

Cuyahoga County Board of Control
October 14, 2014 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

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

4. Tabled Items

Item	Requestor	Description	Board Action
BC2014-247	Department of Development	Requesting approval of a Business Growth Loan to Mar Systems, Inc. in the amount not-to-exceed \$180,000.00 for the purchase of equipment; 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: Cuyahoga County Western Reserve Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

5. New Items for Review

Item	Requestor	Description	Board Action
BC2014-253	Department of Public Works	Recommending an award on RQ29532 and enter into a contract with MBS Concepts, Inc. in the amount not-to-exceed \$150,000.00 for diversity outreach coordination services for the Convention Center Hotel for the period 1/1/2014 – 12/31/2015. Funding source: 100% Bond Trustee	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-254	Office of Procurement & Diversity	Recommending an award: <u>Fiscal Office/Department of the Treasurer</u> a) on RQ31676 to Mid-West Presort Mailing Services, Inc. (13-5) in the amount of \$277,987.00 for printing and mailing first and last half 2014 real property and delinquent collection tax bills. Funding Source: General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-255	County Prosecutor	Submitting an amendment to Contract No. CE1100488-01 with Millennium Investor Group V, LLC fka Hollo Properties, LTD for lease of space for use by County Prosecutor for the Internet Crimes Against Children Task	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

		Force for the period 8/1/2011 - 7/31/2014 to extend the time period to 7/31/2016 and for additional funds in the amount of \$45,808.00. Funding Source: USDOJ Grant - Ohio Internet Crimes Against Children Task Force	
BC2014-256	Department of Law	Recommending an award on RQ28747 to Matrix Pointe Software, LLC in the amount of \$225,261.00 for an Electronic Document and Records Management System for the period 3/1/2014 - 2/28/2019. Funding Source: General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

Item	Requestor	Description	Board Action
BC2014-257	Department of Development	<p>Recommending an alternate procurement process, which will allow the department to conduct an informal RFP process for the FY2015 Community Development Block Grant (CDBG) Municipal Grant program. Only those 51 communities that are members of the Cuyahoga Urban County are eligible to participate.</p> <p>Funding Source: Federal HUD Community Development Block Grant funds.</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>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.</p> <p>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.</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>Estimated dollar amount is \$1,500,000 of Community Development Block Grant Funding (CDBG).</p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

		<p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>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.</p> <p>Therefore, only Cuyahoga Urban County communities are eligible to apply for and receive funds allocated for the purpose of municipal grants.</p> <p>Urban County Communities are informed of the Competitive Municipal Grant Program criteria and are invited to submit applications for consideration and approval.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>No other available options as the funds are designated for use by urban county communities only using an informal competitive process.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>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.</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>An informal competitive process is used. Participation is limited to the 51 Cuyahoga Urban County communities.</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>	
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		The funds are designated for use by the 51 urban county communities only, using an informal competitive process.	
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7. Public Comment

8. Adjourn

Minutes

Cuyahoga County Board of Control
October 6, 2014 11:00 A.M.
2079 East 9th Street, 4th Floor
Committee Room B
Cleveland, Ohio 44115

1. Call to Order

County Executive Ed FitzGerald called the meeting to order at 11:01 a.m.

Attending:

Councilman Michael Gallagher
Councilman Dave Greenspan
Councilman Pernel Jones
Lenora Lockett, Director, Office of Procurement & Diversity
Mark A. Parks, Jr., Fiscal Officer
Bonnie Teeuwen, Director of Public Works

2. Review Minutes

Ed FitzGerald motioned to approve the minutes from the September 29, 2014 meeting. Michael Gallagher seconded the motion. The minutes were unanimously approved.

3. Public Comment

There was no public comment.

4. Tabled Items - None

5. New Items for Review

BC2014-244 Department of Public Works, recommending to amend Board of Control Approval No. BC2013-162, which made an award on RQ24426 and approved a contract with The Superlative Group, Inc. for consultant services for naming rights and corporate sponsorship marketing program in connection with the Medical Mart/Convention Center project for the period 6/1/2013 - 5/31/2015 by changing the amount not-to-exceed from \$260,000.00 to \$500,000.00. Funding Source: 50% County Convention Center Fund; 50% City of Cleveland.

Bonnie Teeuwen presented. Ed FitzGerald, Dave Greenspan, and Pernel Jones asked questions related to the contract's terms of payment, activities and accomplishments to date, and the funding structure with the City of Cleveland. Item BC2014-244 was held by Ed FitzGerald.

BC2014-245 Department of Public Works, submitting an amendment to Contract No. CE1200163-01 with Johnson Controls, Inc. for maintenance on the Metasys and Pneumatic Heating, Ventilation and Air Conditioning Control Systems for various County buildings for the period 4/1/2012 - 9/30/2014 to extend the time period to 3/31/2015 and for additional funds in the amount of \$98,232.00.
Funding Source: Internal Service Fund

Mike Chambers, Department of Public Works presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-245 was unanimously approved.

BC2014-246 Department of Public Works, Submitting an amendment (Subsidiary No. 2) to Contract No CE1300306-01 with Perk Company, Inc. for the reconstruction of Ridge Road from Interstate 480 to Memphis Avenue in the City of Brooklyn for additional funds in the amount not-to-exceed \$82,338.50.
Funding Source: 80% Federal Funds; 20% Cuyahoga County - County Motor Vehicle \$5.00 License Tax Fund

Bonnie Teeuwen, presented. Pernel Jones asked when the project would be completed. Bonnie Teeuwen was unable to provide that information, but said she would follow up. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2014-246 was unanimously approved.

BC2014-247 Department of Development, requesting approval of a Business Growth Loan to Mar Systems, Inc. in the amount not-to-exceed \$180,000.00 for the purchase of equipment; 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: Cuyahoga County Western Reserve Fund

Bob Flauto, Department of Development, presented. Ed FitzGerald asked for salary ranges on the jobs created under the project. Bob Flauto was unable to provide the information. Ed FitzGerald held item BC2014-247 pending submittal of information.

BC2014-248 Department of Information Technology, recommending an award on RQ30349 and enter into a contract with Cogsdale Corporation in the amount not-to-exceed \$194,053.25 for Software Support and Maintenance of FAMIS Software for use by the Fiscal Office for the period 4/1/2014 - 3/31/2016. Funding Source: General Fund

Jeff Mowry, Chief Information Officer, presented. Dave Greenspan asked if the contract was funded through reserves. Jeff Mowry responded that the contract is not funded through reserves. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-248 was unanimously approved.

BC2014-249 Department of Health and Human Services/Community Initiatives Division/ Office of Re-entry, submitting an amendment to Contract No. CE1300001-01 with Oriana House, Inc. for operation of the North Star Neighborhood Reentry Resource Center for the period 1/1/2013 - 12/31/2015 to change the scope of services, effective 10/1/2014 and for additional funds in the amount of \$205,000.00. Funding Source: Health and Human Services Levy fund

Rick Werner, Director of the Office of Health and Human Services, presented. Dave Greenspan asked for clarification on the change in the scope of services. Rick Werner responded that the vendor is expanding

capacity to serve. Mr. Greenspan further inquired if there is an observed increase in the re-entry population. Rick Werner responded that he would provide updated statistics. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2014-249 was unanimously approved.

BC2014-250 Department of Health and Human Services/Community Initiatives Division/
Family and Children First Council, submitting an amendment to Contract No CE1300448-01 with Youth Opportunities Unlimited for youth employment/internship program management services for the period 9/1/2013 - 8/31/2014 to extend the time period to 8/31/2015, to change the scope of services, effective 9/1/2014 and for additional funds in the amount of \$200,000.00. Funding Source: Health and Human Services Levy fund

Rick Werner, Director of the Office of Health and Human Services, presented. Ed FitzGerald motioned to approve the item; Mark Parks seconded the motion. Item BC2014-250 was unanimously approved.

BC2014-251 County Sheriff, Recommending an award on RQ31289 and enter into a contract with BI Incorporated in the amount not to-exceed \$450,000.00 for GPS electronic monitoring equipment for the period 10/1/2014 - 9/30/2015. Funding Source: Home Detention Unit Fund

Doris Jarem, County Sheriff's Department, presented. Dave Greenspan asked about the number of units to be purchased. Captain Rich Peters replied that 400 units will be procured. Captain Peters responded that current technology, of approximately 150 units, operates through landlines. The Department will work to phase those out over time and move to the new GPS units. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-251 was unanimously approved.

6. Other Business

BC2014-252 Department of Information Technology,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1300252 with OneCleveland dba OneCommunity for various Wide Area Network expansion, enhancement and replacement services for use by various County departments and Cuyahoga Regional Information System Agencies for the period 5/1/2008 - 6/30/2014 to extend the time period to 12/31/2014 and for additional funds in the amount of \$480,000.00;

and

b) Submitting an amendment to Contract No. CE1300252 with OneCleveland dba OneCommunity for various Wide Area Network expansion, enhancement and replacement services for use by various County departments and Cuyahoga Regional Information System Agencies for the period 5/1/2008 - 6/30/2014 to extend the time period to 12/31/2014 and for additional funds in the amount of \$480,000.00. Funding Source: 100% General Fund

Jeff Mowry, Chief Information Officer, presented. Bonnie Teeuwen ask about the rationale for the switch from OneCommunity to AT&T. Jeff responded that the change in vendor will save the County money. Dave Greenspan asked if this will be the final amendment on this contract. Jeff Mowry informed the Board that the County is currently disputing some additional charges incurred due to overbilling on long distance calls. Assuming the County prevails in that dispute, this would be the final amendment. Lenora Lockett asked if the vendor had agreed to the \$480,000 amount put forward. Jeff Mowry replied

that the vendor has signed the proposed contract amendment in the amount of \$480,000. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-252 was unanimously approved.

7. Public Comment

Clerk of the Board Melinda Burt announced the next Board of Control meeting will be held on Tuesday, October 14, 2014 due to the Columbus Day holiday.

9. Adjourn

Ed FitzGerald motioned to adjourn; Michael Gallagher seconded. The motion to adjourn was unanimously approved at 11:25 a.m.

4. Tabled Items

BC2014-247

A. Summary Scope of Work: Department of Development requesting approval of a Business Growth Loan to Mar Systems, Inc. in the amount not-to-exceed \$180,000 for the purchase of equipment; 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.

Purpose of the loan is to assist Mar Systems, Inc. finance the cost associated with the purchase of equipment. The project will create six (6) new jobs. The total cost of the project is \$450,000. The County's loan for \$180,000 will be utilized to assist with the purchase of equipment. The County's assistance is 40% of the total project cost.

B. Procurement

The Cuyahoga County Improvement Corporation, Economic Development Loan Committee on September 10, 2014, reviewed the loan. The Committee recommends approval of the loan.

C. Contractor and Project Information

D. Project Status and Planning

This contract is for a new Business Growth Loan

E. Funding Source

100% Western Reserve Loan fund

5. New Items for Review

BC2014-253

A. Scope of Work Summary

1. Department of Public Works requesting award and approval of a contract with MBS Concepts, Inc. for the not-to-exceed cost of \$150,000.00. The anticipated start-completion dates are January 1, 2014 - December 31, 2015.

2. The primary goal of this contract is to provide full range of diversity outreach coordination services for the Convention Center Hotel.
3. N/A

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$150,000.00.
2. The RFQ was closed on January 3, 2014. There is a 20% SBE goal on this RFQ.
3. There were 5 proposals submitted for review, 2 interviewed and 1 proposal approved.

C. Contractor and Project Information

1. The address of the vendor is:
MBS Concepts Inc.
16400 Miles Road
Cleveland, OH 44128
Council District 9
2. MBS is owned by Arlene Anderson.
3. a. The location of the project is the Convention Center Hotel.
3. b. The project is located in Council District 7.

D. Project Status and Planning

1. The contract is new to the County, however the hotel project is an ongoing project.
2. N/A
3. N/A
4. The project's term has already begun. The reason there was a delay in this request is due to the negotiating of the terms of the agreement.
5. N/A

E. Funding

1. The project is funded 100% through the Bond Trustee
2. The schedule of payments is by invoice.
3. N/A

BC2014-254

Title: OPD 2014 Award Recommendation Mid-West Presort Mailing Services, Inc. for Production & Mailing of Tax Bills for the Treasury RQ31676

A. Scope of Work Summary

1. The Office of Procurement and Diversity is requesting an Award Recommendation to Mid-West Presort Mailing Services, Inc., in the amount of \$277,987.00 for Production and Mailing of First and Last Half 2014 Real Property Tax Bills and 2015 Delinquent Collection.
2. The primary goals of the project are to have all homeowners receive their tax bills and for the Treasury to efficiently collect taxes. Delinquent collection tax bills are sent to delinquent taxpayers and sending these has been shown to be effective in collection of past-due accounts.

B. Procurement

1. The procurement method for this project was RFB. The estimated cost of the bid was \$310,000.00. The requested award amount is \$277,987.00. The County will be providing the vendor funds for the postage (\$230,000). Postage funds remaining will be reimbursed back to the County.

2. The RFB closed on September 10, 2014. There was 0% SBE for this bid.
3. There were 13 bids pulled from OPD and 5 bids submitted for review.
 - 3a. The apparent low bidder was SourceLink Ohio, for the bid price of \$277,987.00. Mid-West bid \$281,309.00. Due to the Cuyahoga County Basd Business match option preference, Mid-West was within 2% of the low bid and agreed to match the low bid of \$277,987.00. The CCBB Preference Program was established by County Council. (O2012-0020, 10/27/2012)

C. Contractor and Project Information

1. The address of the vendor is
Mid-West Presort Mailing Services, Inc.
2222 West 110th Street
Cleveland, Ohio 44102
Council District 7
2. The owners for the vendor are:
James Gebbie, CEO; Richard Gebbie, President; Sean Gebbie, Vice President
- 3a. The location of the project is:
Cuyahoga County Treasury
2079 E. 9th Street
Cleveland, Ohio 44115
- 3b. The project is based in Council District 7. The mailings will be sent County-wide.

D. Project Status and Planning

1. The project reoccurs annually.
2. The project has 3 phases, estimated to be completed October 2015. The mailing of the first half tax bills is December 2014. Mailing of second half tax bills is June 2015. Mailing of delinquent bills is October 2015.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments will be per invoice, after mailings.

BC2014-255

County Prosecutor, submitting a request for approval of an amendment to Contract No. CE1100488-01 Millennium Investor Group V, LLC fka Hollo Properties, LTD for lease of space for use by County Prosecutor for the Internet Crimes Against Children Task Force for the period 8/1/2011 - 7/31/2014 to extend the time period to 7/31/2016 and for additional funds in the amount of \$45,808.00.

Continuance of lease will allow ICAC Task Force to continue their work at the same off-site undercover facility since 2010, performing investigatory work in accordance with missives outline in the original grant proposal approved by USDOJ. There have been modifications and enhancements invested in the facility to enable the Task Force to better achieve furtherance of their goals in protecting children from online sexual abuse and victimization, as well as to initiate and secure prosecution of the offenders who prey upon them.

From a financial standpoint, extension of the current lease will save both time and money by locking rate at the current level for an additional two years, as opposed to relocating current operations to secure new space at a potentially higher rate, and without the specialized modifications already made to the current unit.

BC2014-256

A. Scope of Work Summary

Perpetual Software License Agreement (to include training) for \$1.00; 5-year maintenance agreement commencing on March 1, 2014, through February 28, 2019, at the annual rate of \$23,700, with the first year waived for a total cost of \$94,800 over the 5-year period; 5-year hosting agreement commencing on March 1, 2014, through February 28, 2019, at the annual rate of \$10,740, with the first year waived for a total cost of \$42,960 over the 5-year period; and 5-year master services agreement at the hourly rate of \$175 for a maximum not to exceed 500 hours for a total maximum not to exceed cost of \$87,500. 2. The primary goals of the project are to provide an electronic document and records management system for utilization by the Law Department and for all County Agencies submitting requests to the Law Department. 3. [N/A] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).

B. Procurement

1. The procurement method for this project was RQ28747 2.The (above procurement method) was closed on (date). (When applicable) There is an SBE or DBE participation/goal (list the % of both). 3There were (# 3 proposals) pulled from OPD, submitted for review, Pointe Blank Solutions, Ltd. (Matrix) was approved. 3.[Option 2]The proposed (contract, loan, agreement, etc.) is an OPD approved sole source item with materials attached. 3.[Option 3] The proposed (contract, loan, agreement, etc.) received an (RFB, RFP, RFQ, or other [specify]) exemption on (list date). The approval letter is attached for review.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format): Matrix Pointe Software LLC (wholly owned by Pointe Blank Solutions, Ltd.) 7055 Engle Road, Suite 304 Cleveland, OH 44130 Council District (xx) 2. The (owners, executive director, other[specify]) for the contractor/vendor is (See above) 3.a [When applicable] The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format): (Vendor/Contractor Name) (Street Number and Name) (City, State, and Zip Code) 3.b. [When applicable]The project is located in Council District (xx)

D. Project Status and Planning

1. The project is new to the County. 2. The project has the following Components: Perpetual Software License Agreement (to include training) for \$1.00; 5-year maintenance agreement commencing on March 1, 2014, through February 28, 2019, at the annual rate of \$23,700, with the first year waived for a total cost of \$94,800 over the 5-year period; 5-year hosting agreement commencing on March 1, 2014, through February 28, 2019, at the annual rate of \$10,740, with the first year waived for a total cost of \$42,960 over the 5-year period; and 5-year master services agreement at the hourly rate of \$175 for a maximum not to exceed 500 hours for a total maximum not to exceed cost of \$87,500. 3. [When applicable] The project is on a critical action path because (present the reason for the delay in the request or mitigating circumstances requiring expedited action). 4. [When applicable] The project's term has (already begun or ended). The reason there was a delay in this request is (present the detail for the delay). 5.[When applicable] The contract or agreement needs a signature in ink by (enter date).

E. Funding

1. The project is funded 100% by the General Fund . 2. The schedule of payments is monthly. 3. [N/A] The project is an amendment to a (contract, loan, lease, grant, amendment, agreement, or other [specify]). This amendment changes (list the changes to the value, term, scope, etc.) and is the (x)

amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

6. Other Business

[Item details for BC2014-257 in Section 6., above]