

REVISED

Minutes

Cuyahoga County Board of Control
Monday, April 16, 2018 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I – CALL TO ORDER

The meeting was called to order at 11:00 a.m.

Attending:

Armond Budish, Chairperson
Councilman Dale Miller
Councilwoman Nan Baker
Joseph Nanni, County Council (Alternate for Dan Brady)
Michael Dever, Director, Department of Public Works
Dennis Kennedy, Fiscal Officer
Lenora Lockett, Director, Office of Procurement & Diversity

II – REVIEW MINUTES – 4/9/2018

Armond Budish motioned to approve the minutes from the April 9, 2018 meeting, as written; Dale Miller seconded. The minutes were unanimously approved.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

IV – CONTRACTS AND AWARDS

A – Tabled Items

B. – New Items for Review

BC2018-235

Department of Development, recommending an award on RQ41532 and enter into a sole source contract with Court Community Services in the amount not-to-exceed \$50,000.00 for litter control services and oversight in selected urban communities for the period 4/1/2018 - 3/31/2019.

Funding Source: Federal Community Development Block Grant

Sara Jackson, Department of Development, presented. Nan Baker asked how the funds will be utilized. Joe Nanni asked if the vendor is considered a non-profit agency or if they are affiliated with the County or City of Cleveland. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-235 was unanimously approved.

The following item was amended to change the end date of the term to 4/15/2020.

BC2018-236

Department of Information Technology, recommending an award on RQ42055 and enter into a sole source contract with VeDiscovery, LLC dba Heureka Software in the amount not-to-exceed \$54,700.00 for the purchase of Heureka Intelligence Platform eDiscovery Software for the period 4/16/2018 – ~~12/31/2019~~ **4/15/2020**.

Funding Source: General Fund

Dennis Sullivan, Department of Information Technology, presented. Joe Nanni asked if the software is installed on individual computers; asked how it protects data, such as social security information, from being transferred and if data is blocked by a firewall. Armond Budish motioned to approve the item; Joe Nanni seconded. Item BC2018-236 was unanimously approved.

During the approval of the minutes at the April 23, 2018 Board of Control Meeting the Requisition number for the following item was changed from RQ42379 to RQ42392, as the Department inadvertently submitted the incorrect number on the original request.

BC2018-237

Department of Information Technology,

a) Submitting an RFP exemption on ~~RQ42379~~ **RQ42392**, which will result in an award recommendation to Microsoft Corporation in the amount of \$28,551.21 for the purchase of (15) Microsoft Surface Pro i5 Tablets and peripherals.

b) Recommending an award on ~~RQ42379~~ **RQ42392** with Microsoft Corporation in the amount of \$28,551.21 for the purchase of (15) Microsoft Surface Pro i5 Tablets and peripherals.

Funding Source: General Fund

Procurement Process: A full competitive process was not utilized. Items are being purchased off of a previously approved Government Cooperative Agreement.

Dennis Sullivan and Jeanelle Greene, Department of Information Technology, presented. Joe Nanni asked if this purchase includes imaging of computers, if so is there an additional cost; asked if imaging is still serviced by the contracted vendor, MCPc, Inc. or if the services are performed internally. Nan Baker asked if this purchase included tablets requested by the Department of Public Works. Ms. Baker also asked if this is a new practice to use tablets in lieu of desktop computers; asked if more tablet purchases are anticipated; and asked if there is as strategic plan for future purchases which may result in cost savings and uniformity among departments. Armond Budish motioned to approve the item; Joe Nanni seconded. Item BC2018-237 was unanimously approved.

BC2018-238

Sheriff's Department, recommending an award on RQ42047 and enter into a sole source contract with Smiths Detection, Inc., in the amount not-to-exceed \$150,839.64 for on-site maintenance services on security x-ray machines located in various County buildings for the period 7/1/2018 - 12/31/2021.

Funding Source: Internal Service Fund

Lylia Lathan, Sheriff's Department, presented. Joe Nanni asked for additional information on the warranty coverage associated with this purchase. Mr. Budish clarified that the warranty would be voided if Smiths Detection was not utilized for maintenance or repair service. Michael Dever inquired about the number of machines the County owns; what is the life expectancy of these machines and how often machines are recycled. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-238 was unanimously approved.

The following item was withdrawn at the request of the Department.

~~BC2018-239~~

~~Sheriff's Department,~~

~~a) Submitting an RFP exemption on RQ42401, which will result in an award recommendation to International Preparedness Associates, Inc. in the amount of \$30,003.00 for reimbursement of eligible SWAT Marine training expenses in connection with the FY2015 Port Security Grant Program for the period 4/26/2018 - 5/14/2018.~~

~~b) Recommending an award on RQ42401 to International Preparedness Associates, Inc. in the amount of \$30,003.00 for reimbursement of eligible SWAT Marine training expenses in connection with the FY2015 Port Security Grant Program for the period 4/26/2018 - 5/14/2018.~~

~~Funding Source: FY2015 Port Security Grant~~

~~Procurement Process: A formal competitive process was not utilized. The Vendor is a previously approved Federal Emergency Management Agency grant recipient.~~

BC2018-240

Sheriff's Department, submitting an agreement with MetroHealth System - (Police Department) in the amount not-to-exceed \$5,000.00 for inmate housing services for the period 12/1/2017 - 11/30/2018.

Funding Source: Revenue Generating

Lauryn Harwell, Sheriff's Department, presented. Dale Miller asked how often the services are expected to be utilized as the anticipated revenue is only \$5,000.00. Armond Budish motioned to approve the item; Michael Dever seconded. Item BC2018-240 was unanimously approved.

BC2018-241

Department of Health and Human Services/Cuyahoga Job and Family Services on behalf of the Division of Children and Family Services, submitting an amendment to Contract No. CE1200560 with Burlington Stores, Inc. fka Burlington Coat Factory Warehouse Corporation for emergency assistance services for the period 9/1/2012 – 4/30/2018 to extend the time period to 4/30/2019 and for additional funds in the amount not-to-exceed \$350,000.00.

Funding Source: 79% Federal; 21% Health and Human Services Levy

Bob Math, Cuyahoga Job and Family Services, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-241 was unanimously approved.

BC2018-242

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services,

a) Submitting an RFP exemption on RQ41895, which will result in an award recommendation to West Side Catholic Center in the amount not-to-exceed \$170,000.00 for fiscal agent services in connection with the Identification Documentation Collaborative for the period 3/1/2018 – 2/28/2019.

b) Recommending an award on RQ41895 and enter into a contract with West Side Catholic Center in the amount not-to-exceed \$170,000.00 for fiscal agent services in connection with the Identification Documentation Collaborative for the period 3/1/2018 – 2/28/2019.

Funding Source: Health and Human Services Levy Fund

Procurement Process: A competitive process was not utilized.

Shari Weir, Office of Homeless services presented. Dennis Kennedy asked if the distributed funds are based on usage or a flat fee. Joe Nanni asked if the cost of the contract has been consistent over the past several years and asked how many clients are served annually. Dale Miller commented that 4,000 - 5,000 clients are served annually and indicated that a set of identification documents can cost \$35 per set which accounts for most of the funding. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-242 was unanimously approved.

The following item was amended to reflect the funding source as Cleveland Foundation.

BC2018-243

Department of Health and Human Services, Community Initiatives Division, Office of Early Childhood, recommending an award on RQ40533 to Strategic Resources Consulting L.L.C. (59-6) in the amount not-to-exceed \$100,000.00 for Faith-Based and/or Community-Based Organizations Outreach and Referral Program services for the Universal Pre-Kindergarten 2.0 Initiative for the period 4/1/2018 – 3/31/2019.

Funding Source: ~~Health and Human Services Levy~~ **Cleveland Foundation**

John Ladd, Office of Early Childhood. Office of Early Childhood presented. Dale Miller asked if the primary function of outreach service is to contact families with eligible children not currently enrolled in the program; and asked what community-based organizations are currently involved in outreach. Mr. Miller also asked for clarification on whether neighborhood associations are involved or if the services are

limited to faith-based organizations; and asked if this will be an ongoing or one-time service. Nan Baker asked if there is a current waiting list for Universal Pre-Kindergarten enrollment; asked why some schools are full while others are not; and asked if there are options or services offered to families experiencing transportation issues. Ms. Baker also inquired about families who have not enrolled their eligible children in pre-school. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-243 was unanimously approved.

C – Exemptions

BC2018-244

Office of the Medical Examiner, recommending an alternate procurement process, which will result in award recommendations to various providers in the total amount not-to-exceed \$264,517.34 for the purchase of DNA genetic testing kits and other consumable supplies for the period 4/16/2018 – 12/31/2018:

a) Promega

b) Life Technologies

Funding Sources: 2017 DNA Backlog Grant - \$119,344.19 and Medical Examiner's Crime Lab Fund \$145,173.15

Hugh Shannon, Office of the Medical Examiner, presented. Nan Baker asked for clarification on the distributors' inability to undersell the main manufacturer as it relates to pricing. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-244 was unanimously approved.

D – Consent Agenda

There were no questions on the consent agenda. Armond Budish motioned to approve item BC2018-245 Dale Miller seconded. The consent agenda item was unanimously approved.

BC2018-245

Office of Procurement & Diversity, presenting proposed purchases for the week of 4/16/2018

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>CE-18-42385</i>	<i>Joint seal materials for various bridge projects</i>	<i>Department of Public Works</i>	<i>RJ Watson</i>	<i>\$3,462.00</i>	<i>Road and Bridge Fund</i>
<i>CT-18-41824</i>	<i>Boiler repair at Animal Shelter</i>	<i>Department of Public Works</i>	<i>Boiler Specialists Inc.</i>	<i>\$1,915.20</i>	<i>Special Revenue Fund</i>
<i>CT-18-41827</i>	<i>Purchase (2) ScanPro Machines for Archives</i>	<i>Department of Public Works</i>	<i>World Micrographics, Inc.</i>	<i>\$22,850.00</i>	<i>Capital Project</i>
<i>CT-18-42243</i>	<i>Autodesk Design Suite software subscription annual renewal</i>	<i>Department of Public Works</i>	<i>Carahsoft Technology Corp.</i>	<i>\$15,500.26</i>	<i>10% - Internal Service Fund 45% - Road and Bridge Fund 45% - Sanitary Sewer Fund</i>
<i>CT-18-42272</i>	<i>Exhibit case and display system for County Archives</i>	<i>Department of Public Works</i>	<i>Gaylord Bros.</i>	<i>\$12,509.00</i>	<i>Capital Project</i>
<i>CT-18-42317</i>	<i>Copy paper for various agencies</i>	<i>Department of Public Works</i>	<i>Joshen Paper & Packing</i>	<i>\$24,500.00</i>	<i>Internal Service Fund</i>
<i>CT-18-42320</i>	<i>File folders for Division of Children and Family Services</i>	<i>Department of Public Works</i>	<i>Foote Printing</i>	<i>\$1,880.00</i>	<i>Internal Service Fund</i>
<i>CT-18-42321</i>	<i>First-class return envelopes for Cuyahoga Job and Family Services</i>	<i>Department of Public Works</i>	<i>OEM Acquisition LLC dba Ohio Envelope Manufacturing Company</i>	<i>\$2,373.00</i>	<i>Internal Service Fund</i>
<i>CT-18-42326</i>	<i>NCR paper for Hearing Forms for Juvenile Court</i>	<i>Department of Public Works</i>	<i>Xpedx Veritiv</i>	<i>\$5,894.90</i>	<i>Internal Service Fund</i>
<i>CT-18-42368</i>	<i>Finishing services for various print jobs for Cuyahoga Job and Family Services</i>	<i>Department of Public Works</i>	<i>Direct Digital Graphics</i>	<i>\$1,705.00</i>	<i>Internal Service Fund</i>
<i>CT-18-42376</i>	<i>Disposal clean fill for Road and Bridge</i>	<i>Department of Public Works</i>	<i>Boyas Excavating, Inc.</i>	<i>\$10,000.00</i>	<i>Road and Bridge Fund</i>
<i>CT-18-42377</i>	<i>Diesel fuel tank treatment and filter service at Juvenile Justice Center</i>	<i>Department of Public Works</i>	<i>Collins Equipment Corporation</i>	<i>\$1,495.00</i>	<i>Internal Service Fund</i>

CT-18-42383	Rental of plate tamper for Sanitary Engineer	Department of Public Works	Sunbelt Rentals, Inc.	\$547.18	Enterprise Fund
CT-18-42393	Repair parts for New Holland Backhoe S-471 for Fleet Services (Sanitary Engineer)	Department of Public Works	Akron Tractor & Equipment, Inc.	\$933.10	Enterprise Fund
CT-18-42394	Repair parts for Truck 3-287 for Fleet Services (Road and Bridge)	Department of Public Works	Valley Ford Trucks	\$1,389.46	Road and Bridge Fund
CT-18-42416	Catalog envelopes for Cuyahoga Support Enforcement Agency	Department of Public Works	The Envelope Printery of Ohio Inc.	\$630.00	Internal Service Fund
CT-18-42417	Printing and finishing services for program and services booklet for Division of Senior and Adult Services	Department of Public Works	Zippityprint, LLC	\$1,690.00	Internal Service Fund
CT-18-42419	First-class return envelopes for Cuyahoga Job and Family Services	Department of Public Works	OEM Acquisition LLC, dba Ohio Envelope Manufacturing Company	\$1,862.20	Internal Service Fund
JA-18-41675	SWAT headsets for City of East Cleveland	Department of Public Safety and Justice Services	Atlantic Signal LLC	\$13,520.00	General Fund – Public Safety Grant Administration
FC-18-42435	Family Centered Services and Supports: Summer camp	Family and Children First Council	Great Lakes Museum of Science, Environment and Technology	\$965.00	State
JC-18-42373	(5) Mattresses for Detention Center	Juvenile Court Division	Norix Group	\$2,455.75	Legal Computerization Fund
CR-18-42384	Power Plex Fusion and DNA IQ Systems for various labs	Medical Examiner's Office	Promega	\$9,951.04	Medical Examiner's Office Crime Lab Fund
CR-18-42389	Proteinase, boxes, tips, tags, tubes, sleeves, duster, bottles and racks for various labs	Medical Examiner's Office	Fisher Scientific	\$2,100.63	Medical Examiner's Office Crime Lab Fund
CR-18-42389	Proteinase, boxes, tips, tags, tubes, sleeves, duster, bottles and racks for various labs	Medical Examiner's Office	Lab Source	\$390.00	Medical Examiner's Office Crime Lab Fund
CR-18-42389	Proteinase, boxes, tips, tags, tubes, sleeves, duster, bottles and racks for various labs	Medical Examiner's Office	VWR	\$311.56	Medical Examiner's Office Crime Lab Fund
CR-18-42403	Strata Screen-C lab supplies for in-house toxicology testing	Medical Examiner's Office	Phenomenex	\$1,000.00	Medical Examiner's Office Crime Lab Fund

CR-18-42404	DNA kits for various labs	Medical Examiner's Office	Promega	\$23,766.48	DNA Backlog Grant
CR-18-42422	High profile microtome blades for various labs	Medical Examiner's Office	Leica Biosystems	\$791.02	Medical Examiner's Office Lab Fund

Items already purchased:

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

V – OTHER BUSINESS

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an agreement with Ohio Department of Natural Resources for construction of the Towpath Trail – Stage 1 from Harvard Avenue to Steelyard Commons in the City of Cleveland and Village of Cuyahoga Heights in connection with the Clean Ohio Trails Project.

Funding Sources:

Towpath Stage 1 Construction Estimate= \$6,000,000

ODNR Funding Assistance = \$500,000.00

Federal CMAQ = \$4,800,000.00

Cleveland Steelyard TIF = \$700,000.00

Item No. 2

Department of Health and Human Services/Community Initiatives Division/Family and Children First Council, submitting a midyear projected expenditure report for Family Centered Services and Supports FY2018 funding.

Funding Source: FCSS

VI – PUBLIC COMMENT

There was no public comment.

VII – ADJOURNMENT

Armond Budish motioned to adjourn; Nan Baker seconded. The motion to adjourn was unanimously approved at 11:29 a.m.