

**Cuyahoga County Board of Control
 October 20, 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

5. New Items for Review

Item	Requestor	Description	Board Action
BC2014-258	Department of Public Works	Recommending an award on RQ30127 and enter into a contract with ARC Document Solutions, LLC (29-8) in the amount not-to-exceed \$100,995.00 for scanning and indexing services for the period 11/1/2014 - 8/1/2015. Funding Source: 100% Sewer District Revenue	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-259	Office of Procurement & Diversity	Recommending an award on RQ31394 to GovConnection, Inc. in the amount of \$151,346.00 for 200 I-Pads, accessories and support for use by Department of Health and Human Services/Division of Children and Family Services. Funding Source: Health and Human Services Levy Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-260	Medical Examiner	Submitting a revenue generating agreement with Cuyahoga Metropolitan Housing Authority in the amount of \$162,500.00 for crime lab testing services for the period 10/1/2014 - 12/31/2017. Funding Source: Revenue Generating	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

BC2014-261	Department of Development	a) Requesting authority to qualify the following vendors, pursuant to RQ31259, as providers of brownfield environmental consultant services for the Brownfield Redevelopment Fund and Community Assessment Initiative, and authorizing the Department of Development to negotiate with and utilize the identified vendors for specified services for the period 10/1/2014 - 9/30/2017: a) Partners Environmental Consulting, Inc. b) The Mannik & Smith Group, Inc.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
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	<p>c) URS Corporation - Ohio d) HzW Environmental Consultants, LLC e) Pandey Environmental, LLC f) Hull & Associates, Inc. g) Burgess & Niple, Inc.</p> <p>and;</p> <p>b) Requesting approval of an exemption from aggregation on RQ31259, which will result in award recommendations to the following vendors for brownfield environmental consultant services for the Brownfield Redevelopment Fund and Community Assessment Initiative for the period 10/1/2014 - 9/30/2017.</p> <p>a) Partners Environmental Consulting, Inc. b) The Mannik & Smith Group, Inc. c) URS Corporation - Ohio d) HzW Environmental Consultants, LLC e) Pandey Environmental, LLC f) Hull & Associates, Inc. g) Burgess & Niple, Inc.</p> <p>Funding Source: Economic Development Brownfield Revolving Loan Funds.</p> <p>A. Scope of Work Summary</p> <p>1. Requesting authority to qualify the identified environmental consultants as providers of brownfield consulting services under the County's Brownfield Redevelopment Fund and Community Assessment Initiative, and for an exemption from aggregation pursuant to 501.05(C)(2). The below named highest scoring firm proposals would establish the County's "pool" list of qualified environmental consulting firms for the services outlined in RQ31259.</p> <p>As these consulting services are provided on behalf of applicants to the County's environmental assessment funding programs, contracts (environmental service agreements) will be negotiated with the below listed environmental consultants for brownfield consulting services, on a project by project basis. The recommended consultants on the list will assist the County in performing programs administered under the County's Brownfield Redevelopment Fund and the Community Assessment Initiative.</p>	
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		<p>2. The recommended list of environmental consulting firms will provide various environmental services, as outlined in RFQ-DV14-31259, for the period of 10/1/2014-9/30/2017.</p> <ol style="list-style-type: none">1. Partners Environmental Consulting Inc.2. Mannik & Smith3. URS4. HzW Environmental Consultants LLC5. Pandey Environmental LLC6. Hull7. Burgess & Niple Inc. <p>B. Procurement</p> <ol style="list-style-type: none">1. Cuyahoga County Office of Procurement and Diversity (OPD) Released a Request for Qualifications for Brownfield Environmental Consulting Services on behalf of the Department of Development on August 7th 2014. The total value is not determinable at this time. The request for these services is on behalf of the Community Assessment Initiative, administered by Cuyahoga County Department of Development on behalf of the NorthCoast Brownfield Coalition, along with USEPA Brownfield Revolving Loan and Western Reserve Funds programs.2. There were fourteen (14) statements of qualifications pulled from OPD; all fourteen firms met the minimum qualifications and moved on to further review and official scoring stage.3. A seven (7)-person review team composed of representatives from various public agencies reviewed the proposals and met on Thursday, September 25th to complete the final scoring review. The seven highest scoring firms received a score of at least 85 points for criteria and were considered to be technically responsive to brownfield project needs. <p>C. Contractor and Project Information</p> <p>The names of all seven of the highest scoring consultants are listed above. Their mailing and billing addresses are listed on the attachment titled "Consultant Addresses".</p> <p>D. Project Status</p> <p>This project (RFQ for Consultants) and the attendant "pool" selection process occurs every 2-3 years.</p> <p>E. Funding</p> <ol style="list-style-type: none">1. The Cuyahoga County Community Assessment Initiative (CAI) was initially funded with \$2,600,000 of United States Environmental Protection (USEPA) Brownfield funds along	
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		<p>with subsequent funding from Cuyahoga County economic development funds. The program has assessed over 163 sites, comprising over 4,144 acres of County real estate. These site assessment projects have collectively leveraged over \$205,000,000 in other funds invested to create 3,650 jobs and retain 5,790 jobs. The Community Assessment Initiative is clearly helping to improve the environment and economy of Cuyahoga County. The economic development funds have been used in years the County did not receive USEPA funds, and in a few cases for projects not eligible for USEPA funds. 2. The Cuyahoga County Department of Development expended all of its initial USEPA Assessment funds by September, 2012. We have consistently applied for additional funding by the USEPA through a national competition. Unfortunately, due to the highly competitive nature and limited amount of funds available nationwide, we have not received assistance in Fiscal Years 2011, 2012, 2013 nor 2014. Nevertheless, Cuyahoga County intends to apply again for these funds (awards of up to \$600,000 per round) for the next round of FY2015 as soon as the opportunity is posted. The announcement is expected to be posted in the last quarter of 2014. The schedule of payments is that consultants submit invoices on a monthly basis for work completed, per contract, in the prior month.</p> <p>Funding Source: Economic Development Brownfield Revolving Loan Funds</p>	
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7. Public Comment

8. Adjourn

Minutes

Cuyahoga County Board of Control
 October 14, 2014 11:00 A.M.
 2079 East Ninthth Street, 4th Floor
 Committee Room B
 Cleveland, Ohio 44115

1. Call to Order

County Executive Ed FitzGerald called the meeting to order at 11:02 a.m.

Attending:

Councilman Michael Gallagher
 Councilman Dave Greenspan

Councilman Pernel Jones
Mark A. Parks, Jr., Fiscal Officer
Rich Opre, Purchasing Administrator, Office of Procurement & Diversity (Alternate for Lenora Lockett)
Michael Chambers, Fiscal Officer, Department of Public Works (Alternate for Bonnie Teeuwen)

2. Review Minutes

Ed FitzGerald motioned to approve the minutes from the October 6, 2014 meeting. Michael Gallagher seconded the motion. The minutes were unanimously approved.

3. Public Comment

There was no public comment.

4. Tabled Items - None

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 motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-247 was unanimously approved.

5. New Items for Review

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.

Mike Chambers, Department of Public Works presented. Pernel Jones asked if the vendor is providing regular reports on activity, and for a list of the other companies that submitted bids. Dave Greenspan asked for clarification on the funding source. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-253 was unanimously approved.

BC2014-254 Office of Procurement & Diversity, Recommending an award:

Fiscal Office/Department of the Treasurer

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

Bill Sheehan, Treasurer, presented. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-254 was unanimously approved.

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 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

Greg Huth, Prosecutor's Office, presented. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-255 was unanimously approved.

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

Majeed Makhoulf, Law Director, presented. Michael Gallagher asked if the same type of contract could also be negotiated for the Courts. Dave Greenspan asked about the system's potential for integration with the OnBase procurement system, and the length of the commitment. Ed FitzGerald motioned to approve the item; Dave Greenspan seconded the motion. Item BC2014-256 was unanimously approved.

6. Other Business

BC2014-257 Department of Development, 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. Funding Source: Federal HUD Community Development Block Grant funds.

Paul Herdeg, Department of Development, presented. Michael Gallagher commented that many of the businesses in his District find it difficult to comply with the Davis-Bacon requirements of the CDBG funds, and that the County should reevaluate use of these funds for certain programs. Dave Greenspan noted that he is working on legislation to address this issue. Pernel Jones asked that Council members receive notification of the County's CDBG municipal grant process. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-257 was unanimously approved.

7. Public Comment

8. Adjourn

Ed FitzGerald motioned to adjourn; Michael Gallagher seconded. The motion to adjourn was unanimously approved at 11:22 a.m.

4. Tabled Items

5. New Items for Review

BC2014-258

A. Scope of Work Summary

1. Department of Public Works requesting award and approval of a contract with ARC Document

Solutions for the not-to-exceed cost of \$100,995.00. The term of the Contract will be for 9 months from receipt of Notice to Proceed. The anticipated start and completion dates are November 1, 2014 - August 1, 2015.

2. The primary goal of the contract is to provide scanning and indexing services to Cuyahoga County Department of Public Works to provide storage space and the ability to readily access files and plans electronically.

3. N/A

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$100,995.00.

2. The RFP was closed on May 5, 2014. There is a 10% SBE goal on this RFP.

3. There were 8 proposals submitted for review, 1 proposal approved (one contract with ARC Document Solutions).

Contractor and Project Information

1a. The address of the vendor is:

ARC Document Solutions

3666 Carnegie Avenue

Cleveland, Ohio 44115

2. K. Yurisakumar – Chairman, President, and CEO

3. a. The location of the project is at various equipment locations around Cuyahoga County.

3. b. N/A

D. Project Status and Planning

1. The project is new to the County.

2. N/A.

3. N/A.

4. N/A

5. N/A

E. Funding

1. The project is funded 100% through Sewer District Revenue (Non General Fund). (50% will be charged back to Facilities).

2. The schedule of payments will be done by invoice.

3. N/A

BC2014-259

Title: OPD 2014 Award Recommendation GovConnection, Inc. for iPads, etc. Department of Information Technology for Division of Children and Family Services RQ31394

A. Scope of Work Summary

1. The Office of Procurement and Diversity is requesting approval of an Award Recommendation to GovConnection, Inc. for the amount of \$151,346.00 for purchase of (200) iPads with Cases and AppleCare Support for each, for the Department of Information Technology (as entered by the Fiscal Office/IT) for the Division for the Cuyahoga County Division of Children and Family Services.

2. The primary goal of the purchase is to have DCFS investigative and homestudy workers be able to enter case notes and reports in the field by using the iPads. This will save on time and travel costs for the County.

B. Procurement

1. The procurement method for this purchase is Joint Purchasing Program/RFP Exemption, approved on CPB2014-722, 9/22/2014, by using the Contract 01-02 with the NCPA (National Cooperative Purchasing Alliance), expiration 12/31/2015.

C. Contractor and Project Information

The address of the vendor is:

GovConnection, Inc.

732 Milford Road

Merrimack, New Hampshire 03054

There is no County Council representation as the vendor is located out-of-state.

D. Project Status and Planning

1. This is a new purchase for the Cuyahoga County Division of Children & Family Services.

2. N/A

3. This purchase is on a critical action path so the equipment can be in the hands of the DCFS field workers as soon as possible.

E. Funding

1. This is funded 100% by the Health and Human Services levy (HHS/IT budget).

2. Payment will be Net 30 days after invoice.

BC2014-260

A. Scope of Work Summary

1. Submitting a revenue generating agreement with Cleveland Metropolitan Housing Authority (CMHA) in the amount of \$50,000 annually (2014 pro-rated for \$12,500) for Crime Lab testing services for the period October 1, 2014 - Dec. 31, 2017. This is for unlimited testing. 2. The primary goals of the project are to provide forensic testing services for law enforcement and other justice related public agencies throughout Cuyahoga County.

B. Procurement: N/A

C. Contractor and Project Information

1. The address is: CMHA 8120 Kinsman Rd. Cleveland, OH 44104 Jeffrey K. Patterson, CEO; Andres Gonzalez, Chief of Police.

D. Project Status and Planning

1. The Regional Crime Lab is an on-going service being provided. 2. The Regional Crime Lab now has 20 law enforcement agencies including the City of Cleveland and CMHA. An additional 5 were added during 2013. 3. The Regional Crime Lab is on a critical action path because testing for law enforcement impacts jail expenses, prosecution time, court dockets and a variety of other significant public costs (both financial and quality of life). Formal agreements had not been done in the past in the format required by the Law Department but an interruption in testing services was not feasible. 4. Therefore, the project's term has already begun at time of passage. The reason there was a delay in this request is in being able to provide agency with the proper formatted agreement, having said agreement reviewed and passed

by governing board and signed by their Chief Executive officer. 5. The agreements need a signature in ink by the earliest possible time.

E. Funding 1. The Regional Crime Lab is funded by the General Fund, fees, Intergovernmental revenues (both monetary and in-kind) and grants. For this particular item, no additional funds are required as this is a revenue generating agreement. 2. The schedule of payments is by invoice.

6. Other Business

[Item details for BC2014-261 in Section 6., above]