

Minutes

Cuyahoga County Contracts and Purchasing Board
December 15, 2014 11:30 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I. Call to Order

The meeting was called to order at 11:49 a.m.

Attending:

Councilman Dale Miller
Lenora Lockett, Director, Office of Procurement & Diversity
Mark Parks, Fiscal Officer
Jennifer Scofield (alternate for Matt Carroll)
Bonnie Teeuwen, Director of Public Works

II. Review Minutes

The minutes from the December 8, 2014 Contracts & Purchasing Board meeting were unanimously approved.

III. Public Comment

There were no public comments.

IV. Contracts and Awards

A. Tabled Items

CPB2014-954 Law Department requesting approval to engage Squire Patton Boggs as bond and tax counsel in connection with issuance of debt for the Public Square renovation project in an amount not-to-exceed \$75,000 commencing on or about 12/8/14, and authorizing the Law Director to sign engagement letter for same. Funding Source: 100% Bond Proceeds

Majeed Makhlof, Law Director, presented. Mark Parks asked whether the County still has to pay for the legal services provided up front, even if the debt is not issued. Majeed clarified that the County only pays for the services if the debt is issued. Item CPB2014-954 was unanimously approved.

CPB2014-956 Court of Common Pleas/Juvenile Court Division Recommending awards on various requisitions and enter into agreements with various municipalities for the Community Diversion Program for the period 1/1/2015 - 12/31/2015:

- a) on RQ31945 with City of Bay Village in the amount not-to-exceed \$5,400.00.
- b) on RQ31954 with City of Brooklyn in the amount not-to-exceed \$6,000.00.
- c) on RQ31953 with City of Brook Park in the amount not-to-exceed \$2,400.00.
- d) on RQ31967 with City of Highland Heights in the amount not-to-exceed \$3,000.00.
- e) on RQ31971 with City of Maple Heights in the amount not-to-exceed \$14,400.00.
- f) on RQ31980 with Orange Village in the amount not-to-exceed \$1,200.00.

g) on RQ31992 with City of University Heights in the amount not-to-exceed \$3,600.00.

h) on RQ31996 with City of Westlake in the amount not-to-exceed \$2,400.00.

Funding Source: General Fund

Karen Lippman, Juvenile Court, presented. Dale Miller asked for the total number of municipalities involved in the program. Karen Lippman responded – fifty. Item CPB2014-956 was unanimously approved.

B. Scheduled Items

CPB2014-971 Department of Human Resources submitting a revenue generating agreement with Northeast Ohio Areawide Coordinating Agency in the amount not-to-exceed \$33,280.00 for Human Resource consulting services for the period 2/1/2015 - 1/31/2016. Funding Source: Revenue Generating

Lisa Durkin, Interim Director of Human Resources, presented. Item CPB2014-971 was unanimously approved.

CPB2014-972 Office of Procurement and Diversity recommending an award: Fiscal Department

a) on RQ31845 to Endicott Microfilm, Inc. (14-2) in the amount of \$68,385.00 for the purchase of 2,500 rolls of 215' EPM Imagelink RA Microfilm 06 film and 100 rolls of 100' EPM Imagelink RA Microfilm 06 film for use by the County Microfilming Center. Funding Source: General Fund

Kathy Goepfert, Fiscal Office, presented. Item CPB2014-972 was unanimously approved.

CPB2014-973 Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood Submitting an amendment to Contract No. CE1200528-01 with Centers for Families and Children - Wade Early Learning Center for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2015 for additional funds in the amount of \$4,664.40. Funding Source: Health and Human Services Levy Fund

Rick Werner, Director of the Department of Human Services, presented. Bonnie Teeuwen asked for clarification on the use of additional funds. Rick responded that they would support the cost of more slots for children in the program. Item CPB 2014-973 was unanimously approved.

C. Exemption Requests

CPB2014-974 Department of Public Works Submitting an RFP exemption, which will result in an amendment to Contract No. CE1200547-01 with AKE Environmental and Construction Services, Inc. for sludge removal from various wastewater treatment plants for the period 5/1/2012 - 4/30/2014 to extend the time period to 2/28/2015; no additional funds required. Funding Source: Sanitary Sewer Fund

Mike Chambers, Public Works, presented. Item CPB2014-974 was unanimously approved.

CPB2014-975 Department of Human Resources Submitting an RFP exemption on RQ32734, which will result in an award recommendation to Immix Technology, Inc. in the amount of \$137,360.00 for the purchase of Kronos Timeclocks and 40 hours of professional consulting services. Funding Source: General Fund

Lisa Durkin, Interim Director of Human Resources, presented. Dale Miller asked for clarification on the need for an exemption, and whether the funding is currently budgeted. Bonnie Teeuwen asked if the contract includes replacement of all clocks, installation, and programming. Item CPB2014-975 was unanimously approved.

CPB2014-976 Fiscal Department submitting an RFP exemption on RQ32581, which will result in an award recommendation to RR Donnelley in the amount of \$62,563.00 for the printing of the 2015 Homestead Exemption forms. Funding Source: Assessment Fund

Kathy Goepfert, Fiscal Office, presented. Item CPB2014-976 was unanimously approved.

D. Consent Agenda

CPB2014-977 Department of Public Works recommending payments:

- a) in the amount not-to-exceed \$2,227.30 to All America Relocation, Inc. for relocation services in association with Parcel No. 7-WD & E in connection with the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township.
- b) in the amount not-to-exceed \$1,236.00 to Ohio Junk Force, Inc. for relocation services in association with Parcel No. 13-WD & E in connection with the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township.
- c) in the amount not-to-exceed \$74,660.17 to B. & S.H. Klek for relocation services and replacement housing in association with Parcel No. 13-WD & E in connection with the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township.
- d) in the amount not-to-exceed \$49,900.00 to M.K & C.A Temesvari for relocation services in association with Parcel No. 6-WD & E in connection with the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township.
- e) in the amount not-to-exceed \$7,742.58 to S.A. Neagele for relocation services in association with Parcel No. 24-WD & E in connection with the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township.

80% of the eligible costs, up to a maximum of \$3,276,000, will be reimbursed to the County by ODOT, using Federal funds. 20% will be funded by the County [Road and Bridge Fund].

Item CPB2014-977 was held for further review regarding the need for ethics registration.

CPB2014-978 Department of Public Works submitting an agreement of cooperation with City of Bedford for the replacement of Columbus Road Bridge No. 01.09 over Bear Creek. Funding Source: The anticipated construction costs for this improvement is \$1,066,000. The project is to be funded 100% with County Road and Bridge Fund.

Item CPB2014-978 was unanimously approved.

CPB2014-979 Department of Public Works submitting an agreement with the Village of Bentleyville for the Countywide Preventative Maintenance Program. Funding Source: N/A

Item CPB2014-979 was unanimously approved.

CPB2014-980 Department of Development Submitting an amendment to an Urban County Agreement of Cooperation with City of Seven Hills by adding a provision that prohibits the selling,

trading or transfer of federal Community Development Block Grant funds to another City, County, Village, Township, Indian tribe, insular area or any other unit of local government in exchange for any other funds, credits, or non-Federal considerations, effective 1/1/2015. Funding Source: N/A

Item CPB2014-980 was unanimously approved.

CPB2014-981 Court of Common Pleas /Corrections Planning Board submitting an amendment to Contract No. CE1200649-01 with Community Assessment and Treatment Services, Inc. for intensive outpatient treatment services for the period 9/30/2011 - 9/29/2014 to extend the time period to 12/31/2014 and for a decrease in the amount of (\$17,892.00). Funding Source: Substance Abuse and Mental Health Services Administration Grant Funding

Item CPB2014-981 was unanimously approved.

CPB2014-982 Court of Common Pleas /Corrections Planning Board recommending to terminate Contract No. CE1300491-01 with Watson, Rice & Company, Incorporated for consultant services for analysis of Actual Uniform Cost Reports for the period 10/15/2013 - 10/14/2015, effective 10/15/2014. Funding Source: TASC Medicaid Special Revenue Fund

Item CPB2014-982 was unanimously approved.

CPB2014-983 Court of Common Pleas/Juvenile Court Division Recommending an award on RQ30444 and enter into a contract with Point and Pay, LCC (18-4) for onsite and telephone credit card processing services for the period 1/1/2015 - 12/31/2017. Funding Source: revenue-neutral project

Item CPB2014-983 was held pending vendor completion of an ethics registration form.

CPB2014-984 Department of Public Safety and Justice Services/Public Safety Grants Submitting an amendment to a grant agreement with Ohio Emergency Management Agency for the FY2013 State Homeland Security Grant Program for the Region 2 Law Enforcement State Homeland Security Program project for the period 9/1/2013 - 3/30/2015 to extend the time period to 6/30/2015. Funding Source: State Homeland Security Program Law Enforcement grant fund

Item CPB2014-984 was unanimously approved.

CPB2014-985 Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood

a) Requesting authority to apply for and accept grant funds from The Stocker Foundation in the amount of \$75,000.00 for the development of a new School Readiness Smartphone App for the period 1/1/2015 - 12/31/2016.

b) Submitting a grant agreement with The Stocker Foundation in the amount of \$75,000.00 for the development of a new School Readiness Smartphone App for the period 1/1/2015 - 12/31/2016.

Funding Source: The Stocker Foundation Grant fund

Item CPB2014-985 was unanimously approved.

CPB2014-986 Office of Procurement & Diversity presenting voucher payments for the week of 12/15/2014.

Item CPB2014-986 was unanimously approved.

CPB2014-987 Department of Development presenting voucher payments for the week of 12/8/2014.

Item CPB2014-987 was unanimously approved.

CPB2014-988 Department of Public Works submitting an agreement with Whiskey Island Partners Limited Partnership for retention of books and records related to the management of facilities on the Whiskey Island property, effective 12/17/14. Funding Source: N/A

Item CPB2014-988 was unanimously approved.

V. Other Business

CPB2014-989 Time-Sensitive/Mission Critical – Fiscal office requesting approval of an award and contract with RRDonnelly for printing of additional dog license application forms in the amount of \$9,032.41.

Kathy Goepfert presented the item. Dale Miller asked for clarification on the need for service. Kathy explained that due to an error in the mailing, duplicate forms were mailed only to a third of the recipient list. In order to resolve the matter, another 44,000 forms must be printed and mailed to the remaining two-thirds of the recipient list.

A motion to amend the agenda and consider the item was unanimously approved.

Item CPB2014-989 was unanimously approved.

A motion to restore the Fiscal Office's time-sensitive/mission-critical budget to \$25,000 was unanimously approved.

CPB2014-990 Time-Sensitive/Mission Critical – Public Works requesting approval of an award and enter into a contract on RQ32701 with ATLAS in the amount of \$1,984 for repair of a sanitary dump truck.

A motion to amend the agenda and consider the item was unanimously approved.

Item CPB2014-990 was unanimously approved.

A motion to restore Public Works' time-sensitive/mission-critical budget to \$25,000 was unanimously approved.

VI. Public Comment

There was no further public comment.

VII. Adjournment

A motion to adjourn was unanimously approved at 12:05 PM.