

**Contracts and Purchasing Board**  
**County Administration Building, 4<sup>th</sup> Floor**  
**September 23, 2013 11:30 A.M.**

- I. Call to Order
- II. Review Minutes
- III. Public Comment
- IV. Contracts and Awards

**A. Tabled Items**

**B. Scheduled Items**

Item	Requestor	Description	Board Action
CPB2013-702	Department of Information Technology	<p>Recommending an award on RQ28500 and enter into a contract with SHI International Corp. in the amount not-to-exceed \$20,000.00 for crucial parts and products for the period 9/1/2013 - 8/31/2016</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-703	Department of Information Technology	<p>Submitting an amendment to Contract No. CE1000322-03 with Underground Archives, LLC for underground climate-controlled storage services for the period 2/1/2010 - 7/31/2013 to extend the time period to 8/28/2014 and for additional funds in the amount of \$3,000.00.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-704	Office of Human Resources	<p>A) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1200616-01 with Biometric Information Management, L.L.C. for maintenance and support on the National WebCheck Fingerprint System for the period 8/26/2012 - 8/25/2013 to extend the time period to 8/25/2014 and for additional funds in the amount not-to-exceed \$880.00.</p> <p>B) Office of Human Resources, submitting an amendment to Contract No. CE1200616-01 with Biometric Information Management, L.L.C. for maintenance and support on the National WebCheck Fingerprint System for the period 8/26/2012 - 8/25/2013 to extend the time period to 8/25/2014 and for additional funds in the amount not-to-exceed \$880.00.</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

		<p>scope change)</p> <p>Extend current one year contract (8/26/12-8/25/13) for one additional year (8/26/13-8/25/14).</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>Original contract \$880 for one year. This amendment \$880 for one year.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>RFP exemption being submitted for approval because the contract is already expired.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>None. The Department of Human Resources is in discussions with the Sheriff's Department to provide fingerprint services in the future. Partnering with the Sheriff's Department would eliminate the need for this contract beyond this one year extension. Therefore, as this will likely be the last year of this contract, an amendment/extension was appropriate, rather than an RFP process.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>This vendor was originally selected through a competitive bid process.</p> <p>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.</p> <p>A competitive bid process would leave us with a lapse in our contract, and no vendor to service the machine. All hiring would be delayed should the machine be inactive.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p>	
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		Partnering with the Sheriff's Department would preclude subsequent purchases for these services.	
CPB2013-705	Department of Public Safety and Justice Services/Public Safety Grants	<p>Recommending an award on RQ27900 and enter into a contract with Clear Channel Outdoor, Inc. in the amount not-to-exceed \$23,600.00 for outdoor advertising services in connection with the FY2011 State Homeland Security Law Enforcement Grant Program for the period 7/1/2013 - 9/1/2013.</p> <p>Funding Source: FY2011 State Homeland Security Law Enforcement Grant</p>	
CPB2013-706	Department of Health and Human Services/Cuyahoga Job and Family Services	<p>Recommending an award on RQ27721 and enter into a contract with Institute of Technology Consulting, Inc. in the amount not-to-exceed \$18,900.00 for call center efficiency review services for the period 10/1/2013 - 3/31/2014.</p> <p>Funding Source: 92% by Federal Financial Participation (FFP), State Child Support Allocation, Federal Incentives, and Program Income from fees collected, and 8% by Levy funds.</p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

### C. Exemption Requests

Item	Requestor	Description	Board Action
CPB2013-707	Department of Public Works	<p>Submitting an RFP exemption, which will result in an amendment to Contract No. CE1000412 with MCG Trust for lease of storage space located at 1278 West 4th Street, Cleveland, for use by the Clerk of Courts for the period 5/1/2010 - 10/31/2012 to extend the time period to 10/31/2014 and for additional funds in the amount of \$49,940.00.</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)  The Clerk of Courts, through the Department of Public Works currently leases 5,034 square feet of space in a building known as the Bolton-Pratt Building located at 1278 W. Fourth St., Cleveland, Ohio. The lease has expired and the space is still in use and needed for operations of the Clerk of Courts for storage of records and court files. The proposed amendment extends the term two years.</p> <p>2. Estimated Dollar Value and Funding Source(s) including</p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

		<p>percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any) The amended term will remain at the same rate of \$24,970.00 per year. The amended term is from November 1, 2012 through October 31, 2014. This two year term will total \$49,940.00.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date).</p> <p>The site is currently in use, the lease is for \$24,970.00 per year and is market rate appropriate. The location is within walking distance of the Lakeside Courthouse and the Justice Center allowing documents and files to be accessed without use of a vehicle. Few options in this geography exist. Secondly, it would be expensive to move prior to a larger resolution of space requirements for County storage needs.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>Similarly situated landlords had been solicited. The Clerk's office has requested continued use of this space. Any location further away would require the expense of a move and the likely purchase of a vehicle to access on a regular basis. Current County owned space continues to be maximized and evaluated to meet the current storage needs. At present the County is vigorously pursuing a larger storage space to meet multiple county storage needs and any move prior to that resolution would not be economic.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The current satisfactory use by the Clerk of Courts, appropriate value and geographic location meeting programmatic needs.</p> <p>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.</p> <p>Files were overflowing in the Lakeside Courthouse and Justice Center to an unsafe level. There was no room to return these files to either location, and these files must be kept permanently and be kept at a readily accessible location.</p>	
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		<p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>It is anticipated and hoped for as a result of the comprehensive evaluation and rollout related to Count space needs that a more comprehensive solution can be determined for the Clerk of Courts storage needs.</p>	
CPB2013-708	Department of Information Technology	<p>Submitting an RFP exemption on RQ28498, which will result in an award recommendation to TEC Communications, Inc. in the amount not-to-exceed \$4,200.00 for modification of the Central Intake Call Center Queue for use by Division of Senior and Adult Services for the period 9/30/2013-12/31/2013.</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Complete modification of the Call Center Queue to support after hours options and a new Call Back Option.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>Not to exceed \$4,200.00</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date).</p> <p>State Vendor # 533110-3-18</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>Informal Bid process only produced one vendor.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>State Vendor / Only Vendor.</p> <p>6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if</p>	

		<p>award was made through a competitive bid.</p> <p>This will revise the DSAS Central Intake Phone script including Adult Protective Services, Home Support and Information Outreach Unit. Goal is to consolidate phone numbers.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>None at this time.</p>	
CPB2013-709	County Sheriff	<p>Submitting an RFP exemption on RQ28563, which will result in a lower than state term award recommendation to Drellishak &amp; Drellishak, dba Pro-Tech Security Sales in the amount of \$30,525.00 for 55 bulletproof vests for Protective Service Officers.</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Purchase of 55 Point Blank Hi-Lite Performance Level II Concealed Body Armor Vests (HL2B20CSOM) with 1 Black Concealed Carrier and 55 Point Blank 5"x8" Special Threat Plates for Protective Service Officers.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>\$30,525.00 – General Fund</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date).</p> <p>The Sheriff's Department purchased 110 of these vests in 2012 and they were issued to Protective Services Officers. After a completed competitive bid process and looking at the alternates, we have decided that all Officers should have the same vests.</p> <p>State Contract #: 800202  State Contract Vendor: Drellishak &amp; Drellishak, dba Pro-Tech Security Sales  Lower Than Vendor: Standard Law Enforcement Supply</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

		<p>Company Savings: \$133.10.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>A competitive bid process was completed and 5 bids were received, some of which included alternates. After reviewing the alternates it was determined that all Protective Service Officers should be issued the same vests.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The Cuyahoga County Based Business form was not included with the bid and a vendor within the County submitted a bid that was within 5% of the low bidder's cost. The local vendor submitted the State Contract pricing and the lowest bidder submitted a bid that was lower than state contract pricing. After discussions with OPD, it was decided that it would be best to post as a State Contract purchase and see what other quotes are submitted.</p> <p>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.</p> <p>The Protective Services Officers that did not receive vests last year will not receive any until this purchase is approved. These vests are all set to expire before the end of the year.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>The vests need to be replaced every 5 years. With the purchase of the vests in 2012, we will need to begin replacing Protective Services Officer's vests in 2017.</p>	
CPB2013-710	Department of Health and Human Services/ Division of Children and Family Services	<p>Submitting an RFP exemption on RQ28618, which will result in an award recommendation to Lexis Nexis Risk Solutions FL, Inc. in the amount of \$109,728.00 for Accurant Government locate services for the period 10/1/2013-9/30/2016.</p> <p>Funding Source: 33% Title IVE federal funding, and 67% Health</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

		<p>and Human Services Levy</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>LexisNexis provides the Accurint online public records research product. Accurint, using public records and non-public information, provides invaluable fraud detection and identity solutions for the public and private sectors. Accurint for Government-LexisNexis offers fast, efficient search technology that allows the agency to instantly locate both people and businesses, and authenticate their identities. It verifies such essential personal information and confirms the identities of businesses and their authorized agents. It also allows the agency to verify the identities and validates professional licenses, DEA licensing, legal standing and criminal records. The contract term is for a three (3)-year period beginning October 1, 2013 ending September 30, 2016.</p> <p>LexisNexis also provides a service called, “The LexisNexis Accurint Real-Time Phone Search” that will help the agency locate hard-to-find individuals using phone numbers, addresses and other simple queries. This search provides detailed information on current and previous carriers used for investigative purposes. In addition, users can also run batch files for quick processing of large amounts of records.</p> <p>Real-Time Phone Search can help the agency generate investigative leads and improve the investigation process by:</p> <ul style="list-style-type: none"> <li>• Finding up-to-date consumers or business identifying information tied to a phone number instantly.</li> <li>• Identifying current and previous carrier information related to a phone number.</li> <li>• Locating individuals tied to a phone number or address.</li> <li>• Uncovering associates or critical information tied to an investigation.</li> <li>• Returning up to 10 phone numbers per input via online or offline batch.</li> </ul> <p>The Real-Time Phone Search allows users to search by a phone number, subject’s name, address, unique identifier, Social Security number (SSN) or combination of the data. Results include names of individuals or businesses</p>	
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		<p>associated with the phone number, phone type, phone status, current and previous carrier details, porting and non-published indicators, and a summary of possible historical phone record information. This gives users a more comprehensive overview of the phone number for case investigations, including further details used in issuing subpoenas, when necessary.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>The shared funding source is from federal Title IVE funding and the Health and Human Services Levy.</p> <p>The agency identified the need for 24 seats/users at \$102.00 per month. The Fees per user are \$102.00 and at a total monthly minimum amount of \$2,448.00, for three (3) years the total will be \$88,128.00. Real-Time Phone Search is for 24 seats/users at \$25.00 per month. The Fees per user are \$600.00 and at a total monthly minimum amount of \$21,600.00, for three (3) years.</p> <p>The grand total of this contract is \$109,728.00</p> <p>Contract period is October 1, 2013 through September 30, 2016</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>Cuyahoga County Division of Children and Family Services by law is responsible for providing children in our temporary and permanent custody with, placement in the least restrictive setting, that being relatives if they can be located and approved. LexisNexis is the system that can provide the widest range of identification and location services of identified relatives.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>Additional online search engines were researched and tested. The accuracy of information was inconsistent in trial searches. The overall costs to expedite advanced searches would result in additional fees. The rationale for requesting the Accurint product was the consistency and</p>	
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		<p>accuracy of the information. The consistency appears to be a result of their specialized technology. The resulting accuracy and depth of information was markedly different from other search engine products reviewed. The type and amount of information obtained from use of the Accurint product was more cost effective overall.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The location of relatives is required by the Ohio Administrative Code as well as federal legislation. DCFS has utilized this service and found it fast, accurate, and easy to use.</p> <p>Accurint has been a useful service for our agency since January 2012, especially in locating relatives. The process is more efficient and the information is more accurate compared to earlier methods we have used. In addition, this service has assisted in locating persons with new addresses, past addresses, and associated information. The addition of a real time phone service will be extremely useful to the direct service units with the ever-changing cell phones our clients use rather than landlines. With the current changes reported by BCI, the criminal records search in Accurint is a good tool to supplement the background checks.</p> <p>We are a large agency and must conduct many searches for people in order to meet the guidelines of state and federal legislation for child welfare systems. No other system satisfied our extensive requirements for this agency as well as other county agencies that use it.</p> <p>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.</p> <p>LexisNexis Accurint online research service has proved to be a necessary and valuable service to The Division of Children and Family Services (DCFS). Accurint is a proprietary service of LexisNexis, should DCFS be compelled, via competitive bidding, to switch to a vendor which could not provide research services equivalent to Accurint, it verifies such essential personal information and confirms the identities of businesses and their authorized agents. It also allows the agency to verify the</p>	
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		<p>identities and validates professional licenses, DEA licensing, legal standing and criminal records. This search provides detailed information on current and previous carriers that used for investigative purposes. In addition, users can also run batch files for quick processing of large amounts of records. Any further delays would cause delays in permanency for our children, placement for our children with relatives, the identification of suitable relatives for children coming to our attention.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>There are no plans. LexisNexis is a tool that is widely being used throughout Ohio in its many government systems. There would be no need to search for other systems at this time. Other counties did as we did by looking at other systems and found that LexisNexis is the tool that best serves our interest in the child welfare system.</p>	
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#### D. Consent Agenda

Item	Requestor	Description	Board Action
CPB2013-711	Department of Public Works	<p>Submitting an amendment to Contract No. CE1000786-01 with Fairfax Renaissance Development Corporation for purchase, demolition, abatement and conveyance of property located at 9607 Quincy Avenue, Cleveland, Permanent Parcel Nos. 121-17-022 and 121-17-023, for construction and operation of a parking lot in connection with the Cuyahoga County Juvenile Justice Center Project to change the terms and scope of services, effective 09/23/2013, no additional funds required.</p> <p>Funding Source: N/A</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-712	Department of Development	<p>Submitting a grantee close-out agreement and close-out certification for the Community Development Block Grant Program-Recovery Act.</p> <p>Funding Source: N/A</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-713	Department of Public Safety and Justice Services/Public Safety Grants	<p>1) Submitting an agreement with City of Olmsted Falls in the amount not-to-exceed \$372.88 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.</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

		<p>2) Submitting an agreement with City of Cleveland in the amount not-to-exceed \$2,920.00 for reimbursement of eligible training expenses in connection with the FY2011 Urban Area Security Initiative Grant Program for the period 8/15/2013 - 11/15/2013.</p> <p>Funding Source: Federal Urban Area Security Initiative Grant (US Dept of Homeland Security)</p>	
CPB2013-714	Department of Public Safety and Justice Services/ Public Safety Grants	<p>Submitting a grant award in the amount of \$300,000.00 from U.S. Department of Justice, Office of Justice Programs, National Institute of Justice for the FY2013 Forensic DNA Backlog Reduction Program for the period 10/1/2013 - 3/31/2015.</p> <p>Funding Source: U.S. Department of Justice, FY2013 Forensic DNA Backlog Reduction Program</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-715	Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood	<p>Submitting an amendment to a grant award in the amount of \$700,000.00 for operational support of the Invest in Children Program for the period 6/1/2011 - 6/30/2013 to extend the time period to 12/31/2013; no additional funds required.</p> <p>Funding Source: Cleveland Foundation Grant</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-716	Department of Health and Human Services/ Division of Children and Family Services	<p>Submitting an amendment to Contract No. CE1300048-01 with Guidestone in the amount not-to-exceed \$160,000.00 for a supported visit program for the period 1/1/2013 - 12/31/2013 to extend the time period 3/31/2014; no additional funds required.</p> <p>Funding Source: 100% Health and Human Services Levy</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
CPB2013-717	Office of Procurement & Diversity	Presenting voucher payments for the week of September 23, 2013.	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
	Department of Development	<i>There are no voucher payments or housing rehab loans for consideration this week.</i>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

- V. Other Business
- VI. Public Comment
- VII. Adjournment

Minutes

Contracts and Purchasing Board Meeting  
County Administration Building, 4th Floor  
September 16, 2013

- I. Call to Order – The meeting was called to order at 11:33 a.m. by Clerk of the Board, Melinda Burt.  
Attending:  
County Executive Edward FitzGerald  
Chief of Staff Matt Carroll  
Councilman Dale Miller  
Public Works Director Bonnie Teeuwen  
Procurement & Diversity Director Lenora Lockett  
Fiscal Officer Wade Steen was unavailable

At the September 16, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following items were done with the approval of all members present. All items were considered and adopted by unanimous vote unless otherwise noted.

- II. Review Minutes - The 9/9/13 Contracts and Purchasing Board minutes were approved as written by majority vote.
- III. Public Comment – There was no public comment.
- IV. Contracts and Awards
  - A. Tabled Items – No tabled items were presented at the 9/16/13 Contracts and Purchasing Board meeting.

B. Scheduled Items

CPB2013-693 Department of Public Works Recommending awards to various property owners as settlement for property rights in connection with the reconstruction of Ridge Road from Interstate 480 to Memphis Avenue in the City of Brooklyn:

Parcel No(s): 6SH

Owners(s): Northcliff I-480, LLC, a Limited Liability Company

Settlement Amount: \$23,320.00

Parcel No(s): 13SH

Owners(s): Ridge Park Square, LLC, a Limited Liability Company

Settlement Amount: \$26,650.00

Funding Source: 80% by Federal Surface Transportation Program funds [\$9,600,000.00], 10% County Road and Bridge funds [\$1,200,000.00], and 10% [\$1,200,000.00] Municipal funds.

Item CPB2013-693 was approved unanimously.

CPB2013-694 Department of Human Resources Office of Human Resources, recommending an award on RQ28005 and enter into a contract with OccuCenters, Inc. in the amount not-to-exceed \$18,000.00 for Flu Shot Clinics for County employees for the period 9/3/2013 - 12/31/2013. Funding Source: 100% by Wellness Fund (General Fund).  
Item CPB2013-694 was approved unanimously.

CPB2013-695 Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood Recommending an award on RQ28418 and enter into a contract with Charles H. Zeanah, M.D. in the amount of \$6,000.00 for speaker services for the period 12/2/2013 - 12/3/2013. Funding Source: Health & Human Services Levy  
Item CPB2013-695 was approved unanimously.

CPB2013-696 Human Resource Commission Submitting amendments to various contracts for hearing officers for the period 12/30/2011 - 11/30/2013:  
Contract No. CE1100758-01 with Anthony M. Stevenson for additional funds in the amount of \$4,000.00.  
Contract No. CE1100760-01 with Daniel G. Zeiser, of Daniel G. Zeiser Co., L.P.A. for additional funds in the amount of \$8,000.00.  
Funding Source: 100% General Fund  
Item CPB2013-696 was approved unanimously.

C. Exemptions – There were no exemptions submitted for the 9/16/13 Contracts and Purchasing Board meeting.

D. Consent Agenda

CPB2013-697 Department of Public Works Recommending an award as settlement for property rights in connection with right-of-way plans for Plat No. M-4985 for improvement of Pleasant Valley Road/Bagley Road from Pearl Road to York Road in the Cities of Middleburg Heights and Parma:

Parcel No(s): 112T  
Owner(s): J. & J. E. Weber  
Settlement \$ Amount: \$500.00

Funding Source: First \$27,000.00 - County [Road and Bridge Fund]; \$27,000.00 to \$2,400,000.00 - 50% Federal/50% County [Road and Bridge].  
Item CPB2013-697 was approved unanimously.

CPB2013-698 Department of Public Works Recommending to declare miscellaneous furniture and office equipment that is obsolete and has no value as surplus County property no longer needed for public use; recommending to discard or salvage said furniture and office equipment. Funding Source: N/A  
Item CPB2013-698 was approved unanimously.

CPB2013-699 Department of Information Technology Submitting a Memorandum of Understanding with Hewlett-Packard Company for pricing goals and objectives for fixed pricing on laptops and desktop computers for the period 5/1/2013 - 4/30/2014.

Funding Source: N/A

Item CPB2013-699 was approved unanimously.

CPB2013-700 Office of Procurement & Diversity Presenting voucher payments for the week of September 16, 2013.

Item CPB2013-700 was approved unanimously.

CPB2013-701 Department of Development Presenting voucher payments and housing rehab loans between 09/05/2013 - 09/11/2013.

Item CPB2013-701 was approved unanimously.

V. Other Business – No other business was presented at the 9/16/13 Contracts and Purchasing Board meeting.

VI. Public Comment – There was no public comment.

VII. Adjournment – The meeting was adjourned by unanimous approval at 11:40 a.m.

#### **A. Tabled Items**

#### **B. Scheduled Items**

##### **CPB2013-702**

The Department of Information Technology submitting a contract with SHI International Corp. in the amount not-to-exceed \$20,000.00 for crucial parts and products for the period 9/1/13 - 8/31/16.

A. The Department of Information Technology submitting a contract with SHI International Corp. in the amount not-to-exceed \$20,000.00 for crucial parts and products for the period 9/1/13 - 8/31/16.

B. The vendor is the lowest bidder.

C. SHI International Corp.  
290 Davidson Avenue  
Somerset, NJ 08873  
Steve Burnside  
IG # 12-2517

D. The project is new to the County.

E. The project is 100% funded by the General Fund.

##### **CPB2013 -703**

The Department of Information Technology, submitting an amendment to Contract No. CE1000322 with Underground Archives for offsite storage for the period 2/1/10 - 7/31/13 to extend to 8/28/14 with additional cost of \$3,000.00.

A. The Department of Information Technology, submitting an amendment to Contract No. CE1000322 with Underground Archives for off-site storage for the period 2/1/10 - 7/31/13 to extend to 2/28/14 with additional cost of \$3,000.00.

B. Original contract was chosen from three bids that were submitted.

C. Underground Archives, LLC 1605 Old Route 18 Wampum, PA 16157  
Ownership – BRM Holdings, LLC

D. The service is an extension of an existing project until RFP in February 2014.

E. Funding source – General Fund

**CPB2013-704**

Office of Human Resources, submitting an exemption on RQ24898, which will result in an amendment to a contract with Biometric Information Management LLC in the amount of \$880 to extend the Live Scan Fingerprint maintenance contract for the period 8/26/2013 - 8/25/2014.

A. The primary goals of the project are:

1. To provide software and hardware support for the national fingerprinting system located in the Human Resources office.
2. To provide Customer Service assistance in the form of setting up appointments for maintenance work for parts under the warranty with product suppliers.

B. Procurement

1. This is a contract amendment. The value is \$880.00 for 2013-2014.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Biometric Information Management, LLC  
555 Metro Place North, Suite 100  
Dublin, Ohio 43017

Council District – NA-Franklin County

2. The CEO for the contractor/vendor is Bill Webb

3. The address or location of the project is:

Cuyahoga County  
1255 Euclid Avenue, Suite 310  
Cleveland, Ohio 44115

The project is located in Council District 7



#### D. Project Status and Planning

1. The project reoccurs annually.

#### E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is yearly by renewal date.

### **CPB2013-705**

Title: Public Safety & Justice Services, 2013, Clear Channel Outdoor, FY11 SHSP-LE

#### A. Scope of Work Summary

1. Department of Public Safety & Justice Services requesting approval of a contract with Clear Channel Outdoor for the anticipated amount of \$23,600.00. The anticipated start and completion dates of the project are July 1, 2013-September 1, 2013.
2. The primary goal of the project is to assist the Northeast Ohio Regional Fusion Center with their public outreach efforts and to highlight the work being done by the center.
3. N/A

#### B. Procurement

1. The procurement method for this project was a request for bids completed in BuySpeed. The request only produced 1 no bid. Bids were then sent to 3 vendors for quotes. Only 2 vendors returned quotes. However, in total 23 vendors were included in the outreach efforts. The lowest and best bidder was chosen based on the capabilities of the vendor.
2. There was a 2 step process in order to complete this procurement throughout June and July.

#### C. Contractor and Project Information

1. The address of the contractor is:  
Clear Channel Outdoor  
12222 Plaza Drive  
Parma, OH 44130  
Council District: 4 (billboards will be located county-wide though and likely benefit many more districts)
2. Bill Platko is the President of the Cleveland Division of Clear Channel Outdoor
3. The address or location of the project will be targeted sites throughout Cuyahoga County that have yet to be determined. The project will likely impact most if not all districts throughout the County and the Fusion Center serves all of Cuyahoga County.

#### D. Project Status and Planning

1. The project occurs on as needed basis depending on the needs of the Northeast Ohio Regional Fusion

Center.

2. There are no phases to the project. The billboards will run for a period of 4-6 weeks and then the project will be complete.

3. N/A

4. The project's term has already begun and the reason for delay is contract negotiations with the vendor.

5. N/A

#### E. Funding

1. This project is 100% grant funded.

2. There is no schedule of payments. Payments occur as per the contract.

3. N/A

### **CPB2013-706**

#### A. Scope of Work Summary

1. Cuyahoga Job and Family Services, Office of Child Support Services (CJFS/OCSS) is requesting approval of a contract with The Institute of Technology Consulting, Inc. for an anticipated cost not to exceed \$18,900.00. The anticipated start-completion dates are October 1, 2013 - March 31, 2014.

2. The primary goal of the Contract is to identify opportunities and recommend strategies to improve the CJFS/OCSS Call Center's operational efficiency and productivity by:

(a) Reviewing and evaluating key performance indicators;

(b) Reviewing and evaluating staffing levels and allocation, qualifications, training, and productivity;

(c) Reviewing current utilization of communications technology for handling call volume with consideration to future upgrades to system; and

(d) Developing methodology to determine customer use and satisfaction.

#### B. Procurement

1. The procurement method for this project was by an informal RFP. The total value of the RFP is \$18,900.00.

2. The informal RFP was initiated on May 22, 2013 and closed on June 12, 2013.

3. There were a total of 17 prospective vendors who were sent the informal RFP (eight (8) by email from the OPD list of vendors and nine (9) by direct mail). Only two vendors responded by submitting proposals for review. After reviewing both proposals, one vendor, The Institute of Technology Consulting, Inc., was selected for the project.

#### C. Contractor

1. The Institute of Technology Consulting, Inc.

112 Turtle Bay

Huron, OH 44839

Principal Owner  
Pamela J. Heschel, President

#### D. Project Status and Planning

1. The efficiency review of the CJFS/OCSS Call Center is a new, one-time project. The Contract for the project is for a six-month period with an anticipated start date of September 1, 2013

#### F. Funding

1. The Call Center efficiency review project would be funded 92% by Federal Financial Participation (FFP), State Child Support Allocation, Federal Incentives, and Program Income from fees collected, and 8% by Levy funds.

2. The schedule of payments under the Contract would be by three invoices: the initial invoice upon execution of the Contract; the second invoice upon presentation of the initial findings report; and the third invoice upon presentation of the final project report.

#### C. Exemption Requests

[See item detail in CPB2013-707 to CPB2013-710 in section C of Calendar, above]

#### D. Consent Agenda

##### **CPB2013-711**

Department of Public Works, submitting an amendment to Contract No. CE1000786-01 with Fairfax Renaissance Development Corporation for purchase, demolition, abatement and conveyance of property located at 9607 Quincy Avenue, Cleveland, Permanent Parcel Nos. 121-17-022 and 121-17-023, for construction and operation of a parking lot in connection with the Cuyahoga County Juvenile Justice Center Project to change the terms and scope of services, effective 09/23/2013 ; no additional funds required.

##### **CPB2013-712**

#### A. Scope of Work Summary:

- 1) Department of Development requesting signature on two documents relating to the Community Development Block Grant-Recovery Program (CDBG-R Grant) - a Closeout Agreement and a Closeout Certification.
- 2) The CDBG-R Grant was officially closed on January 4, 2013.
- 3) All expenditures incurred under the grant were drawn down from the U.S. Department of Housing and Urban Development (HUD) and reimbursed to the Fiscal Office.
- 4) All reporting required under the grant has been completed.

#### B. Procurement

Then-current county policies and procedures in 2009 for procurement under the grant were complied with fully.

#### C. Contractor and Project Information

A competitive selection process was followed among communities in the Urban County to determine

eligible projects that were then awarded by the Board of County Commissioners.

#### D. Project Status and Planning

The projects under the grant have been completed, funds drawn, reviewed by HUD staff, and final reports submitted to HUD.

#### E. Funding

All eligible and allowable expenditures have been completed.

### **CPB2013-713**

*Title: Public Safety and Justice Services 2013 Agreement FY11 UASI Grant City of Olmsted Falls Training Reimbursement*

#### A. Scope of Work Summary

1. Public Safety and Justice Services requesting approval of an agreement with the City of Olmsted Falls for the cost of \$372.88. The start-end date of the agreement is February 13, 2013 through and including August 15, 2013.

2. The primary goals of the project are:

Provide funding for First Responders to prepare for, prevent, respond to and recover from natural and man-made disasters.

Provide funding for homeland security related equipment, training, exercises.

This agreement reimburses the City of Olmsted Falls for Overtime/Backfill expenses associated with FEMA-approved training.

#### B. Procurement

1. The procurement method for this project was the grant agreement with OEMA. The County is reimbursed by OEMA for all allowable expenses. The FEMA training was an approved project.

2. The grant agreement will close on 7/31/2014

#### C. Contractor and Project Information

1. City of Olmsted Falls

26100 Bagley Road

Olmsted Falls, Ohio 44138

Cuyahoga County Council District 5

2. The Mayor of the City of Olmsted Falls is Robert Blomquist

#### D. Project Status and Planning

1. The UASI grant is awarded yearly based on DHS receiving funding from Congress and including Cleveland/Cuyahoga County in the list of recipient Urban Areas.

2. The reimbursed expenses for training involve Overtime/Backfill for training first responders, specifically EMS/Fire personnel responding to CBRNE events.

#### E. Funding

1. The project is funded 100% by DHS through OEMA.

2. The grant is a reimbursement grant. Expenses are submitted for reimbursement as they occur.

*Title: Public Safety and Justice Services 2013 Agreement FY11 UASI Grant City of Cleveland Training Reimbursement*

#### A. Scope of Work Summary

1. Public Safety and Justice Services requesting approval of an agreement with the City of Cleveland for the amount not-to-exceed \$2,920.00. The start-end date of the agreement is August 15, 2013 through and including November 15, 2013.

2. The primary goals of the project are:

Provide funding for First Responders to prepare for, prevent, respond to and recover from natural and man-made disasters.

Provide funding for homeland security related equipment, training, exercises.

This agreement reimburses the City of Cleveland for Overtime/Backfill and Tuition expenses associated with FEMA-approved training.

#### B. Procurement

1. The procurement method for this project was the grant agreement with OEMA. The County is reimbursed by OEMA for all allowable expenses. The FEMA training was an approved project.

2. The grant agreement will close on 7/31/2014

#### C. Contractor and Project Information

1. City of Cleveland

601 Lakeside Avenue

Cleveland, Ohio 44114

Cuyahoga County Council District 2, 3, 7, 8, 9, 10

2. The Mayor of the City of Cleveland is Frank Jackson

#### D. Project Status and Planning

1. The UASI grant is awarded yearly based on DHS receiving funding from Congress and including Cleveland/Cuyahoga County in the list of recipient Urban Areas.

2. The reimbursed expenses for training involve Overtime/Backfill for training first responders, specifically EMS/Fire personnel responding to CBRNE events, and Tuition for the course.

#### E. Funding

1. The project is funded 100% by DHS through OEMA.

2. The grant is a reimbursement grant. Expenses are submitted for reimbursement as they occur.

#### **CPB2013-714**

*Title: Department of Public Safety and Justice Services, 2013, submitting a grant award for the 2013 DNA Backlog Reduction Program grant.*

#### A. Scope of Work Summary:

A. Summary Scope of Work - Department of Public Safety and Justice Services submitting a grant award in the amount of \$300,000.00 in connection with the 2013 DNA Backlog Reduction Program grant for the time period 10/1/2013 through 3/31/2015. There is no match requirement associated with this grant.

The primary goals under the grant are to purchase supplies for the Medical Examiner Regional Forensic Science Lab in an effort to reduce the DNA Backlog and professional development for various staff of the Lab.

B. Procurement- N/A

C. Contractor and Project Information-N/A

#### D. Project Status and Planning:

The 2013 DNA Backlog grant project period has not yet started. After a resolution for the acceptance is processed, fiscal appropriations will be completed and then activities of the grant can commence.

#### E. Funding:

Funding for the 2013 DNA Backlog Reduction Program grant is from the Department of Justice, Office of Justice Programs, National Institute of Justice. There is no match requirement associated with this award.

#### **CPB2013-715**

*Novus Title: Office of Early Childhood/Invest In Children 2013 The Cleveland Foundation, Grant Award Amendment #3, Evaluation of Invest in Children's Programs*

#### A. Scope of Work Summary

1. The Administrator's Office/Office of Early Childhood is requesting authority to extend the time period of a Grant Award from The Cleveland Foundation for the evaluation of Invest in Children's programs. The anticipated start/completion dates are July 1, 2011 - December 31, 2013.
2. The primary goals of the project are to provide an independent evaluation of the impact and effectiveness of IIC's programs.

#### B. Procurement

1. The procurement method for this project was grant agreement. The total value of the grant agreement is \$700,000.
2. The grant agreement was originally approved on May 3, 2011.

#### C. Contractor and Project Information

1. The addresses of all vendors and/or contractors is:  
The Cleveland Foundation  
1422 Euclid Ave., Suite #300  
Cleveland, OH 44115  
Council District 7
2. The principal contact for the grant agreement is:  
Lisa Bottoms, Program Officer  
The Cleveland Foundation  
1422 Euclid Ave., Suite 1300  
Cleveland, Ohio  
(216) 615-7254.

#### D. Project Status and Planning

1. This project has been ongoing since the inception of Invest in Children, at the time the Early Childhood Initiative, in 1999. Funding for the evaluation has always come from private philanthropic sources.

#### E. Funding

1. The project is funded by The Cleveland Foundation - \$700,000 – 100%
2. The schedule of payments is by Grant Award
3. The project is an amendment to a grant award. This amendment changes the term and is the third amendment of the grant award.

#### **CPB2013-716**

*Title: DCFS 2013 Supported Visits Amendment #1 for Guidestone, CE-1300048-01 (RQ 24689)*

#### A. Scope of Work Summary

The Division of Children and Family Services (DCFS) is requesting authorization to amend a contract with Guidestone, CE-1300048-01, Resolution No. 2012-346 for amendment #1, to extend time only, without modifying the dollar amount. Guidestone provides Supported Visit Services that are needed to facilitate regular and frequent parental visitation with the child(ren) who are in care in an effort to obtain the goal of reunification of the families. The current contract period is from January 1, 2013 – December 31, 2013. However, with an approved extension to the contract term, the contract would end March 31,

2014.

2. DCFS released RFP #24689 requesting proposals.
3. There were six proposals submitted for this RFP. Guidestone was the awardee.

#### B. Procurement

1. The services were awarded through a competitive bidding process - RFP #24689.
2. RFP – RQ24689 was closed on 10/1/12. There is no SBE goal.
3. N/A

#### C. Contractor and Project Information

1. The address of the vendor and/or contractor is:

Vendor Name: Guidestone  
202 E. Bagley Road  
Berea, OH 44017

CEO: Richard Frank  
Council District - 5

#### D. Project Status and Planning

1. The project is an extension of the existing project.
2. N/A
3. N/A

#### E. Funding

1. The project is funded 100% Health and Human Services Levy
2. The schedule of payments is by invoice.



**CPB2013-717**

Office of Procurement &amp; Diversity

Presenting voucher payments for the week of September 23, 2013.

<b>Department/ Location Key:</b>					
AU: Fiscal Officer	CE: Public Works (Engineer)	CT: Public Works	JA: Cuyahoga County Public Safety and Justice Services	SH: Sheriff	TR: Treasurer
BE: Board of Elections	CF: Children & Family Svs.	DV: Development	JC: Juvenile Court	SA: Senior & Adult Svs.	WI: Workforce Development
CA: Court of Appeals	CL: Clerk of Courts	EC: Early Childhood	LLOO: Law library	SE: Support Enforcement Agency	WT: Employment & Family Svs.
CC-010: County Administration	CO: Common Pleas	HS: Health & Human Svs.	MI: HIV/AIDS Services	SM: Solid Waste District	
CC-002: Human Resources	CR: Medical Examiner	IS: Information Systems	OPD: Procurement and Diversity	ST: Public Works (Sanitary)	

***Direct Open Market Purchases (Purchases between \$500 - \$25,000 unless requiring assistance from Procurement & Diversity Dept - see below)***

Requisition #	Requisition Date	Description	Dept/Loc	Total
AU-13-28731	9/11/2013	Martin Yale 400 Paper Jogger	AU / AU01	\$816.00
CE-13-28766	9/17/2013	Aluminum Roll-A-Meter	CE / CE01	\$730.00
CE-13-28746	9/13/2013	Steel Bridge #00.57	CE / CE01	\$993.20
CE-13-28737	9/12/2013	Repair Turbo #03-0257	CE / CE01	\$866.96
CE-13-28578	8/27/2013	Road Striping - 2013	CE / CE01	\$3,467.00
CE-13-28286	7/24/2013	Rear Spring Repair #03-0193	CE / CE01	\$749.39
CF-13-28789	9/18/2013	PASSS-Home Modification	CF	\$10,000.00

CP-13-28389	8/2/2013	Planning Advisory Subscription, 2013 (PAS)	CP / CP01	\$1,095.00
CR-13-28770	9/17/2013	Certification Fume Hoods	CR / CR00	\$980.00
CT-13-28778	9/18/2013	VAR. BLDGS- SOLID WASTE DISPOSAL	CT / CT01	\$644.32
CT-13-28777	9/18/2013	ALL BLDGS- CAULK CUTTER	CT / CT01	\$1,550.00
CT-13-28763	9/17/2013	VEB- VAV CONTROLLERS	CT / CT01	\$878.49
CT-13-28754	9/16/2013	VARIOUS PRO- LOCK BLUE KEY PUNCH MACHINE	CT / CT01	\$1,254.50
CT-13-28751	9/13/2013	JJC- NVR REPAIR	CT / CT01	\$980.78
CT-13-28733	9/12/2013	VARIOUS/HVAC SUPPLIES 1 YEAR	CT / CT01	\$24,000.00
CT-13-28704	9/10/2013	County Airport - Vehicle Fluids	CT / CT14	\$2,035.00
CT-13-28634	9/4/2013	Airport - Crack Sealer	CT / CT14	\$5,890.00
IS-13-28752	9/13/2013	Cisco Catalyst 2960C Switch	IS	\$4,584.30
IS-13-28753	9/13/2013	Aruba Networks Access Points	IS	\$6,393.20
JC-13-28509	8/16/2013	Legal In-Home Family Therapy Treatment Services	JC	\$500.00
JC-13-28781	9/18/2013	Legal Traditional Residential RFP	JC	\$500.00
JC-13-28785	9/18/2013	Legal RFP for Pharmacy Services and Medical Supplies for the Juvenile Court Detention Center	JC	\$500.00
JC-13-28559	8/23/2013	Juvenile Law Books	JC	\$5,446.40
SH-13-28325	7/30/2013	Custom Medical Indexes	SH / SH003	\$1,730.00

SM-13-28464	8/12/2013	MRF TOUR TRANSPORTATION	SM / SM01	\$1,590.00
ST-13-28740	9/12/2013	12" PVC Sewer 45 Elbow	ST / ST01	\$529.04
ST-13-28739	9/12/2013	15" x 12" PVC Wyes	ST / ST01	\$761.50
ST-13-28701	9/9/2013	Safety Cones & Barrels	ST / ST01	\$3,073.50

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

Purchase Order #	Purchase Order Date	Description	Dept/Loc	Total
1312546	9/16/2013	Mail Machine/Supplies & Maintenance	JC/JC01	\$22,466.00
1312575	9/18/2013	OCTOBER JELLY / SYRUP	SH/SHFS	\$1,807.50
1312545	9/16/2013	SEPTEMBER SAUSAGE II EMERGENCY ORDER	SH/SHFS	\$5,312.50

**Department of Development**

*There are no voucher payments or housing rehab loans for review this week.*