

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
February 4, 2013 11:00 A.M.

- 1. Call to Order: The meeting was called to order at 11:07 A.M.

Attendees: County Executive Edward FitzGerald
Councilman Michael Gallagher
Council Pernel Jones, Jr.
Mark Parks – Alternate for Wade Steen
Councilman Dave Greenspan
Director Bonnie Teeuwen
Director Lenora Lockett
Board of Control Clerk David Merriman

Fiscal Officer Wade Steen was unavailable.

Review and Approve Minutes - Ed FitzGerald made a motion to approve, Pernel Jones seconded, the minutes were approved as written.

- 4. Tabled Items Returned for Review - There were no tabled items

BC2013-29

Department of Development, requesting approval of an Economic Development Loan to Marlin Investment Group LLC in the amount not-to-exceed \$449,620.00 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreement and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

Funding Source:100% Cuyahoga County Western Reserve Fund.

Lenora Lockett requested that the record reflect she is related to Arnold Lockett, who presented this item to the Board.

Ed FitzGerald made a motion to approve, Pernel Jones, Jr. seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-30

Department of Development, requesting approval to enter into an agreement with the City of Cleveland Heights for HOME funded activities in the amount not-to-exceed \$199,701.00. Anticipated start - completion dates are 12/01/2012 - 12/31/2013.

Funding Source: 100% funded through the City of Cleveland Heights allocation of HOME funds from the Cuyahoga HOME Consortium.

Ed FitzGerald made a motion to approve, Bonnie Teeuwen seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-31

County Sheriff, submitting an amendment to Contract No. CE1100331-01 with Mental Health Services for Homeless Persons, Inc. for re-entry services for the Project RESTORE (Reentry Strategies Toward Reintegration) demonstration project in connection with the FY2010 Second Chance Act Prisoner Reentry Initiative for the period 1/1/2011 - 9/30/2012 to extend the time period to 9/30/2013 and for additional funds in the amount of \$223,490.35.

Funding Source: 100% FY2010 Second Chance Act Prisoner Reentry Initiative grant funds

Ed FitzGerald made a motion to approve, Mark Parks seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-32

Juvenile Court, submitting contracts with various municipalities, each in the amount not-to-exceed \$3,000.00, for the Community Diversion Program for the period 1/1/2013 - 12/31/2013:

- a) City of Independence
- b) City of Westlake

Funding Source: 100% General Fund

Ed FitzGerald made a motion to approve, Lenora Lockett, seconded, the item was approved.

Approve
 Disapprove
 Hold

6. Other Business

BC2013-33

Office of Procurement and Diversity, requesting approval of an alternative procurement process for various food purchases for the Sheriff's Correction Center and Juvenile Court Detention Center for the period ~~8/1/2012 – 7/31/2013~~ **1/1/2013 – 12/23/2013**. (Contracting and Purchasing Ordinance, Section 4.4.b.16)

Justification: Requesting an Alternative Procurement Process [Ord#O2011-0044 Section 4.4(b) (16)] for various food purchases for the Sheriffs' Correction Center and Juvenile Court Detention Center.

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

The Sheriffs' Correction Center Jail Kitchen and Juvenile Court Detention Center process monthly Informal Competitive Bids to fill food requirements for inmates and juveniles. A separate requisition is created by the agencies, for individual food commodities each month. The successful vendor is required to deliver only after release is requested by the department, in the exact quantity requested. The quantities on the Purchase Order are not guaranteed.

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

N/A – Monthly Purchase Orders are issued. The fluctuation of prices makes contracting for a specific time period prohibitive. Vendors are unable to hold prices and/or foresee price changes. The County previously attempted to make quarterly purchases, and received no interest (no bids) from the vendors.

Example:

Sheriff, March Foods = 28 Bids, estimates ranging from \$1,039 to 22,510.

JJC, March Foods = 9 Bids, estimates ranging from \$241 to \$3,998.

3. Rationale Supporting the Use of the Selected Procurement Method

a. Requesting exemption from the requirement to receive three (3) responses (per Ordinance No. 02012-00115). Bids are available to all vendors registered in BuySpeed for the corresponding commodity class and item code. Unfortunately, this does not always result in three quotes. Bidders must be able and willing to deliver the requested goods in the quantity requested with multiple shipments occurring monthly.

b. Requiring vendors to be registered with the Inspector General prior to submitting a quote. Delaying an order while a vendor becomes registered would provide a hardship to the Jail and JJC. Instead all bids will include a link to the IG's website and registration requirements. This will allow interested vendors to complete their registration prior to the due date or next months' bidding.

c. Requesting to continue soliciting informal bids on a monthly basis without advertising and formal bid requirements. Grouping bids by commodities allow for vendors to bid on their specialty and provides for timely delivery in the quantities needed.

IE: Frozen, bakery, dairy, fish, beef, fresh fruit, canned goods, etc...

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

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

Various vendors are recommended and Purchase Orders are issued monthly for estimated food requirements for individual food commodities, based on lowest and best bid.

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.

An Informal (< \$25K) Competitive bid method is used to procure food requirements each month.

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 will continue to reach out to new vendors in an attempt to enlarge the pool of qualified, capable bidders.

Note: This item was amended to reflect the time period as 1/1/2013 – 12/31/2013.

Ed FitzGerald made a motion to approve, Mark Parks, seconded, the item was approved as amended.

Approve
 Disapprove
 Hold

A. Discuss February 11, 2013 meeting location change

David Merriman announced that the February 11 Board meeting will be held in the Law Conference room across the hall from the Multi-Purpose room located on the 4th Floor of the County Administration building.

B. Discuss potential February 19, 2013 meeting date/time conflict

David Merriman announced the February 19 Board meeting will be tentatively scheduled for Wednesday, February 20 at 10:00 A.M. in the Multi-purpose Room. This new date and time will be confirmed at the next Board meeting.

7. Public Comment – There was no public comment.

8. Adjournment – Ed FitzGerald made a motion to adjourn, Michael Gallagher seconded, the meeting was adjourned at 11:34 A.M.