

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
May 28, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:34 A.M by Clerk David Merriman.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Fiscal Officer Wade Steen
Director Bonnie Teeuwen
Director Lenora Lockett
Councilman Dale Miller
Clerk of the Contracts and Purchasing Board David Merriman

II. Review and Approve Minutes –

At the May 28, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following approved items were done with the approval of all members present. All items were considered and adopted by unanimous vote unless otherwise noted. The minutes were approved as written by unanimous vote.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items

CPB2013-296

Department of Workforce Development, submitting a contract with Cleveland Range, LLC in the amount not-to-exceed \$44,000.00 for the On-the-Job Training Program for the period 2/18/2013 - 6/30/2013.

Funding Source: Funding Source: 100% by Federal Workforce Investment Act (WIA) Funds.

Note: This item was held pending completion of ethics registration and training.

Approve
 Disapprove
 Hold

B. Scheduled Items

CPB2013-394

Department of Public Works, submitting a mitigation agreement with North Coast Regional Council of Park Districts in the amount of \$45,900.00 for purchase of 2.7 acres wetland mitigation credits for restoration and/or enhancement of wetlands in the North Coast Regional Mitigation Bank in connection with the construction of the grade separation of Stearns Road over the Norfolk Southern

Railroad in the City of Olmsted Township in accordance with Sections 401 and 404 of the Clean Water Act and Chapter 6111 of the Ohio Revised Code.

Funding Source: 100% Road and Bridge Funds

Approve
 Disapprove
 Hold

CPB2013-395

Department of Development, recommending an award on RQ27652 and enter into a contract with Cleveland Housing Network for Foreclosure Prevention Services for Low and Moderate Income Urban County Residents, for the anticipated cost not to exceed \$20,600.00. The anticipated start and completion dates are 6/1/2013 - 12/31/2013.

Funding Source: 100% by federal Community Development Block Grant funds.

Approve
 Disapprove
 Hold

CPB2013-396

Department of Information Technology, submitting an amendment to Contract No. CE1200374-02 with Great Northern Consulting Services, Inc. for maintenance on Oracle Operating System Sun Microsystems server equipment for various County departments for the period 2/1/2012 - 7/31/2013 to change the scope of services, for additional funds in the amount not-to-exceed \$1,920.00.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2013-397

Department of Information Technology, recommending an award on RQ27213 and enter into a contract with International Business Machine Corporation in the amount of \$11,142.00 for maintenance on SPSS software for the period 4/1/2013- 3/31/2016.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2013-398

Department of Information Technology,

- A) Submitting an RFP exemption on RQ27211, which will result in an award recommendation to Kendall & Davis, Inc. in the amount not-to-exceed \$40,000.00 for computer operator services for the period 5/28/2013 - 10/31/2013.
- B) Recommending an award on RQ27211 and enter into a contract with Kendall & Davis, Inc. in the amount not-to-exceed \$40,000.00 for computer operator services for the period 5/28/2013 - 10/31/2013.

Funding Source: 100% General Fund

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

Computer Operator 1 Services consisting of assisting in mainframe equipment and hardware operations, system software and customer service support duties. Incumbents log, reconcile and distribute work products.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Not to exceed \$40,000.00.

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

Lower than State Vendor..

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

Looked at other vendors and evaluated price, availability and skills.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

Price and availability.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

Continued overtime.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

In the process of trying to hire full time operator.

Note: This item was held pending completion of ethics registration and training.

Approve
 Disapprove
 Hold

CPB2013-399

Department of Workforce Development,

- A) Submitting a contract with Electric Cord Sets, Inc. in the amount not-to-exceed \$1,500.00 for the On-the-Job Training Program for the period 2/27/2013 - 6/5/2013.
- B) Submitting a contract with Kowalski Heat Treating Co. in the amount not-to-exceed \$5,000.00 for the On-the-Job Training Program for the period 3/18/2013 - 10/31/2013.
- C) Submitting a contract with PPG Industries, Inc. in the amount not-to-exceed \$10,000.00 for the On-the-Job Training Program for the period 3/11/2013 - 6/29/2013.

Funding 100% by Federal Workforce Investment Act (WIA) Funds

Approve
 Disapprove
 Hold

CPB2013-400

Department of Workforce Development, submitting a contract with Equity Administrative Services, Inc. in the amount not-to-exceed \$10,000.00 for the Incumbent Worker Training Program for the period 5/1/2013 - 12/31/2013.

Funding Source: 100% Federal Community Development Block Grant Funds

Note: This item was held pending completion of ethics registration and training.

Approve
 Disapprove
 Hold

CPB2013-401

Office of Procurement & Diversity, recommending an award:

Department of Public Safety and Justice Services/Public Safety Grants

a) on RQ27124 to Safeware, Inc. in the amount of \$56,800.00 for a First Defender RMX S1 specialized detection unit.

Funding Source: FY12 State Homeland Security Grant Program

Approve
 Disapprove
 Hold

CPB2013-402

Department of Public Safety and Justice Services submitting agreements with various municipalities for reimbursement eligible expenses in connection with the FY2010 State Citizen Corps Grant Program for the period 2/10/2013 - 5/15/2013:

- A) City of Brecksville in the amount not-to-exceed \$1,092.50.
- B) City of Broadview Heights in the amount not-to-exceed \$805.95.

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

Approve
 Disapprove
 Hold

CPB2013-403

Department of Public Safety and Justice Services/Public Safety Grants,

- A) Submitting an agreement with City of Lakewood in the amount not-to-exceed \$1,021.60 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 5/15/2013.
- B) Submitting an agreement with Orange Village in the amount not-to-exceed \$7,035.00 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 5/15/2013.

Funding Source: 100% FY2010 Interoperable Emergency Communication Grant Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2013-404

Department of Public Safety and Justice Services/Public Safety Grants, submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- A) City of Brook Park in the amount not-to-exceed \$150.50 for the period 10/2/2012 - 11/30/2012.
- B) City of Westlake in the amount not-to-exceed \$485.92 for the period 4/18/2012 - 12/30/2012.
- C) City of Cleveland Heights in the amount not-to-exceed \$5,888.00 for the period 2/27/2012 - 4/30/2013.
- D) City of North Royalton in the amount not-to-exceed \$1,288.80 for the period 1/28/2013 - 4/30/2013.

E) City of Parma Heights in the amount not-to-exceed \$754.87 for the period 5/15/2011 - 4/30/2013.

F) City of Parma Heights in the amount not-to-exceed \$1,465.90 for the period 2/27/2012 - 4/30/2013.

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

Approve
 Disapprove
 Hold

CPB2013-405

Department of Public Safety and Justice Services/Office of Emergency Management, recommending an award on RQ26274, and enter into a contract with GovDelivery, Inc. in the amount not-to-exceed \$89,995.00 for a Mass Notification System for the period 6/10/2013 - 6/10/2015.

Funding Source: 100% General Fund

Note: Norberto Colon stated the total dollar amount for this contract is \$179,990.00, therefore this item was moved to the June 3, 2013 Board of Control meeting for consideration.

Approve
 Disapprove
 Hold

CPB2013-406

Department of Health and Human Services Division of Children and Family Services, recommending an award on RQ27171 and enter into a contract with Crowne Plaza Cleveland South /Independence dba Rockside Hospitality, LLC in the amount not-to-exceed \$15,120.00 for rental space and related catering services for the Foster Parent Conference for the period 5/30/2013 - 6/2/2013.

Funding Source: 33% Federal and 67% Health and Human Services Levy

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-407

Department of Information Technology, submitting an ~~RFP sole source~~ exemption on RQ27419, which will result in an award recommendation to Infor Global Solutions in the amount not to exceed \$127,912.17 for maintenance and support on the E Series County Payroll System for the period 7/2/2013 - 7/1/2015.

Funding Source: 100% General Fund

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

Infor software is the software used for our County wide payroll system that pays employees and provides the date for proper federal, State and local tax reporting. The vendor provides all updates to the system including annual changes to the tax tables.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Contract for not to exceed \$127,912.17.

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

Infor wrote the software and retain proprietary rights to the property.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

None, because the vendor owns the proprietary rights to the software.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

The original installation of the system took place in the late 70's. This vendor has been the sole provider of the maintenance of this software.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

Failure to contract will mean the County will not be protected if the payroll system fails. Failure could result in a delay in paying employees. Failure to update our tax tables could put the County in violation of federal and state regulations.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

Note: This item was amended to reflect this exemption as an RFP exemption not a sole source exemption.

Approve
 Disapprove
 Hold

CPB2013-408

Department of Information Technology, submitting a sole source exemption on RQ27618, which will result in an award recommendation to Smart Solutions, Inc. in the amount not to exceed \$81,683.00 for purchase of 100 HP Elite Book Model 2170P Laptops and 100 HP Officejet Model 4620E Printers.

Funding Source: Health and Human Services Levy funds.

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

(100) HP EliteBook 2170p Laptops
(100) HP Officejet 4620e Printers

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

The amount will not exceed \$81,683.00. These laptops are being bought with grant funds. These laptops are purchased every year.

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

This vendor is a State term vendor. Their contract number is 533268-2.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

Smart Solutions, HP Direct, SHI, GovConnection, MCPC, and Dell were all evaluated.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

These devices are gifts to children who are graduating from high school to help them through college. These are children who were under foster care, and will no longer be under the care of CFS. Smart Solutions provided the lowest cost for the type of model we requested.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

This was done through a competitive bid process.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

The County needs to continue giving multiple vendors an opportunity on County business.

Approve
 Disapprove
 Hold

CPB2013-409

Department of Public Safety and Justice Services, submitting an RFP exemption on RQ27560 which will result in an award recommendation to CDI- Infrastructure, LLC dba L. R. Kimball in the amount of \$400,000.00 for project management services for the period 6/1/2013 – 5/31/2015.

Funding Source: Wireless 9-1-1 Government Assistance Fund

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

Provide the lead project management functions on behalf of the County in implementation of its NG9-1-1 equipment, specifically the contract entered into with Emergency CallWorks, Inc. (ECW). This includes oversight of contractual, Statement of Work and Service and Support Requirements being provided by ECW. Some key deliverables are listed below. This list is not intended to be inclusive of each and every task assigned to your company.

Assign a lead Project Manager for the Project

Maintain project communications with the ECW Project Manager and the County

Participate in on site status meetings with the ECW Project Manager and County on a bi-weekly basis, or when reasonably required at the discretion of the County to discuss project status

Participate in project review meetings via telephone conference calls with the ECW Project Manager and the County on a weekly basis

Serve as liaison with all PSAPs to include site assessments (This is expected to be an intensive part of the scope, as there are 45 PSAPs).

Make recommendations on any Change Orders

Ensure completion of all deliverables in the ECW Statement of Work

Assist in the development of testing criteria for system acceptance

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Estimated Dollar Value \$400,000.00

The funding Sources with the Wireless 9-1-1 Government Assistance Fund

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

State Contract #534253

CDI- Infrastructure, LLC dba L. R. Kimball

Expiration Date 1/9/2015

CDI is currently providing the State Emergency Services IP Network (ESINet) Committee with consulting services to implement new legislation, rules, technology and project management for this national initiative. It will be mandated that the Next Generation 9-1-1 System that is being implemented in Cuyahoga County (under RFP #26143 potential contract awards to Emergency CallWorks and AT&T) be integrated with the ESINet. Therefore, it is in the best interest of the County to work with a project manager that has the most in-depth knowledge, experience and understanding of the two efforts in order to ensure compliance with future legislation that will be mandating the integration of the two.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. There are other vendors that provide general technology project management services, however, this vendor specifically is the selected vendor to provide these services for the statewide Emergency Services IP Network (ESINet). It will be mandated that the Next Generation 9-1-1 System that is being

implemented in Cuyahoga County (under RFP #26143 potential contract awards to Emergency CallWorks and AT&T) be integrated with the ESINet. Therefore, it is in the best interest of the County to work with a project manager that has the most in-depth knowledge, experience and understanding of the two efforts in order to ensure compliance with future legislation that will be mandating the integration of the two.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

It will be mandated that the Next Generation 9-1-1 System that is being implemented in Cuyahoga County (under RFP #26143 potential contract awards to Emergency CallWorks and AT&T) be integrated with the ESINet. Therefore, it is in the best interest of the County to work with a project manager that has the most in-depth knowledge, experience and understanding of the two efforts in order to ensure compliance with future legislation that will be mandating the integration of the two.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

Currently there are Public Safety Answering Points (PSAPs) that answer 9-1-1 calls that are in imminent danger of failing. Many have failed multiple times in the past few years. Additionally, the equipment they are using is outdated and many of the systems require replacement parts that are no longer manufactured. The contracts for the implementation of the upgrade to this system are almost in place. We need to have a qualified technology project manager in place at the same time to begin the execution of this project at the very beginning.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

In the future, if there are other qualified vendors with the knowledge, experience and qualifications to assist with this project AND there are not vulnerabilities to delays such as PSAPs failing or being too old to replace AND we are not faced with impending state legislative changes that would be affected by longer processes of competitive bid, then we would go out for competitive bid.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-410

Department of Public Works,

- A) Submitting an agreement of cooperation with City of Seven Hills for resurfacing of Crossview Road from Chestnut Road to Rockside Road.
- B) Submitting an agreement of cooperation with City of Seven Hills for resurfacing of East Ridgewood Drive from Broadview Road to Crossview Road.

Funding Source: 100% by the County Road and Bridge Fund.

Approve

Disapprove
 Hold

CPB2013-411

Department of Development, submitting an amendment to Contract No. CE1200573 with Trademark Industries, LLC for Lead Remediation for property located at 1376 Bonnieview, Lakewood, in connection with the FY2010 Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Grant Program for the period 9/10/2012 - 11/9/2012 to extend the time period to 5/31/2013; no additional funds required.

Funding Source: 100% by the U.S. Department of Housing and Urban Development

Approve
 Disapprove
 Hold

CPB2013-412

Department of Development, requesting approval of amendments to various Economic Development loans with Flats East Development LLC; authorizing the Director of Development to execute the loan documents, amendments, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

Funding Source: HUD, USEPA and County Bond Funds.

Approve
 Disapprove
 Hold

CPB2013-413

Department of Development, requesting approval of a Subordination Agreement among Building 2, LLC dba eFuneral, JumpStart Inc. and Junior Note Holders in connection with a North Coast Opportunities Technology Fund Loan Intercreditor Agreement.

Funding Source: No additional dollars are being requested. The original project was funded 1000% by Cuyahoga County Western Reserve Fund.

Approve
 Disapprove
 Hold

CPB2013-414

Department of Development, requesting approval of an Intercreditor Agreement among Zuga Medical, Inc. and JumpStart Inc. and the City of Cleveland in connection with a North Coast Opportunities Technology Fund Loan.

Funding Source: No additional dollars are being requested. The original project was funded 100% by Cuyahoga County Western Reserve Fund.

Note: This item was held at the request of the Department.

Approve
 Disapprove
 Hold

CPB2013-415

Department of Information Technology, recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00.

Approve
 Disapprove
 Hold

CPB2013-416

Office of Procurement & Diversity, submitting an amendment to Contract No. CE1200350- 01, 02, 03, 04, 05, 06, 07 with Dunbar Armored Inc. for Armed Guard and Armored Truck services for various County departments for the period 6/1/2012 - 5/31/2015 to change the scope of services, effective 5/1/2013, no additional funds required.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2013-417

Department of Public Safety and Justice Services,

- A) Submitting an amendment to a competitive grant agreement with Ohio Emergency Management Agency for the FY2010 State Citizen Corps Grant Program for the period 8/1/2010 - 5/30/2013 to extend the time period to 6/30/2013; no additional funds required.
- B) submitting an amendment to a sustainment grant agreement with Ohio Emergency Management Agency for the FY2010 State Citizen Corps Grant Program for the period 8/1/2010 - 5/30/2013 to extend the time period to 6/30/2013; no additional funds required.

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

Approve
 Disapprove
 Hold

CPB2013-418

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to Contract No. CE1200464-01 with Godsson LLC for the FY2011 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 7/1/2012 - 9/30/2012 to extend the time period to 8/30/2013; no additional funds required.

Funding Source: Federal Office of Juvenile Justice and Delinquency Prevention through the Ohio Department of Youth Services.

Approve
 Disapprove
 Hold

CPB2013-419

Department of Public Safety and Justice Services/Witness/Victim, submitting an amendment to a grant award from U.S. Department of Justice, Office of Justice Programs for the FY2011 Attorney General's Children Exposed to Violence Demonstration Program: Phase 2 Grant Program for the period 10/1/2011 - 9/30/2013 to extend the time period to 6/30/2014; no additional funds required.

Funding Source: Original grant: U.S. Department of Justice, Office of Justice Programs grant funds.

CPB2013-420

Office of Procurement & Diversity, presenting voucher payments for the week of May 28 2013.

Approve
 Disapprove
 Hold

CPB2013-421

Department of Development, presenting voucher payments between 05/16/2013 to 05/22/2013.

Approve
 Disapprove
 Hold

V. Other Business –

The agenda was amended to introduce the following time sensitive/mission critical purchase items:

Presented by Mike Chambers, Department of Public Works

Recommending a payment on RQ27794 to Ohio CAT in the amount of \$1,744.62 for repair of the County Sheriff's prisoner transport bus.

Presented by Rick Werner, Department of Health and Human Services/Division of Senior and Adult Services

Recommending a payment on RQ2779 in the amount of \$1,300.00 to purchase a banner commemorating Elder Abuse awareness month.

The full allotment of time sensitive mission critical purchase funds available to both Departments were restored.

Approve
 Disapprove

___Hold

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:57 A.M. without objection.