

**Cuyahoga County Board of Control**  
**January 27, 2014 11:00 A.M.**  
**Lakeside Place - Council Offices - Board Room**  
**323 W. Lakeside Avenue, 4<sup>th</sup> Floor**

1. Call to Order
2. Review Minutes
3. Public Comment
4. Tabled Items

Item	Requestor	Description	Board Action
BC2014-10	Office of Procurement & Diversity	<p>Recommending an award:</p> <p><u>Department of Public Works</u></p> <p>a) on RQ28339 and enter into a contract with Mid-West Presort Mailing Services, Inc. (3-1) in the amount not-to-exceed \$132,000.00 for Pre-Sort Mailing Services for Various County Buildings for the period 2/1/2014 - 1/31/2017.</p> <p>Funding Source: 100% General Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

**5. New Items for Review**

Item	Requestor	Description	Board Action
BC2014-24	Department of Public Works	<p>Submitting an amendment to Contract No. CE1200701-01 with J &amp; L Door Service, Inc. for exterior/interior overhead door services at various County facilities for the period 11/1/2012 - 10/31/2014 for additional funds in the amount of \$50,000.00.</p> <p>Funding Source: 100% Internal Service Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2014-25	Department of Information Technology	<p>Submitting an amendment to Contract No. CE1200424-01 with Avantia, Inc. for IT consultant services for use by various County departments for the period 7/2/2012 - 7/1/2014 for additional funds in the amount of \$272,400.00.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
CPB2014-26	Medical Examiner	<p>Submitting an amendment to Contract No. CE1300174-01 with Promega Corporation for consumables for the period 3/1/2013 - 2/28/2015 to change the scope of services, effective 2/1/2014, to extend the time period to 12/31/2015 and for additional funds in the amount not-to-exceed \$113,255.40.</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

		Funding Source: 66% from of the Medical Examiner's Regional Crime Lab General Fund; and 34% from the Department of Justice, Office of Justice Programs, National Institute of Justice, 2013 DNA Backlog Reduction Grant.	
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**6. Other Business**

BC2014-27	Department of Information Technology	<p>Department of Information Services, recommending an alternative procurement process on RQ29682, which will result in an award recommendation to Integrated Precision Systems Inc. in the amount of \$143,731.13 for 62 indoor security cameras, access control readers and associated hardware for 3 doors and 1 video server with 62 XProtect corporate device channel licenses for Clerk of Courts, Civil Division, Criminal Division, and Court House.</p> <p>Funding Source: 100% General Funds</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Purchase 62 indoor security cameras, access control readers and associated hardware for 3 doors, and 1 Video Server with 62 XProtect Corporate Device Channel Licenses for the cash handling areas of the Clerk of Courts, Civil Division, Criminal Division, and Court House.</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>The amount of this purchase is not to exceed \$143,731.13 and the end user's general fund will cover the cost of this purchase.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date).</p> <p>Prices are sourced from the Integrated Precision Systems, Inc's Ohio State Term Contract #800160.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
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		<p>Integrated Precision Systems Inc. is the County's security system provider and this equipment is to be incorporated in the county's current enterprise security camera system.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>Integrated Precision Systems Inc. is the only vendor that can support the Intransa environment and holds the state term contract for the XProtect Corporate Channel Licenses</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>Additional security is needed to provide for the safety of visitors and employees as well as assist in identification for the loss property or damage to the facilities and other vendors would not be able to provide support in our current environment..</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>We will continue to request quotes from multiple vendors.</p>	
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**7. Public Comment**

**8. Adjourn**

**Minutes**

Cuyahoga County Board of Control  
 January 21, 2014 11:00 A.M.  
 Lakeside Place - Council Offices - Board Room  
 323 W. Lakeside Avenue, 4th Floor

1. Call to Order

The meeting was called to order at 11:08 a.m.

Attending:

County Executive Ed FitzGerald  
Councilman Pernel Jones  
Deputy Chief Engineer Stan Kosilesky (Alternate for Bonnie Teeuwen)  
Director of Procurement and Diversity Lenora Lockett  
Councilman Dale Miller (Alternate for Councilman Dave Greenspan)  
Interim Fiscal Officer Mark Parks

At the January 21, 2014 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

Ed FitzGerald motioned to approve the minutes from the January 13, 2014 Board of Control meeting, as written. Dale Miller seconded the motion. The minutes were unanimously approved.

3. Public Comment

There was no public comment.

4. Tabled Items

There were no tabled items.

5. New Items for Review

BC2014-18 Office of Procurement & Diversity recommending an award: Department of Public Safety and Justice Services a) on RQ29308 with AT&T for relocation of 65 106 additional Centralized Automatic Message Accounting Trunk Lines for Connectivity for the Next Generation 9-1-1 Public Safety Answering Points project in the amount not-to-exceed \$106,021.20. Funding: 9-1-1 Wireless Assistance Fund.

Lenora Lockett presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded. Item BC2014-18 was unanimously approved.

BC2014-19 Office of Procurement & Diversity recommending an award on behalf of the Department of Public Works a) on RQ29262 to Shaw Industries, Inc. (3-1) in the amount not-to-exceed \$400,000.00 for Shaw carpet for various County locations for the Department of Public Works for the period 2/1/2014 - 1/31/2015. Funding Source: 100% General Funds.

Lenora Lockett presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded. Item BC2014-19 was unanimously approved.

BC2014-20 Juvenile Court recommending an award on RQ28490 and enter into a contract with Ohio Guidestone in the amount not-to-exceed \$242,500.00 for assessment and case management services for the Court Unruly Program for the period 2/1/2014 - 1/31/2016. Funding Source: 100% General Funds

Karen Lippman presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded. Item BC2014-20 was unanimously approved.

#### 6. Other Business

BC2014-21 Department of Information Technology recommending an alternative procurement process on RQ29624 which will result in an award recommendation to GovConnection in the amount of \$28,162.50 for the purchase of 15 Microsoft Surface Pro 2 Tablets and accessories for use by the Court of Appeals. Funding Source: 100% General Funds.

Jeff Mowry, Chief Information Officer, presented. He made one correction on the item: the source of funding should be identified as "Court Special Projects Fund." Ed FitzGerald motioned to approve the item; Dale Miller seconded. Item BC2014-21 was unanimously approved.

BC2014-22 Department of Information Technology recommending an alternative procurement process on RQ29681 which will result in an award recommendation to Integrated Precision Systems Inc. in the amount of \$97,081.96 for the purchase of 37 indoor security cameras with access control readers and associated hardware and 1 Video Server with 37 XProtect Corporate Device Channel Licenses for use by Medical Examiner. Funding Source: Capital Project Fund.

Jeff Mowry presented. Ed FitzGerald motioned to approve the item; Pernel Jones seconded. Item BC2014-22 was unanimously approved.

BC2014-23 Office of Budget & Management Recommending an Alternative Procurement process on RQ29688, which will result in an award recommendation for consulting and financial services. Funding Source: This will be funded with proceeds from various debt issuance activities in 2014 and 2015.

Mark Parks presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded. Item BC2014-23 was unanimously approved.

#### 7. Public Comment

There was no public comment.

#### 8. Adjourn

Ed FitzGerald motioned to adjourn; Pernel Jones seconded. The motion to adjourn was unanimously approved at 11:21 a.m.

### **4. Tabled Items**

#### **BC2014-10**

##### A. Scope of Work Summary

1. The Office of Procurement & Diversity is Recommending an Award and Submission of Contract on RQ28339 to Mid-West Presort Mailing Services, Inc. for Pre-Sort Mailing Services for Various County Buildings for the Department of Public Works in the amount not-to-exceed One Hundred Thirty-Two

Thousand Dollars, (\$132,000.00) for the period February 1, 2014 through January 31, 2017. The County will provide the vendor with approximately 55,000 pieces of First Class Presort Postage; 7,500 pieces of First Class Presort Automated Flat Size Mail; and 5,000 pieces of Standard A Postage per month. The vendor shall not subcontract any portion of this contract. All pricing is inclusive of shipping cost, fuel surcharges, etc. No supplementary charges were permitted.

The County:

- a) reserved the right to add or change pick-up locations at any time during the contract.
2. The contractor will timely and efficiently process mail which is essential to the operation of the Cuyahoga County Department of Public Works Mail Services Division.  
The services will include:
  - a) Pick-up the County's mail each business day between 3:00 and 4:00 p.m. Monday thru Friday with no services on Saturdays, Sundays or Legal holidays, unless otherwise specified, at the following locations: Cuyahoga County Justice Center, Ontario Street, Virgil Brown Building and starting approximately 7/1/2014 at the new County Headquarters (East 9th Street & Prospect Avenue)
  - b ) Provide on the date of the postmark:
    - i) Sort mail in Zip Code sequence
    - ii) Apply a delivery point barcode
    - iii) Bundle, label, tray and delivery to the US Postal Service
    - iv) Prepare all required US Postal Service forms
  - c) Furnish the County reports:
    - i) detailing by date the piece count of the County's mail qualifying at each of the following rates: single-piece, presorted, basic, 3 digit, and 5 digit
    - ii) detailing the products purchased (i.e. purchase dates, Y-T-D amount, Y-T-D quantity, etc.) throughout the term of the contract
  - d) All mail intended for presort will be postmarked by meter only. The meter stamp will contain the legend Presort First Class.
  - e) Provide the inline address correction to meet and comply with USPS move update requirements. Responsible for the mail until it is delivered to the U S Postal Service.
  - f) The vendor shall be mail preparation total quality management certified by the United States Postal Service and use US Postal Service/Class/Mass certified MLOCR pre-sorting equipment.
  - g) Responsible for the mail until it is delivered to the US Postal Service.

#### B. Procurement

1. The procurement method for this purchase was a formal competitive bid.
2. The total value of the RFB was in the amount not-to-exceed \$132,000.00 for the three year period.
3. The bid closed on November 5, 2013.
4. Three (3) bids were pulled from OPD and Mid-West Presort Mailing Services, Inc. was the only bidder and is being recommended for the award.
5. There was a 0% SBE goal participation.

#### C. Contractor and Project Information

1. Mid-West Presort Mailing Services, Inc.  
2222 West 110th Street  
Cleveland, Ohio 44102
2. The Vice President is Sean M. Gebbie, (216) 472-4908

#### D. Project Status and Planning

1. The resulting contract will be for the period of February 1, 2014 - January 31, 2017.
2. The prior contract was awarded to Mid-West Presort Mailing Services, Inc. (RQ28339/CE1100371) for the period 2/1/2011 – 1/31/2013 in the amount not-to-exceed \$58,320.00. An amendment exercising an option to extend the contract for additional one year period through 1/31/2014 for additional funds in the amount of \$29,160.00 was approved by CPB2012-1038.
3. A performance bond is required for this item. The performance bond and related contract documents are due 21 days after the recommendation of award.
4. This is a bid utilizing the pilot project with contract being submitted at time of bid closing.

#### E. Funding

1. The contract is funded 100% by General Fund (CT577353/0278 )
2. Schedule of payments will be paid for by releases against the contract in accordance with the terms of the contract.

### 5. New Items for Review

#### BC2014-24

##### A. Scope Of Work Summary

1. Cuyahoga County Department of Public Works, submitting a request for an amendment to Contract No. CE1200701 with J&L Service, Inc. for Overhead Door Service for Various County Buildings for the period from November 1, 2012 - October 31, 2014 at the contract price of \$50,000.00 requesting an additional \$50,000.00. HISTORY: (AMENDED \$25,000.00 8/19/13 CPB2013-626).

##### B. Procurement

1. The procurement method was a RFB. The total value of the RFB was not-to-exceed \$50,000.00 for two years. 2. The RFB was closed on September 11, 2012 with the SBE participation goal waived by OPD. 3. There were 9 bids pulled/sent/e-mailed from OPD with 3 submitted for review with J&L Door Service, Inc. being the lowest and best bid.

##### C. Contractor And Project Information

J&L Door Service, Inc.  
7998 Mayfield Road  
Chesterland, Ohio 44026

Fed ID #34-1545896

(440) 729-4261

Contact: Joan Lewis, President; Dennis S. Field, Manager

Council District N/A

IG# 12-1585

D. Project Status And Planning

1. The project is a service of an existing project.

E. Funding

1) The project is funded 100% by an internal service fund of Public Works. 2) The schedule of payments is by invoice. 3) Requesting additional funds to the contract in the amount of \$50,000.00.

**BC2014-25**

A. Scope of Work Summary

The Department of Information Technology submitting an amendment to CE1200424 with Avantia for Professional IT Consulting Service for the period 7/2/12 - 7/1/14 for additional funds in the amount of \$272,400.00.

B. The procurement for this project was originally RFP #22752.

C. Avantia , Inc.

9655 Sweet Valley Drive, Suite #1

Valley View, OH 44125

President and CEO: Jennie Zamberlan

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

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

**BC2014-26**

A. Scope of Work Summary:

1. Medical Examiner's Office requesting approval to amend Contract No. CE1300174-01 with Promega Corporation for the period March 1st, 2013- February 28th, 2015 to extend this contract from March 1st, 2013- December 31st, 2015 and to increase the cost not-to-exceed from \$224,000 by \$113,255.40 for a new cost not-to-exceed \$337,255.40. This contract increase will be funded by the Department of Justice, Office of Justice Programs, National Institute of Justice, 2013 DNA Backlog Reduction Grant. The 2013 DNA Backlog Reduction Grant was awarded and accepted under CPB2013-714.

2. The primary goal of the project is for the vendor to continue providing kits and reagents for use with Promega Corporation's Power Plex Genetic Analyzers being used for Forensic DNA casework analysis by the Medical Examiner's DNA Department.



B. Procurement:

1. The procurement method for this project was formal bidding process. The original total value was \$224,000.00. This amendment will add an additional \$113,255.40 for a new total of \$337,255.40.

C. Contractor and Project Information:

1. The address of the vendor is:

Promega Corporation  
2800 Woods Hollow Road  
Madison, WI 53711

2. William A. Linton, - CEO

D. Project Status and Planning:

1. The project is ongoing and will continued to be funded by the DNA Backlog Reduction Grant as long as the grant awards continue, and from the Medical Examiner's Regional Crime Lab General Funds.

2. The contract needs a signature in ink by 2/3/2014.

E. Funding:

1. The project is funded by: 66% from of the Medical Examiner's Regional Crime Lab General Fund; and 34% from the Department of Justice, Office of Justice Programs, National Institute of Justice, 2013 DNA Backlog Reduction Grant. The schedule of payment is upon invoice.