u>5</u> % WBE: <u>15</u> %																	
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/18/21																	
SBE/MBE/WBE Comments and Initials:	DS Architecture pending On-Site Visit to complete certification process. No waiver requested. EN 10/18/21 LL Not eligible for SBE Set Aside and not compliant with diversity goals LL 10/18/21																	

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
3 Dynotec, Inc. 30505 Bainbridge Road, Suite 195 Solon, OH 44139			Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 21-0301-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N)	(MAIA) DYNOTEC, INC. SBE/MBE 20% (FW) Construction Support Solutions WBE 5% <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No SBE SetAside Prime - SBE: <u>Prime%</u> MBE: <u>0 %</u> WBE: <u>5 %</u> Non SBE Set Aside - SBE: <u>0 %</u> MBE: <u>20 %</u> WBE: <u>5 %</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 10/18/21 No waiver requested. EN 10/18/21 For SBE Set-Aside, lacking subcontracting to MBE and for non-SBE Set Aside, lacking SBE participation LL 10/18/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: ___VA___					

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
4	K2M Design, Inc. 3121 Bridge Avenue Cleveland, OH 44113			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-1845-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials:	(MW) K2M Design, Inc. SBE 20% (FAPA) Advanced Engineering Consultants, Ltd. SBE/MBE/WBE TBD% (FW) Construction Support Solutions WBE TBD% <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No SBE: <u>20</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> % SBE SetAside Prime - SBE: <u> </u> Prime% MBE: <u>TBD</u> % WBE: <u>TBD</u> % Non SBE Set Aside - SBE: <u>20</u> % MBE: <u>TBD</u> % WBE: <u>TBD</u> % <input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No No waiver requested. EN 10/18/21 LL 10/18/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____VA_____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
5 Karpinski Engineering 3135 Euclid Avenue Cleveland, OH 44115			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 13-0015-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials: <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>	(MW) Karpinski Engineering, Inc. SBE 20% (MW) Barber & Hoffman, Inc. SBE 15% (FAA) Robert P. Madison International, Inc. SBE/MBE/WBE 10% (FW) Regency Construction Services, Inc. SBE/WBE 5% <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No SBE SetAside Prime - SBE: <u> </u> Prime+15 % MBE: <u> 10 %</u> WBE: <u> 5 %</u> Non SBE Set Aside - SBE: <u> 20 %</u> MBE: <u> 10 %</u> WBE: <u> 5 %</u> <input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No DIV-2 forms are all incomplete, missing the portion to be signed by the subcontractor. No waiver requested. EN 10/18/2021 LL 10/18/21 <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____ VA _____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
6 Makovich Pusti Architects, Inc. 111 Front Street Berea, OH 44017			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0342-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N)	(MW) Makovich & Pusti Architect, Inc. SBE 20% (MAPA) Kabil Associates, Inc. SBE/MBE TBD% (FW) MCGUINNESS UNLIMITED, INC. SBE/WBE TBD% (MW) Partners Environmental Consulting, Inc. DBA Partners SBE TBD% (FW) Knight & Stolar, Inc. SBE/WBE TBD% <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No SBE: <u>20%</u> MBE: <u>TBD %</u> WBE: <u>TBD %</u> SBE SetAside Prime - SBE: <u>Prime+TBD %</u> MBE: <u>TBD%</u> WBE: <u>TBD%</u> Non SBE Set Aside - SBE: <u>TBD %</u> MBE: <u>TBD %</u> WBE: <u>TBD %</u> <input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No No waiver requested. EN 10/18/2021 LL 10/18/21		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____VA_____			<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
7 R.E. Warner & Associates, Inc. 25777 Detroit Road, Suite 200 Westlake, OH 44145			Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Subcontractor Name(s): (MW) R. E. Warner & Associates. Inc. SBE 20% (APA) METCO of Ohio, Inc. SBE/MBE 10% (FW) MCGUINESS UNLIMITED, INC. SBE/WBE 5% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE SetAside Prime - SBE: <u>Prime%</u> MBE: <u>10 %</u> WBE: <u>5 %</u> Non SBE Set Aside - SBE: <u>20 %</u> MBE: <u>10 %</u> WBE: <u>5 %</u> SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 10/18/21 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No waiver requested. EN 10/18/2021 LL 10/18/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: ____VA____					

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)	
8 Richard L. Bowen & Associates 2019 Center Street, Suite 500 Cleveland, OH 44113			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s):			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(MW) Richard L. Bowen Associates, Inc. SBE 20% (FW) McGuiness Unlimited SBE/MBE 5% (MAPA) MetCo of Ohio, Inc. SBE/MBE 10%			
			IG Number: 21-0295-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No			
			PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			Total % SBE SetAside Prime - SBE: <u> </u> Prime% MBE: <u>10</u> % WBE: <u>5</u> % Non SBE Set Aside - SBE: <u>20</u> % MBE: <u>10</u> % WBE: <u>5</u> %			
			CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 2/18/22 <input checked="" type="checkbox"/> No LL 10/18/21			
CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No		SBE/MBE/WBE Comments and Initials:	DIV-2 forms are all incomplete, missing the portion to be signed by the subcontractor. No waiver requested. EN 1/18/2021 LL 10/18/21 Per 2/18/22 email from PW (L. Birschbach-Tober), this is a vendor they would like to recommend for award and the forms were signed in						

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)				
			<input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____VA_____			<table border="1"> <tr> <td data-bbox="1014 347 1247 509"></td> <td data-bbox="1247 347 1768 509">Sept/October but due to formatting issues, the signatures were cut off. LL 2/18/22</td> </tr> <tr> <td colspan="2" data-bbox="1014 509 1768 553" style="background-color: #cccccc;"></td> </tr> </table>			Sept/October but due to formatting issues, the signatures were cut off. LL 2/18/22				
	Sept/October but due to formatting issues, the signatures were cut off. LL 2/18/22												

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: _____VA_____					

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award : (Y/N)
1	Wiss, Janney, Elstner Associates 9655 Sweet Valley Drive, Suite 3 Cleveland, OH 44125			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0286-REG NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) Total % SBE/MBE/WBE Comply: (Y/N) SBE/MBE/WBE Comments and Initials:	(FW) Van Auken Akins Architects, LLC SBE/WBE 15% (FAPA) Advanced Engineering Consultants SBE/MBE/WBE 10% (FW) Regency Construction Services, Inc. SBE/WBE 5% <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No SBE: <u>5</u> % MBE: <u>10</u> % WBE: <u>15</u> % SBE SetAside Prime - SBE: <u>N/A</u> % MBE: <u>10</u> % WBE: <u>5</u> % Non SBE Set Aside - SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> % <input checked="" type="checkbox"/> Yes LL 10/18/21 <input checked="" type="checkbox"/> No Not eligible for SBE Set Aside Award LL 10/18/21 No waiver requested. EN 1/18/2021 Not eligible for SBE Set Aside Award LL 10/18/21		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A OPD Buyer Initials: ___VA___					

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0076

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution making awards on RQ8219 to various providers each in the amount not-to-exceed \$300,000.00, for a combined total not-to-exceed amount of \$600,000.00, for general sanitary engineering services commencing upon signature of all parties for a period of 3 years; authorizing the County Executive to execute Contract Nos. 2276 and 2277 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works has recommended an award on RQ8219 with various providers each in the amount not-to-exceed \$300,000.00, for a combined total not-to-exceed amount of \$600,000.00, for general sanitary engineering services commencing upon signature of all parties for a period of 3 years as follows:

- a) Contract No. 2276 with Chagrin Valley Engineering, Ltd.
- b) Contract No. 2277 with Brown and Caldwell

WHEREAS, the primary goal of this project is to maximize resources to address emergency infrastructure needs, changes in project schedules and/or ancillary project design/implementation needs; and

WHEREAS, the project is funded 100% by Sanitary Operating Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ8219 with various providers each in the amount not-to-exceed \$300,000.00, for a combined total not-to-exceed amount of \$600,000.00, for general sanitary engineering services commencing upon signature of all parties for a period of 3 years as follows:

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

2022 Public Works, Submit & Award to Brown and Caldwell and Chagrin Valley Engineering, Ltd for Sanitary General Engineering Services, RFQ #8219, \$600,000 Total, \$300,000 each vendor.

Scope of Work Summary:

Department of Public Works is requesting an award and approval of TWO Sanitary General Engineering Services task-order based contracts for the not-to-exceed cost of \$600,000.00. Each vendor to be awarded a SEPARATE \$300,000 contract. The anticipated start completion dates will be based on the execution date of this contract, anticipated execution from 4/12//2022 – 4/11/2025 for a three-year contract.

The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, sanitary/storm rate model studies and development, sewer master plan development and MS4 permitting capabilities.

Procurement

The procurement method for this project was RFQ #8219. The total value of the RFQ is \$600,000.00 for TWO SEPARATE VENDORS at \$300,000.00 each.

The RFQ was closed on December 20, 2021. There is a 30% Diversity goal with these Agreements. There were Six (6) proposals submitted for review from OPD, with TWO vendors selected. Chagrin Valley Engineering, Ltd. (SBE set aside) and Brown and Caldwell were selected for \$300,000.00 each contract.

Contractor and Project Information

Brown and Caldwell	Chagrin Valley Engineering, Ltd.
6055 Rockside Woods Boulevard	22999 Forbes Road, Suite B
Independence, Ohio 44131	Cleveland, Ohio 44146
Council District 6	Council District 6

The Project Manager for Brown and Caldwell is Cindy Biacofsky, P.E, and for Chagrin Valley Engineering is Mike Henry, P.E.

These are task-order based contracts that can be located in any of the Council Districts
Project Status & Planning

These are task order-based contracts for a three-year time period.

Funding

The project is funded by 100% Sanitary Engineering funds (PW715200-55130)

The schedule of payments is by monthly invoice and is task order based

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8219
Infor/Lawson PO# Code (if applicable):	
Event #	2139
CM Contract#	2276- Chagrin Valley Engineering (1 of 2 Sanitary GES Contracts)

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/> x
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 type="checkbox"/> x
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AMS	OK
Bid Specification Packet	AMS	OK
Evaluation Summary (names of evaluators to be included)	AMS	OK
Final DEI Goal Setting Worksheet- Diversity goals on TAB sheet	AMS	N/A (est. after original RFP)
Diversity Documents – <i>if required (goal set)</i>		OK
Award Letter (sent to awarded vendor)	AMS	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>		N/A
Tabulation Sheet	AMS	OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	AMS	OK (same as above requirement)
IG#	20-0124 31DEC2024	AMS OK
Debarment/Suspension Verified	Date: 2/4/2022 2/23/2022	AMS OK (revised uploaded 2/23/2022)
Auditor’s Finding	Date: 2/4/2022	AMS OK
Vendor’s Submission	AMS	OK
Independent Contractor (I.C.) Requirement	Date: 12/17/2021	AMS OK
Cover - <i>Master contracts only</i>		OK
Contract Evaluation – <i>if required</i>	AMS	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A
Checklist Verification	AMS	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	AMS

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	AMS- PWD-2725 & 2726
COI	AMS
Workers’ Compensation Insurance	AMS

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/12/2022- 12/31/2022	PW715200	55130		\$100,000
1/1/2023-12/31/2023	PW715200	55130		\$150,000
1/1/2024-12/31/2024	PW715200	55130		\$50,000
1/1/2025- 4/11/2025	PW715200	55130		\$0
			TOTAL	\$300,000

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	BuySpeed RQ48536
CM Contract#	1886 (fka 134)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$300,000		12/8/2020-12/7/2023	12/8/2020	R2020-0262
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$300,000			

Purchasing Use Only:

Prior Resolutions	R2020-0262
CM#:	2276
Vendor Name:	Chagrin Valley Engineering, Ltd.
ftp:	3-year contract, effective as of signature of both parties
Amount:	\$300,000.00mm
History/CE:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	3/3/2022: REVISED Contract submitted (no cover change required) 2/24/2022: Award part 1 of 2 2/23/2022 – Dept. of Purchasing replaced word version of tab sheet with final pdf version (no changes made); attach revised checklist with the contract history for CE1900118 (per evaluation); Must attach a current, completed debarment form.
Purchasing Buyer’s initials and date of approval	REVISED Contract, OK, ssp 3/3/2022 OK, ssp 2/24/2022



Proposal Evaluation Form

Project Name Sanitary General Engineering Services
Project Type General Engineering Services
Submission Date December 20, 2021
Selection Meeting Date January 13, 2022
Facilitator Adrienne Simons

Committee Members:
 Thomas Sotak
 Nichole English
 Laura Weber
 Craig Nauman
 Mike Zavoda

RFQ 8219

EVALUATION CRITERIA	Max Points	SBE Sub-Available							SBE Sub-Available							
		Brown & Caldwell	ms consultants	CTI Engineers	Cosmos Technologies	DLZ	Chagrin Valley Engineering	Henry, P.E.	Brown & Caldwell	ms consultants	CTI Engineers	Cosmos Technologies	DLZ	Chagrin Valley Engineering	Henry, P.E.	
Section 1 - Minimum Qualifications																
Qualifications Met- PreQualifications	Yes/No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
SBE Goal Met	Yes/No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Minimum Quals met	Yes/No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Section 2 - Firm's Experience	15	13	10	9	7	12	14	15	10	9	7	12	14	15	10	
Section 3 - Available Staff's Experience																
Project Manager	25	18	14	20	15	20	23	25	14	20	15	20	23	25	14	
Support Staff	15	13	12	8	10	11	13	15	12	8	10	11	13	15	12	
Section 4 - Project Methodology	30	22	20	18	17	20	25	30	20	18	17	20	25	30	20	
Geographic Location	5	5	5	3	5	5	5	5	5	3	5	5	5	5	5	
Previous Work	10	10	2	10	10	10	3	10	2	10	10	10	3	10	2	
TOTAL	100	81	63	68	64	78	83	100	63	68	64	78	83	100	63	
Rankings																

CONTRACT EVALUATION FORM

Contractor	Chagrin Valley Engineering, Ltd				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM #1886				
RQ#	48536				
Time Period of Original Contract	12/8/2020-12/7/2023				
Background Statement	Chagrin Valley Engineering, Ltd was one of two vendors selected for Sanitary General Engineering Services per RFQ 48536				
Service Description	The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, and MS4 permitting capabilities.				
Performance Indicators	Chagrin Valley Engineering, Ltd provided the County with quality engineering services as per the contract				
Actual Performance versus performance indicators (include statistics):	Chagrin Valley Engineering Services, Ltd provided the County with above average sanitary engineering services as per the contract				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	According to contract				
Department Contact	Adrienne Simons				
User Department	Public Works				
Date	2/23/2022				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8219
Infor/Lawson PO# Code (if applicable):	
Event #	2139
CM Contract#	2276- Brown and Caldwell (2 of 2 Sanitary GES Contracts)

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/> x
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 type="checkbox"/> x
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		AMS	OK
Bid Specification Packet		AMS	OK
Evaluation Summary (names of evaluators to be included)		AMS	OK
Final DEI Goal Setting Worksheet- Diversity goals in TAB sheet		AMS	N/A (est. after original RFP)
Diversity Documents – <i>if required (goal set) in vendor proposal</i>		AMS	OK
Award Letter (sent to awarded vendor)		AMS	OK
Vendor’s Confidential Financial Statement – <i>if RFQ requested</i>			N/A
Tabulation Sheet		AMS	OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)		AMS	OK (same as above requirement)
IG#	22-0053-REG 31DEC2026	AMS	OK (IG verification attached 2/23/2022)
Debarment/Suspension Verified	Date: 2/4/2022 2/23/2022	AMS	OK (revised attached 2/23/2022)
Auditor’s Finding	Date: 2/4/2022	AMS	OK
Vendor’s Submission		AMS	OK
Independent Contractor (I.C.) Requirement	Date: 2/18/2022	AMS	OK
Cover - <i>Master contracts only</i>			OK
Contract Evaluation – <i>if required</i>		AMS	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A
Checklist Verification		AMS	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	AMS

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	AMS- PWD-2725 & 2726
COI	AMS
Workers’ Compensation Insurance	AMS

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/12/2022- 12/31/2022	PW715200	55130		\$100,000
1/1/2023-12//31/2023	PW715200	55130		\$150,000
1/1/2024-12/31/2024	PW715200	55130		\$50,000
1/1/2025- 4/11/2025	PW715200	55130		\$0
			TOTAL	\$300,000

Contract History CE/AG# (if applicable)	CE1900119
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	BuySpeed RQ43764
CM Contract#	1291

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$200,000		2/15/2019-2/14/2022	2/11/2019	BC2019-106
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$200,000			

Purchasing Use Only:

Prior Resolutions	BC2019-106
CM#:	2277
Vendor Name:	Brown and Caldwell
ftp:	3-year contract, effective as of signature of both parties
Amount:	\$300,000.00mm
History/CE:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	3/3/2022: REVISED Contract submitted (no cover change required) 2/24/2022: Award part 2 of 2 2/23/2022 – Dept. of Purchasing replaced word version of tab sheet with final pdf version (no changes made); attach revised checklist with the contract history for CE1900119 (per evaluation); vendor’s referenced IG# is not on the current IG list – attach IG documentation to verify IG#; Debarment form does not view – attach new debarment form file.
Purchasing Buyer’s initials and date of approval	REVISED Contract, OK, ssp 3/3/2022 OK, ssp 2/24/2022

CONTRACT EVALUATION FORM

Contractor	Brown and Caldwell				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900119-01				
RQ#	RFQ 43764 Current RFQ 8219				
Time Period of Original Contract	2/15/2019-2/14/2022				
Background Statement	Brown and Caldwell was one of two vendors selected for Sanitary General Engineering Services per RFQ 43764				
Service Description	The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, and MS4 permitting capabilities.				
Performance Indicators	Brown and Caldwell provided the County with quality engineering services as per the contract				
Actual Performance versus performance indicators (include statistics):	Brown and Caldwell provided the County with above average sanitary engineering services as per the contract				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	According to contract				
Department Contact	Adrienne Simons				
User Department	Public Works				
Date	2/4/2022				



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 8219	Event 2139	TYPE: RFQ	ESTIMATE: \$600,000.00
CONTRACT PERIOD:		RFQ DUE DATE: December 20, 2021	NUMBER OF RESPONSES (issued/submitted): 69 / 6
REQUESTING DEPARTMENT: Public Works		COMMODITY DESCRIPTION:	
DIVERSITY GOAL/SBE 15%	DIVERSITY GOAL/MBE 10%	DIVERSITY GOAL/WBE 5%	

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)						
1.	Brown and Caldwell 6055 Rockside Woods Boulevard Suite 350 Independence, Ohio 44131	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0006 Planholder: <input checked="" type="checkbox"/> Yes Buyer Review: SSP	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Subcontractor Name(s):</td> <td>(MW) The Osborn Engineering Company SBE 10% (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE 10% (MW) Regency Construction Services, Inc. SBE 5% (FW) KS Associates, Inc. SBE/WBE 5%</td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %</td> </tr> </table>	Subcontractor Name(s):	(MW) The Osborn Engineering Company SBE 10% (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE 10% (MW) Regency Construction Services, Inc. SBE 5% (FW) KS Associates, Inc. SBE/WBE 5%	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total %	SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):	(MW) The Osborn Engineering Company SBE 10% (MAIA) Somat Engineering of Ohio, Inc. SBE/MBE 10% (MW) Regency Construction Services, Inc. SBE 5% (FW) KS Associates, Inc. SBE/WBE 5%										
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No										
Total %	SBE: <u>15</u> % MBE: <u>10</u> % WBE: <u>5</u> %										

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)			
			SBE / MBE / WBE						
			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 12/22/21 <input type="checkbox"/> No					
			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 12/20/21 LL 12/22/21					
2.	Chagrin Valley Engineering, Ltd. 22999 Forbes Road Suite B Cleveland, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0124 Planholder: <input checked="" type="checkbox"/> Yes Buyer Review: SSP	Subcontractor Name(s):	(MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 20% (MAPA) CTL Engineering, Inc. MBE 10% (FW) KS Associates, Inc. SBE/WBE 5%			X - YES NO		
			SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No					
			Total %	SBE: <u>20 %</u> MBE: <u>10 %</u> WBE: <u>5 %</u>					
			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 12/22/21 <input type="checkbox"/> No					

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)		
			SBE / MBE / WBE					
			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 12/20/21 LL 12/22/21				
3.	Cosmos Technologies, Inc. 850 Euclid Avenue Suite 1100 Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0054 Planholder: <input checked="" type="checkbox"/> Yes Buyer Review: SSP	Subcontractor Name(s):	(MAA) Cosmos Technologies, Inc. SBE/MBE 20%	NO			
			SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No				
			Total %	SBE: ___ % MBE: <u>20</u> % WBE: ___ %				
			SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 12/22/21				
			SBE/MBE/WBE Comments and Initials:	Only submitted DIV-1. LL 12/22/21				

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)	
			SBE / MBE / WBE				
4.	CTI Engineers, Inc. One Cascade Plaza Suite 710 Akron, Ohio 44308	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Buyer Review: SSP</p>	Subcontractor Name(s):	(MAPA) Pro Geotech, Inc. SBE/MBE 10% (FW) Lawhon & Associates, Inc. SBE/WBE 20%			NO
			SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No			
			Total %	SBE: <u>10</u> % MBE: <u>20</u> % WBE: <u> </u> %			
			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 12/22/21 <input type="checkbox"/> No			
			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 12/20/2021 LL 12/22/21			
5.	DLZ Ohio, Inc. 4208 Prospect Avenue Cleveland, Ohio 44103	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 12-1123</p>	Subcontractor Name(s):	(MAPA) DLZ Ohio, Inc. MBE 20% (MW) Euthenics, Inc. SBE 15% (FW) Lawhon & Associates, Inc. SBE/WBE 5%			NO

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE			
			SBE/MBE/WBE Prime: (Y/N)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
			Total %	SBE: <u>15%</u> MBE: <u>20%</u> WBE: <u>5%</u>		
			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 12/22/21 LL 12/22/21 <input type="checkbox"/> No		
			SBE/MBE/WBE Comments and Initials:	No waiver requested. EN 12/20/2021 LL 12/22/21		
			/			
6.	ms consultants, inc. 425 Literary Road Suite 100 Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0305 Planholder: <input checked="" type="checkbox"/> Yes Buyer Review: SSP	Subcontractor Name(s):	(FW) MCGUINESS UNLIMITED, INC. SBE/WBE 5% (MW) CHAGRIN VALLEY ENGINEERING, LTD. SBE 15% (MAPA) Somat Engineering of Ohio, Inc. SBE/MBE 10%		
			SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE			
			Total %	SBE: <u>15%</u> MBE: <u>10%</u> WBE: <u>5%</u>		
			SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 12/22/21 <input type="checkbox"/> No		
			SBE/MBE/WBE Comments and Initials:	LL 12/22/21		

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0077

Sponsored by: County Executive Budish/Office of the Medical Examiner	A Resolution making an award on RQ8504 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$3,692,000.00 for body transportation services for the period 4/1/2022 – 12/31/2026; authorizing the County Executive to execute Contract No. 2266 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Office of the Medical Examiner has recommended an award on RQ8504 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$3,692,000.00 for body transportation services for the period 4/1/2022 – 12/31/2026; and

WHEREAS, the primary goal of this project is to ensure the bodies are delivered to our site in a timely fashion to ensure testing can accurately be performed; and

WHEREAS, the project is funded 100% by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ8504 to Esposito Mortuary Services, Inc. in the amount not-to-exceed \$3,692,000.00 for body transportation services for the period 4/1/2022 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 2266 in connection with said award and all documents consistent with 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 or safety 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

Title: Medical Examiner Office; RQ#8504 2022 Esposito Mortuary Services; RFP Body Transportation Contract 2022-2026

Scope of Work Summary

Medical Examiner Office requesting approval of a contract with Esposito Mortuary Services for the anticipated cost estimated \$3,692,000.00. Bodies per year are an estimate* Number was configured at 2600 estimated body transportations/year. Vendor pricing was adjusted for each year based on estimated price increases to cost of doing business.

This contract is for the Body Transportation services the MEO utilized to ensure the bodies are delivered to our site in a timely fashion to ensure testing can accurately be performed. This service is the most crucial to our operations. The anticipated start-completion dates are (04/01/2022 – 12/31/2026).

Procurement

The procurement method for this project was RFP. The total value of the RFP is estimated \$3,692,000. Bodies per year are an estimate*

The RFP was closed on 2/21/2022.

There were (2) proposals pulled from OPD, (2) proposals submitted for review, (1) approved.

Contractor and Project Information

Esposito Mortuary Services, INC
1575 W 117th St
Cleveland, OH 44107

The President for the vendor is Aaron A. Esposito

Funding

The project is funded 100% by the General Fund
The schedule of payments is by invoice semi-monthly.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

All items requiring your attention are in **red text regardless of placement on the form. Items highlighted in **“turquoise”** document changes I made to the item. Any items in **green text** are things I need to do. Please address any questions on this checklist and attach in Info. For items marked **need**** see Contracts Checklist Glossary for Required Documents (or Document Longevity List) on the intranet for additional information. FYI’s are highlighted in **pink**

Infor/Lawson RQ#:	8504 ok
Infor/Lawson PO# Code (if applicable):	RFP ok
Event #	2299 ok
CM Contract#	2266 ok

	Department initials	Clerk of the Board
Briefing Memo	MB	<input type="checkbox"/>

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

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

FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	MB	ok cmk 02/16/2022
Bid Specification Packet	MB	ok cmk 02/16/2022
Evaluation Summary (names of evaluators to be included)	MB	Duplicate item on checklist
Final DEI Goal Setting Worksheet	N/A - None	n/a formal bid was processed prior to program effective date
Diversity Documents – <i>if required (goal set)</i>	N/A	REBID RQ7193 Category: Goods and Other Services Goals: 0%SBE/0%MBE/0%WBE (zero/limited number of certified diversity vendors) No, not in the forecast
Award Letter (sent to awarded vendor)	MB	ok cmk 02/16/2022
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	n/a per RFP
Tabulation Sheet	MB	ok cmk 02/16/2022
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	MB	ok cmk 02/16/2022
IG#	Need; 2/23/2022 Vendor is still not IG registered	MB – Informed vendor to complete asap
Debarment/Suspension Verified	Date: 2/1/2022 1/31/2022	MB Ok cmk 2/16/2022 dated within 60 days Esposito Mortuary Services, Inc./Aaron A. Esposito

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Auditor’s Finding	Date:	2/1/2022	MB	Ok cmk 2/16/2022 dated within 60 days
Vendor’s Submission			MB	ok cmk 02/16/2022 Note the RFP cover sheet has RFP RQ7193; however, this proposal was submitted for RQ8504. The Non-Collusion Affidavit and Cooperative Purchasing agreement reflects RQ8504. The cover letter on this copy is not signed, however hard copy file contained a signed copy.
Independent Contractor (I.C.) Requirement	Date:	2/9/2022	MB	Ok cmk 02/16/2022 dated within 1-year
Cover - <i>Master contracts only</i>			N/A	DOP Buyer prepared and uploaded cover 2/23/2022.
Contract Evaluation – <i>if required</i> <i>Form attached was completed on new contract, however, needs to be completed on prior contract CE1700243/CM#404 RQ39002 (including subsequent amendments). Keep in mind when completing the form how can you evaluate a contract when the services haven't commenced. Please complete “Rating of Overall Performance of Contractor” section. Remove current contract # reference as this is not what is be evaluating.</i>			MB	Ok cmk 02/23/2022
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	n/a this is not an IT related purchase
Checklist Verification			MB	ok cmk 02/16/2022

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	MB
Matrix Law Screen shot	MB – MED 0350, 0308, and 0303
COI	MB
Workers’ Compensation Insurance	MB
Performance Bond, if required per RFP	MB – As of 2/9 – Vendor has submitted to bank and awaiting the return **

*Note Performance Bond was uploaded to CM on 2/15/2022

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 4/1/2022 -12/31/2022	ME100100	55130		\$702,000.00
				\$720,000.00
01/01/2023-12/31/2023	ME100100	55130		\$720,200.00***

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

01/01/2024-12/31/2024	ME100100	55130		\$738,400.00
01/01/2025-12/31/2025	ME100100	55130		\$756,600.00
01/01/2026-12/31/2026	ME100100	55130		\$774,800.00
***Updated per revised Budget rec'd via e-mail on 2/23/2022 from Mbandza				
			TOTAL	\$3,692,000.00

***All below information is from the old contract. This is a completely new RFP and should have no ties to the old contract. Wasn't sure if I should include or not. History is required on the old contract (prior contract) when a new contract is entered into with the same vendor for the same services, even if it was newly procured.

Contract History CE/AG# (if applicable)	CE1700243-01 CONV
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	39002
CM Contract#	404

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,710,000.00		11.2017 8/1/2017 – 7/31/2020	11.3.2017 7/25/2017	Cannot Find BC2017 # but Contract # is CE1700243-01 CONV
Prior Amendment Amounts (list separately)		\$225,000.00	Ext. 6/30/2021	12/21/2020	BC2020-672 on 12/21/2020
		\$425,000.00	Ext. 12/31/2021	08/02/2021	BC2021-408 08/02/2021
		\$114,928.50	-	12/6/2021	BC2021-710
Pending Amendment		\$250,000.00	3/31/2022	12/13/2021	BC2021-728
Total Amendments		\$764,928.00 \$1,014,928.00			
Total Contact Amount		\$2,474,928.00 \$2,724,928.00			

Purchasing Use Only:

Prior Resolutions	(O) 7/25/2017 R2017-0132 (A-1) 12/21/2020 BC2020-672 (A-2) 08/02/2021 BC2021-408 (A-3) 12/6/2021 BC2021-710 (A-4) 12/13/2021 BC2021-728
CM#:	2266
Vendor Name:	Esposito Mortuary Services, Inc.

3 | Page

Revised 12/15/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	4/1/2022 – 12/31/2026
Amount:	Mm \$3,692,000.00
History/CE:	ok
EL:	Ok
Law Review Comments:	Law approved without contract being signed
Special Notes:	2/23/2022 At the present time vendor is not IG registered and the contract is not signed. Item will not be approved out of OnBase queue until executed contract is received. Dept. notified.
Procurement Notes:	Award after an RFP
Purchasing Buyer’s initials and date of approval	02/23/2022 cmk

Contract review:

- Vendor Name Esposito Mortuary Services, Inc.
- Time Period 4/1/2022 – 12/31/2026
- \$ amount \$3,692,000.00
- Signed by vendor no
- Electronic Language yes

Check Contract Tab

- Dates (ok)
- Last invoice allowed date (ok)
- Contract Amounts (ok)

Lines Tab & lines

- Current fiscal year (start date of contract) thru end of current fiscal year (ok)
- Line created (ok)
- Distribution created (ok)
- Commitment Spread created (ok)
- Account Field and Acct. Category Field must match when there is an activity code (ok)

Vendor Agreement Reference Commitments

- AC Commitments created (if grant) (n/a)
- GL Commitment (must be line) (ok)
- PO Code (RFP)

2/16/2022 E-mail to Mbandza, stating:

I didn't return the item, however see attached checklist for information needed. The comments related to Contract Evaluation and History is the same as the last time. I corrected the history table but you need to revise the evaluation form.

The contract is not signed, same as the last time. I can move item along (once I receive the above information) but can't give final approval even if Council approves unless contract is signed. Moving item forward without signed contract attached will require at some point the item be removed from OnBase and submitted back through. Causing unnecessary delays.

IG registration incomplete could potentially impact items placement or held at a meeting.

2/23/2022 E-mail communications:

TO Mbandza: Just checking on whether Esposito has signed the contract before I move item along. Also, I just checked and they are still not IG registered. They should be since they are paid more than \$10k annually. Again not

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

being IG registered could potentially impact items placement or get held up at a meeting and we don't want that to happen. Do you know if they tried registering and IG just didn't update their list.

FROM: Mbandza: I actually sent the vendor a reminder email Friday and earlier this morning mentioning how this is impacting our timeline. Thank you for the reminder, I am hoping they can complete today!

TO Mbandza: For the contract spending plan I changed the first line on the checklist from 1/1/2022 to 4/1/2022. When preparing the contract cover I noticed the breakout doesn't add up to the contract amount. It is \$1.00 off. Where do you want to add the dollar?

Can you confirm the amounts listed on the checklist is what will be billed and paid in the same year?

FROM: Mbandza I think my breakdown was off by \$200 actually. Looks like 2023 was off. The below totals add up to the \$3,692,000 contract amount.

Year 1 - \$702,000
Year 2 - **\$720,200**
Year 3 - \$738,400
Year 4 - \$756,600
Year 5 - \$774,800
Total - \$3,692,000.00

Since there is no way to accurately forecast the exact number of bodies to be transported, the RFP was prepared on an estimated figure per year based on historical figures and the increase in cases over the past years. The scoring panel reviewed the proposals and approved these figures and estimates from the awarded RFP.

TO Mbandza: You are right it was \$200.00 I was looking in the wrong column in the thousands column not the hundreds. I will go with your revised figures.

Be aware that if any funds will be required to be paid after 12/31/2026 you may be required to do a contract cover modification in order to pay final invoice from 2026 in 2027.

Cuyahoga County Body Transportation Services 2022-2026

Firm: Esposito Mortuary Services			Notes
Category	Possible	Score	
Proposed Solution	5	5	Provide a description of your organization's solution to current issue presented by the county/MEO Provide a description of the services you will provide; including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.
Scope of Work	20	18	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Project Management	10	10	
Performance Evaluation	10	10	Individually describe how you will meet each outcome as set forth in the County's specifications
Anticipated Work Schedule	15	13	Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.
Vendor Qualifications	10	10	Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors
Staff Qualifications	5	5	Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable
Budget Pricing	25	20	Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	91	

Cuyahoga County Body Transportation Services 2022-2026

Evaluators: 

Firm: Esposito Mortuary Services			
Category	Possible	Score	Notes
Proposed Solution	5	5	Provide a description of your organization's solution to current issue presented by the county/MEO Provide a description of the services you will provide; including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.
Scope of Work	20	19	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Project Management	10	6	
Performance Evaluation	10	8	Individually describe how you will meet each outcome as set forth in the County's specifications
Anticipated Work Schedule	15	10	Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.
Vendor Qualifications	10	10	Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable
Staff Qualifications	5	5	Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.
Budget Pricing	25	18	
Total Possible:	100	81	

Cuyahoga County Body Transportation Services 2022-2026

Firm: Esposito Mortuary Services		
Category	Possible	Score
Proposed Solution	5	5
Scope of Work	20	19
Project Management	10	5
Performance Evaluation	10	7
Anticipated Work Schedule	15	5
Vendor Qualifications	10	10
Staff Qualifications	5	2
Budget Pricing	25	15
Total Possible:	100	68

Notes

Provide a description of your organization's solution to current issue presented by the county/MEO
 Provide a description of the services you will provide, including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.

Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.

Individually describe how you will meet each outcome as set forth in the County's specifications

Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.

Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors

Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable

Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.

Handwritten signatures and dates: *[Signature]* 1/28/22, *[Signature]* 1/28/22

RFP 8504
Cuyahoga County Body Transportation Services 2022-2026

Firm: Chase Professional Transport			Notes
Category	Possible	Score	
Proposed Solution	5	5	Provide a description of your organization's solution to current issue presented by the county/MEO Provide a description of the services you will provide; including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.
Scope of Work	20	15	Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.
Project Management	10	10	
Performance Evaluation	10	10	Individually describe how you will meet each outcome as set forth in the County's specifications
Anticipated Work Schedule	15	10	Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.
Vendor Qualifications	10	5	Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors
Staff Qualifications	5	2	Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable
Budget Pricing	25	15	Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.
Total Possible:	100	72	

APR
Evaluators:

RFP 8504
Cuyahoga County Body Transportation Services 2022-2026

Firm: Chase Professional Transport		
Category	Possible	Score
Proposed Solution	5	4
Scope of Work	20	15
Project Management	10	8
Performance Evaluation	10	7
Anticipated Work Schedule	15	10
Vendor Qualifications	10	3
Staff Qualifications	5	2
Budget Pricing	25	11
Total Possible:	100	60

Notes
Provide a description of your organization's solution to current issue presented by the county/MEO
Provide a description of the services you will provide, including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.
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Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.
Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors
Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable
Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.

Cuyahoga County Body Transportation Services 2022-2026

Firm: Chase Professional Transport		
Category	Possible	Score
Proposed Solution	5	3
Scope of Work	20	13
Project Management	10	6
Performance Evaluation	10	5
Anticipated Work Schedule	15	5
Vendor Qualifications	10	5
Staff Qualifications	5	3
Budget Pricing	25	14
Total Possible:	100	54

Notes

Provide a description of your organization's solution to current issue presented by the county/MEO
 Provide a description of the services you will provide; including, but not limited to the following information: 1. Detailed technical specifications 2. Detailed substantive specifications 3. Describe the reason why your organization is the best organization to provide these services as presented.

Provide description of management plan that will ensure services are completed in the manner required. b. Provide description of how performance evaluation will be completed throughout the project to ensure project goals are being achieved. c. Provide a description of any internal organizational issues that may arise throughout the project and the action plan that is in place to correct the issues. d. Provide a description of external issues that may arise throughout the project and the action plan that is in place to correct the issues.

Individually describe how you will meet each outcome as set forth in the County's specifications

Indicate ability to adhere to work schedule. b. Include a project timeline that includes the projected time for achieving each deliverable.

Qualifications, Adequacy of staff, education, equipment, tools, past performance, org chart, customer references, subcontractors

Provide a description of each employee's qualifications that will be providing services for this project. Provide a narrative with the organizational chart to describe the chain of command and the individual responsible for achieving each deliverable

Proposed pricing. Estimates are not acceptable. b. Provide a proposed schedule of payments. c. Provide a budget and a budget narrative for the entire project term.

James J. [unclear]
 1/28/22

CONTRACT EVALUATION FORM

Contractor	Esposito Mortuary Services, Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1700243-01 CONV				
RQ#	39002				
Time Period of Original Contract	8/1/2017-7/31/2020 then amended and extended to 6/30/2021, 12/31/2021, 3/31/2022				
Background Statement	Contract for Body Transportation Services in Cuyahoga County to be delivered to our 11001 Cedar Ave location.				
Service Description	Body Transportation Services – transporting the deceased to the Medical Examiner’s Office for testing and evaluation.				
Performance Indicators	1) Timeliness 2) Quality of Service 3) Response time for body pick-up and delivery				
Actual Performance versus performance indicators (include statistics):	Successful delivery of over 2500 cases just in the past year. Cuyahoga County covers a great distance, but the 45-minutes action time is almost always met.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Our entire operation starts with the Body Transportation Services provided to us, and the timely and accurate delivery is crucial to our success. The services are provided in a timely fashion, and the rise in cases has been handled to the best of their abilities.				
Department Contact	Mark Bandza				
User Department	Medical Examiner’s Office				
Date	2/16/2021				



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 8504	TYPE: RFP	ESTIMATE: \$3,500,000.00
CONTRACT PERIOD: 4/1/2022 – 12/31/2026	RFB/RFP/RFQ DUE DATE: January 21, 2022	NUMBER OF RESPONSES: 12/2
REQUESTING DEPARTMENT: Medical Examiner's Office	COMMODITY DESCRIPTION: Body Transportation Services 2022-2026	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

***Awarded vendor must IG register prior to award**

#	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	Chase Professional Transport, LLC 1572 Lester Road Valley City, OH 44280	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
				NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/No <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: cmk 1/24/2022			Total %	SBE: ___% MBE: ___% WBE: ___%		
							SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
							SBE/MBE/WBE Comments and Initials:			

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								
2.	Esposito Mortuary Services, Inc. 1575 West 117 th Cleveland, OH 44107	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No * IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td></td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No </td> </tr> <tr> <td>Total %</td> <td>SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: ___% MBE: ___% WBE: ___%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Subcontractor Name(s):																	
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No																
Total %	SBE: ___% MBE: ___% WBE: ___%																
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				
				<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes/No <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: cmk 1/24/2022			<table border="1"> <tr> <td data-bbox="1354 272 1591 440">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="1591 272 2128 440"></td> </tr> <tr> <td data-bbox="1354 440 1591 480" style="background-color: #cccccc;"></td> <td data-bbox="1591 440 2128 480" style="background-color: #cccccc;"></td> </tr> </table>	SBE/MBE/WBE Comments and Initials:					
SBE/MBE/WBE Comments and Initials:													

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0078

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing an amendment to Contract No. 2259 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 – 12/31/2021, to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$724,000.00; 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.
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WHEREAS, the County Executive/ Department of Health and Human Services/Division of Community Initiatives/ Family and Children First Council has recommended an amendment to Contract No. 2259 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 – 12/31/2021, to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$724,000.00; and

WHEREAS, the primary goal of the project is to serve as the fiscal agent for the disbursement and monitoring of funds; and

WHEREAS, the project is funded 100% by the Health and Human Services Levy; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. 2259 with Educational Service Center of Northeast Ohio for fiscal agent services for the Families and Schools Together Program, FASTWORK activities and parent services for the period 1/1/2019 – 12/31/2021, to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$724,000.00.

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

Title: Family and Children First Council; 2022-2023 Educational Service Center of Cuyahoga County; Contract; Fiscal Agent Services

Scope of Work Summary

Family and Children First Council is requesting approval of a amendment, with Educational Service Center of Northeast Ohio for the anticipated cost not-to-exceed of \$724,000.00.

Describe the exact services being provided. The anticipated start-completion dates are 01/01/2022-12/31/2023.

The primary goals of the project are

1. Serve as the fiscal agent for the disbursement and monitoring of funds. Provider agrees that the funding provided through this contract will be used only for the FAST and FASTWORKS activities as specified.
2. Enter into contracts with identified trainers and vendors to provide the annual FASTWORKS event.
3. Provide stipends to three parents who will serve as voting members on the Family and Children First Council meeting.

Procurement

The procurement method for this project was ~~other~~ **government purchase**. The total value ~~of the Exemption~~ is \$724,000.00.

An RFP was released in 2012 and 2015 and ESC was the selected vendor for both RFPs. As the fiscal agent, ESC is able to disperse and monitor funds for the FAST teams, trainers, and vendors. ESC is able to handle the high volume of checks which are processed and cut in a timely manner.

Contractor and Project Information

6393 Oak Tree Blvd.
Independence, Ohio 44131
Council District 6

The Superintendent for the contractor/vendor is Dr. Robert Mengerink.

The address or location of the project is: Cleveland, Ohio, Parma, Ohio, Brooklyn, Ohio, Cleveland Hts-University Hts, Ohio:
Educational Service Center of Northeast Ohio
6393 Oak Tree Blvd.
Independence, Ohio 44131
Council District 5, 3, 9, 11

The project is located in Council District 6.

Project Status and Planning

The project reoccurs annually.

The project has 3 phases. The next steps, dates, and anticipated cost of these are:

Phase 2 is the training for the spring session. It is scheduled to be held in March 2022.

Phase 3 is the end of the school year FASTWORKS program for review of spring session in the school districts. The training will be held in June 2022.

Phase 1 is the training for the entire school year and certification/recertification of trainers. It is scheduled to be held in August 2022.

The contract or agreement needs a signature in ink by December 31, 2021.

Funding

The project is funded 100% by the Health and Human Services Levy dollars.

The schedule of payments is monthly.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	Exmt AG1800155-01 CONV
CM Contract#	8-2259

	Department initials	Clerk of the Board
Briefing Memo	KJ	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Contract needed changes. Documents from the vendor submitted late.	
What is being done to prevent this from reoccurring?	Staff has stressed the importance to vendor of submitting documents timely	

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

OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KJ	Revised needed – uploaded 2/17/2022 OK
IG#	12-1185		KJ	N/A – Gov’t
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		KJ	N/A
Debarment/Suspension Verified	Date:	12/16/21	KJ	Revised needed – uploaded 2/17/2022 OK
Auditor’s Finding	Date:	12/16/21	KJ	OK – expired; originally reviewed 1/19/22
Vendor’s Submission			KJ	Signed Amendment OK
Independent Contractor (I.C.) Requirement	Date:	N/A	KJ	N/A Gov’t Entity
Cover - <i>Master contracts only</i>			NA	N/A
Contract Evaluation – <i>if required</i>			KJ	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			KJ	NA
Checklist Verification			KJ	OK

Other documentation may be required depending upon your specific item

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

OTHER THAN FULL AND OPEN COMPETITION

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

RFP Exemptions (Contract) Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KJ
Matrix Law Screen shot	KJ
COI	KJ
Workers’ Compensation Insurance	KJ

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260300	55130	0000/Activity UCH08346	\$397,000.00
1/1/2023-12/31/2023	HS260300	55130	0000/ActivityUCH08346	\$327,000.00
			TOTAL	\$724,000.00

Contract History CE/AG# (if applicable)	BC2018-865, AG1800155
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$919,944.00 \$459,972.00		1/1/2019- 12/31/2019	11/26/2018	BC2018-862 BC2018-865
Prior Amendment Amounts (list separately)		\$919,944.00	1/1/2020- 12/31/2021	3/12/2020 3/10/2020	R2020-0059
		\$			
		\$			
Pending Amendment		\$724,000.00	12/31/2023		
Total Amendments		\$			
Total Contact Amount		\$1,643,944.00 \$2,103,916.00			

Purchasing Use Only:

Prior Resolutions:	R2020-0059, BC2018-865
CM#:	2259 (fka Contract)
Vendor Name:	Educational Service Center of Northeast Ohio
ftp:	1/1/2019 – 12/31/2023; effective 1/1/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	Add'l \$724,000.00 MM
History/CE:	OK – Corrected by DoP
EL:	OK
Procurement Notes:	2/17/2022: Justification Form – Question 1 does not answer the time extension or increased budget. Most recent Debarment Form is required from the County Intranet. TN

Purchasing Buyer approval: OK to proceed TN 2/23/2022

CONTRACT EVALUATION FORM

Contractor	Educational Service Center of Northeast Ohio
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	8
RQ#	
Time Period of Original Contract	1/1/2019-12/31/2019
Background Statement	<p>"The Ohio Family and Children First Council is statutorily defined as the Governor's Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities, and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio's children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level. As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member's systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC continues to achieve the following accomplishments: participation and promotion of Parent Services and activities, Youth Engagement</p>

	through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.				
Service Description	FCFC is in need of a fiscal agent for the disbursement and monitoring of funds for FAST, parent advocates, and parent reps for the FCFC. FCFC is required to have parent reps for the FCFC and parent advocates to assist other parents who need help navigating the child and family public service system.				
Performance Indicators	Processing payments in a timely manner. All programs begin on time and are not held back due to non-payment. Provide FCFC with proper documentation for funding reimbursement.				
Actual Performance versus performance indicators (include statistics):	Educational Service Center has issued over 500 agreements/contracts and processed over 2,000 payments since 2012. We have not received any complaints from families, schools or FAST teams. They have also served as a process facilitator between FCFC and the school districts.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Met 90% of the goal				
Department Contact	Kathleen Johnson				
User Department	Family and Children First Council				
Date	12/20/21				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0079

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Sunset Drive, Grandview Drive, and Daisy Lane in The Sanctuary of Olmsted and the Preserve of Olmsted Subdivision (The Sanctuary & Preserve Subdivision) (Phase 1), located in Olmsted Township, as public streets (1.30 total acres) along with established setback lines, rights-of-ways and easements; authorizing the County Executive to accept dedication of easements for public utilities, facilities, and appurtenances within The Sanctuary & Preserve Subdivision (Phase 1) to public use granted to the Olmsted Township and its corporate successors; authorizing the Clerk of Council to execute the Final Plat on behalf of County Council; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the Cuyahoga County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

WHEREAS, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the Cuyahoga County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for The Sanctuary & Preserve Subdivision (Phase 1) on February 10, 2022; and

WHEREAS, pursuant to the above regulations, Cuyahoga County Planning Commission recommends the acceptance of the dedication of land for Sunset Drive, Grandview Drive, and Daisy Lane in The Sanctuary & Preserve Subdivision (Phase

1) as public streets (1.30 acres total) along with established setback lines, right-of-way, and easements, the acceptance of which does not entail maintenance responsibilities for the County for said roadways; and

WHEREAS, Cuyahoga County Planning Commission recommends the acceptance and dedication of easements for the construction, maintenance, and operation of public utilities, facilities, and appurtenances in The Sanctuary & Preserve Subdivision (Phase 1), the acceptance of which does not entail operation and maintenance responsibilities for the County for the storm sewers or other public or private utilities with the exception of the sanitary sewers; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the County Council hereby authorizes the County Executive to accept dedication of land for Sunset Drive, Grandview Drive, and Daisy Lane in Sanctuary & Preserve Subdivision (Phase 1), located in the Olmsted Township, as public streets (1.30 acres total), along with established setback lines, right-of-ways, and easements; to accept dedication of easements for public utilities, facilities, and appurtenances in The Sanctuary & Preserve Subdivision (Phase 1) to public use granted to the Olmsted Township and its corporate successors.

SECTION 2. The operation and maintenance of sanitary sewers shall be the responsibility of the County. The responsibility for the maintenance and operation of roadways and storm sewers, whether located in the Olmsted Township right-of-ways or easements, shall be the responsibility of Olmsted Township.

SECTION 3. That the Clerk of Council is authorized to execute the Final Plat on behalf of County Council in connection with said dedications of land.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the 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 5. 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:

Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0057

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution confirming the County Executive's appointment of Paul Porter as Director of the Department of Purchasing; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article X, Section 10.01 of the Charter provides for a Department of Purchasing to be responsible for the purchase of goods and services required for all offices of the County, other than separate political subdivisions, that are supported in whole or in part from taxes levied, or other financial assistance provided by the County; and

WHEREAS, by Ordinance No. O2021-0006, dated May 25, 2021, this Council enacted Section 202.01 of the County Code to identify the responsibilities of the Department of Purchasing in accordance with said Charter Section 10.01; and

WHEREAS, Article II, Section 2.03(2) of the Charter provides for the appointment of County directors by the County Executive, subject to confirmation by the Council; and

WHEREAS, in accordance with said Charter Section 2.03(2) and Section 202.01(B) of the County Code, the County Executive has nominated Paul Porter for appointment to the position of Director of the Department of Purchasing; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2022; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Paul Porter to the position of Director of the Department of Purchasing; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the appointment of Paul Porter to serve as Director of the Department of Purchasing, upon his taking the oath of office.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective.

SECTION 3. 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: March 8, 2022

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

March 2, 2022

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Director of Purchasing

Dear President Jones,

Pursuant to Section 202.01 of the County Code, in accordance with Section 10.01 of the County Charter, I am pleased to nominate Paul Porter to serve as the Director of Cuyahoga County's Department of Purchasing. A copy of Mr. Porter's resume is attached hereto which details his relevant work history and background.

Mr. Porter previously served as program officer 4, program officer administrator, and social program administrator for Cuyahoga County's Division of Contract Administration and Performance. Prior to joining Cuyahoga County, Mr. Porter served as support administrator for the Cuyahoga County Board of Developmental Disabilities, and protective services representative for Advocacy and Protective Services.

I am honored to nominate Mr. Porter for the position of Director of Purchasing as he is well suited to address the new challenges and opportunities of this newly formed department. I ask that this nomination be addressed as soon as Council's schedule allows. Should you or any of your colleagues have any questions, please feel free to contact my Executive Assistant, Laura Roche at 216-443-7181.

Sincerely,

Armond Budish
County Executive

Paul Porter

Governmental Administration Professional

Accomplished division director experienced with program planning, inter-agency collaboration, procurement, purchasing, policy analysis, and contract management

Experience:

03/14-Present

Cuyahoga County, Cleveland, OH

Social Program Administrator – Division of Contract Administration and Performance (05/21-Present)

- Oversaw contracting and procurement operations across Health and Human Services
- Oversaw invoicing and performance management processes for various HHS contracts
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Led implementation of new Infor Strategic Sourcing and Contract Management systems across Health and Human Services
- Researched new programs and potential program changes
- Analyzed existing programs for opportunities for improvement
- Led staff and vendor training sessions, including remote sessions via Teams and Webex
- Communicated with vendors, agency personnel, and external stakeholders regarding programs, contracts, and RFPs
- Facilitated pre-proposal conference meetings for various RFPs

Program Officer Administrator – Division of Contract Administration and Performance (10/19-05/21)

- Conducted RFP research, development and review process and subsequent contract development, budgeting and award process for new services across HHS divisions
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Led implementation of new Infor Strategic Sourcing and Contract Management systems across Health and Human Services
- Researched new programs and potential program changes
- Analyzed existing programs for opportunities for improvement
- Facilitated proposal review process for RFPs from multiple HHS agencies
- Led staff and vendor training sessions, including remote sessions via Teams and Webex
- Communicated with vendors, agency personnel, and external stakeholders regarding programs, contracts, and RFPs
- Assisted with development and implementation of contract monitoring processes and procedures
- Supervised four staff members

Program Officer 4 – Division of Contract Administration and Performance (10/17-10/19)

- Conducted RFP development and review process and subsequent contract development, budgeting and award process for new services
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Managed senior center funding programs
- Facilitated proposal review process for RFPs from multiple HHS agencies
- Led vendor training sessions and technical assistance sessions
- Assisted with development and implementation of contract monitoring processes and procedures
- Supervised four staff members

Business Administrator 4 (TWL) – Procurement and Contractual Services Administrator (05/16-04/17)

- Managed Procurement and Contractual Services team, seven employees responsible for all facets of procurement and contracting for DSAS
- Led RFP process and subsequent contract development for new services
- Presented contracts and amendments for review and approval at Executive Review, Board of Control, Health & Human Services Aging Committee and County Council meetings
- Allocated over \$5M in contract dollars to vendors for senior services
- Expanded funding for senior centers from 24 sites to 36 sites
- Facilitated working groups focused on maximizing contract utilization
- Implemented Phases I and II of the Senior Center Innovation Grant program, awarding \$200,000 in grant funding
- Coordinated DSAS transportation initiative, serving on two regional transportation coalitions and tripling the number of DSAS transportation vendors
- Participated in DSAS Leadership Team
- Attended HHS leadership development training series

Program Officer 3 – Audit Team Manager (03/14-05/16, 04/17-10/17)

- Supervised examiners who monitored vendors for contract compliance
- Assigned contract monitoring tasks and prepared post-monitoring reports
- Standardized agencywide service eligibility requirements
- Developed Audit Policies and Procedures
- Authored RFPs, Contracts and Amendments for various social services programs
- Authored and led training for new electronic case management system
- Prepared and presented contract utilization and quality assurance reports
- Managed provider appeals process for audit findings

02/09-03/14

Cuyahoga County Board of Developmental Disabilities, Cleveland, OH
Support Administrator

- Authorized Medicaid service provision and evaluated provider performance
- Administered Medicaid waiver authorizations for a caseload of 45 clients
- Established, monitored and revised budgets for service contracts with providers
- Analyzed services and staffing patterns to reduce government expenditures
- Completed authorization requests to exceed budgets when required
- Trained providers on accessing the State of Ohio's Cost Projection Tool system to review budgets
- Communicated with courts and other regulatory bodies regarding clients

08/07-02/09

Advocacy and Protective Services, Independence, OH
Protective Services Representative

- Functioned as the legal guardian of 62 individuals with developmental disabilities
- Acted as a liaison between providers and county developmental disabilities boards
- Maintained state-required documentation for all clients

Education:

08/07-05/09

Cleveland State University, Cleveland, OH
Master of Public Administration

- Economic Development concentration
- Capstone focused on consolidating services through regionalization to reduce government costs

08/04-05/07

Hiram College, Hiram, OH
Bachelor of Arts, Political Science

- Religious Studies minor
- Student Senator; Committee Chair, Dining Services Outsourcing and Senate Officer Reformation Committees

Community Leadership:

09/21-Present

Hiram College
Hiram, OH
Member, Alumni Executive Board

03/19-Present

Lakewood City Schools Community Recreation & Education Department,
Lakewood, OH
Commissioner, Youth Athletic Commission

03/17-03/21

United Way of Greater Cleveland, Cleveland, OH
Member, Basic Needs Committee

09/15-10/20

Cleveland Hearing and Speech Center, Cleveland, OH
New Partners of Cleveland Hearing and Speech Center Associate Board
President (09/18-10/20)
Vice-President (09/17-08/18)
Member (09/15-08/17)

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0061

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 12/31/2021 to extend the time period to 9/30/2022 and for additional funds in the amount not-to-exceed \$730,701.00; 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>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 12/31/2021 to extend the time period to 9/30/2022 and for additional funds in the amount not-to-exceed \$730,701.00; and

WHEREAS, this contract provides supportive services for the PASS Program, a Transitional Housing Program for homeless men; and

WHEREAS, the goals of the project are: (1) to provide basic, temporary housing and safety net services for 75 homeless men, (2) to quickly link clients with Rapid Re-Housing Assistance; and (3) to support clients in accessing earned income and benefits; and

WHEREAS, this project is funded 26% by Health and Human Services Levy Fund and 74% U.S. Department of Housing and Urban Development Continuum of Care Homeless Assistance Grant; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 12/31/2021 to extend the time period to 9/30/2022 and for additional funds in the amount not-to-exceed \$730,701.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with 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 or 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: March 8, 2022
Committee(s) Assigned: Health, Human Services & Aging

Journal _____
_____, 20____

Office of Homeless Services; RQ 3324; 2022 Amendment 1 with Salvation Army for PASS Rapid Re-Housing

Scope of Work Summary

Office of Homeless Services requesting approval of an amendment to the contract with the Salvation Army for the anticipated cost \$730,701.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

Original Contract \$250,000.000 BC2021-1644, approved 4/06/2021

The Pickup, Assessment, Shelter and Services (PASS) program serves single adult homeless men with supportive services and rental assistance. The anticipated start – completion dates are 10/01/2021 – 09/30/2022.

The primary goals of the project are:

- a) Provide basic, temporary housing and safety net services for 75 homeless men at a time
- b) Link clients with permanent housing; and
- c) Support clients in accessing earned income, recovery supports, and stable incomes.

Procurement

The procurement method for this contract was RFP. RFP RQ 3224 was issued on 9/28/20 and closed on 10/20/20. Salvation Army was the only vendor submitting a proposal and was recommended for award.

Contractor and Project Information

Salvation Army

1710 Prospect Avenue

Cleveland, OH 44115

Council District #7

The Executive Director is Beau Hill, 216-619-4676

The address or location of the project is:

1710 Prospect Ave.;

Cleveland, OH 44115

The project is located in Council District 7.

Project Status and Planning

The project recurs annually.

The project's term began on 10/01/21. The amendment is being submitted late because of significant delay in receiving documents from the vendor.

Funding

The project is funded:

- 74% (\$543,201.00) by the U.S. Department of Housing and Urban Development Continuum of Care Homeless Assistance Grant
- 26% (\$187, 500.00) by HHS Levy

The schedule of payments is monthly.

The project is an amendment to a contract. This amendment adds \$730,701.00 and extends the term to 9/30/22. This is the first amendment of the contract.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	3324
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	32
CM Contract#	585

	Department	Clerk of the Board
Briefing Memo	DWM	

Late Submittal Required:	Yes <input type="checkbox"/> x	No <input type="checkbox"/>
Why is the amendment being submitted late?	Significant delay receiving COI from vendor	
What is being done to prevent this from reoccurring?	Will inform vendor of timely submissions	

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

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DWM	OK
IG#	12-2752-REG – 12/31/2023		DWM	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	1/14/2022	DWM	OK
Auditor’s Finding	Date:	1/14/2022	DWM	OK
Independent Contractor (I.C.) Requirement	Date:	4/15/2021	DWM	OK
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			DWM	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DWM	

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	
Matrix Law Screen shot	
COI	
Workers’ Compensation Insurance	
Original Executed Contract (containing insurance terms) & all executed amendments	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
10/1/21 – 12/31/21	HS220125	55130	HS-2021-RRH-ADU	\$143,201.00
1/1/22 – 9/30/22	HS220125	55130	HS-2021-RRH-ADU	\$400,000.00
1/1/22 – 9/30/22	HS260350	55130	UCH00000	\$187,500.00
			TOTAL	\$730,701.00

Contract History CE/AG# (if applicable)	CE1800297
Infor/Lawson PO# Code (if applicable)	CE1800297-01 CONV
Lawson RQ# (if applicable)	42668
CM Contract#	585

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$250,000.00		1/1/2021 – 12/31/2021	04/06/2021 4/5/2021	BC2021-164
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$730,701.00	09/30/2022	N/A	N/A
Total Amendments		\$730,701.00			
Total Contact Amount		\$980,701.00			

Purchasing Use Only:

Prior Resolutions:	BC2021-164
Amend:	585
Vendor Name:	The Salvation Army
ftp:	1/1/2021 – 9/30/2022; effective 10/1/2021
Amount:	Add'l \$730,701.00
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	1/24/22: Total not to exceed amount on the Amendment is incorrect. TN 1/25/22: Total not to exceed amount on the Amendment is incorrect. TN

2 | Page

Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	2/9/22: Revised Amendment uploaded 2/7/2022. TN
Purchasing Buyer’s initials and date of approval	LATE – Late submittal is on the Checklist and Justification Form. TN 2/9/2022



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 3324	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$323,451.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 23, 2020	NUMBER OF RESPONSES (issued/submitted): 19/1
REQUESTING DEPARTMENT: Office of Homeless Services	COMMODITY DESCRIPTION: Temporary Housing, Rapid Rehousing & Recovery Support Services for single Adult Males in Cuyahoga County	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Salvation Army Harbor Light Complex 1710 Prospect Ave Cleveland, OH 44115	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2752 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> N/A CCBEIP: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN					

Transaction ID:

CONTRACT EVALUATION FORM

Contractor	Salvation Army				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	585				
RQ#	3324				
Time Period of Original Contract	1/1/2021 – 12/31/21				
Background Statement	Salvation Army PASS Rapid Re-Housing Program provides 75 beds at a point in time for homeless men.				
Service Description	The PASS Program provides Temporary Housing, referrals for Rapid Re-Housing, employment linkages and housing search assistance to homeless, adult men.				
Performance Indicators	Number of people assisted annually; exits to permanent housing.				
Actual Performance versus performance indicators (include statistics):	The Salvation Army served over 160 men in the previous 12 months. Over 59% of those exiting went to a permanent housing option; 59% of the exiters had Cash Income (employment); 80% of participants were enrolled in health benefits.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Salvation Army PASS Rapid Re-Housing Program has refocused efforts to quickly engage and house clients in permanent housing.				
Department Contact	Melissa Sirak				
User Department	Office of Homeless Services				
Date	11/15/21				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0063

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution making awards on RQ6689 to various school districts in the total amount not-to-exceed \$2,135,727.00 for School/Community-based Closing the Achievement Gap services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute the Master Agreement and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmembers Simon, Jones Turner, Conwell, Schron, Stephens and Miller	

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Family and Children First Council (FCFC) has recommended awards on RQ6689 to the following:

1. Agreement No. 2268 - Bedford City School District
2. Agreement No. 2269 - Cleveland Metropolitan School District aka Cleveland Municipal School District
3. Agreement No. 2270 - Cleveland Heights – University Heights City School District
4. Agreement No. 2227 - East Cleveland City School District
5. Agreement No. 2273 - Garfield Heights City School District
6. Agreement No. 2271 - Maple Heights City School District
7. Agreement No. 2272 - Warrensville Heights City School District

WHEREAS, the County on behalf of FCFC desires to increase the achievement levels of students who are at risk in Cuyahoga County including but not limited to the following areas of concentration: Absent 25 or more days the previous school year, excessive tardiness, five or more days of in or out-of-school suspension, failed two or more core subjects, performed below proficiency level in one or more subject areas, Juvenile Court supervision or adjudicated youth, or over age for current grade level or repeating a grade; and

WHEREAS, the County seeks Districts to manage, monitor and implement the Closing the Achievement Gap program (CTAG). The Districts will recruit, engage, retain, and provide oversight of the day-to-day Closing the Achievement Gap program; and

WHEREAS, the primary goals of this program is to effectuate positive behavioral and academic changes for the youth enrolled in the program: and

WHEREAS, the project is funded as follows: 100% by Health and Human Services Levy Funds: and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ6689 with the following School Districts:

1. Agreement No. 2268 - Bedford City School District
2. Agreement No. 2269 - Cleveland Metropolitan School District aka Cleveland Municipal School District
3. Agreement No. 2270 - Cleveland Heights – University Heights City School District
4. Agreement No. 2227 - East Cleveland City School District
5. Agreement No. 2273 - Garfield Heights City School District
6. Agreement No. 2271 - Maple Heights City School District
7. Agreement No. 2272 - Warrensville Heights City School District

in the total amount not-to-exceed \$2,135,727.00 for the management, monitoring and implementation of the Closing The Achievement Gap (CTAG) Program, to increase the achievement levels of students who are at-risk in Cuyahoga County including the following areas of concentration: excessive tardiness, school suspensions, failure in core subjects, proficiency in subject areas, grade repetition and Juvenile Court or adjudicated youth, or over age for current grade level or repeating a grade for the period 1/1/2022 – 12/31/2023.

SECTION 2. That the County Executive is authorized to execute the Master Agreement and all other documents consistent with said award and 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, or 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.

OnBase Item Detail Briefing Memo - Form

Title: Health and Human Services Family and Children First Council; RFP#6689 2022 Bedford City School District, Cleveland Municipal School District, Cleveland Heights – University Heights City School District, East Cleveland City School District, Garfield Heights City School District, Maple Heights City School District, and Warrensville Heights City School District; Master Agreement Closing the Achievement Gap

A. Scope of Work Summary

1. Cuyahoga County Health and Human Services Office of Family & Children First Council requesting approval of a contract with Bedford City School District, Cleveland Municipal School District, Cleveland Heights – University Heights City School District, East Cleveland City School District, Garfield Heights City School District, Maple Heights City School District, and Warrensville Heights City School District for the anticipated cost of \$2,135,727.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

BC2018-118	BC2020-353
BC2018-476	BC2020-354
BC2018-499	BC2021-221
BC2018-712	R2019-0050
BC2019-223	R2020-0119
BC2020-146	

Cuyahoga County school districts will identify 9th -12th grade youth who are in academic danger with the following risk factors: Students have failed two or more core subjects, Students are absent 36 days or more, Students have received five or more days of out-of-school suspensions, Students have been held back a grade (Over the age for grade level). Schools will offer intensive interventions including credit retention opportunities, linkages to community-based/ county services, and exposure field trips (One out of state trip per year/ per district). As a result of participation, students are expected to improve their grade point average and ultimately graduate on time from high school.

The anticipated start date is January 1, 2022 through December 31, 2023 with an option for a one-year extension.

1. The primary goals of the project is positive behavioral and academic changes for¹ the youth enrolled in the program.
2. N/A
3. N/A

4. N/A

B. Procurement

1. The procurement method for this project was through an RFP. The total value of the RFP is \$2,135,727.00.

2. The RFP was closed on July 23rd at 11:00a.m.

3. There were 7 proposals pulled from OPD, 7 proposals submitted for review, 7 proposals approved.

C. Contractor and Project Information

Bedford City School District
475 Northfield Road
Bedford, Ohio 44146
Council District 9

Cleveland Municipal School District
1111 Superior Avenue East, Suite 1800
Cleveland, Ohio 44114
Council District 7

East Cleveland City School District
1843 Stanwood Road
East Cleveland, Ohio 44112
Council District 10

Warrensville Heights City School District
4500 Warrensville Center Road
Warrensville Heights, Ohio 44128
Council District 9

Garfield Heights City School District
5640 Briarcliff Drive
Garfield Heights, Ohio 44125
Council District 8

Maple Heights City School District
5740 Lawn Avenue
Maple Heights, Ohio 44137

Council District 8

Cleveland Heights- University Heights City School District
2155 Miramar Boulevard
University Heights, Ohio 44118
Council District 10

2. The Superintendent of Bedford City School District is Dr. Andrea Celico.
The CEO of Cleveland Municipal School District is Eric C. Gordon.
The CEO of East Cleveland City School District is Dr. Henry Pettiegrew.
The Superintendent of Warrensville City School District is Donald Jolly.
The Superintendent of Garfield City School District is Chris Hanke.
The Superintendent of Maple Heights City School District is Dr. Charles Keenan.
The Superintendent of Cleveland Heights-University Heights School District is Elizabeth Kirby.

3.a and 3.b.

Bedford City School District
475 Northfield Road
Bedford, Ohio 44146
Council District 9

Cleveland Municipal School District
1111 Superior Avenue East, Suite 1800
Cleveland, Ohio 44114
Council District 7

East Cleveland City School District
1843 Stanwood Road
East Cleveland, Ohio 44112
Council District 10

Warrensville Heights City School District
4500 Warrensville Center Road
Warrensville Heights, Ohio 44128
Council District 9

Garfield Heights City School District
5640 Briarcliff Drive
Garfield Heights, Ohio 44125
Council District 8

Maple Heights City School District
5740 Lawn Avenue
Maple Heights, Ohio 44137
Council District 8

Cleveland Heights- University Heights City School District
2155 Miramar Boulevard
University Heights, Ohio 44118
Council District 10

D. Project Status and Planning

1. The project reoccurs annually per contract timeline. This project has been in existence since 2014, however this project has expanded throughout the years. This contract term is January 1, 2022 through December 31, 2023.

2. N/A

3. N/A.

4. The project has an existing contract through December 31, 2021. The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.

5. N/A

E. Funding

1. The project is funded 100% by Health and Human Services Levy Funds in an amount of \$2,135,727.00.

2. The schedule of payments is by invoice.

3. N/A

F. Items/Services Received and Invoiced but not Paid:

N/A



Office of Procurement and Diversity Tabulation Sheet

Handwritten signature and date:
 1/26/22

REQUISITION NUMBER: 6689	TYPE: RFP	ESTIMATE: \$1,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2023	RFP DUE DATE: July 23, 2021	NUMBER OF RESPONSES (issued/submitted): 18/7
REQUESTING DEPARTMENT: Family and Children First Council	COMMODITY DESCRIPTION: Closing the Achievement Gap	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Bedford City School District 475 Northfield Road Bedford, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> N/A IG Number: Not Required NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP	OK	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No


Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
2. Cleveland Heights-University Heights City School District 2155 Miramar Boulevard University Heights, Ohio 44118	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> N/A IG Number: Not Required NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP	OK	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Cleveland Metropolitan School District 1111 Superior Avenue Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> N/A IG Number: Not Required NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP	OK	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. East Cleveland City Schools 15320 Euclid Avenue East Cleveland, Ohio 44112</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> N/A</p> <p>IG Number: Not Required</p> <p>NCA: <input checked="" type="checkbox"/> Yes*</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>	<p>OK</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Garfield Heights City School District 5640 Briarcliff Drive Garfield Heights, Ohio 44125</p>	<p>*received 7/26/2021</p> <p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> N/A</p> <p>IG Number: Not Required</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>	<p>OK</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>6.</p> <p>Maple Heights City Schools 5740 Lawn Avenue Maple Heights, Ohio 44137</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> N/A</p> <p>IG Number: Not Required</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>	<p>OK</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7.</p> <p>Warrensville Heights City Schools 4743 Richmond Road Warrensville Heights, Ohio 44128</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> N/A</p> <p>IG Number: Not Required</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>	<p>OK</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

RFP 6689 SCORESHEET FOR REVIEWERS

	EAST CLEVELAND	MAPLE HEIGHTS	WARRENSVILLE HEIGHTS
DR. LEON HARRIS	31/100	93/100	96/100
REBECCA EBY	62/100	87/100	87/100
JENNIFER CROESSMAN	19/100	59/100	52/100
VET NIXON	4/100	70/100	70/100



GARFIELD HEIGHTS	BEDFORD DISTRICT	CHUH	CMSD
94/100	85/100	94/100	94/100
87/100	87/100	87/100	71/100
62/100	61/100	62/100	65/100
70/100	70/100	80/100	70/100

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2268

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing		
MASTER AGREEMENT Closing the Achievement Gap Bedford City School District 2 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet	CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)	CDT	Missing – Uploaded to CM2227 OK
Final DEI Goal Setting Worksheet	N/A	N/A
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A – no goal set
Award Letter (sent to awarded vendor)	N/A <i>All (7) respondents were awarded.</i>	Missing – Email sent 11/8/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Missing – OK uploaded 2/11/22
Tabulation Sheet	CDT	Missing – Uploaded to CM2227 OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	N/A	Duplicate

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

IG#	N/A			N/A Political Subdivision	N/A – Gov’t
Debarment/Suspension Verified	Date:	1.03.2022		DL	OK
Auditor’s Finding	Date:	1.03.2022		DL	OK
Vendor’s Submission				CDT	Missing – Uploaded 2/23/22 OK
Independent Contractor (I.C.) Requirement	Date:	10.05.2021		CDT	N/A – Gov’t
Cover - <i>Master contracts only</i>				CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – <i>if required</i>				N/A- New Contract	Missing – uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond, if required per RFP	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
1.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	RQ6689-4480

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CM Contract#	2227 -502
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	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,135,727.00 \$110,950.00		12/31/2023 3/6/2020 – 12/31/2020	Pending 6/22/2020	Pending BC2020-354
Prior Amendment Amounts (list separately)		\$110,950.00	12/31/2021	5/10/2021	BC2021-221
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contract Amount		\$2,135,727.00 \$221,900.00			

Purchasing Use Only:

Prior Resolutions	BC2021-221, BC2020-354
CM#:	2268
Vendor Name:	Bedford City School District
ftp:	Upon signing for 2 years
Amount:	\$239,680.00 MM
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Vendor Submission, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. TN</p> <p>Note from dept: CTAG21 Bedford City School District 2 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter and Vendor’s FULL Submission are missing and required. Current Contract Evaluation and Contract History for Bedford are missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is not</p>

Department of Purchasing – Required Documents Checklist

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	<p>effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p> <p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 3 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN</p>
<p>Purchasing Buyer’s initials and date of approval</p>	<p>TN 3/1/22</p>

CONTRACT EVALUATION FORM

Contractor	Bedford City School District
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	HHS-0898, 20001769 GOVP
RQ#	FC-337
Time Period of Original Contract	3/1/2020 -12/31/2021
Background Statement	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
Service Description	Closing the Achievement Gap
Performance Indicators	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.
Actual Performance versus performance indicators (include statistics):	The district has identified over 75 youth that meet this criteria. Eighty-seven youth (70%) have secured enough academic credits to move from 9th to 10th grade.

Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
Department Contact	Charmaine Pope				
User Department	Family & Children First Council				
Date	12/6/2021				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2269

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing		
MASTER AGREEMENT Closing the Achievement Gap Cleveland Municipal School District 4 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet	CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)	CDT	Missing – Uploaded to CM2227 OK
Final DEI Goal Setting Worksheet	N/A	N/A – no goal set
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A – no goal set
Award Letter (sent to awarded vendor)	N/A <i>All (7) respondents were awarded.</i>	Missing – Email sent 8/30/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Missing – OK Uploaded 2/15/22
Tabulation Sheet	CDT	Missing – Uploaded to CM2227 OK

Department of Purchasing – Required Documents Checklist

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IG#	N/A			N/A – School District	N/A – gov’t
Debarment/Suspension Verified	DL	01/03/2022		DL	OK
Auditor’s Finding	DL	01/03/2022		DL	OK
Vendor’s Submission				CDT	OK
Independent Contractor (I.C.) Requirement	CDT	10/05/2021		N/A – School District	N/A – Gov’t
Cover - <i>Master contracts only</i>				CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – <i>if required</i>				N/A- New Contract	Missing – uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$346,350.00
01.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$351,297.00
			TOTAL	\$697,647.00

Contract History CE/AG# (if applicable)	N/A AG1800121
Infor/Lawson PO# and PO Code (if applicable)	RFP AG1800121-01 CONV
Lawson RQ# (if applicable)	RQ6689 43081
CM Contract#	2269 CM367/490

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,436,727.00 \$407,800.00		12.31.2023 7/24/18 – 12/31/19	Pending 7/23/2018	Pending BC2018-476
Prior Amendment Amounts (list separately)		\$407,800.00	12/31/21	2/24/2020	BC2020-146
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$407,800.00			
Total Contact Amount		\$2,436,727.00 \$815,600.00			

Purchasing Use Only:

Prior Resolutions	BC2020-146, BC2018-476
CM#:	2269
Vendor Name:	Cleveland Municipal City School District
ftp:	Upon signing – 2 years
Amount:	\$697,647.00 MM
History/CE:	OK (corrected DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. Checklist is not correct, most current checklist on the Intranet must be used. TN</p> <p>Note from Dept: Master Agreement CTAG21 Cleveland Municipal School District 4 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter is missing and required. Current Contract Evaluation is missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p>

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Revised 12/15/2021

Department of Purchasing – Required Documents Checklist

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	<p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 4 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN</p>
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Purchasing Buyer approval:

CONTRACT EVALUATION FORM

Contractor	Cleveland Metropolitan School District - East Technical High School and Glenville High School
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800121-01 CONV
RQ#	FC-18-43081
Time Period of Original Contract	7/24/2018-12/31/2019
Background Statement	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years. Cleveland Metropolitan School District offered a component of Closing the Achievement Gap for males only in the high schools; however the females were exhibiting the same at-risk behaviors which resulted in lower graduation rates, poor school attendance, below grade level for age, and excessive disciplinary infractions. Cuyahoga County Council has offered to provide support to CMSD to cover the cost of the female CTAG component at East Technical High School and Glenville High School.</p>
Service Description	Closing the Achievement Gap
Performance Indicators	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-</p>

	BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.				
Actual Performance versus performance indicators (include statistics):	The districts have identified over 100 youth that meet this criteria. 80% of those students are enrolled and engaged in the Closing the Achievement Gap (female only component) program.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
Department Contact	Charmaine Pope				
User Department	Family & Children First Council				
Date	12/7/2021				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2270

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
MASTER AGREEMENT Closing the Achievement Gap Cleveland Heights-University Heights City School District 3 of 7			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet			CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)			CDT	Missing – Uploaded to CM2227 OK
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A – no goal set
Award Letter (sent to awarded vendor)			N/A <i>All (7) respondents were awarded.</i>	Missing – Email sent 8/30/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	Missing – OK uploaded 2/11/22
Tabulation Sheet			CDT	Missing – Uploaded to CM2227 OK
IG#	N/A – Political Subdivision		N/A	N/A – Gov’t
Debarment/Suspension Verified	Date:	01/03/2022	DL	OK
Auditor’s Finding	Date:	01/03/2022	DL	OK

Department of Purchasing – Required Documents Checklist

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Vendor’s Submission		CDT	OK
Independent Contractor (I.C.) Requirement	Date: 8.31.2021	CDT	N/A – Gov’t
Cover - <i>Master contracts only</i>		CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – <i>if required</i>		N/A- New Contract	Missing – uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		CDT	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
01.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A AG1800007
Infor/Lawson PO# and PO Code (if applicable)	RFP AG1800007-01 CONV
Lawson RQ# (if applicable)	RQ6689 41617
CM Contract#	2270 CM385/494

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #

Department of Purchasing – Required Documents Checklist

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Original Amount	\$2,135,727.00 \$96,915.40		12.31.2023 1/1/2018 – 12/31/2018	Pending 2/20/2018	Pending BC2018-118
Prior Amendment Amounts (list separately)		\$13,455.40		10/22/2018	BC2018-712
		\$110,369.90	12/31/2019	2/26/2019	R2019-0050
		\$221,900.00	12/31/2021	6/9/2020 7/7/2020	R2020-0119
Pending Amendment		\$			
Total Amendments		\$345,725.30			
Total Contact Amount		\$2,135,727.00 \$442,639.80			

Purchasing Use Only:

Prior Resolutions	R2020-0119, R2019-0050, BC2018-712, BC2018-118
CM#:	2270
Vendor Name:	Cleveland Heights City School District
ftp:	Upon signing – 2 years
Amount:	\$239,680.00 MM
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. Checklist is not correct, most current checklist on the Intranet must be used. TN</p> <p>Note from Dept: Common Docs Master Agreement CTAG21 Cleveland Heights-University Heights School District 3 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter is missing and required. Current Contract Evaluation is missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 3 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN
Purchasing Buyer’s initials and date of approval	TN 3/1/22

CONTRACT EVALUATION FORM

Contractor	Cleveland Heights-University Heights City Schools District
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800007-01 CONV
RQ#	FC-18-41617
Time Period of Original Contract	1/1/2018 -12/31/2021
Background Statement	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
Service Description	Closing the Achievement Gap
Performance Indicators	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.

Actual Performance versus performance indicators (include statistics):	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
Department Contact	Charmaine Pope				
User Department	Family & Children First Council				
Date	12/6/2021				

CONTRACT EVALUATION FORM

Contractor	East Cleveland City School District
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	HHS0657, AG1800120-01 CONV
RQ#	FC-18-43080
Time Period of Original Contract	7/31/2018-12/31/2018
Background Statement	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years. Cleveland Metropolitan School District offered a component of Closing the Achievement Gap for males only in the high schools; however the females were exhibiting the same at-risk behaviors which resulted in lower graduation rates, poor school attendance, below grade level for age, and excessive disciplinary infractions. Cuyahoga County Council has offered to provide support to CMSD to cover the cost of the female CTAG component at East Technical High School and Glenville High School.</p>
Service Description	Closing the Achievement Gap
Performance Indicators	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>

Actual Performance versus performance indicators (include statistics):	The districts have identified over 100 youth that meet this criteria. 50% of those students are enrolled and engaged in the Closing the Achievement Gap (female only component) program.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				
Department Contact	Charmaine Pope				
User Department	Family & Children First Council				
Date	12/7/2021				

Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2227

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFP			
Reviewed by Purchasing			
MASTER AGREEMENT Closing the Achievement Gap		Department initials	Purchasing
East Cleveland City School District 1 of 7			
Notice of Intent to Award (sent to all responding vendors)		CDT	OK (8/24/21)
Bid Specification Packet		CDT	OK
Evaluation Summary (names of evaluators to be included)		CDT	OK
Final DEI Goal Setting Worksheet		N/A	N/A
Diversity Documents – <i>if required (goal set)</i>		N/A	N/A – no goal set
Award Letter (sent to awarded vendor)		N/A <i>All (7) respondents were awarded.</i>	Missing – Email from 9/21/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	Missing – uploaded 2/15/2022 OK
Tabulation Sheet		CDT	OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)		N/A	OK – listed above
IG#	N/A	<i>N/A Political Subdivision</i>	N/A – Gov’t
Debarment/Suspension Verified	Date: 1.03.2022	DL	OK
Auditor’s Finding	Date: 1.03.2022	DL	OK
Vendor’s Submission		CDT	Missing -uploaded 2/28/22 OK
Independent Contractor (I.C.) Requirement	Date:	<i>N/A Political Subdivision</i>	N/A – Gov’t
Cover - <i>Master contracts only</i>		CDT	OK

Department of Purchasing – Required Documents Checklist

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Contract Evaluation – <i>if required</i>	N/A- New Contract	Missing – uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond, if required per RFP	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.01.2022 Upon Signing 1/1/2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
1.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A AG1800120
Infor/Lawson PO# and PO Code (if applicable)	RFP AG1800120-01 CONV
Lawson RQ# (if applicable)	RQ6689 FC-18-43080
CM Contract#	2227 CM376/492

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,435,727.00 \$110,950.00		12.31.2023 7/31/18 – 12/31/18	Pending 7/30/2018	Pending BC2018-499
Prior Amendment Amounts (list separately)		\$110,950.00	12/31/19	3/18/19	BC2019-223
		\$119,900.00	12/31/21	6/22/2020	BC2020-353
		\$			

Department of Purchasing – Required Documents Checklist

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Pending Amendment					
Total Amendments		\$230,850.00			
Total Contact Amount		\$2,135,727.00			
		\$341,800.00			

Purchasing Use Only:

Prior Resolutions	BC2020-353, BC2019-223, BC2018-499
CM#:	2227
Vendor Name:	East Cleveland City School District
ftp:	Upon signing – 2 yrs 1/1/2022 – 12/31/2023
Amount:	\$239,680.00 MM
History/CE:	OK
EL:	OK
Procurement Notes:	<p>2/8/22: Award Letter, Vendor’s Confidential Financial Statements, Vendor’s Submission, Contract Evaluation, and Contract History of previous contract are all missing and required. Master Contract is not attached and is needed. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. Line 1 needs to be removed. TN</p> <p>Note from Dept: The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter and Vendor’s FULL Submission are missing and required. Current Contract Evaluation. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Vendor’s FULL submission and Current Contract Evaluation Form are missing and required. TN</p> <p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 1 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept. TN</p>

Department of Purchasing – Required Documents Checklist

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Purchasing Buyer's initials and date of approval	TN 3/1/2022
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Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2273

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing		
MASTER AGREEMENT Closing the Achievement Gap Garfield Heights City School District 5 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet	CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)	CDT	Missing – Uploaded to CM2227 OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A – No goal set
Award Letter (sent to awarded vendor)	N/A <i>All (7) respondents were awarded.</i>	Missing – Email sent 8/30/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Missing – Uploaded 2/14/22 OK
Tabulation Sheet	CDT	Missing – Uploaded to CM2227 OK
IG#	N/A – Political Subdivision	N/A – Gov’t

Department of Purchasing – Required Documents Checklist

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Debarment/Suspension Verified	CDT	01/03/2022	DL	OK
Auditor’s Finding	CDT	01/03/2022	DL	OK
Vendor’s Submission			CDT	OK
Independent Contractor (I.C.) Requirement	DL	10/05/2021	DL	N/A – Gov’t
Cover - Master contracts only			CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – if required			N/A- New Contract	Missing – Uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	Exp CDT
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
1.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A AG1800006
Infor/Lawson PO# and PO Code (if applicable)	RFP-AG1800006-01 CONV
Lawson RQ# (if applicable)	RQ6689 41617
CM Contract#	2273 CM384/501

Department of Purchasing – Required Documents Checklist

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	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,135,727.00 \$96,914.50		12/31/2023 1/1/2018 – 12/31/2018	Pending 2/20/2018	Pending BC2018-118
Prior Amendment Amounts (list separately)		\$13,455.40		10/22/2018	BC2018-712
		\$110,369.90	12/31/2019	2/26/2019	R2019-0050
		\$221,900.00	12/31/2021	6/9/2020 7/7/2020	R2020-0119
Pending Amendment		\$			
Total Amendments		\$345,725.30			
Total Contact Amount		\$2,135,727.00 \$442,639.80			

Purchasing Use Only:

Prior Resolutions	R2020-0119, R2019-0050, BC2018-712, BC2018-118
CM#:	2273
Vendor Name:	Garfield Heights City School District
ftp:	Upon Signing – 2 years
Amount:	\$239,680.00 MM
History/CE:	OK (Corrected by DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Contract History of previous contract are all missing and required. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. Checklist is incorrect, the most current checklist must be used. TN</p> <p>Note from Dept: Common Docs Master Agreement CTAG21 Garfield Heights School District 5 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter is missing and required. Current Contract Evaluation is missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is</p>

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Revised 12/15/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p> <p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 5 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN</p>
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Purchasing Buyer approval: TN 3/1/2022

CONTRACT EVALUATION FORM

Contractor	Garfield Heights City Schools District				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800006-01 CONV				
RQ#	FC-18-41617				
Time Period of Original Contract	1/1/2018 -12/31/2021				
Background Statement	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
Service Description	Closing the Achievement Gap				
Performance Indicators	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
Actual Performance versus performance indicators (include statistics):	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				

Department Contact	Charmaine Pope
User Department	Family & Children First Council
Date	12/6/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2271

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing		
MASTER AGREEMENT Closing the Achievement Gap Maple Heights City School District 6 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet	CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)	CDT	Missing – Uploaded to CM2227 OK
Final DEI Goal Setting Worksheet	N/A	N/A – no goal set
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A – no goal set
Award Letter (sent to awarded vendor)	N/A <i>All (7) respondents were awarded.</i>	Missing – Email sent 8/30/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Missing – Uploaded 2/14/22 OK
Tabulation Sheet	CDT	Missing – Uploaded to CM2227 OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)	CDT	N/A – duplicate

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

IG#		N/A – Political Subdivision	N/A – Gov’t
Debarment/Suspension Verified	Date: 1.03.2022	CDT	OK
Auditor’s Finding	Date: 1.03.2022	CDT	OK
Vendor’s Submission		CDT	OK
Independent Contractor (I.C.) Requirement	Date:	N/A – Political Subdivision	N/A – Gov’t
Cover - <i>Master contracts only</i>		CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – <i>if required</i>		N/A- New Contract	Missing – Date on form should be 1/6/22, uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond, if required per RFP	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
1.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A-AG1800008
Infor/Lawson PO# and PO Code (if applicable)	RFP-AG1800008-01 CONV
Lawson RQ# (if applicable)	RQ6689-41617
CM Contract#	2271-CM387/495

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,135,727.00 \$96,915.40		12.31.2023 1/1/2018 – 12/31/2018	Pending 2/20/2018	Pending BC2018-118
Prior Amendment Amounts (list separately)		\$13,455.40		10/22/2018	BC2018-712
		\$110,369.90	12/31/2019	2/26/2019	R2019-0050
		\$221,900.00	12/31/2021	6/9/2020 7/7/2020	R2020-0119
Pending Amendment		\$			
Total Amendments		\$345,725.30			
Total Contact Amount		\$2,135,727.00 \$442,639.80			

Purchasing Use Only:

Prior Resolutions	R2020-0119, R2019-0050, BC2018-712, BC2018-118
CM#:	2271
Vendor Name:	Maple Heights City School District
ftp:	Upon signing – 2 Years
Amount:	\$239,680.00 MM
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Contract History of previous contract are all missing and required. Checklist Budget Accounting unit does not match the submitted Master Contract Cover, please clarify. PO Code is missing and required. TN</p> <p>Note from Dept: Common Docs Master Agreement CTAG21 Maple Heights City School District 6 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter is missing and required. Current Contract Evaluation is missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is</p>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p> <p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p> <p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 6 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN</p>
Purchasing Buyer's initials and date of approval	TN 3/1/22

CONTRACT EVALUATION FORM

Contractor	Maple Heights City Schools District				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800006-01 CONV				
RQ#	FC-18-41617				
Time Period of Original Contract	1/1/2018 -12/31/2021				
Background Statement	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
Service Description	Closing the Achievement Gap				
Performance Indicators	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
Actual Performance versus performance indicators (include statistics):	<p>The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	<p>SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM</p>				

Department Contact	Charmaine Pope
User Department	Family & Children First Council
Date	1/6/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ6689
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1279
CM Contract#	2272

	Department initials	Clerk of the Board
Briefing Memo	CDT	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The project term began January 1, 2022. Late submission due to wait for vendors to sign contract. Each district has their board review and sign each contract before submission.	
What is being done to prevent this from reoccurring?	Begin process earlier.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing		
MASTER AGREEMENT Closing the Achievement Gap Warrensville Heights City School District 7 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	CDT	Missing – Uploaded to CM2227 OK
Bid Specification Packet	CDT	Missing – Uploaded to CM2227 OK
Evaluation Summary (names of evaluators to be included)	CDT	Missing – Uploaded to CM2227 OK
Final DEI Goal Setting Worksheet	N/A	N/A – no goal set
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A – no goal set
Award Letter (sent to awarded vendor)	N/A <i>All (7) respondents were awarded</i>	Missing – Email sent 9/17/21 OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	Missing – Uploaded 2/14/22 OK
Tabulation Sheet	CDT	Missing – Uploaded to CM2227 OK
Evaluation/Scoring Summary (<i>includes evaluator names</i>)		N/A – duplicate
IG#	N/A – Political Subdivision	N/A – Gov’t
Debarment/Suspension Verified	Date: CDT 01/03/2022	DL OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Auditor’s Finding	Date:	CDT 01/03/2022 2/2/2022	DL	OK
Vendor’s Submission			CDT	OK
Independent Contractor (I.C.) Requirement	Date:	DL 10/05/2021	DL	N/A – Gov’t
Cover - <i>Master contracts only</i>			CDT	Missing – Uploaded to CM2227 OK
Contract Evaluation – <i>if required</i>			N/A- New Contract	Missing – uploaded 2/28/22 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CDT	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	CDT
Matrix Law Screen shot	CDT
COI	CDT
Workers’ Compensation Insurance	CDT
Performance Bond, if required per RFP	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1.01.2022 – 12.31.2022	HS260300	55130	UCH08346	\$119,000.00
1.01.2023 – 12.31.2023	HS260300	55130	UCH08346	\$120,680.00
			TOTAL	\$239,680.00

Contract History CE/AG# (if applicable)	N/A-AG1800005
Infor/Lawson PO# and PO Code (if applicable)	RFP-AG1800005-01 CONV
Lawson RQ# (if applicable)	RQ6689-41617
CM Contract#	2272-CM383/493

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,135,727.00 \$153,779.50		12/31/2023 1/1/2018 – 12/31/2018	Pending 2/20/2018	Pending BC2018-118
Prior Amendment Amounts (list separately)		\$26,910.80		10/22/2018	BC2018-712
		\$180,690.30	12/31/2019	2/26/2019	R2019-0050
		\$357,900.00	12/31/2021	6/9/2020 7/7/2020	R2020-0119
Pending Amendment		\$			
Total Amendments		\$565,501.10			
Total Contact Amount		\$2,135,727.00 \$719,280.60			

Purchasing Use Only:

Prior Resolutions	R2020-0119, R2019-0050, BC2018-712, BC2018-118
CM#:	2272
Vendor Name:	Warrensville Heights City School District
ftp:	Upon Signing – 2 years
Amount:	\$239,680.00 MM
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	<p>2/8/22: Notice of Intent to Award, Bid Spec Packet, Evaluation Summary, Award Letter, Vendor’s Confidential Financial Statement, Tab Sheet, Master Contract Cover, and Contract Evaluation are all missing and required. Master Contract is not attached and is needed. Contract History of previous contract are all missing and required. Checklist Budget Accounting unit does not match the submitted Master Cover, please clarify. PO Code is missing and required. TN</p> <p>Note from Dept: Common Docs Master Agreement CTAG21 Warrensville Heights City School District 7 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included.</p> <p>2/23/22: Award Letter is missing and required. Current Contract Evaluation is missing and required. The time period of your budget breakdown and the time period of the contract do not match. Budget Breakdown states 1/1/2022, while the contract is not effective until signing by the Executive. The overall amount of the contract does not match the Exhibits attached. TN</p>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>2/28/22: Current Contract Evaluation Form is missing and required. TN</p> <p>3/1/22: LATE – Late Explanation on the Checklist. Master Contract Award for CTAG 7 of 7. The following Master Agreement common documents for CTAG21 are housed in the Master Contract CM2227 comments: Briefing Memo, Notice of Intent to Award/Award Letter bundled letters -all responding vendors were selected, Bid Specification Packet RFP RQ6689, Evaluation Summary (names included), Tabulation Sheet, Master Contract Cover, and Master Agreement with vendor signature pages included. Master Contract Covers are located in CM2227 for East Cleveland. All 7 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept.TN</p>
Purchasing Buyer’s initials and date of approval	TN 3/1/22

CONTRACT EVALUATION FORM

Contractor	Warrensville Heights City Schools District				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1800006-01 CONV				
RQ#	FC-18-41617				
Time Period of Original Contract	1/1/2018 -12/31/2021				
Background Statement	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
Service Description	Closing the Achievement Gap				
Performance Indicators	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
Actual Performance versus performance indicators (include statistics):	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				

Department Contact	Charmaine Pope
User Department	Family & Children First Council
Date	12/6/2021

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0034

Sponsored by: County Executive Budish/Sheriff's Department	A Resolution making an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 - 12/31/2026; authorizing the County Executive to execute Contract No. 2102 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Sheriff's Department has recommended an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 - 12/31/2026; and

WHEREAS, the primary goal of this project supply Cuyahoga County Sheriff's Department with ballistic vests and SWAT ballistic armor for law enforcement activities; and

WHEREAS, the project is funded 100% by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ7649 to Vance Outdoors, Inc. in the amount not-to-exceed \$611,484.50 for the purchase of replacement ballistic vests, SWAT vests/plate carrier and helmets for Law Enforcement and Protective Services Divisions for the period 4/1/2022 - 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 2102 and all other documents consistent with said award and this Resolution.

First Reading/Referred to Committee: February 8, 2022
Committee(s) Assigned: Public Safety & Justice Affairs

Committee Report/Second Reading: March 8, 2021

Journal _____
_____, 20__

Title: Sheriff's Department; RQ# 7649 2021 Vance Outdoors Inc.; Contract with Vance Outdoors, Inc. to Furnish Ballistic Armor

Scope of Work Summary

The Cuyahoga County Sheriff's Department (CCSD) is requesting approval of a contract with Vance Outdoors, Inc. for the anticipated not-to-exceed cost of \$611,484.50.

The vendor will provide ballistics vests and SWAT ballistic vests and helmets for the CCSD's Law Enforcement and Protective Services divisions. The anticipated start-completion dates are 4/1/2022 – 12/31/2026.

The primary goal of the project is to supply the CCSD with ballistic vests and SWAT ballistic armor for law enforcement activities. Ballistic equipment is necessary for the effective operation of officers to protect the community.

Procurement

The procurement method for this project was an RFP. The total value of the RFP is \$611,484.50. The RFP was closed on 10/28/2021. There were 3 proposals pulled from OPD, 3 proposals submitted for review, and 1 proposal approved.

Contractor and Project Information

Vance Outdoors, Inc.
3723 Cleveland Avenue
Columbus, Ohio 43224

The president for the vendor is Doug Vance.

Project Status and Planning

This equipment is an ongoing need of the Sheriff's Department. Ballistic vests must be replaced every 5 years per recommendation of the National Institute of Justice (NIJ) due to degradation of ballistic material in the vest as well as manufacturers no longer guaranteeing ballistic vest capabilities after a 5-year term.

The current Deputy Sheriff's Contract, effective through 12/31/2023, Article 20 Uniforms, Section Three, requires the County to insure that each employee is provided a bullet proof vest and the County must replace items beyond the manufacturer's recommended service period as soon as possible.

Funding

The project is funded 100% by the General Fund. The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RO#:	7649
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1853
CM Contract#	2102

	Department initials	Clerk of the Board
Briefing Memo	PL	<input type="checkbox"/>

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			PL	ok
Bid Specification Packet			PL	ok
Evaluation Summary (names of evaluators to be included)			PL	ok
Diversity Documents – <i>if required (goal set)</i>			N/A	
Award Letter (sent to awarded vendor)			PL	ok
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	
Tabulation Sheet			PL	ok
IG#	21-0050-REG		PL	Ok
Debarment/Suspension Verified	Date:	12/15/2021	PL	Ok
Auditor’s Finding	Date:	12/15/2021	PL	Ok
Vendor’s Submission			PL	Ok- vendor signed contract attached
Independent Contractor (I.C.) Requirement	Date:	1/6/2021 12/29/2021	PL	ok
Cover - <i>Master contracts only</i>			N/A	
Contract Evaluation – <i>if required</i>			N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			PL	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

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	PI
Matrix Law Screen shot	PL
COI	PL
Workers’ Compensation Insurance	PL
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
4/1/2022 – 12/31/2022	SH100115	55130		\$43,982.75
4/1/2022 – 12/31/2022	SH750100	55130		\$30,259.50
1/1/2023 - 12/31/2023	SH100115	55130		\$162,227.75
1/1/2023 - 12/31/2023	SH750100	55130		\$100,865.00
1/1/2024 – 12/31/2024	SH100115	55130		\$125,665.00
1/1/2024 – 12/31/2024	SH750100	55130		\$20,173.00
1/1/2025 – 12/31/2025	SH100115	55130		\$43,982.75
1/1/2025 – 12/31/2025	SH750100	55130		\$21,181.65
1/1/2026 – 12/31/2026	SH100115	55130		\$43,982.75
1/1/2026 – 12/31/2026	SH750100	55130		\$19,164.35
			TOTAL	\$611,484.50

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	7649
CM Contract#	2102

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$611,484.50		4/1/2022-12/31/2026		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions	n/a
CM#:	CM 2102
Vendor Name:	Vance Outdoors, INC.
ftp:	04/01/2022-12/31/2026
Amount:	\$611,484.50
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed

Purchasing Buyer approval: **lz 1/13/2022**

OK to approve - enter into OnBase

Per the procedures, as this item needs Board of Control approval, the department will need to enter into OnBase for a future agenda under the ERP-BOC/Council Approval Request Form.

Once approved by the BOC, the request will have final OPD approval in Infor in order for the department to move forward with the AP process.



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 7649/Event #1853	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$424,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 28, 2021	NUMBER OF RESPONSES (issued/submitted): 30/3
REQUESTING DEPARTMENT: Sheriff's Department	COMMODITY DESCRIPTION: 5 Year Contract for Ballistic Vests, SWAT Vests/Plate Carriers and SWAT Helmets	
DIVERSITY GOAL/SBE 0% <input type="checkbox"/> Yes <input type="checkbox"/> No	DIVERSITY GOAL/MBE 0% <input type="checkbox"/> Yes <input type="checkbox"/> No	DIVERSITY GOAL/WBE 0% <input type="checkbox"/> Yes <input type="checkbox"/> No
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Drellishak & Drellishak, Inc. dba Pro-Tech Sales 1313 West Bagley Rd. Berea, OH 44017	NA	NA	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0197-REG 31DEC2024	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials NCA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Affiant Signature not included <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____/z_____	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
						SBE: _____% MBE: _____% WBE: _____% <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Konoval LLC 1701 Rhode Island Ave NW Washington DC 20036	NA	NA	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: % MBE: % WBE: % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP:.. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____/z_____			SBE/MBE/WBE Comments and Initials: _____ _____		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3. Vance Outdoors, Inc. 3723 Cleveland Ave Columbus, OH 43224	NA	NA	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 21-0050-REG 31DEC2025 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____					

Transaction ID:

RQ# 7649 - Event 1853

Sheriff Department 5 Year Contract for Ballistic Vests, SWAT Vests/Plate Carriers and SWAT Helmets

Date as of 11/23/2021

Category (RFP PAGE)	Max Points	Vendor - Drellishak			Vendor 2 - Konoval			Vendor 3 - Vance				
		Lt O'Connor	Lt Fovozzo	Sgt McNamara	Weighted Score	Lt O'Connor	Lt Fovozzo	Sgt McNamara	Weighted Score	Lt O'Connor	Lt Fovozzo	Sgt McNamara
Proposed Solution (5)	0	0	0	0	0	0	0	0	0	0	0	0
Vest Specifications (5-9)	25	20	20	20	20	15	10	8.33	25	23	25	24.33
Delivery Timeline (9)	15	15	14	15	14.67	15	15	14.00	15	14	15	14.67
Support/Warranty (9)	10	10	10	10	10	8	5	7.67	10	10	8	9.33
Demonstration (9)	25	15	25	20	20	20	5	8.33	25	25	20	23.33
Vendor Qualifications (9)	5	3	4	5	4	3	0	1.00	5	4	5	4.67
Budget (9)	20	19	19	15	17.67	20	20	20.00	18	18	10	15.33
Terms and Conditions (11)	0	0	0	0	0	0	0	0.00	0	0	0	0
Miscellaneous (11)	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL POINTS	100	82	92	85	86.33	45	78	59.33	98	94	83	91.67

Additional Notes:

See attached scoring sheets.

RQ# 7649 – Event 1853

Sheriff Department 5 Year Contract for Ballistic Vests, SWAT Vests/Plate Carriers and SWAT Helmets

EVALUATOR: O'Connor T.M.

DATE: 23 NOV 2021

CATEGORY (RFP PAGE)	MAX POINTS	VENDOR 1 - DRELLISHAK	VENDOR 2 - KONOVAL	VENDOR 3 - VANCE
Proposed Solution (5)	0	20	0	20
Vest Specifications (5-9)	25	20	0	25
Delivery Timeline (9)	15	15	15	15
Support/Warranty (9)	10	10	10	10
Demonstration (9)	25	15	0	25
Vendor Qualifications	5	3	0	5
Budget (9)	20	19	20	18
Terms and Conditions (11)	0	0	0	0
Miscellaneous (11)	0	0	0	0
TOTALS	100	62	45	90

425K

285K

612

Additional Notes:

Quality cost matter, life safety is directly related to ballistic protection
 Lesser Quality items are less expensive, however, provide less proven protection
 Functional Design of vests makes vendor 3 the better option, even at the additional cost

The vendor is not only willing to demonstrate the ballistic capabilities of the product, but will shoot the product with round on top of round and within 1" of the edge.

Vendor #1 is a solid middle ground, however, falls substantially short of vendor #3 in fit and functionality.

Vendor #2 is inferior in every way to their competitors

RQ# 7649 – Event 1853

Sheriff Department 5 Year Contract for Ballistic Vests, SWAT Vests/Plate Carriers and SWAT Helmets

EVALUATOR: Thomas A. Fovazzo

DATE: 23 NOV 21

POINT
BLANK

TENN.
WASH.

SAFARILAND

CATEGORY (RFP PAGE)	MAX POINTS	VENDOR 1 – DRELLISHAK	VENDOR 2 – KONOVAL	VENDOR 3 – VANCE
Proposed Solution (5)	0	0	0	0
Vest Specifications (5-9)	25	20	15	23
Delivery Timeline (9)	15	14	12	14
Support/Warranty (9)	10	10	8	10
Demonstration (9)	25	25	20	25
Vendor Qualifications	5	4	3	4
Budget (9)	20	19	20	18
Terms and Conditions (11)	0	0	0	0
Miscellaneous (11)	0	0	0	0
TOTALS	100	102 92	86 78	104 94

\$25,000

\$25,000

\$62,000

Additional Notes:

- POINT BLANK: • 30 DAY ALTER. ~~WARR~~ AFTER THERE IS A CHARGE 25.00-50.00
 • 5X8 SOFT TRAUMA
 • ONE STRAP & DOUBLE STRAP
 • 2YR WARRANTY ON CARRIER
- SAFARILAND: • 1YR WARRANTY ON CARRIER WORKABLE ON EXT. WARR.
 • FIT TO WEAR 35 DAY AT MOST 60 DAY
 • NO COVID TIME DOWN ON MATERIAL

- PROTECK: • LATE DUE TO AIRLINE
 • DID NOT HAVE ALL PRODUCTS (USED PHOTOS FROM PHONE)
 • NOT ORGANIZED
 • COVID TIME ON MATERIAL

RQ# 7649 – Event 1853
 Sheriff Department 5 Year Contract for Ballistic Vests, SWAT
 Vests/Plate Carriers and SWAT Helmets

EVALUATOR: CHRIS McNAMARA

DATE: 11/23/2021

CATEGORY (RFP PAGE)	MAX POINTS	425,000 VENDOR 1 - DRELLISHAK	285,000 VENDOR 2 - KONOVAL	412,000 VENDOR 3 - VANCE
Proposed Solution (5)	0	0	0	0
Vest Specifications (5-9)	25	20	10	25
Delivery Timeline (9)	15	15	15	15
Support/Warranty (9)	10	10	5	8
Demonstration (9)	25	20	5	20
Vendor Qualifications	5	5	0	5
Budget (9)	20	15	20	10
Terms and Conditions (11)	0	0	0	0
Miscellaneous (11)	0	0	0	0
TOTALS	100	85	45	83

Additional Notes:

POINT BLANK

- LOCAL DISTRIBUTOR
- CARRIER HAS 2-YEAR WARRANTY

SAFARI LAND

- BETTER TAC VEST SYSTEM
- HELMET OFFERS MORE COMFORT