

Cuyahoga County Board of Control
May 19, 2014 11:00 A.M.
Lakeside Place - Council Offices - Board Room
323 W. Lakeside Avenue, 4th Floor

1. Call to Order
2. Review Minutes
3. Public Comment

4. Tabled Items

Item	Requestor	Description	Board Action
BC2014-120	Juvenile Court	<p>Recommending an award on RQ29690 and enter into a contract with The Cleveland Metropolitan Bar Association (5-1) in the amount not-to-exceed \$220,732.00 for the Guardian ad Litem Project for the period 7/1/2014 - 6/30/2016.</p> <p>Funding Source: 100% Funded by the General Fund</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
BC2014-125	Office of Procurement & Diversity	<p>Recommending an award and enter into a contract:</p> <p><u>Department of Public Works</u></p> <p>a) on RQ30249 to American National Skyline, Inc. of CL (9-5) for window washing services in the amount not-to-exceed \$266,970.00 for Various Cuyahoga County Buildings.</p> <p>Funding 100% General Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2014-126	Department of Health and Human Services/ Division of Senior and Adult Services	<p>Submitting amendments to agreements with various municipalities and contracts with various vendors for Congregate Meals services for the Community Social Services Program for the period 1/1/2013 - 12/31/2014:</p> <p>a) Agreement No. AG1300002-01 with City of Maple Heights for additional funds in the amount of \$4,210.00.</p> <p>b) Agreement No. AG1300004-01 with City of Parma Heights for additional funds in the amount of \$40,000.00.</p> <p>c) Contract No. CE1300008-01 with Goodrich Gannett Neighborhood Center for additional funds in the amount</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

		<p>of \$1,310.00.</p> <p>d) Contract No. CE1300011-01 with The Harvard Community Services Center for additional funds in the amount of \$12,064.00.</p> <p>e) Contract No. CE1300013-01 with The Salvation Army for additional funds in the amount of \$6,014.00.</p> <p>f) Contract No. CE1300014-01 with University Settlement, Incorporated for additional funds in the amount of \$2,022.00.</p> <p>Funding Source: 100% by the Health & Human Services Levy Funds</p>	
BC2014-127	Executive Office	<p>Recommending an award on RQ29666 to Superior Printing Inc., dba Superior Press in the amount not to exceed \$125,100.00 for printing and mail services for the period 05/19/14 through 01/31/15.</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>

6. Other Business

BC2014-128	Department of Information Technology	<p>Requesting approval of an alternative procurement process, which will result in a Memorandum of Understanding with Hewlett-Packard Company to outline pricing goals and objectives for laptops and desktop computers for the period 5/1/2014 - 4/30/2016. Funding Source: N/A</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Cuyahoga County and Hewlett-Packard Company agrees to undertake a MOU to outline pricing goals and objectives. HP will provide fixed pricing on laptops and desktops for a two (2) year period beginning May 01, 2014 and ending April 30, 2016.</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>No dollar value will be associated with this MOU.</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
------------	--------------------------------------	---	---

		<p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>An Alternate Procurement will be used to process this agreement.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>The initial laptop/desktop request was competitively bid on. HP was awarded the bulk purchase for both products.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>From a technical standpoint, the County is gearing towards an HP environment. A project like this will enable multiple County agencies to be on the same platform.</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 original purchase did go through the competitive bid process.</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>The County needs to continue giving multiple vendors an opportunity on County business.</p>	
--	--	---	--

7. Public Comment

8. Adjourn

Minutes

Cuyahoga County Board of Control
 May 12, 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 Michael Gallagher

Councilman Dave Greenspan

Councilman Pernel Jones

Director of Procurement and Diversity Lenora Lockett

Director of the Office of Budget and Management Chris Murray (Alternate for Mark Parks)

Director of Public Works Bonnie Teeuwen

2. Review Minutes

Ed FitzGerald motioned to approve the minutes, as written. Michael Gallagher seconded the motion.

3. Public Comment

There was no public comment.

4. Tabled Items

There were no tabled items.

5. New Items for Review

BC2014-119 Department of Public Works submitting an amendment to Contract No. CE1300261-01 with Kevin C. Robinette Architect, LLC for general architectural engineering services for the period 4/29/2013 - 4/30/2016, to change the scope of services, effective 5/12/2014 for additional funds in the amount not-to-exceed \$100,000.00. Funding Source: General Funds.

Bonnie Teeuwen presented. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2014-119 was unanimously approved.

BC2014-120 Juvenile Court Recommending an award on RQ29690 and enter into a contract with The Cleveland Metropolitan Bar Association (5-1) in the amount not-to-exceed \$220,732.00 for the Guardian ad Litem Project for the period 7/1/2014 - 6/30/2016. Funding Source: General Funds.

Item BC2014-120 was held at the request of Juvenile Court.

BC2014-121 Department of Public Safety and Justice Services/ Public Safety Grants submitting an agreement and contracts with various providers for the FY2012 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 2/1/2014 - 6/30/2014:

a) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$27,750.00.

b) Golden Ciphers in the amount not-to-exceed \$60,379.00.

c) Mental Health Services for Homeless Person's Inc. dba FrontLine Services in the amount not-to-exceed \$24,150.00.

d) Cuyahoga County Court of Common Pleas, Juvenile Division in the amount not-to-exceed \$48,150.00.

Funding Source: The FY12 JJDP is from the Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention.

Felicia Harrison, Department of Public Safety, presented. Ed FitzGerald motioned to approve the item. Bonnie Teeuwen seconded the motion. Item BC2014-121 was unanimously approved.

BC2014-122 Law Department requesting authorization to amend an Engagement Letter with Squire Sanders (US) LLP in connection with the Convention Center Hotel to increase the fixed fee to \$325,000.00 and adding \$80,000 for potential post-closing legal representation, as may be needed, in connection with the Qualified Management Agreement's Rules on booking arrangements as follows: a maximum not to exceed \$15,000 for Phase I through January 1, 2015, if such representation is needed; a maximum not to increase \$15,000 for Phase II in connection with a potential "Consulting Counsel" services, if such representation is needed; and a maximum not to exceed \$50,000 for Phase III in connection with a potential ruling representation, if such representation is needed. Funding Source: 100% proceeds from hotel certificates of participation (Bond proceeds)..

Greg Huth, Prosecutor's Office, presented. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2014-122 was unanimously approved.

6. Other Business

BC2014-123 Fiscal Office Recommending an alternative procurement process on RQ30604, which will result in an award recommendation in the amount of \$24,500.00 for after-hours call center services for the period 6/2/2014 - 12/31/2014. Funding Source: General Funds.

Item BC2014-123 was pulled from calendar at the request of the Department, in order to be presented at the Contracts and Purchasing Board meeting as an amended request for approval of an RFP Exemption.

BC2014-124 Department of Health and Human Services/Division of Children and Family Services Recommending an alternative procurement process on RQ30770, which will result in an award recommendation in the amount not-to-exceed \$8,800.00 for rental of space and related services for the National Adoption Finalization Day event to be held on November 22, 2014, in connection with Cuyahoga County Adoption Awareness Month. Funding Source: 32% Federal (Title IV-E Admin); 68% HHS Levy.

Rick Werner, Director of Health and Human Services, presented. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2014-124 was unanimously approved.

7. Public comment

There was no public comment.

8. Adjourn

Ed Fitzgerald motioned to adjourn; Michael Gallagher seconded the motion. The motion to adjourn was unanimously approved at 11:14 a.m.

4. Tabled Items

BC2014-120

A. Scope of Work Summary

1. Juvenile Court is requesting approval of award recommendation and approval of a contract for Guardian ad Litem (GAL) Project with The Cleveland Metropolitan Bar Association, for the period of July 1, 2014, - June 30, 2016, with funds in the not-to-exceed amount of \$220,732.00.
2. The primary goal of this service is to provide a range of training, education and information for the guardian ad litem (GAL) project at Juvenile Court.
3. N/A.

B. Procurement

1. The procurement method for this project was an RFP (#29690). The total value of this contract is \$220,732.00.
2. The above RFP closed on February 3, 2014. There was no SBE goal.
3. There was one proposal pulled from OPD, one proposal submitted for review, and one approved.

C. Contractor and Project Information

1. The Cleveland Metropolitan Bar Association
1301 East Ninth Street, Second Level
Cleveland, Ohio 44115
Council District: 7
2. The Executive Director of this professional organization is David R. Watson.
- 3.a. The location of the service is County-wide.
- 3.b. N/A

D. Project Status and Planning

1. This project reoccurs annually.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is 100% funded by the General Fund.
2. The schedule of payments is monthly, by invoice.
3. N/A

5. New Items for Review

BC2014-125

A. Scope of Work Summary

1. The Office of Procurement & Diversity is Recommending an Award and Submission of Contract on RQ30249 to American National Skyline, Inc. of CL for Window Washing Services for Various Cuyahoga County Buildings for the Department of Public Works in the amount not-to-exceed Two Hundred Sixty-Six Thousand Nine Hundred Seventy Dollars, (\$266,970.00), which includes a contingency fund of \$30,000.00/\$10,000.00 annually for the period June 1, 2014 to May 31, 2017.

The County reserved the right at any time during the contract period to:

- a) add and/or delete window washing services for any buildings
- b) terminate said contract with a thirty (30) day notice

2. The contractor will furnish necessary supervision, labor, materials, tools, equipment, including the lift, swing stage, transportation, and incidentals for window washing services in a SAFE and EFFICIENT MANNER. Swing stage and aerial lifts must meet Cuyahoga County rigging and staging guidelines as specified by the Facilities Superintendent or designee.

GROUP I

Furnish necessary supervision, labor, material, transportation, ladders, rigging, swing stage, aerial lift, scaffolding, tools, equipment and incidentals to WASH both EXTERIOR and INTERIOR WINDOWS, two sides, in the buildings of Cuyahoga County as indicated below:

The buildings in Group I shall have the windows washed two (2) times during each contract year: June & November.

COURTHOUSE SQUARE - 310 LAKESIDE AVENUE - Wash all exterior and skylight windows only - inside and outside.

COUNTY COURTHOUSE - ONE LAKESIDE - Wash all interior/exterior windows to include interior courtyard, inside and outside, including prism glass windows above front entrance and including the stained glass windows at the marble staircase (methodology must be approved by the Facilities Superintendent or designee). Light well windows to be included. Inside windows are to be cleaned between the hours of 3:00 p.m. – 11:00 p.m., Monday thru Friday.

PUBLIC WORKS TEST LAB – 2429 WEST SUPERIOR VIADUCT - Wash all interior/exterior windows only - inside and outside.

GROUP II

WASH the EXTERIOR, two sides, at the Cuyahoga County Juvenile Justice Center including the atrium, as indicated below:

CUYAHOGA COUNTY JUVENILE JUSTICE CENTER (CCJJC) – 9300 QUINCY AVENUE- Wash all exterior windows, inside and outside including the atrium. Inside windows are to be cleaned between the hours of 3:00 p.m. – 11:00 p.m., Monday thru Friday. Ariel Lifts or scissor jacks utilized will require proper disbursement of weight over snow melt areas (All sidewalks and ramps).

The scope of work includes washing all exterior windows:

Inside of the exterior windows including atrium – two times during each contract year (date to be determined); Outside of the exterior windows including atrium - two times during each contract year: June & November; All screens to be power washed and louvers cleaned on air intakes in June of each year.

GROUP III

WASH both EXTERIOR and INTERIOR WINDOWS, two sides, two (2) times during each contract year: June & November as indicated below:

VIRGIL E. BROWN BUILDING (VEB) - 1640 SUPERIOR AVENUE - Wash all exterior glass, inside and outside, including main and rear entrance, both atriums inside and outside glass all around.

JANE EDNA HUNTER BUILDING – 3955 EUCLID AVENUE - Wash all exterior/interior windows, inside and outside, including atrium sky light exterior only.

PUBLIC WORKS 1642 LAKESIDE AVENUE - Wash all exterior windows, inside and outside

GROUP IV-A

Both buildings in Group IV (A & B) shall have the windows washed two (2) times during each contract year: June & November as indicated:

JUSTICE CENTER CORRECTIONS CENTER, JAIL I 1515 W. 3RD STREET & JAIL II 1215 WEST 3RD STREET- The cleaning of the exterior/interior windows, Floors 1-3; and the Galleria-North & South, 1ST Floor and Mezzanine Levels; Also, the Corrections Center exterior windows only from floors 4

Inside windows are to be cleaned between the hours of 3:00 p.m. – 11:00 p.m., Monday thru Friday. Ariel Lifts or scissor jacks utilized will require proper disbursement of weight over snow melt areas (entrance and Lakeside/Ontario).

GROUP IV-B

JUSTICE CENTER COURTS TOWER, 1200 ONTARIO STREET - The cleaning of the interior/exterior windows from level one through level twenty-three, the galleria area exterior skylight is to be included. Cleaning shall be two (2) times during each contract year: June & November.

GROUP V

WASH both EXTERIOR and INTERIOR WINDOWS, two sides, washed one (1) time during each contract year: June.

PUBLIC WORKS SANITARY ENGINEERS – 6100 WEST CANAL ROAD - Wash all exterior windows, inside and outside.

ANIMAL SHELTER – 9500 SWEET VALLEY DRIVE- Wash all exterior windows, inside and outside.

3. HEALTH AND SANITATION

- a) The contractor shall have standing arrangements for the immediate removal and/or hospital treatment of any employee who may be injured on the job.
- b) The contractor shall observe all safety precautions throughout the performance of this contract.
- c) All work shall comply with applicable state and municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply;

- d) The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work;
- e) Contractor and contractor's employees will adhere to any Cuyahoga County policies regarding smoking on County owned/leased properties”.

4. The contractor will provide current labels and Material Safety Data Sheets (MSDS) for chemicals to be used, and brand names of cleaning products or equipment that may be used to provide service.

5. The contractor will adhere to O.S.H.A. REQUIREMENTS

- a. The contractor shall be solely responsible for compliance with all applicable federal, state and local laws, rules and regulations.
- b. At all times, the contractor shall use its best efforts to ensure the safety of its employees, sub-agents, agents, etc., as well as County employees and the general public.
- c. The contractor shall provide personal protective equipment, including but not limited to, eyes, face, head, extremities and other protective clothing.
- d. The contractor shall be responsible and assure the equipment's adequacy, maintenance and operation.
- e. The personal protective equipment shall be of safe design and constructed for the work to be performed.
- f. The contractor will assure the personal protective equipment properly fits each affected employee.
- g. The contractor will be held responsible for the training and use of personal protective equipment to employees using the equipment. This training must be documented and available for inspection at any time, upon written request, within five (5) working days.
- h. The contractor will have personnel available to conduct accident or close-call investigation on site. A full and complete report shall be prepared and sent to Cuyahoga County Law Department c/o the Risk & Compliance Manager, 310 Lakeside NW, Cleveland, Ohio 44113.
- i. The contractor will be held accountable to ensure all accidents or close-calls will be investigated promptly and without delay. The report must be submitted within 24 hours with appropriate signatures from the investigator, the affected employee, (if available), the project manager, job foreman and/or the site supervisor.
- j. The contractor and its employees, sub-agents, etc., are at no time to be considered employees of Cuyahoga County in any capacity.
- k. For the purpose of the above O.S.H.A. requirements, the terms "shall" and "will" both confer a positive duty solely on the part of the contractor.
- l. The contractor must provide the Material Safety Data Sheets (MSDS) for all cleaning materials prior to the start of the job.

6. The contractor will provide a quality control checklist used in evaluating contract performance during regularly scheduled window washings. The checklist shall include every building or site serviced by the Contractor as well as every task performed and signed off by the Facilities Superintendent or designee after each visit.

7. Contractor will perform work during regular working hours unless otherwise specified. Cuyahoga County buildings areas open to the general public Monday through Friday during the hours of 7:00 A.M. through 5:00 P.M. except for legal holidays stipulated by the Cuyahoga County Executive. Cuyahoga County requires 48 hours notice from the contractor before each window washing service. This allows the County to schedule security personnel, or maintenance personnel, to accompany the contractor's

employees throughout the buildings. All notifications of service should be made by calling the Superintendent's office at (216) 443-6200.

8. The work will be performed under such security conditions as directed and prescribed by the Cuyahoga County Sheriff. All work shall have the prior approval of the Superintendent of building maintenance for the Justice Center or his/her designated representative. All requests for service (such as a request from the Sheriff's Office) must have prior approval or the payment will not be approved.

9. Contractor will ensure workers are identifiable to and by the Cuyahoga County Sheriff, and all tools and equipment required for the work and on the job site premises shall be accountable for during the work and at the end of each working day. All equipment must be inspected and inventoried by the Cuyahoga County Sheriff or Deputy prior to commencing work. The same equipment will be inspected prior to leaving the facility. (This is to ensure that no dangerous tools are left behind for use by the inmates). A Corrections Officer will accompany contractor's employees on the work route. The contractor shall deposit the schedule of work with the Cuyahoga County Sheriff setting forth the dates that the workers will be expected upon the job site, the names of the workers, and when material deliveries are to be made.

10. Parking spaces will not be provided by the County in the loading dock area. All refilling and equipment replacement will be done in the dock area. Under no conditions will chemicals or dangerous equipment be brought into a detention area of the Corrections Center.

B. Procurement

1. The procurement method for this purchase was a formal competitive bid. The total value of the RFB was in the amount Four Hundred Eighty Thousand Dollars, (\$480,000.00) which included a contingency fund of \$30,000.00/\$10,000.00 per year for three (3) years.

2. The bid closed on April 15, 2014.

3. Nine (9) bids were pulled from OPD and Five (5) bids were submitted for review and an award recommendation is being made to the lowest qualified bidder; American National Skyline, Inc. of CL.

4. There was a 10% SBE goal participation. The award is being made to the "lowest and best" bidder (which considered the Cuyahoga County Price Preference relating to SBE).

C. Contractor and Project Information

1. American National Skyline, Inc. of CL

4400 Perkins Avenue
Cleveland, Ohio 44103

2. The Division Manager for American National Skyline, Inc. of CL is Tom Carder (216) 391-7000.

D. Project Status and Planning

1. The resulting contract will be for the period of June 1, 2014 to May 31, 2017.

2. A performance bond is required for this item in the amount of 5% of awarded contract amount. The performance bond and related contract documents are due 21 days after the recommendation of award.

3. 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 (CT577411)
2. Schedule of payments will be paid for by releases against the contract in accordance with the terms of the contract.

Increase in Costs

The prior two year contract was in the amount of \$166,000.00. The current contract is for three years with additions to the scope of work (i.e. washing screens, louvers cleaned on air intakes) and increased services on certain buildings to two times per year.

BC2014-126

Title: Senior & Adult Services – 2014 – City of Maple Heights, contract amendment, Community Social Services Program – 2013/2014 – RFP 23838.

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with City of Maple Heights for the Community Social Services Program for an increase in funds in the amount of \$4,210.00.
2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the City of Maple Heights for congregate meal services. The City of Maple Heights has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.
3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$86,408.00.
2. The RFP was closed on 06/26/2012.
3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:
15901 Libby Road
Maple Heights, OH 44137
Council District 8
2. The (owners, executive director [specify]) for the vendor is: Jeffrey A. Lansky, (Mayor)
- 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.
2. The current contracts for the Community Social Services Program end on 12/31/14.
3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.
4. Not applicable.
5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.
2. The schedule of payments to the provider is monthly by invoice.
3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

Title: Senior & Adult Services – 2014 – City of Parma Heights, contract amendment, Community Social Services Program – 2013/2014 – RFP 23838.

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with City of Parma Heights for the Community Social Services Program for an increase in funds in the amount of \$40,000.00.
2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the City of Parma Heights for congregate meal services. The City of Parma Heights has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.
3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$169,862.
2. The RFP was closed on 06/26/2012.
3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:
6281 Pearl Road
Parma Heights, OH 44130
Council District 4
2. The (owners, executive director [specify]) for the vendor is: Michael P. Byrne, (Mayor)

3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.
2. The current contracts for the Community Social Services Program end on 12/31/14.
3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.
4. Not applicable.
5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.
2. The schedule of payments to the provider is monthly by invoice.
3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

Title: Senior & Adult Services – 2014 – Goodrich Gannett Neighborhood Center, contract amendment, Community Social Services Program – 2013/2014 – RFP 23838.

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with Goodrich Gannett Neighborhood Center for the Community Social Services Program for an increase in funds in the amount of \$1,310.00.
2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the Goodrich Gannett Neighborhood Center for congregational meal services. The Goodrich Gannett Neighborhood Center has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.
3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$109,500.00.
2. The RFP was closed on 06/26/2012.
3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:
1368 East 55th Street

Cleveland, OH 44103

Council District 7

2. The (owners, executive director [specify]) for the vendor is: Judy Varn, Executive Director
- 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.
2. The current contracts for the Community Social Services Program end on 12/31/14.
3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.
4. Not applicable.
5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.
2. The schedule of payments to the provider is monthly by invoice.
3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

Title: Senior & Adult Services – 2014 – Harvard Community Services Center, contract amendment, Community Social Services Program – 2013/2014 – RFP 23838, .

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with Harvard Community Services Center for the Community Social Services Program for an increase in funds in the amount of \$12,064.00.
2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the Harvard Community Services Center for congregate meal services. The Harvard Community Services Center has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.
3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$120,644.00.
2. The RFP was closed on 06/26/2012.
3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:

18240 Harvard Avenue

Cleveland, OH 44128

Council District 9

2. The (owners, executive director [specify]) for the vendor is: Elaine Gohlstin, President/CEO

3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.

2. The current contracts for the Community Social Services Program end on 12/31/14.

3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.

4. Not applicable.

5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.

2. The schedule of payments to the provider is monthly by invoice.

3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

Title: Senior & Adult Services – 2014 – The Salvation Army, contract amendment, Community Social Services Program – 2013/2014 – RFP 23838.

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with The Salvation Army for the Community Social Services Program for an increase in funds in the amount of \$6,014.00.

2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the The Salvation Army for congregate meal services. The Salvation Army has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.

3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$117,764.00.

2. The RFP was closed on 06/26/2012.

3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:

2507 East 22nd Street
Cleveland, OH 44115
Council District 3

2. The (owners, executive director [specify]) for the vendor is: Not-for-Profit, Bd. Of Trustees.

3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.

2. The current contracts for the Community Social Services Program end on 12/31/14.

3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.

4. Not applicable.

5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.

2. The schedule of payments to the provider is monthly by invoice.

3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

Title: Senior & Adult Services – 2014 – University Settlement, Inc., contract amendment, Community Social Services Program – 2013/2014 – RFP 23838.

A. Scope of Work Summary

1. The Division of Senior and Adult Services is requesting approval of an amendment with University Settlement, Inc. for the Community Social Services Program for an increase in funds in the amount of \$2,022.00.

2. The primary goal of this contract amendment is to utilize unspent contract monies from year 1, being reallocated to the University Settlement, Inc. for congregate meal services. University Settlement, Inc. has demonstrated the ability to deliver more units than currently on their contract to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.

3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The procurement method for this project was RFP 23838. The total value of this contract is \$153,582.00.
2. The RFP was closed on 06/26/2012.
3. The proposed amendment was approved by OPD for the Justification for Full and Open competition exemption on 4/4/2014.

C. Contractor and Project Information

1. The addresses of the provider is:
4800 Broadway Avenue
Cleveland, OH 44127
Council District 7
2. The (owners, executive director [specify]) for the vendor is: Derrick Fulton, Executive Director.
- 3.b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of Community Social Services Program contracts occurs every two years.
2. The current contracts for the Community Social Services Program end on 12/31/14.
3. To avoid an interruption of client services, it is important this contract amendment keeps moving forward.
4. Not applicable.
5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services Levy.
2. The schedule of payments to the provider is monthly by invoice.
3. The project is an amendment to a contract. This contract amendment changes the value of the original contract and is the 1st amendment of the contract.

BC2014-127

A. Scope of Work

The Executive Office, in relation to the College Savings Account Program, is requesting to award a contract to Superior Press for the anticipated cost not-to-exceed \$125,100.00. The anticipated dates of the contract are May 23, 2014 through January 31, 2015. It includes print and mail of materials for the first two cohorts of the College Savings Account program where every kindergarten student in the County will have an account created for them with a \$100 deposit from the County.

B. Procurement

The procurement method for this project was RFP. The total value is not-to-exceed \$125,100. The RFP was closed on April 21, 2014 and there is an SBE goal of 5%. There was only one bid that met our minimum standards and the vendor's SBE participation is 3%.

C. Contractor and Project Information

Superior Printing Inc., dba Superior Press
9440 Norwalk Boulevard

Santa Fe Springs, CA 90670
Executive Vice President, Kevin Traut

D. Project Status and Planning

The project is the first two rounds of printing and mailing of welcome packets for the participants of the program. Each year going forward there will be one printing and mailing process. This year is two to capture the current cohort of kindergarten students as well as the incoming cohort this fall. The welcome packet includes the welcome letter with perforated account card, deposit brochure, and book of deposit slips with the student's account number preprinted. There are few printers that can print the deposit slips using the type of secure ink that can be read by KeyBank scanning equipment and Superior is one of those printers. The accounts are in process of being created and we want to have the printer in place so that we can immediately send the data to be printed.

E. Funding

The project is funded 100% by the general fund dollars reserved for the program. Payments will be made upon invoicing from vendor. There is a total of almost \$200,000 budgeted for both print and mail projects.