

Cuyahoga County Board of Control
County Administration Building, 4th Floor
September 16, 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 - 258	Department of Development	Requesting approval of an agreement with North Coast CHDO Homes, Inc. for HOME funded Acquisition and Renovation of Housing for Disabled Adults in the amount not-to-exceed \$200,000.00. Anticipated start - completion dates are 10/01/2013 - 09/30/2016. Funding Source: 100% Federal HOME Program	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013 - 259	Office of Procurement & Diversity	Recommending an award: <u>Department of Information Services</u> a) on RQ28226 to Northwoods Consulting Partners, Inc. in the amount of \$127,230.00 for 6 Self-Service Kiosks cabinets with cabling, Compass Capture Self-Scan Kiosk Software with 1 year platinum support, 6 OnBase User Client Software with 1 year platinum support and installation/configuration. (State Contract No. 533091/County Code 501.12(b)19)). Funding Source: 100% Health and Human Services Levy	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2013 - 260	Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Investment Board	Submitting an amendment to Contract No. CE1000590-01 with Towards Employment, Incorporated for Employment Connection One-Stop operation services to adult job seekers for the period 7/1/2010 - 6/30/2013 to extend the time period to 12/31/2013 and for additional funds in the amount of \$100,000.00. Funding Source: 100% Federal Workforce Investment Act (WIA)	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

Item	Requestor	Description	Board Action
BC2013 - 261	Department of Public Works	A) Requesting approval of Alternative Procurement Process under RQ 28702 which will result in an award under state term contract to Key Chrysler Jeep & Dodge, Inc. in the amount not-to-exceed	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

		<p>\$104,976.70 for the purchase of five 2013 Dodge Caravans for Sheriff Operations.</p> <p>B) Recommending an award and enter into a state-term contract with Key Chrysler Jeep & Dodge, Inc. in the amount not-to-exceed \$104,976.70 for the purchase of five 2013 Dodge Caravans for Sheriff Operations.</p> <p>Funding Source: 100% Maintenance Garage Fund - Internal Service.</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>2013 Dodge Grand Caravan (five cars)</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>\$ 104,976.70 Charge to CT 575001-0722 (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 and Public Works Fleet Operation staffs evaluated the alternate vehicles available for purchase and usage in Law Enforcement and concluded that the Dodge Grand Caravan provided the best option for the desired work load. The usage of the State Contract provides a quicker manufacturing time, delivery, and placement into service.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>A Formal Bid program for the Dodge Caravan or similar compact seven passenger van was conducted by the Office of Procurement and Diversity without any responses. Numerous vendors were afforded the opportunity to provide alternatives that met the specifications and none participated.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p>	
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		<p>The Sheriff's Department needed compact passenger vans for various functions within the department. The Dodge Caravan has been utilized in the past successfully and was established as the leader in the field but alternatives similar in size and equipment would be considered.</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 time process of bidding the vehicles would place us beyond the 2013 Production Schedule and create delivery delays and possible price increases.</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>Public Works looks at all available alternatives when procuring vehicles. Based on these evaluations the procurement process is placed in motion. Due to production timing and new model introductions the timing of the process is affected. Public Works then seeks the most effective and efficient manner to secure the selected vehicles and when available will consider the usage of the State Contract.</p>	
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Minutes

Cuyahoga County Board of Control Meeting
 County Administration Building, 4th Floor
 September 9, 2013, 11:00 a.m.

1. Call to Order: The meeting was called to order by Mark Parks at 11:07 a.m.

Attendees:

Treasurer Mark Parks, Chair (alternate for Wade Steen)
 Councilman Michael Gallagher
 Councilman Pernell Jones
 Councilman David Greenspan
 Public Works Director Bonnie Teeuwen
 Purchasing Director Lenora Lockett
 Melinda Burt, Clerk of Board of Control

County Executive Ed FitzGerald and Fiscal Officer Wade Steen were unavailable.

At the September 9, 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.

2. Review Minutes – Councilman Pernell Jones made a motion to approve the minutes; Councilman Michael Gallagher seconded. Councilman David Greenspan abstained. The minutes were unanimously approved.
3. Public Comment – There was no public comment at the meeting.
4. Tabled Items – There were no tabled items.
5. New Items for Review

BC2013-251 Office of Procurement & Diversity Recommending an award: Department of Public Works on RQ26178 and enter into a contract with East Jordan Iron Works, Inc. dba EJ USA, Inc. (8-2) in the amount not-to-exceed \$196,000.00 for sewer and basin castings and supplies for the period 7/1/2013 - 6/30/2015. (Deputy Chief Approval No. DC2013-146 - authority to advertise for bids). Funding Source: 100% Sewer Relief Fund.

Mark Parks made a motion to approve. Bonnie Teeuwen seconded. The item was unanimously approved.

Approve
 Disapprove
 Hold

BC2013-252 Office of Procurement & Diversity recommending an award: Department of Public Works on RQ26566 and enter into a contract with PSx Inc. (6-1) in the amount not-to-exceed \$164,268.00 for parking control systems maintenance at various County facilities for the period 4/15/2013 - 4/14/2016. Funding Source: 100% General Fund

Mark Parks made a motion to approve. Michael Gallagher seconded. The item was unanimously approved.

Approve
 Disapprove
 Hold

BC2013-253 Department of Information Technology recommending an award on RQ28206 and enter into a contract with SHI International Corp. in the amount not-to-exceed \$142,005.88 for Countywide maintenance on Novell software products for the period 7/1/2013 - 6/30/2014. Funding Source: 100% General Fund.

Mark Parks made a motion to approve. Michael Gallagher seconded. The item was unanimously approved.

Approve
 Disapprove
 Hold

BC2013-254 Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services recommending an award on RQ28278 and enter into a contract with Salvation Army in the amount not-to-exceed \$265,549.00 for supportive services for single men in the PASS Transitional Housing Program for the FY2012 McKinney-Vento Homeless Assistance Act grant in connection with FY2012 Continuum of Care Homeless Assistance Grant Programs for the period 8/1/2013 - 7/31/2014. Funding Source: 100% U.S. Department of Housing & Urban Development.

Mark Parks made a motion to approve. Pernell Jones seconded. The item was unanimously approved.

Approve
 Disapprove
 Hold

6. Other Business

BC2013-255 Department of Development

A) Requesting approval of an alternative procurement process, which will result in award recommendations to four cities, carrying out eligible activities under the federally funded Neighborhood Stabilization Program 3 (NSP3), for the anticipated total cost of not to exceed \$200,000. The anticipated start and completion dates of work under the additional awards are September 9, 2013 - December 31, 2013. This request includes authorization to amend each city's existing NSP3 funding agreement, to add the amount of the additional award, effective September 9, 2013.

B) Department of Development, requesting approval of additional awards to four cities, carrying out eligible activities under the federally funded Neighborhood Stabilization Program 3(NSP3), for the anticipated total cost of not to exceed \$200,000. The anticipated start and completion dates of work under the additional awards are September 9, 2013 - December 31, 2013. This request includes authorization to amend each city's existing NSP3 funding agreement, to add the amount of the additional award, effective September 9, 2013:

City of Berea - \$40,000.00
City of Lakewood - \$49,500.00
City of Shaker Heights - \$70,500.00
City of South Euclid - \$40,000.00

Funding Source: 100% Federal Neighborhood Stabilization Program funds

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

The informal Request for Proposals authorized by Deputy Chief Kelly requests proposals for additional NSP3 funding, from any or all of the five cities currently under agreements with Cuyahoga County for eligible Neighborhood Stabilization Program 3 (NSP3) activities. Eligible activities are limited by HUD

regulations to renovating vacant houses for resale/rental, or building new houses on the site of demolished vacant houses, also for resale/rental.

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

The informal RFP offers up to \$200,000 for additional NSP3 funding to one or more of the cities currently under agreement. The total amount of the current NSP3 agreements with five cities is \$1,150,000. Additional funds are now available due to under-spending by one city and lower than expected administrative costs. The federally mandated deadline for Cuyahoga County to spend all NSP3 funds, including this \$200,000, remains December 31, 2013.

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

The five cities currently holding agreements were selected through the County's Request for Proposals process. All cities eligible for this funding had the opportunity to submit proposals in response to two earlier RFP's. Therefore, an informal RFP limited to cities currently holding agreements is most suitable.

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

We considered issuing a new RFP open to all cities with eligible areas, but decided against this because our staff has already reviewed the qualifications of each eligible city to carry out NSP3 activities through two prior RFP's.

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

Federal regulations limit what can be done with NSP3 funds. As noted above, the informal RFP currently in progress is offered only to cities already found to be capable of properly expending NSP3 funds and holding current agreements.

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.

Issuing an "open" RFP would be wasteful since Development has already reviewed the qualifications of all eligible cities through two prior RFP's.

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

If the federal government provides a new round of funding, which is not yet known, Development plans to conduct an open RFP process for the new funds.

Mark Parks made a motion to approve. Michael Gallagher seconded. The item was unanimously approved.

Approve
 Disapprove

____ Hold

BC2013-256 Department of Information Technology On behalf of Division of Children and Family Services, recommending an alternative procurement process on RQ28076, which will result in an award recommendation to Vital Resources in the amount not-to-exceed \$85,000.00 for development of an application supporting work activity management for the period 9/1/2013 - 11/31/2013 (Ordinance No. O2011-0044 Section 4.4(b)(16)).

Funding Source: 100% General Fund

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

Services of a WEB Developer to Complete our Work Participation software.

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

Not to exceed \$85,000.00. Index Code WT137315 HO8300

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

Proposals were requested via DOIT to elicit competitive proposals and competitive pricing.

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

Vital Resources \$95.00 an hour

Flairsoft \$78.50 an hour

Digitex \$76.00 an hour (Digitex State Vendor # 534009)

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

Of the three providers who responded, Vital Resources offered the services of the WEB developer who wrote the original web application and this person would be able to "hit the ground running". This prior expertise offers us a shorter development cycle and most productive use of funds.

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.

The application being developed impacts the work participation rate project which is very time sensitive.

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

None at this time.

____ Approve

Disapprove

Hold - at the request of the Department

BC2013-257 Law Department

a) Submitting an RFP exemption, which will result in an award recommendation to Giffen & Kaminski LLC (with Brennan, Manna & Diamond, LLC as sub-contractor) in the maximum amount not to exceed \$150,000 (hourly rate of \$190) for provision of special counsel legal services in connection with potential litigation related to the County's purchase of the Ameritrust Complex, for the period beginning 9/10/13.

b) Recommending an award and enter into a contract with Giffen & Kaminski LLC (with Brennan, Manna & Diamond, LLC as sub-contractor) in the maximum amount not to exceed \$150,000 (hourly rate of \$190) for provision of special counsel legal services in connection with potential litigation related to the County's purchase of the Ameritrust Complex, for the period beginning 9/10/13.

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

Legal services.

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

\$150,000

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

This contract is for legal services of a highly specialized nature. The selection of these law firms was based in part upon their experience, capabilities and reputation in the legal community for handling cases like this one.

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

Many other law firms were looked at to do this work and we even considered doing the work in-house. The litigation is specialized, time-consuming and will require the full-time attention of outside counsel to be successful. Based upon the potential claims and the parties that may be involved in the litigation, the law firms selected are the best option. Many of the other firms contacted had conflicts of interest and were not able to assume the representation of the County in this specific matter.

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

The selection of these law firms was based in part upon their experience, capabilities and reputation in the legal community.

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.

There is critical research and assessment to be done immediately to protect the County's rights. Therefore, the law firms need to begin work as soon as possible.

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

We considered issuing an RFQ, but it was not an appropriate avenue here because of conflicts and the need to protect confidentiality of litigation strategy and potential target defendants. We have in the past and will in the future consider competitive bidding for other legal matters that require outside counsel as appropriate.

Mark Parks motioned to approve the item; Michael Gallagher seconded. The item was approved unanimously.

Approve
 Disapprove
 Hold

- 7. Public Comment – There was no public comment.
- 8. The meeting was adjourned by unanimous approval at 11:30 a.m.

5. New Items for Review

BC2013 -258

A. Scope of Work Summary

1. Department of Development requesting approval of an agreement with North Coast CHDO Homes for HOME funded Acquisition and Renovation of Housing for Disabled Adults in the amount not-to-exceed \$200,000.00.

Anticipated start - completion dates are 10/01/2013 - 09/30/2016.

2. The primary goals of the project are to acquire and renovate existing properties in various Cuyahoga Urban County Communities. After renovation is completed for the special needs of the disabled tenants, each home will be rented to 3 or 4 disabled adults.

B. Procurement

1. This allocation of HOME funds was approved by the Cuyahoga Housing Consortium Review Board on September 12, 2012, pursuant to an RFP process carried out by the Cuyahoga Housing Consortium.

The Board of Control approved an exemption from aggregation of contracts for allocation of HOME funds by the Cuyahoga Housing Consortium Review Board on April 8, 2013.

The total value of this agreement is \$200,000.00

C. Contractor and Project Information

1. The address of the contractor is:
14221 Broadway Avenue
North Coast CHDO Homes

Cleveland, Ohio 44125
Council District 7
Stephen McPeake, President & CEO

2. The locations of the specific houses to be renovated are not yet determined.

D. Project Status and Planning

1. The project reoccurs annually as funds are available.

E. Funding

1. This project is 100% federally funded (HOME Program)

2. The schedule of payments is monthly upon submission of reimbursement requests.

Original start - completion dates are 10/01/2013 - 09/30/2016.

BC2013 -259

Title: OPD 2013 Recommendation of Award Self-Service Kiosks DoIT RQ28226

A. Scope of Work Summary

1. The Office of Procurement and Diversity is requesting approval of an Award Recommendation to Northwoods Consulting Partners, Inc., in the amount of \$127,230.00 for (6) Self-Service Kiosks, Hardware, Software, Installation and Configuration, for the Department of Information Technology.

2. The primary goal of this project is to have the kiosks available at Cuyahoga Jobs and Family Services to allow customers to scan their documents for visits with County CJFS staff.

B. Procurement

1. The procurement method for this project was State Contract/RFP Exemption. The total value is \$127,230.00.

2. N/A

3. N/A

C. Contractor and Project Information

1. The address of the vendor is:

Northwoods Consulting Partners, Inc.

5815 Wall Street

Dublin, Ohio 43017

There is no County Council representation, as the vendor is located out of Cuyahoga County.

2. The President & CEO of the vendor is Gary A. Heinze.

3a. The kiosks will be available at the following locations:

(2) Quincy Place NFSC

(1) Old Brooklyn NFSC

(1) Westshore NFSC

(2) Virgil Brown Building

3b. The project is located in Council Districts 3 and 7.

D. Project Status and Planning

1. This is a new project to the County.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.
2. Payment will be made per the Invoice.

BC2013 -260

Workforce Development, submitting amendment to Towards Employment, Inc. Contract CE1000590-01 for one-stop operation and services to adult job seekers for the period 7/1/10 - 6/30/13, to extend the time period to 12/31/13 and for additional funds of \$100,000.00.

A. Scope of Work Summary

1. To offer employment connection services mandated by the federal Workforce Investment Act (WIA) to adults and dislocated worker job seekers who are ex-offenders. Contracted services include job search and placement assistance, career guidance, labor market information (which identifies job vacancies, skills needed for in-demand jobs, and local, regional and national employment trends), assessment of skills and needs, development of individual employment plans, case management, assisting eligible clients in choosing a certified training program that meets assessments and employment goals, work experience, and providing follow-up services after job placement. The amendments will continue to allow for the provision of Workforce Investment Act (WIA) services to eligible WIA adult job seekers who are ex-offenders for the period 7/1/13 - 12/31/13.

2. The primary goal of the project is to provide job search/job placement assistance to job seekers who are ex-offenders. The organization will be reimbursed on a cost reimbursement basis.

3. The project is federally funded by the Department of Labor and passed through from the Ohio Department of Job and Family Services.

B. Procurement

1. Workforce Development issued an RFP in 2010 and procured the organizations.

C. Contractor and Project Information

Towards Employment, Incorporated - Jill Rizika, Executive Director
1255 Euclid Avenue, Suite 300, Cleveland 44115

D. Project Status and Planning

1. This contract amendment is with provider performing well under its current contract.
2. Services are contracted through 12/31/13. The amendment will allow for the continued provision of workforce services.

E. Funding

1. The project is funded 100% by Federal Workforce Investment Act (WIA) Funds.
2. The schedule of payments is by monthly invoice received from the organization on a monthly basis.

6. Other Business

CPB2013-261

(for Alternative Procurement justification, see item detail in section 6, Other Business, above.)

A. Scope of Work Summary

1. Requesting approval of an Alternative Procurement Process - State Contract Purchase for five Dodge Grand Caravans for the County Sheriff in an amount not to exceed \$104,976.70.

2. Recommending an award on RQ28702 to Key Chrysler, Jeep & Dodge Inc. in the amount not-to-exceed \$104,976.70 for five Dodge Grand Caravans.

B. Procurement

State Term Contract - RS901313.

A formal Bid was issued for the purchase of these vehicles and there were no responses submitted. In order to meet the production year cut off (September 30, 2013) the Department of Public Works is requesting approval of the Alternative Procurement Process – State Term, and the award to Key Chrysler, Jeep & Dodge Inc. in the amount not to exceed \$104,976.70.

C. Contractor and Project Information

Key Chrysler, Jeep & Dodge. 937-502-4202

2020 North Detroit Street

Xenia, Ohio 45385

Jim Collins

D. Project Status and Planning

1. The project is an ongoing replacement strategy to update the Sheriff's fleet and will occur on an ongoing basis, based on input from the County Sheriff.

2. Project phases - This an ongoing project that will be continuously updated based on the needs of the Sheriff.

3. The project is on a critical action path because the State Contract expires at the end of September 2013.

4. N/A

5. N/A

E. Funding

1. 100% Maintenance Garage Fund - Internal Service

This contractor is in the process of completing ethics training.