

Cuyahoga County Board of Control
County Administration Building, 4th Floor
August 26, 2013 11:00 A.M.

1. **Call to Order**
2. **Review Minutes**
3. **Public Comment**
4. **Tabled Items**
5. **New Items for Review**

Item	Requestor	Description	Board Action
BC2013-240	Department of Development	Requesting approval of an Economic Development Loan to Northeast Care Center in the amount not-to-exceed \$160,000.00 to assist with financing infrastructure improvements to their existing facility located at 13405 York Road, North Royalton, Ohio and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate, to effectuate the loan. Funding Source: Community Development Block Grant Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-241	Department of Information Technology	Submitting an amendment to Contract No. CE1300351-01 with Service Express, Inc., for server maintenance county wide for the period of 3/1/2013 - 2/28/2018 to change the scope of services, effective 8/1/2013 and for additional funds in the amount not-to-exceed \$50,000.00. Funding Source: 100% General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-242	Office of Procurement & Diversity	Recommending an award: <u>County Sheriff</u> a) on RQ27685 to McKesson Medical-Surgical, Inc. (11-2) in the amount not-to-exceed \$450,000.00 for medical supplies for the period 9/1/2013 - 8/31/2016. Funding Source: 100% General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013-243	Department of Health and Human Services	Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1100537-03 with JDC Advertising for the Cuyahoga County Fatherhood Initiative for the period 7/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the amount of \$44,000.00.	

		Funding Source: 33% Federal, 33% State and 34% Human Services Levy funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
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6. Other Business

Item	Requestor	Description	Board Action
BC2013-244	Fiscal Office	<p>County Treasurer, recommending an alternative procurement process, which will result in a revenue generating agreement for the sale of tax lien certificates (Ordinance No. O2011-0044 Section 4.4(b)(16)).</p> <p>Funding Source: Revenue Generating</p> <p>1. Description of Supplies or Services</p> <p>The Treasurer’s Office per O.R.C. 5721.33 is in the process of negotiating the sale of Tax Certificates.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown</p> <p>This is a revenue generating item, up to \$31, 000,000.00 for this sale.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method</p> <p>The procurement method is by bid to the Treasurer. Currently the portfolio that is advertised on our website and on the website of the National Tax Lien Association is 4489 parcels totaling \$31,180,272.47. This is a specific buyer that would be able commit to this large dollar amount. In the past we have had only one bidder on occasion.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>None were evaluated, we are in the process of accepting bids for our portfolio.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p>	

		<p>None were evaluated. The sale of Tax liens is a revenue generating process. We are collecting on delinquent taxes. The lien is held by a third party.</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 sale of Tax Liens is a very time specific process as dictated by the Ohio Revised Code. A delay in the process that has already been stated would cost the County millions of dollars.</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, as mentioned the large dollar amount is very limiting to who can make such a purchase.</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2013-245	Department of Information Technology	<p>Submitting an amendment to Contract No. CE1300341-01 with Flairsoft Ltd. for Oracle Database Administrator services for the Division of Children and Family Services for the period 3/1/2013 - 8/31/2013 to extend the time period to 2/28/2014 and for additional funds in the amount of \$61,992.00.</p> <p>Funding Source: 100% General Funds</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

7. Public Comment

8. Adjournment

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
August 19, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by Ed FitzGerald at 11:02 A.M.

Attendees: County Executive Ed FitzGerald
Councilman Michael Gallagher
Councilman Pernel Jones Jr.
Fiscal Officer Wade Steen
Councilman Dave Greenspan

Director Bonnie Teeuwen
Director Lenora Lockett
Board of Control Clerk Melinda Burt

Review and Approval of Minutes –

At the August 19, 2013 regular meeting of the Board of Control the following approved items were properly moved and seconded. All items were considered and adopted by all members present, unless otherwise noted. Ed FitzGerald made a motion to approve___seconded, the minutes were approved as written by unanimous vote.

4. Tabled Item

BC2013-225

Department of Public Works, recommending an award on RQ23679 and enter into a contract with SageQuest LLC, in the amount not-to-exceed \$499,008.00 for global positioning system fleet tracking services for 400 vehicles for the period 8/1/2013 - 7/31/2015. (Deputy Chief Approval No. DC2012-93 - authority to seek proposals).

Funding Source: 33% Sanitary Engineering funds, 33% County General funds and 33% County Road and Bridge funds.

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

Approve
 Disapprove
 Hold

5. Scheduled Items

BC2013-235

Department of Public Works, recommending an award on RQ25432 and enter into a contract with E.L. Robinson Engineering of Ohio Co. in the amount not-to-exceed \$415,282.48 for engineering services for rehabilitation of Avery Road Bridge No. 1.16 over the Chippewa Creek in the City of Broadview Heights. (Deputy Chief Approval No. DC2012-248 - authority to seek qualifications).

Funding Source: 100% Road and Bridge Funds

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

Approve
 Disapprove
 Hold

BC2013-236

Common Pleas Court/Corrections Planning Board, requesting approval to apply for and accept grant funds from Ohio Department of Rehabilitation and Correction in the amount of \$1,199,200.00 for the FY2014 Community Corrections Act Probation Improvement and Incentive Grant Program for the period 10/1/2013 - 6/30/2015.

Funding Source: FY2014 Community Corrections Act Probation Improvement and Incentive Grant Program grant funds.

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

Approve
 Disapprove
 Hold

BC2013-237

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, recommending an award on RQ28315 and enter into a contract with Emerald Development & Economic Network, Inc. in the amount not-to-exceed \$371,928.00 for managing the Shelter Plus Care Sponsor Based Rental Assistance Program in connection with the McKinney-Vento Homeless Assistance Act for the period 9/1/2013 - 8/31/2014.

Funding Source: 100% U.S. Department of Housing & Urban Development, McKinney-Vento Homeless Assistance Grant

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

6. Other Business -

BC2013-238

Department of Development, recommending an alternative procurement process for the 2014 Community Development Block Grant (CDBG) Municipal Grant program. Only 51 communities that are members of the Cuyahoga Urban County are eligible to participate. Ordinance No. 02011-0044, Section 4.4(b)(16)).

Funding Source: 100% with federal Community Development Block Grant funds.

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

The Department of Development intends to conduct its annual informal RFP process for the purpose of expending federal Community Development Block Funds (CDBG) in the Cuyahoga Urban County.

The allocation of 40% of the annual CDBG entitlement funding for the purposes of a competitive Municipal Grant Program is a requirement in the Cooperation Agreement submitted to the U.S. Department of Housing and Urban Development.

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

Estimated dollar amount is \$1,050,000 of Community Development Block Grant Funding (CDBG).

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

51 communities have signed with Cuyahoga County to form the Urban County and the reservation of these CDBG funds for the purpose of municipal grants is contained in each year's application to the U.S. Department of HUD.

Therefore, only Cuyahoga Urban County communities are eligible to apply for and receive funds allocated for the purpose of municipal grants.

Urban County Communities are informed of the Competitive Municipal Grant Program criteria and are invited to submit applications for consideration and approval.

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

No other available options as the funds are designated for use by urban county communities only using an informal competitive process.

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

The allocation of 40% of the annual CDBG entitlement funding for the purposes of a competitive Municipal Grant Program is a requirement in the Cooperation Agreement submitted to the U.S. Department of Housing and Urban Development.

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 competitive process is used. Participation is limited to the 51 Cuyahoga Urban County communities.

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 funds are designated for use by the 51 urban county communities only, using an informal competitive process.

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved as amended by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-239

Department of Information Technology,

- a) Recommending an alternative procurement process resulting in an award recommendation to MCPc, Inc. in the amount of \$389,309.00 for professional services and project management to complete server and PC moves from the County Administration Building to various other locations. The anticipated start-completion dates are 8/19/13 through 10/4/13.
- b) Recommending a state-term award to MCPc, Inc. in the amount of \$389,309.00 for professional services and project management to complete server and PC moves from the County Administration Building to various other locations. The anticipated start-completion dates are 8/19/13 through 10/4/13.

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

The County desires the professional services and project management of MCPc to complete server and PC moves from the County Administration Building to various other locations.

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

\$389,309.00

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

This contract will be awarded under state term #534134.

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

N/A – contract is being posted on web on awarded under state term.

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

Service is necessary to execute the relocation of Administration Building's PC and network equipment in a timely manner. Vendor selected from state term.

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 justification is for state term contract and WEB Posting seeking lowest quote. Move of PC and network equipment must be coordinated with that of Admin building offices.

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

Will continue getting lowest bids from WEB Posting of State Contracts.

Funding Source: General Fund

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

Approve
 Disapprove
 Hold

7. Public Comment – There was no public comment.
8. Adjournment – Ed FitzGerald made a motion to adjourn, Pernel Jones Jr. seconded, the meeting was adjourned without objection at 11:24 A.M.

5. New Items for Review

BC2013-240

A. Scope of Work

1. Department of Development requesting approval of an Economic Development Loan to Northeast Care Center in the amount not-to-exceed \$160,000.00 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate, to effectuate the loan.

2. The primary goal of the project is to assist Northeast Care Center (NCC) finance infrastructure improvements to their existing facility located at 13405 York Road, North Royalton, Ohio 44133. NCC is an Ohio non-profit corporation chartered in 1979. NCC purpose is to provide residential and rehabilitative services for persons with developmental disabilities.

This project will retain 300 existing jobs and create 9 new jobs. The total cost of the project is \$400,000.00; the County's participation is an Economic Development Loan for \$160,000.00 with a term of 10 years at an interest rate of 2%.

B. Procurement

Economic Development Loan was reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its June 12, 2013 meeting.

C. Project Information

1. Corporate Office Address

12627 York Road

North Royalton, 44133

Council District (5) Michael J. Gallagher, Councilman

2. Northeast Care Center/ Non-Profit Organization:

3. The location of the project is:
13405 York Road
North Royalton, Ohio 44133
Council District (5) Michael J. Gallagher, Councilman

D. Project Status and Planning

1. The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga County.

E. Funding

1. The proposed funding source is Community Development Block Grant - CDBG
2. The loan funds will be disbursed at loan closing.
3. The loan payments will be fully amortized over 10 years at interest rate of 2%

BC2013-241

A. The Department of Information Technology, submitting an amendment to Contract No. CE1300351 with Service Express, Inc. for County wide maintenance of servers for the period 03/01/2013 - 02/28/2018 for additional funds in the amount of not to exceed \$50,000.00.

B. Procurement Method - STS Master Maintenance Agreement #38-3368786, also went out for informal bids and WEB posting and then negotiated a lower price.

C. Contractor: Service Express, Inc.
3854 Broadmoor Ave. SE
Grand Rapids, MI 49512
Council District: NA
Owner: Mike McCullough, President

D. Project Status: Countywide 5 year server maintenance contract

E. 100% General Fund

BC2013-242

Title: OPD Recommending an Award on RQ27685 to McKesson Medical-Surgical, Inc. for Jail Medical Supplies

A. Scope of Work Summary

1. The Office of Procurement & Diversity is recommending an award on RQ27685 to McKesson Medical-Surgical, Inc. for Jail Medical Supplies in the amount not-to-exceed \$450,000.00 for the period 9/1/2013 through 8/31/2016.
2. The primary goal of the project is to furnish medical supplies and non-FDA regulated pharmaceutical products for the inmate population.

B. Procurement

1. The procurement method for this project was a RFB. The estimated value was \$450,000.00.
2. There was 0% SBE goal.

3. There were 10 bids pulled from OPD, 2 bids submitted, one of which was deemed non-responsive (did not submit a bid bond). One bid was reviewed and approved for award. Note: McKesson's bid included exceptions to the County's Standard Terms and Conditions, which were forwarded to the Law Department under Law Ticket #1251. The Law Department determined which exceptions were material and unacceptable to the County, and drafted a Contract Pursuant to Request for Bids (copy uploaded). The 12-page document will be sent for vendor signature upon the Board of Controls' approval of this recommendation.

C. Contractor and Project Information

1. The address of the recommended contractor is:

McKesson Medical-Surgical, Inc.
8741 Landmark Road
Richmond, VA 23228.
Council District: n/a

2. The owner for the contractor is:

John Hammergren, CEO, 1-800-877-1919 (San Francisco, CA)

D. Project Status and Planning

1. This will be a new three (3)-year contract, in the amount NTE \$450,000.00. The previous contract, CE1100042 expired 6/30/2013; a contract amendment was contemplated, but not processed by the Sheriff's Department. The Sheriff Dept. has been purchasing supplies on a Department Order, as needed. Note: RQ27685 a rebid from RQ27014 (all bids rejected).

E. Funding

The project is funded 100% by General Funds. The schedule of payments is monthly, upon invoice submission.

BC2013-243

A. Scope of Work Summary

1. Office of Health and Human Services requesting approval of a contract amendment with:

JDC Advertising in the amount of \$44,000.00
The contract amendment dates are July 1, 2013 to June 30, 2014.

2. The primary goals of the project are:

The Cuyahoga County Fatherhood Initiative seeks to strengthen families in our community by encouraging fathers to play a more active role in nurturing and raising their children. The Fatherhood Initiative responds to the social concerns regarding "father absence" by providing fathers with services to prepare them to meet the psychological and financial needs of their children. The CCFI also seeks to increase public awareness of the importance of father involvement.

These activities will help put Cuyahoga County in a better position to help fathers become or remain a significant part of the lives of their children and in doing so help reduce the risk of poor grades, drug abuse, premature fatherhood/teen pregnancy and other problems that increase without the presence of a father in a child's life.

B. Procurement

1. The original procurement method for this project was an RFP in 2011. An exemption from full and open competition was granted for these amendments.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

JDC Advertising
6555 Woodbury Drive
Solon, Ohio 44139
Council District (6)
Owner/ Principal; Joseph C. Hewitt

D. Project Status and Planning

1. The amendments will be effective July 1, 2013 and service will not be interrupted.

E. Funding

1. The project is funded by 33% Federal, 33% State and 34% Human Services Levy funds.
2. The schedule of payments is monthly.

6. Other Business

BC2013-244
(See item details in Section 6, above)

BC2013-245

A. The Department of Information Technology submitting an amendment to CE1300341, with Flairsoft, Ltd., for Professional Services - Oracle Data Base Administrator, at the Department of Children and Family Services, extending the period from 3/1/13 - 8/31/13, to 3/1/13 - 2/28/14, for additional funds in the amount of \$61,992.00.

B. State of Ohio STS #ODPS 12-194

C. Flairsoft Ltd.

7720 River Edge Dr.
Columbus, Ohio 43235
Dheeraj Kulshrestha
IG#13-0031

D. The project is an extension to an existing project.

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