

Minutes

Contracts and Purchasing Board
County Administration Building, 1219 Ontario St., 4th Floor
September 23, 2013, 11:30 a.m.

I. Call to Order – the meeting was called to order by Melinda Burt at 11:33 a.m.

Attending:

Chief of Staff Matt Carroll
Councilman Dale Miller
Interim Fiscal Officer Mark Parks
Public Works Director Bonnie Teeuwen
Procurement & Diversity Director Lenora Lockett

At the September 23, 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 minutes for the September 16, 2013 Contracts and Purchasing Board meeting were unanimously approved, as written.

III. Public Comment – there was no public comment.

IV. Contracts and Awards

A. Tabled Items - *there were no tabled items.*

B. Scheduled Items

CPB2013-702 Department of Information Technology 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. Funding Source: 100% General Fund

Item CPB2013-702 was unanimously approved.

CPB2013-703 Department of Information Technology 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~~ 2/28/2014 and for additional funds in the amount of \$3,000.00. Funding Source: 100% General Fund

Melinda Burt noted a correction on item CPB2013-703 in the Calendar. The time period should read to 2/28/2014. Item CPB2013-703 was unanimously approved.

CPB2013-704 Office of Human Resources

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.

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. Funding Source: 100% General Fund

Item CPB2013-704 was unanimously approved.

CPB2013-705 Department of Public Safety and Justice Services/Public Safety Grants 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. Funding Source: FY2011 State Homeland Security Law Enforcement Grant

Item CPB2013-705 was unanimously approved.

CPB2013-706 Department of Health and Human Services/ Cuyahoga Job and Family Services 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. 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.

Rick Werner, Director of Health and Human Services, was unable to attend the meeting, and asked that the Board hold item CPB2013-706 for the following week.

C. Exemption Requests

CPB2013-707 Department of Public Works 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. Funding Source: 100% General Fund

Item CPB2013-707 was unanimously approved.

CPB2013-708 Department of Information Technology 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. Funding Source: 100% General Fund

Item CPB2013-708 was unanimously approved.

CPB2013-709 County Sheriff Submitting an RFP exemption on RQ28563, which will result in a lower than state term award recommendation to ~~Drellishak & Drellishak, dba Pro-Tech~~ Security Sales Standard Law Enforcement Supply Company in the amount of \$30,525.00 for 55 bulletproof vests for Protective Service Officers. Funding Source: 100% General Fund Internal Service Fund

Melinda Burt noted a correction to the item as printed in the agenda. The vendor in item CPB2013-709 is "Sales Standard Law Enforcement Supply Company."

Item CPB2013-709 was unanimously approved.

CPB2013-710 Department of Health and Human Services/ Division of Children and Family Services 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 Accurint Government locate services for the period 10/1/2013-9/30/2016. Funding Source: 33% Title IVE federal funding, and 67% Health and Human Services Levy

Rick Werner, Director of Health and Human Services, was unable to attend the meeting, and asked that the Board hold item CPB2013-710 for the following week.

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. Funding Source: N/A

Item CPB2013-711 was unanimously approved.

CPB2013-712 Department of Development Submitting a grantee close-out agreement and close-out certification for the Community Development Block Grant Program-Recovery Act. Funding Source: N/A

Item CPB2013-712 was unanimously approved.

CPB2013-713 Department of Public Safety and Justice Services/Public Safety Grants

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.

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.

Funding Source: Federal Urban Area Security Initiative Grant (US Dept of Homeland Security)

Item CPB2013-713 was unanimously approved.

CPB2013-714 Department of Public Safety and Justice Services/ Public Safety Grants 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. Funding Source: U.S. Department of Justice, FY2013 Forensic DNA Backlog Reduction Program

Item CPB2013-714 was unanimously approved.

CPB2013-715 Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood 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. Funding Source: Cleveland Foundation Grant

Item CPB2013-715 was unanimously approved.

CPB2013-716 Department of Health and Human Services/ Division of Children and Family Services 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. Funding Source: 100% Health and Human Services Levy

Item CPB2013-716 was unanimously approved.

CPB2013-717 Office of Procurement & Diversity Presenting voucher payments for the week of September 23, 2013.

Item CPB2013-717 was unanimously approved.

Department of Development

There were no voucher payments or housing rehab loans for consideration this week.

V. Other Business

CPB2013-718 Jeff Mowry, Chief Information Office, presented a walk-on item at the meeting. He requested approval to declare various computer equipment items as obsolete and surplus no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00. Mr. Mowry presented an inventory list of equipment to the Contracts and Purchasing Board.

The Board unanimously approved addition of the item to the September 23, 2013 Calendar. The Board unanimously approved walk-on item CPB2013-718.

In addition, Councilman Dale Miller requested an update from Chief Information Officer Jeff Mowry on the conversion of the County email system from Groupwise to Outlook, and on the implementation of the Onbase procurement system.

VI. Public Comment – there was no further public comment.

VII. Adjournment - the board unanimously approved a motion to adjourn at 11:51 a.m.