

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
June 17, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:32 A.M by David Merriman.

Attendees: 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

At the June 17, 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.

II. Review and Approve Minutes –

The minutes were approved as written by majority vote. Wade Steen abstained.

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.

Approve
 Disapprove
 Hold

CPB2013-422

Department of Workforce Development, submitting a contract Reliable Pattern Works, Inc. in the amount not-to-exceed \$4,500.00 for the On-the-Job Training Program for the period 4/22/2013 - 10/21/2013.

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

Approve
 Disapprove
 Hold

B. Scheduled Items

CPB2013-445

Department of Public Works,

- A) Submitting the 2013 Annual Fee Assessment Statement/Statement of Financial Responsibility to the Petroleum Underground Storage Tank Release Compensation Board.
- B) Recommending a payment in the amount of \$6,000.00 to State of Ohio UST Fund for coverage of 10- underground storage tanks for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% General Fund

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2013-446

Office of Procurement & Diversity, recommending an award:

Department of Public Safety and Justice Services/Public Safety Grants

a) on RQ27005 to QSA Global, Inc. in the amount of \$64,415.17 for 1- Portable Open Vision OVLT-S70 X-Ray System and accessories (GSA Contract No. GS-07F-0280T).

Funding Source: FY10 Urban Area Security Initiative Grant Funds

Approve
 Disapprove
 Hold

CPB2013-447

Office of Procurement & Diversity, Recommending an award:

Department of Public Works

a) on RQ27190 to Jomac, Ltd. (11-1) in the amount of \$34,441.00 for 1-aluminum truck body with Power with Canopy mounted on a Ford F-450.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2013-448

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Bedford in the amount not-to-exceed \$1,089.97 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

CPB2013-449

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

- A) in the amount not-to-exceed \$728.00 for the period 10/15/2011 - 4/30/2013.
- B) in the amount not-to-exceed \$1,387.14 for the period 6/1/2011 - 4/30/2013.

Submitting various agreements with City of Parma for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- C) in the amount not-to-exceed \$1,994.16 for the period 9/16/2012 - 5/15/2013.
- D) in the amount not-to-exceed \$2,000.00 for the period 9/1/2012 - 5/15/2013

Submitting agreements with various providers for reimbursement of eligible expenses in connection with the FY2010 Urban Area Security Grant Program for various dates:

- E) City of Amherst in the amount not-to-exceed \$410.87 for the period 1/1/2013 - 4/30/2013.
- F) City of Garfield Heights in the amount not-to-exceed \$1,788.96 for the period 5/12/2012 - 4/30/2013.
- G) City of Mayfield Heights in the amount not-to-exceed \$778.70 for the period 1/1/2013 - 4/30/2013.

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

Approve
 Disapprove
 Hold

CPB2013-450

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 FY2011 Urban Area Security Initiative Grant Program for the period 2/13/2013 - 5/15/2013:

- A) City of Cleveland Heights in the amount not-to-exceed \$2,526.48.
- B) City of Garfield Heights in the amount not-to-exceed \$2,312.48.
- C) City of Parma in the amount not-to-exceed \$1,682.96.

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

Approve
 Disapprove
 Hold

CPB2013-451

Department of Health and Human Services/Division of Senior and Adult Services, submitting an amendment to Contract No. CE1200278-02 with Senior Outreach Services for Home Delivered Meals and Homemaker Services for the Community Social Services Program for the period 7/1/2012 - 6/30/2014 for additional funds in the amount of \$3,078.00.

Funding Source: Health and Human Services Levy Funds

Approve
 Disapprove
 Hold

CPB2013-452

Department of Health and Human Services/Division of Senior and Adult Services, recommending an award on RQ27255 and enter into a contract with First Choice Medical Staffing of Ohio, Inc. in the amount not-to-exceed \$10,000.00 for therapy and temporary nursing services for the period 6/1/2013 - 5/31/2014.

Funding Source: Health and Human Services Levy Funds

Approve
 Disapprove
 Hold

CPB2013-453

County Prosecutor/Executive's Office, submitting a license and catering agreements with the Cleveland Convention Center (CLEVELAND MMCC, LLC and Levy Restaurants) in the amount not-to-exceed ~~\$9,186.60~~ for "Improving Felony Case Progress in Cuyahoga County" training to be held on June 27, 2013.

Funding Source: General Funds and Justice Reform Funds.

Note: Andrea Rocco stated this contract is in the amount not to-exceed \$5,500.00.

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-454

Department of Information Technology, submitting an RFP exemption on RQ27711, which will result in a contract with En Pointe Technologies in the amount of \$56,158.40 for 5- Visual Studio Premium Licenses for use by Cuyahoga Job and Family Services.

Funding Sources: Public Assistance and Health and Human Services Levy Funds

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

(5) Licenses of Visual Studio Premium with MSDN subscription.

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

Total amount will not exceed \$56,158.40. Price and duration is based on year 2 of the County's Enterprise licensing agreement.

3. Rationale Supporting the Use of the Selected Procurement Method

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

State contract purchase was the selected procurement method. The state term schedule number is 534098#24.

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

No other vendors were evaluated for this specific purchase. The DoIT originally evaluated other vendors when the initial EA proposal was placed. En Pointe Technologies is our provider for all Microsoft products.

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

CJFS has MSDN subscriptions that expired and request to renew these licenses with the addition of Visual Studio Premium to support their current needs. This will allow them to continue developing their own in-house application and avoid contracting outside developers. En Pointe Technologies holds the Microsoft Enterprise Agreement.

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.

The initial selection was competitive bid on. Buying through an Enterprise Agreement benefits the County in multiple ways.

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

CPB2013-455

Department of Health and Human Services/Cuyahoga Job and Family Services,

A) Submitting an RFP exemption on **RQ27678**, which will result in an award recommendation to The Ohio Desk Company in the amount of **\$23,330.16** for the purchase of 10- computer workstations for computer based activities at **Old Brooklyn Neighborhood Family Services Center**.

B) Submitting an RFP exemption on **RQ27679**, which will result in an award recommendation to The Ohio Desk Company in the amount of **\$16,522.24** for the purchase of 17- computer workstations for computer based activities at **Quincy Place Neighborhood Family Services Center**.

Funding source is 100% Federal Public Assistance (PA)

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

Ohio Desk provides state term schedule furniture pricing for computer workstations to outfit the Earning & Learning Lab at the **Old Brooklyn NFSC**. The lab will provide access to OWF participants to attain work activity hours needed to fulfill their self-sufficiency contract in meeting the participation rate.

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

Funding source is 100% Federal Public Assistance (PA) Funding; estimated cost: **\$23,330.16**.

3. Rationale Supporting the Use of the Selected Procurement Method

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

State Term Schedule-714-800139; expiration date: 1/31/2015. Ohio Desk is on the state term schedule for furniture purchases.

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

A request for computer workstation furniture from the Public Works Department inventory was returned unable to accommodate.

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

Ohio Desk is providing the services under their State Term Schedule.

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.

N/A.

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

None.

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

Ohio Desk provides state term schedule furniture pricing for computer workstations to outfit the Earning & Learning Lab at the **Quincy Place** NFSC. The lab will provide access to OWF participants to attain work activity hours needed to fulfill their self-sufficiency contract in meeting the participation rate.

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

Funding source is 100% Federal Public Assistance (PA) Funding; estimated cost: **\$16,522.24**.

3. Rationale Supporting the Use of the Selected Procurement Method

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

State Term Schedule-714-80013; expiration date: 1/31/2015. Ohio Desk is on the state term schedule for furniture purchases.

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

A request for computer workstation furniture from the Public Works Department inventory was returned unable to accommodate.

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

Ohio Desk is providing the services under their State Term Schedule.

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.

N/A.

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

None.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-456

Department of Public Works,

A) Submitting an agreement of cooperation with the City of Cleveland for rehabilitation of East 49th Street Bridge No. 00.54 over abandon railroad tracks.

Funding Source: 75% with County Road and Bridge Fund and 25% from Issue I. The anticipated cost of the project is \$1,940,000.

B) Submitting an agreement of cooperation with the City of Strongsville for replacement of Marks Road Culvert 01.03 tracks.

Funding Source: 80% with County Road and Bridge Fund (\$101,600) and 20% from the City of Strongsville (\$25,400)

C) Submitting an agreement of cooperation with the Village of Moreland Hills for the resurfacing of Chagrin Boulevard from Lander Road to South Lane.

Funding Source: 100% County Road and Bridge Funds

D) Submitting an agreement of cooperation with City of Broadview Heights for the replacement of Sprague Road Culvert No. 47.

Funding Source: The project is funded at a maximum cost of \$15,000 with County Road and Bridge Fund , \$35,000 by the City of Broadview Heights, \$35,000 by the City of Seven Hills and \$85,000 from Issue I.

Approve
 Disapprove
 Hold

CPB2013-457

Department of Development, requesting approval of an Intercreditor Agreement among BoxCast, LLC and JumpStart Inc. in connection with a North Coast Opportunities Technology Fund Loan.

Funding Source: 100% by Cuyahoga County Western Reserve Fund.

Approve
 Disapprove

Hold

CPB2013-458

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Shaker Heights for the purchase of equipment, valued in the amount of \$16,766.40 for the FY2007 State Homeland Security Grant Program for the period 7/1/2007 - 3/31/2010.

Funding Source: 100% FY2007 State Homeland Security 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

CPB2013-459

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Shaker Heights for the purchase of equipment, valued in the amount of \$14,027.66 for the FY2009 Interoperable Emergency Communications Grant Program for the period 6/1/2009 - 12/31/2010.

Funding Source: The project is 100% FY 09 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

CPB2013-460

Department of Public Safety and Justice Services/Public Safety Grants, submitting agreements with various municipalities for the purchase of equipment for the FY2008 Urban Area Security Initiative Grant Program for the period 9/1/2008 - 8/31/2011.

- A) City of Shaker Heights valued in the amount of \$983.28.
- B) City of Shaker Heights valued in the amount of \$1,548.75.
- C) City of Cleveland valued in the amount of \$60,906.04.

Funding Source: FY2008 Urban Area Security Initiative funds.

Approve
 Disapprove
 Hold

CPB2013-461

Department of Public Safety and Justice Services/ Public Safety Grants, submitting an amendment to a grant award from Ohio Department of Youth Services for the FY2010 Juvenile Justice and Delinquency Prevention Program for the period 1/1/2011 - 6/30/2012 to extend the time period to 9/30/2013; no additional funds required.

Funding Source: FY2010 Juvenile Justice and Delinquency Prevention (JJDP) Block grant award is funded by the Federal Office of Juvenile Justice Delinquency Prevention through the Ohio Department of Youth Services.

Approve
 Disapprove
 Hold

CPB2013-462

Department of Public Safety and Justice Services/Public Safety Grants, recommending to amend Contracts and Purchasing Board Approval No. CPB2013-320 dated 5/6/2013, which approved agreements with various political subdivisions for reimbursement of eligible expenses in connection with the FY2010 Urban Area Security Initiative Grant Program, by removing Agreement No. AG1300098 with City of Brook Park in the amount not-to-exceed \$2,850.00 for the period 4/1/2013 - 6/1/2013.

Funding Source: FY2010 Urban Area Security Initiative Grant Program

Approve
 Disapprove
 Hold

CPB2013-463

Department of Health and Human Services, submitting a subgrant agreement with Ohio Department of Job and Family Services for administration and use of financial assistance by Cuyahoga Job and Family Services for the period 7/1/2013 - 6/30/2015 in accordance with Ohio Revised Code Section Nos. 307.98, 5101.21 and 329.04.

Approve
 Disapprove
 Hold

CPB2013-464

Office of Procurement & Diversity, presenting voucher payments for the week of June 17, 2013.

Approve
 Disapprove
 Hold

CPB2013-465

Department of Development, presenting voucher payments between 06/06/2013 to 06/12/2013.

Approve
 Disapprove
 Hold

V. Other Business

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

CPB2013-466

Office of Procurement & Diversity,

A) Submitting a RFP exemption on RQ27828, which will result in an award recommendation to SHI International Corp. in the amount of \$47,475.00 for 1-HP ProLiant DL380p Rack Server with miscellaneous equipment for the Department of Information Technology.

B) Recommending an award:

Department of Information Technology

a) on RQ27828 to SHI International Corp. in the amount of \$47,475.00 for 1-HP ProLiant DL380p Rack Server with miscellaneous equipment (State Contract No. 533268).

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

HP ProLiant DL 380p Rack Server

HP StoreEver Ultrium Tape Library

HP Storage Media Tapes

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

The total amount will not exceed \$47,475.00. Grant funded purchase using index code JA767996 0710.

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

These products fall under HP's State Term Schedule Number 533268-2.

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

Three vendors were evaluated: SHI, MNJ, and GovConnection.

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

The media server with attached tape library will be used to backup the Public Safety environment. This allows Public Safety to tie in with the Department of IT's infrastructure. SHI was selected because they were the lowest state term vendor.

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 competitive bid.

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

Presented by Jeff Mowry, Department of Information Technology,

Recommending a payment on RQ27990 to MNJ Technologies Direct in the amount of \$4,755.00 for renewal of Baracuda spam filtering software for LEEDS Network.

The full allotment of time sensitive mission critical purchase funds available to the Department of Information Technology was 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.