



**Cuyahoga County Board of Control Agenda  
Monday, April 2, 2018 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B**

**I – CALL TO ORDER**

**II – REVIEW MINUTES – 3/26/18**

**III – PUBLIC COMMENT**

**IV – CONTRACTS AND AWARDS**

**A – Tabled Items**

**B – New Items for Review**

**BC2018-195**

Department of Public Works, recommending an award on RQ42030 to Donnell Ford (13-1) in the amount of \$65,205.00 for the purchase of (1) 2018 F-550 Dump Truck.

Funding Source: Special Revenue Fund

**BC2018-196**

Department of Public Works,

a) Submitting an RFP exemption on RQ42277, which will result in an award recommendation to Simplex Grinnell, LP in the amount of \$48,417.75 for the purchase of Fire Alarm System upgrade equipment for the Jane Edna Hunter Building located at 3955 Euclid Avenue, Cleveland.

b) Recommending an award on RQ42277 to Simplex Grinnell, LP in the amount of \$48,417.75 for the purchase of Fire Alarm System upgrade equipment for the Jane Edna Hunter Building located at 3955 Euclid Avenue, Cleveland.

Funding Source: General Fund

**BC2018-197**

Department of Public Works,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1500306 with Sound Com Corporation for preventive maintenance and repair of communication equipment in the Cuyahoga County Justice Center Complex located at 1200 Ontario, Cleveland for the period 11/1/2015 - 10/31/2017 to extend the time period to 10/31/2018 and for additional funds in the amount not-to-exceed \$24,500.00.

b) Submitting an amendment to Contract No. CE1500306 with Sound Com Corporation for preventive maintenance and repair of communication equipment in the Cuyahoga County Justice Center Complex located at 1200 Ontario, Cleveland for the period 11/1/2015 - 10/31/2017 to extend the time period to 10/31/2018 and for additional funds in the amount not-to-exceed \$24,500.00.

Funding Source: Internal Service Fund - Space Maintenance

**BC2018-198**

Department of Information Technology,

a) Submitting an RFP exemption on RQ42091, which will result in an award recommendation to Integrated Precision Systems, Inc. in the amount of \$79,946.43 for the purchase and installation of (22) surveillance cameras, video management, (1) application server, (34) access control devices and (1) intercom system for use in the Urinalysis Lab on the 1<sup>st</sup> Floor of the Cleveland Police Headquarters in the Cuyahoga County Justice Center Complex located at 1300 Ontario, Cleveland.

b) Recommending an award on RQ42901 to Integrated Precision Systems, Inc. in the amount of \$79,946.43 for the purchase and installation of (22) surveillance cameras, video management, (1) application server, (34) access control devices and (1) intercom system for the period 4/1/2018 – 5/1/2018 for use in the Urinalysis Lab located on the 1<sup>st</sup> Floor of the Cleveland Police Headquarters in the Cuyahoga County Justice Center Complex located at 1300 Ontario, Cleveland.

Funding Source: Capital Project Fund

**BC2018-199**

Department of Information Technology,

a) Submitting an RFP exemption on RQ42382, which will result in an award recommendation to Integrated Precision Systems, Inc. in the amount of \$2,476.25 for the purchase and installation of Access Control devices on (2) ballistic doors on the 1<sup>st</sup> Floor of the Ballistic Analysis area in the Cuyahoga County Medical Examiner’s Building located at 11001 Cedar Avenue, Cleveland.

b) Recommending an award on RQ42382 to Integrated Precision Systems, Inc. in the amount of \$2,476.25 for the purchase and installation of Access Control devices on (2) ballistic doors on the 1<sup>st</sup> Floor of the Ballistic Analysis area in the Cuyahoga County Medical Examiner’s Building located at 11001 Cedar Avenue, Cleveland.

Funding Source: Gruttadaria Funds

**BC2018-200**

Fiscal Department,

- a) Submitting an RFP exemption on RQ42179, which will result in an award recommendation to Cogsdale Corporation in the amount not-to-exceed \$109,586.57 for software support and maintenance services on the FAMIS Financial Management System for the period 4/1/2018 – 3/31/2019.
- b) Recommending an award on RQ42179 and enter into a contract with Cogsdale Corporation in the amount not-to-exceed \$109,586.57 for software support and maintenance services on the FAMIS Financial Management System for the period 4/1/2018 – 3/31/2019.

Funding Source: General Fund

**BC2018-201**

Court of Common Pleas/Juvenile Court Division,

- a) Submitting an RFP exemption on RQ41804, which will result in an award recommendation to Cuyahoga County Community College - Public Safety Training Center in the amount not-to-exceed \$115,000.00 for Corrections Basic Training services for the period 4/1/2018 – 3/31/2020.
- b) Recommending an award on RQ41804 and enter into an agreement with Cuyahoga County Community College - Public Safety Training Center in the amount not-to-exceed \$115,000.00 for Corrections Basic Training services for the period 4/1/2018 – 3/31/2020.

Funding Source: Special Revenue – Detention Subsidy Fund

**BC2018-202**

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Contract No. CE1700028 with Kronos Incorporated for maintenance and support services on the Comprehensive Human Resources Management System for the period 4/1/2017 – 3/31/2018 to extend the time period to 3/31/2019, to expand the scope of services, effective 4/3/2018 and for additional funds in the amount not-to-exceed \$43,630.06.

Funding Source: Special Revenue – Legal Computerization Fund

**BC2018-203**

Office of the Medical Examiner,

- a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1700121 with Dr. Charles Catanese, M.D. for forensic pathology services for the period 7/3/2017 – 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$60,600.00.
- b) Submitting an amendment to Contract No. CE1700121 with Dr. Charles Catanese, M.D. for forensic pathology services for the period 7/3/2017 – 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$60,600.00.

Funding Sources: General Fund - \$27,600.00 and Medical Examiner's Lab Fund - \$33,000.00

**BC2018-204**

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services,

- a) Submitting an RFP exemption on RQ42061, which will result in an award recommendation to United Way of Greater Cleveland in the amount not-to-exceed \$28,350.00 for web-based housing listing services in connection with the Homeless Crisis Response Program for the period 1/1/2018 – 12/31/2018.
- b) Recommending an award on RQ42061 and enter into a contract with United Way of Greater Cleveland in the amount not-to-exceed \$28,350.00 for web-based housing listing services in connection with the Homeless Crisis Response Program for the period 1/1/2018 – 12/31/2018.

Funding Source: State Housing Trust Fund

**BC2018-205**

Department of Health and Human Services/Cuyahoga Job and Family Services, on behalf of Division of Children and Family Services,

- a) Submitting an agreement with University of Maryland, Baltimore, on behalf of the School of Social Work/Institute for Innovation & Implementation, in the amount not-to-exceed \$219,026.00 to develop, integrate and sustain best practices and programs to improve the well-being, stability and permanency of Lesbian, Gay, Bisexual, Transgender, Questioning, and Two-Spirit (LGBTQ2S) Children and Youth in foster care for the period 9/30/2017 – 9/29/2018.
- b) Submitting a Data Use agreement in connection with said services.

Funding Source: Revenue Generating

**BC2018-206**

Department of Health and Human Services/Division of Children and Family Services, recommending an award on RQ42310 and enter into an agreement with Court of Common Pleas/Juvenile Court Division in the amount not-to-exceed \$205,000.00 for Community-Based Intervention Center services for referred moderate to high risk youth in Cuyahoga County for the period 4/1/2018 – 3/31/2019.

Funding Source: State Child Protective Allocation

## **C – Exemptions**

### **BC2018-207**

Department of Public Works, recommending an alternate procurement process on RQ42404, which will result in award recommendations to various providers in the total amount not-to-exceed \$850,000.00 for the purchase of various building supplies to be used for the Cleveland Police Building and various other capital projects for a 2-year period to be determined.

Funding Source: Capital Project Fund

### **BC2018-208**

Department of Development, recommending an alternate procurement process, which will result in a grant award to First Suburbs Development Council in the amount not-to-exceed \$200,000.00 to subsidize the first-year costs of (6) suburban pilot communities that selected Citizenseve Code Enforcement software through a competitive process in connection with the First Suburbs Regionalized Code Enforcement Pilot Program.

Funding Source: Real Estate Assessment Fund

## **D – Consent Agenda**

### **BC2018-209**

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting amendments to contracts with various providers for Universal Pre-Kindergarten 1.0 services for the period 8/1/2015 - 7/31/2018 for a decrease in funds in the total amount of (\$281,947.25).

a) Contract No. CE1500191 with Council for Economic Opportunities in Greater Cleveland - Louis Stokes Head Start Center in the amount of (\$134,542.00).

b) Contract No. CE1500199 with The Merrick House in the amount of (\$60,000.00).

c) Contract No. CE1500205 with The Young Women's Christian Association of Greater Cleveland, Ohio in the amount of (\$87,405.25).

Funding Source: Health and Human Services Levy

**BC2018-210**

Office of Procurement &amp; Diversity, presenting proposed purchases for the week of 4/2/2018

<b>Direct Open Market Purchases (purchases between \$500 - \$25,000)</b>					
Requisition #	Description	Department	Vendor Name	Total	Funding Source
IS-18-41580	Gather Content Premier Platform for website management	Department of Information Technology	Gather	\$8,890.00	General Fund
CE-18-42318	Bucket boat rental for Columbus Road Bridge inspection	Department of Public Works	Harcon Corporation	\$6,110.00	Road and Bridge Fund
CT-18-41717	Stainless steel security screens for Bedford Jail	Department of Public Works	Kane Innovations	\$17,685.00	Capital Projects
CT-18-42010	Broom wafers for County Airport	Department of Public Works	United Rotary Brush Corp.	\$7,578.00	Airport Operation Fund
CT-18-42037	Purchase and installation of privacy screens for restrooms at Bedford Jail	Department of Public Works	Gratton Building Specialties	\$1,995.00	Capital Projects
CT-18-42150	Vehicle rental for under bridge inspections	Department of Public Works	Pittsburgh Rigging	\$12,900.00	Road and Bridge Fund
CT-18-42152	Red dot file folder labels for Clerk of Courts	Department of Public Works	Western States Envelope and Label	\$1,705.68	Internal Service Fund
CT-18-42155	Finishing services for print job for Cuyahoga Job and Family Services	Department of Public Works	Direct Digital Graphics	\$1,556.00	Internal Service Fund
CT-18-42159	60 lb. offset paper for Print Shop	Department of Public Works	Millcraft Paper Company	\$13,076.25	Internal Service Fund
CT-18-42162	Finishing services for legal-size Resolution folders for County Executive's Office	Department of Public Works	United Finishing & Die Cutting Inc.	\$1,100.00	Internal Service Fund
CT-18-42163	Finishing services for application packet for Cuyahoga Job and Family Services	Department of Public Works	Direct Digital Graphics	\$1,798.00	Internal Service Fund
CT-18-42228	Flower bed materials for Soldiers' and Sailors' Monument	Department of Public Works	Uncle John's Plant Farm	\$4,861.40	General Fund
CT-18-42254	Repair of compactor at Juvenile Justice Center	Department of Public Works	Precision Compaction Services	\$4,560.34	Internal Service Fund

CT-18-42270	Uniforms for Animal Shelter employees	Department of Public Works	Standard Law Enforcement Supply	\$2,137.60	Kennel Fund
CT-18-42271	Body repair to Vehicle 98-98 for Sheriff's Department	Department of Public Works	R&D Auto	\$1,016.96	Internal Service Fund
CT-18-42273	(2) refrigerators for breakroom at Halle Building Archives	Department of Public Works	MAS, Inc.	\$1,257.00	Capital Project
CT-18-42275	Pet microchips for Animal Shelter	Department of Public Works	Pethealth	\$14,135.00	Dog Kennel Fund \$7,067.00 Dick Goddard's Best Friend Fund \$7,068.00
CT-18-42295	Tickets for issuance at various parking garages	Department of Public Works	Southland Printing	\$1,275.57	Parking Services Enterprise Fund
CT-18-42296	Tenant 750 cleaning machine repair for various buildings	Department of Public Works	Astro Supply	\$740.10	Internal Service Fund
CT-18-42303	Repair of SkyJack 3015 Scissor Lift at Court House	Department of Public Works	Mid-Ohio Material Handling	\$609.67	Internal Service Fund
CT-18-42341	Purchase and installation of partition for men's restroom in Courthouse	Department of Public Works	Gratton Building Specialties	\$699.00	Internal Service Fund
CT-18-42345	Repair of Jail I Dumper at Justice Center	Department of Public Works	Precision Compaction Services	\$761.38	Internal Service Fund
CT-18-42372	Rental Property Registration Notification Postcard Mailings for the Fiscal Office Transfer and Recording Office	Department of Public Works	Direct Marketing Solutions	\$1,045.00	Internal Service Fund
CR-18-42041	Fuming chambers for Fingerprint Lab	Medical Examiner's Office	Arrowhead Forensics	\$13,078.25	Medical Examiner's Office Lab Fund
CR-18-42205	Pipette tips for various labs	Medical Examiner's Office	Government Scientific	\$5,862.00	Medical Examiner's

					Office Crime Lab Fund
CR-18-42237	Genetic analyzer, buffer, formamide, tubes for various labs	Medical Examiner's Office	Life Technologies	\$2,226.95	Medical Examiner's Office Crime Lab Fund
CR-18-42240	Various solvents for Toxicology and DNA Labs	Medical Examiner's Office	Fisher Scientific	\$2,545.20	Medical Examiner's Office Crime Lab Fund
CR-18-42258	Blank blood for various labs	Medical Examiner's Office	Quality Assurance Service	\$700.00	Medical Examiner's Office Crime Lab Fund
CR-18-42259	Ammunition for various labs	Medical Examiner's Office	HPM Business Solutions	\$1,297.77	Medical Examiner's Office Crime Lab Fund
CR-18-42260	Filaments, aperture and oil for various labs	Medical Examiner's Office	Hitachi High Technologies	\$1,249.20	Medical Examiner's Office Crime Lab Fund
CR-18-42262	Drug standards for various labs	Medical Examiner's Office	Cerilliant	\$606.55	Medical Examiner's Office Crime Lab Fund
CR-18-42269	Bottles, racks, tubes and balance for various labs	Medical Examiner's Office	Fisher Scientific	\$505.14	Medical Examiner's Office Crime Lab Fund
CR-18-42269	Bottles, racks, tubes and balance for various labs	Medical Examiner's Office	VWR International	\$2,406.79	Medical Examiner's Office Crime Lab Fund
CR-18-42282	Parentage/Identification DNA envelopes for various labs	Medical Examiner's Office	South End Printing	\$821.00	General Fund
SH-18-41871	Deputy Sheriff uniforms for new hires	Sheriff's Department	Rakich & Rakich	\$11,464.02	General Fund
SH-18-42062	CO2 cartridges for training at the County Jail	Sheriff's Department	HPM Business Systems	\$1,727.77	General Fund



**Items already purchased:**

Requisition #	Description	Department	Vendor Name	Total	Funding Source
FC-18-42242	Family Centered Services and Supports: Martial arts membership	Family and Children First Council	US Shuai Chiao Kung Fu Academy	\$1,500.00	State
FC-18-42307	Family Centered Services and Supports: Family membership	Family and Children First Council	YMCA of Greater Cleveland	\$681.00	State
FC-18-42306	Family Centered Services and Supports: Safety adaptive equipment	Family and Children First Council	Northeast Ohio Fence & Deck Inc.	\$7,575.00	State

**Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)**

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

**V – OTHER BUSINESS**

**VI – PUBLIC COMMENT**

**VII – ADJOURNMENT**

Minutes

Cuyahoga County Board of Control  
Monday, March 26, 2018 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B

I – CALL TO ORDER

The meeting was called to order at 11:00 a.m.

Attending:

Armond Budish, Chairperson  
Councilman Dale Miller  
Councilwoman Nan Baker  
Trevor McAleer, County Council (Alternate for Dan Brady)  
Michael Dever, Director, Department of Public Works  
Dennis Kennedy, Fiscal Officer  
Lenora Lockett, Director, Office of Procurement & Diversity

II – REVIEW MINUTES – 3/19/2018

Armond Budish motioned to approve the minutes from the March 19, 2018 meeting, as written; Dale Miller seconded. The minutes were unanimously approved.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

IV – CONTRACTS AND AWARDS

A – Tabled Items

B – New Items for Review

BC2018-182

Department of Public Works, submitting an agreement with Cuyahoga Soil and Water Conservation District in the total amount not-to-exceed \$14,000.00 for technical assistance with various activities in connection with the implementation of soil and water conservation measures in accordance with Ohio Revised Code Chapter 940 for the period 3/27/2018 – 3/26/2019:

a) for Storm Water Pollution activities in the amount not-to-exceed \$8,500.00 associated with National Pollutant Discharge Elimination System (NPEDS) covered construction activities.

b) for Public Involvement and Public Education Program activities in the amount of not-to-exceed \$5,500.00.

Funding Source: \$8,500.00 - Road and Bridge Fund and \$5,500.00 - Sanitary Sewer Fund

Nichole English, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-182 was unanimously approved.

BC2018-183

Department of Information Technology,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1300351 with Service Express, Inc., for server maintenance services county-wide for the period of 3/1/2013 - 2/28/2018 to extend the time period to 6/30/2018 and for additional funds in the amount not-to-exceed \$58,701.00.

b) Submitting an amendment to Contract No. CE1300351 with Service Express, Inc., for server maintenance services county wide for the period of 3/1/2013 - 2/28/2018 to extend the time period to 6/30/2018 and for additional funds in the amount not-to-exceed \$58,701.00.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-183 was unanimously approved.

BC2018-184

Department Information Technology, submitting and amendment to Contract No. CE1500135 with Unitronix Data Systems, Inc. for license, support and maintenance on the Unitronix ABACUS application for the period 4/1/2015 - 3/31/2018 to extend the time period to 3/31/2019 and for additional funds in the amount not-to-exceed \$5,714.11.

Funding Source: Health and Human Services Levy

Jeanelle Greene, Department of Information Technology, presented. There were no questions. Armond Budish motioned to approve the item; Michael Dever seconded. Item BC2018-184 was unanimously approved.

BC2018-185

Fiscal Department,

a) Submitting an RFP exemption on RQ42221, which will result in an award recommendation to John G. Cleminshaw, Inc. in the amount not-to-exceed \$280,000.00 for Real Estate Appraisal services for the period 3/19/2018 – 6/30/2018.

b) Recommending an award on RQ42221 and enter into a contract with John G. Cleminshaw, Inc. in the amount not-to-exceed \$280,000.00 for Real Estate Appraisal services for the period 3/19/2018 – 6/30/2018.

Funding Source: Real Estate Assessment Fund

Lisa Rocco, Fiscal Department, presented. Dale Miller asked how the recommended award amount compares with the cost that would have occurred if the previous commercial appraiser was able to

continue providing services. Nan Baker asked why 8 additional appraisers are needed to assist with the backlog of work, due to the absence of 1 commercial appraiser at a cost of \$280,000.00, when there are 8 existing appraisers currently providing services. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2018-185 was unanimously approved.

BC2018-186

Office of the Medical Examiner,

a) Submitting an RFP exemption, which will result in an amendment to Contract No. CE1700110 with Douglas Rohde for forensic toxicology services for the period 6/12/2017 – 12/31/2017 to extend the time period to 12/31/2018 and for a decrease in funds in the amount of (\$4,460.00).

b) Submitting an amendment to Contract No. CE1700110 with Douglas Rohde for forensic toxicology services for the period 6/12/2017 – 12/31/2017 to extend the time period to 12/31/2018 and for a decrease in funds in the amount of (\$4,460.00).

Funding Source: The original Contract - General Fund

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-186 was unanimously approved.

The following item was amended to reflect the funding source as Health and Human Services Levy – **21%** and **State Allocation Funds - 79%**.

BC2018-187

Department of Health and Human Services/Division of Children and Family Services, recommending awards on RQ41444 and enter into a Master contract with various providers (51-5) in the total amount not-to-exceed \$475,000.00 for emergency assistance services for the period 5/1/2018 - 4/30/2019.

a) A-Z Furniture Co. Inc. in the amount not-to-exceed \$118,750.00.

b) Dave's Supermarket in the amount not-to-exceed \$118,750.00.

c) National Mattress & Furniture Warehouse Inc. in the amount not-to-exceed \$118,750.00.

d) West 25th Furnishings and Appliances, Inc. in the amount not-to-exceed \$118,750.00.

Funding Source: Health and Human Services Levy – **21%** and **State Allocation Funds - 79%**

Bob Math, Division of Children and Family Services, presented. Trevor McAleer asked if there was a maximum dollar amount for emergency assistance services per family; and asked if this was in addition to Prevention, Retention and Contingency funding available to families. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-187 was unanimously approved.

The following item was amended to reflect the funding source as FY2015 State Homeland Security Grant Program – Water Rescue Sustainment.

BC2018-188

Department of Public Safety and Justice Services,

a) Submitting an RFP exemption on RQ39306, which will result in an award recommendation to Cuyahoga Community College District- Fire Training Academy in the amount not-to-exceed \$21,000.00 for Ohio Swift Water Operations and Technician Training in connection with the FY2015 State Homeland Security Grant Program for the period 4/10/2017 – 6/30/2017.

b) Recommending an award on RQ39306 and enter into an agreement Cuyahoga Community College District- Fire Training Academy in the amount not-to-exceed \$21,000.00 for Ohio Swift Water Operations and Technician Training in connection with the FY2015 State Homeland Security Grant Program for the period 4/10/2017 – 6/30/2017.

Funding Source: ~~Health and Human Services Levy Fund~~ **FY2015 State Homeland Security Grant Program – Water Rescue Sustainment**

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Nan Baker asked how payments were made to water rescue team participants that completed the training in June, as it relates to the late submission of this request. Ms. Baker also asked if the remaining participants are expecting payments to be processed once this item is approved by the Board. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-188 was unanimously approved.

BC2018-189

Department of Sustainability, recommending a payment in the amount of \$1,000.00 for sponsorship of The Race, Food and Justice Conference for the period 4/19/2018 – 4/21/2018.

Funding Source: General Fund

Mike Foley, Department of Sustainability, presented. Dale Miller asked about the total cost of the conference. Mr. Miller presumed that the County's sponsorship was relatively small in comparison to the overall cost of the conference. Nan Baker inquired about the location of the event; asked if the conference occurs annually; asked if the County participated last year; asked about the prior history of the conference and asked why the County did not sponsor the event in 2017. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-189 was unanimously approved.

#### C – Consent Agenda

Nan Baker referred to item BC2018-192 and inquired about Requisition Nos. CT-18-42224 through -42239 which are associated with the purchase of various building supplies for the Cleveland Police Department Headquarters and asked if the spreadsheet of expenditures provided to the Board was a complete list of items purchased; asked if the items presented on the current agenda were included in the total amount listed on that spreadsheet; asked if the department is close to the expenditure cap and asked if the department expects to submit final purchases in next round of requests. Ms. Baker also asked if a scope of work and cost estimate can be provided on the Justice Center Project.

There were no further questions on the consent agenda items. Armond Budish motioned to approve items BC2018-190 through -192 Dale Miller seconded. The consent agenda items were unanimously approved.

BC2018-190

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E). via GovDeals Inc.

Funding Source: Revenue Generating

BC2018-191

Department of Public Safety and Justice Services, submitting an amendment to Agreement No. AG1600222 with the City of Cleveland for the provision of local non-federal matching funds for implementation of the Operations and Safety Program in connection with the FY2015 Assistance to Firefighters Grant for the period for the period 12/5/2016 - 10/31/2017 to extend the time period to 12/31/2018; no additional funds required.

Original Contract – General Fund

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
CT-18-42082	Lift and equipment rentals for various County buildings	Department of Public Works	Sunbelt Rentals	\$24,500.00	Internal Service Fund
CT-18-42156	Pocket folder printing and finishing for Division of Senior and Adult Services	Department of Public Works	Foote Printing	\$2,999.00	Internal Service Fund
CT-18-42157	First-class, return-address envelopes for Cuyahoga Job & Family Services	Department of Public Works	Millcraft Paper Company	\$1,066.50	Internal Service Fund
CT-18-42158	Business reply envelopes for Cuyahoga Support Enforcement Agency	Department of Public Works	Millcraft Paper Company	\$1,220.00	Internal Service Fund
CT-18-42176	Steam valves and related components for various County buildings	Department of Public Works	Lakeside Supply	\$24,500.00	Internal Service Fund
CT-18-42224	HVAC and related supplies for the Cleveland Police Department Headquarters Building	Department of Public Works	Cleveland Hermetic Supply, Inc.	\$24,500.00	Capital Projects
CT-18-42230	HVAC and related supplies for the Cleveland Police Department Headquarters Building	Department of Public Works	Cleveland Hermetic Supply, Inc.	\$24,500.00	Capital Projects
CT-18-42231	HVAC and related supplies for the Cleveland Police Department Headquarters Building	Department of Public Works	Cleveland Hermetic Supply, Inc.	\$1,500.00	Capital Projects
CT-18-42232	Various electrical supplies for the Cleveland Police Department Headquarters Building	Department of Public Works	H. Leff Electric Company	\$24,500.00	Capital Projects
CT-18-42234	Various electrical supplies for the Cleveland Police Department Headquarters Building	Department of Public Works	H. Leff Electric Company	\$24,500.00	Capital Projects
CT-18-42238	Various electrical supplies for the Cleveland Police	Department of Public Works	H. Leff Electric Company	\$24,500.00	Capital Projects

	<i>Department Headquarters Building</i>				
<i>CT-18-42239</i>	<i>Various electrical supplies for the Cleveland Police Department Headquarters Building</i>	<i>Department of Public Works</i>	<i>H. Leff Electric Company</i>	<i>\$4,000.00</i>	<i>Capital Projects</i>
<i>CT-18-42241</i>	<i>Envelopes for Board of Elections</i>	<i>Department of Public Works</i>	<i>Millcraft Paper Company</i>	<i>\$991.88</i>	<i>Internal Service Fund</i>
<i>CT-18-42297</i>	<i>Pads with rivets for inspection camera chains for Sanitary Engineer</i>	<i>Department of Public Works</i>	<i>Pipe Tool Specialties</i>	<i>\$9,025.00</i>	<i>Sanitary Sewer Fund</i>
<i>FC-18-42252</i>	<i>Family Centered Services and Supports: Therapeutic riding services</i>	<i>Family and Children First Council</i>	<i>Fieldstone Farm Therapeutic Riding Center</i>	<i>\$694.00</i>	<i>State</i>
<i>FC-18-42265</i>	<i>Family Centered Services and Supports: Summer camp</i>	<i>Family and Children First Council</i>	<i>City of Solon</i>	<i>\$1,150.00</i>	<i>State</i>

Items already purchased:

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>WT-18-42309</i>	<i>Skill up training for the Learn and Earn Program</i>	<i>Cuyahoga Job and Family Services</i>	<i>DMD Management dba Legacy Health Services</i>	<i>\$6,000.00</i>	<i>Health and Human Services Levy Fund</i>
<i>CF-18-42263</i>	<i>Post Adoption Special Services Subsidy: Attachment therapy, neurofeedback and assessment services</i>	<i>Division of Children and Family Services</i>	<i>Adoption &amp; Attachment Partners LLC</i>	<i>\$5,843.25</i>	<i>67% - Health and Human Services Levy Fund 33% - Title IV-E</i>
<i>CF-18-42276</i>	<i>Post Adoption Special Services Subsidy: Attachment and bonding therapy</i>	<i>Division of Children and Family Services</i>	<i>Strongsville Psychological Services</i>	<i>\$593.75</i>	<i>67% - Health and Human Services Levy Fund 33% - Title IV-E</i>

Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>SH-18-41934</i>	<i>Potatoes/Oats – April – June</i>	<i>Sheriff's Department</i>	<i>Benjamin Foods</i>	<i>\$3,220.20</i>	<i>General Fund</i>
<i>SH-18-41934</i>	<i>Potatoes/oats – April – June</i>	<i>Sheriff's Department</i>	<i>JNS Foods, LLC</i>	<i>\$4,032.00</i>	<i>General Fund</i>
<i>SH-18-41934</i>	<i>Potatoes/oats – April – June</i>	<i>Sheriff's Department</i>	<i>National Food Group, Inc.</i>	<i>\$8,865.00</i>	<i>General Fund</i>



SH-18-41935	Sugar/Flour – April – June	Sheriff's Department	Benjamin Foods	\$4,240.85	General Fund
SH-18-41935	Sugar/flour– April – June	Sheriff's Department	JNS Foods, LLC	\$8,619.60	General Fund
SH-18-41936	Pasta– April – June	Sheriff's Department	New England Food Brokerage, Inc.	\$18,720.00	General Fund
SH-18-41937	Milk – April – June	Sheriff's Department	Borden Dairy Company of Ohio dba Dairymens Milk Company	\$47,937.60	General Fund
SH-18-41938	Canned fruit – April – June	Sheriff's Department	Benjamin Foods	\$21,500.00	General Fund
SH-18-41939	Franks – April – June	Sheriff's Department	Benjamin Foods	\$5,824.80	General Fund
SH-18-41940	Bread – April – June	Sheriff's Department	Portland Foods	\$27,865.44	General Fund
SH-18-41941	Cheese sauce – April – June	Sheriff's Department	Benjamin Foods	\$19,176.00	General Fund
SH-18-41942	Spices – April – June	Sheriff's Department	Majestic International Spice Corp.	\$3,819.12	General Fund
SH-18-41943	Beans – April – June	Sheriff's Department	Benjamin Foods	\$16,649.80	General Fund
SH-18-41944	Frozen vegetables – April – June	Sheriff's Department	Benjamin Foods	\$22,020.90	General Fund
SH-18-41944	Frozen vegetables – April – June	Sheriff's Department	National Food Group, Inc.	\$7,440.00	General Fund
SH-18-41945	Sauce & dressings – April – June	Sheriff's Department	JNS Foods, LLC	\$13,078.20	General Fund
SH-18-41948	Bagels– April – June	Sheriff's Department	JNS Foods, LLC	\$4,680.00	General Fund
SH-18-41949	Fresh vegetables – April – June	Sheriff's Department	The Sanson Company	\$52,935.00	General Fund
SH-18-41950	Turkey – April – June	Sheriff's Department	National Food Group, Inc.	\$9,600.00	General Fund
SH-18-41951	Bulk cereal – April – June	Sheriff's Department	National Food Group, Inc.	\$6,552.00	General Fund
SH-18-41952	Turkey ham – April – June	Sheriff's Department	JNS Foods, LLC	\$32,102.00	General Fund

SH-18-41953	Jelly/syrup – April – June	Sheriff's Department	Benjamin Foods	\$7,683.75	General Fund
SH-18-41954	Dairy – April – June	Sheriff's Department	Benjamin Foods	\$25,199.40	General Fund
SH-18-41955	Waffles – April – June	Sheriff's Department	Benjamin Foods	\$9,547.20	General Fund
SH-18-41955	Waffles – April – June	Sheriff's Department	National Food Group, Inc.	\$5,414.40	General Fund
SH-18-41956	Sausage – April – June	Sheriff's Department	National Food Group, Inc.	\$19,860.00	General Fund
SH-18-41957	Fresh fruit – April – June	Sheriff's Department	The Sanson Company	\$64,800.00	General Fund
SH-18-41958	Drink mix – April – June	Sheriff's Department	National Food Group, Inc.	\$10,990.00	General Fund
SH-18-41959	Chicken – April – June	Sheriff's Department	National Food Group, Inc.	\$30,200.00	General Fund
SH-18-41960	Cake mix – April – June	Sheriff's Department	Benjamin Foods	\$7,372.24	General Fund
SH-18-41960	Cake mix – April – June	Sheriff's Department	JNS Foods, LLC	\$11,050.00	General Fund
SH-18-41961	Crackers/chips – April – June	Sheriff's Department	Benjamin Foods	\$11,951.25	General Fund
SH-18-41962	Sauces – April – June	Sheriff's Department	Benjamin Foods	\$3,867.00	General Fund
SH-18-41962	Sauces – April – June	Sheriff's Department	JNS Foods, LLC	\$6,066.00	General Fund
SH-18-41963	Soup – April – June	Sheriff's Department	JNS Foods, LLC	\$12,448.50	General Fund
SH-18-41964	Cookies – April – June	Sheriff's Department	Benjamin Foods	\$6,682.50	General Fund
SH-18-41965	Donuts – April – June	Sheriff's Department	Rainmaker, Inc.	\$11,622.00	General Fund
SH-18-41966	Nutri-Cal drink mix – April – June	Sheriff's Department	National Food Group, Inc.	\$8,000.00	General Fund
SH-18-42198	Beef patties – April – June	Sheriff's Department	National Food Group, Inc.	\$21,240.00	General Fund

## V – OTHER BUSINESS

### BC2018-193

Sherriff's Department, recommending an award on RQ42308 to Fisher Scientific Co. in the amount not-to-exceed \$20,689.20 for the purchase of (9) Spectroscopic Personal Radiation Detectors.

Funding Sources: 98% by the FY15 SHSP-LE grant and 2% by General Funds.

Laura Simms, Sheriff's Department, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-193 was unanimously approved.

### Time Sensitive/Mission Critical Item

### BC2018-194

Department of Public Works, recommending an award on RQ41852 to Allied Glass Services dba Prisim in the amount of \$15,450 for furnishing and installation of glass at the Juvenile Justice Center located at 9300 Quincy Avenue, Cleveland.

Funding Source: Capital Project Fund

Thomas Pavich, Department of Public Works, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Dale Miller asked how the damage to the glass occurred; asked whether the County is susceptible to this occurring again; and asked about the total cost the County incurred for the damages that resulted from the incident that took place at the Juvenile Justice Center in January. Nan Baker asked if insurance could cover a portion of the costs. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2018-194 was unanimously approved.

### Items of Note (non-voted)

#### Item No. 1

Department of Public Works, submitting an agreement of cooperation with City of Broadview Heights in connection with the resurfacing of Wallings Road from Broadview Road to Broadview Heights East Corporation Line.

Funding Sources: ODOT shall provide to the LPA 80% of the Federal NOACA (4T47) funds 10% County Road and Bridge and 10% City of Broadview Heights

#### Item No. 2

Department of Public Works, submitting an agreement of cooperation with City of Independence in connection with the replacement of Stone Road Bridge No. 00.98 over Hemlock Creek.

Funding Source: 100% County Road and Bridge Funds

#### Item No. 3

Department of Public Works, submitting an agreement of cooperation with the City of Parma in connection with the replacement of Pleasant Valley Road from State Road to Broadview Road.

Funding Sources: \$3,955,200 Federal Funds, \$494,400.00 with County Road and Bridge Funds and \$494,400.00 from the City of Parma

Item No. 4

Department of Public Works, submitting an agreement of cooperation with City of Brooklyn in connection with the replacement of Memphis Road Bridge No. 00.62 over CSXT Railroad.

Funding Sources: \$1,355,000 with County Road and Bridge Fund, \$2,420,000 Federal Funds anticipated cost \$3,775,000

Item No. 5

Court of Common Pleas/Juvenile Court Division, submitting an amendment to a subgrant agreement with Ohio Department of Job and Family Services for reimbursement of Title IV-E eligible expenses for foster care placement and maintenance of Youth in residential facilities, by allowing court access to the Medicaid Information Technology System (MITS) to view Medicaid and Managed Care Plan coverage for children placed in the Court's care for the period 7/1/2017 - 6/30/2019; no additional funds required.

Item No. 6

Department of Health and Human Services/Division of Senior and Adult Services, submitting an amendment to a grant agreement with Western Reserve Area Agency on Aging for the Medicare Improvements for Patients and Providers Act (MIPPA) Medicare Savings Programs, Low-income Subsidy and Prescription Drug Assistance through the Aging Network, State Health Insurance Program and Aging and Disability Resource Centers for the period 9/30/2014 – 9/29/2018 for additional funds in the amount of \$3,000.00.

Funding Source: WRAAA through the federal Medicare Improvements for Patients and Providers Act (MIPPA)

VI – PUBLIC COMMENT

There was no public comment.

VII – ADJOURNMENT

Armond Budish motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 11:29 a.m.

## Item Details

### IV. Contracts and Awards

#### A – Tabled Items

#### B – New Items for Review

##### **BC2018-195**

The Department of Public Works is submitting a Recommendation of Award to Donnell Ford for the purchase of one (1) 2018 F-550 Dump Truck. This will result in a Purchase Order (PO) in the amount of \$65,205.00 to Donnell Ford.

This to-be-awarded Dump Truck will be used by Department of Public Works Road & Bridge Division. This Purchase Order (PO) is for (1) 2018 F-550 Dump Truck.

##### Procurement

Identify the original procurement method on the contract/purchase:

The Procurement process utilized was a RFB formal Bid – resulting in a Purchase Order (PO) in the amount of \$65,205.00.

##### Contractor Information

Provide the names and corresponding business addresses for all vendors providing proposed goods or services, in the following format:

Vendor Name: Donnell Ford

Street address: 7955 Market Street

City, State, and Zip Code: Youngstown, OH 44512

Contact person is Greg Beule

##### Project Status

The deadline to order this vehicle is March 30, 2018, which is the deadline to order 2018 vehicles (Factory Production Deadline for the 2018 model year).

Funding has been approved through Special Revenue Fund.

The schedule of payments is by invoice.

**BC2018-196**

Department of Public Works

Fire Alarm System Upgrade for the Jane Edna Hunter Building Existing equipment has become obsolete. SimplexGrinnell will provide fire alarm upgrade equipment that will replace their outdated equipment. By replacing this old equipment with new equipment from the same vendor, the systems will remain connected to each other and consistent with regard to future maintenance and service.

This is the preferred method because the existing system is a SimplexGrinnell system and by upgrading with them, the County will ensure consistent service, maintenance and operational functions. Public Works wishes to continue with the same system that has been successful. For this project, no other solutions were evaluated. If the County were to switch to another fire alarm system, we could encounter discrepancies and could end up spending additional monies if the entire system needed to be changed out.

**BC2018-197**

Department of Public Works

Preventative Maintenance and Repair of Communication Equipment at the Justice Center for the Department of Public Works. The equipment will be maintained and repaired as needed to help it last longer. By properly maintaining the equipment, the lifespan of it will be longer and repair costs should be lower as well. Previously issued as a bid in BuySpeed. Rebidding the contract. This will go out for a new bid prior to the expiration of the proposed amendment.

**BC2018-198**

Department of Information Technology

This equipment will be used in the relocated Urinalysis Laboratory on the 1st floor of the Justice Center, Cleveland Police Division Headquarters.

This purchase is for surveillance cameras, video management and application servers, access control devices and an intercom system. The current Urinalysis Lab of Common Pleas Court is located in the Marion Building. The lease for that property is not being renewed and the Lab is being relocated to the Cleveland Police Headquarters on the first floor of the Justice Center Complex. The equipment at the Marion Building cannot be relocated. Most of the equipment is in excess of ten years old and is not consistent with current County standards for security systems. The installation of surveillance cameras, access control devices and intercoms help ensure the safety of the staff and visitors and assists in ensuring the integrity of the collection and processing of samples.

The surveillance system will allow security and Probation Department staff to monitor the lab. The access control devices are intended to limit access to secure areas of the lab. The intercom system will allow staff to communicate quickly with one another in various areas of the lab. Collectively, these systems provide for the safety and security of the staff and visitors. This solution provides an economically feasible method to provide the necessary security for an area whose visitors are predominantly convicted felons. After reviewing the current security function in place at the Marion Building, an analysis was completed that included meetings with Court Administration, Probation and Laboratory staff and security staff. The Department of Information Technology has established certain standards for such systems. This solution adheres to those standards.

**BC2018-199**

Department of Information Technology

Access control devices (proximity card readers, dual reader module, door controllers, cable, door contacts, and various connectors and related equipment) and installation for two doors in the Medical Examiner's Ballistic Analysis Area that currently uses traditional keys and locks. This method does not allow for audit trails and is a less accountable means of providing access to this area. This upgrade will allow for the MEO to maintain access logs and records. This installation is required for the American Society of Crime Lab Directors accreditation. The enterprise access control system allows for providing audit reports, immediate deactivation of individuals, and confidence that unauthorized access is prohibited. Based upon prior experience with installing systems for the Crime Lab at the same location, it is recommended that we extend the existing systems to this area of the building.

The existing contract is for maintenance of equipment and systems that are older than 12 months. After 12 months, there is an approximately \$150/year for repair/replacement maintenance contract. Examiner's Ballistic Area

IPS is the only authorized System Galaxy vendor in Northeast Ohio. IPS is the vendor maintaining the current access control system. Having vendors from outside Northeast Ohio installing and maintaining equipment, especially in such a sensitive area, is not consistent with the needs of maintaining an enterprise networked system. Furthermore, should a different vendor provide equipment and services to the existing system, existing warranties and contracts for maintenance may be voided. IPS is also able to provide this equipment under State Contract# 800545. The County currently has an enterprise networked access control system throughout the County, including existing equipment within the Medical Examiner's Building. The quality of the existing system and the maintenance thereof is very high. Versions of this system have been in place nearly 20 years. The last time the services were bid was in 2001 or 2002.

Total Cost

\$2,476.25

Was the specific project funding included in OBM-approved budget for the current year?

Y

Project Location(s)

Office of the Medical Examiner

Project Council District(s)

N/A

Procurement Type

Exemption

Vendor Name(s)

Integrated Precision Systems, Inc.

Funding Source

Other - GRUTTADARIA FUNDS

**BC2018-200**

Fiscal Department

Cogsdale will provide the system maintenance related to our FAMIS software for the period 4/1/18 - 3/31/19 unless terminated earlier due to the ERP go-live. This contract will support our on-going FAMIS computer system operations. Cogsdale will provide computer maintenance for our FAMIS system as required/requested. The maintenance supports the County wide computer system.

**BC2018-201**

Court of Common Pleas/Juvenile Court Division

This vendor will be providing Juvenile Court Detention Center staff with a Corrections Basic Training Course for newly hired staff, as well as, refresher trainings for existing staff. This training will better prepare new staff coming in for the job at hand and will also assist in re-training existing staff. If staff are better trained and equipped to work in the Detention Center, the facility will be able to run more smoothly and efficiently. Court Administration has determined that this training is a necessary component in preparing staff for work in the Detention Center.

PSTC is a local County entity that has the ability to provide this essential course to staff. This program is also tailored to juveniles.

**BC2018-202**

Common Pleas Court/Juvenile Court Division. This vendor is providing the maintenance services on the Court's existing online HR Case Management System. This program is for HR to utilize to track the Court's employees in regard to work hours, vacation time, etc. This particular amendment will provide an additional year of maintenance on the contract, as well as, provide an additional user license. The Court has been utilizing this system for many years, and the HR Department requires this system to have the ability to track employees. The Court is aware that the new ERP system should contain an HR component that we are hoping will suit our needs once it goes live.

**BC2018-203**

Office of the Medical Examiner,

This contract amendment for Professional Pathological Services will extend the term and will provide much needed help in the Medical Examiner's Office Pathology Department due to heavy case load and accreditation restrictions. Dr. Catanese is a known and valued pathologist to this office. He brings his expertise and efficiently to our office to assist with our back log of cases. We have also contracted with a second pathologist. We find this to be the most logical and practical solution to our current situation.

**BC2018-204**

Office of Homeless Services requesting approval of a Contract with United Way of Greater Cleveland, to provide a web-based, affordable rental housing listing that is easily accessible and free for low income household to find housing. The Contract term is 1/01/2018 through 12/31/2018.

The primary goals of the Contract are to:

assist homeless families and individuals find affordable housing quickly; and  
provide an easily accessible, free, rental housing listing in Cuyahoga County for all housing insecure households.



## Procurement

An RFP Exemption is being requested under the Ohio Revised Code exempting State grant funded activities awarded to non-profit entities. The existing contract expired 12/31/2017. The services have continued pending approval of the new contract.

## Contractor and Project Information

The address(es) of all vendors and/or contractors is (provide the full address in the following format):

United Way of Greater Cleveland  
1331 Euclid Avenue  
Cleveland, OH 44115  
Council District 7

The Project Director for the contract is Diane Gatto.

The service is accessed by anyone with access to the world-wide web.

## Project Status and Planning

The project has been funded previously on an annual basis with grant funds from the federal or state government.

The project's term started January 1, 2018. The reason there was a delay in this request is a) the Grant award did not start until January 1, so the contract could not be processed prior to the start date and b) the funds were not appropriated by the County until late February, and the contract cannot be submitted until the funds are appropriated.

United Way of Greater Cleveland manages the subcontract relationship with an organization called "Social Serve" which provides a web-based listing of available, affordable rental housing units in Cuyahoga County. Person accessing the listings can "search" by rent amount, unit size, ADA access, zip code, and other factors. The service is accessible via the internet at no cost to the person doing the search. Landlords are provided free listing services as an incentive to populate the data base.

Finding affordable housing is one of the most challenging activities for low and very low-income individuals and families. Many landlords do not list properties in the paper both because there are no papers, and because people do not look at the print media in 2018. A web-based, free rental listing enables housing unstable persons to identify potential units and helps homeless households move more quickly out of shelter. A web-based affordable housing listing is identified as a "best practice" to help sheltered households rapidly exit shelter.

Social Serve was identified by United Way of Greater Cleveland after it reviewed several other apartment listing services, including an unsuccessful attempt by the State of Ohio to create an affordable housing data base. The rental listings are located within Cuyahoga County and update on a monthly basis. The information may be accessed from any location that has internet access.

**BC2018-205**

The Division of Children and Family Services along with key community partners have been selected for a grant from The National Quality Improvement Center to develop programs and best practices that improve the lives of LGBTQ youth in foster care.

Children and youth with diverse sexual orientations, gender identifies, and expressions have been found to be at greater risk for:

- physical and emotional abuse,
- drug use,
- suicide attempts,
- mental health concerns,
- homelessness,
- interpersonal and/or community violence,
- bullying,
- harassment,
- academic challenges,
- increased school sanctions, and
- discrimination

While 3-8% of youth in the U.S. identify as LGBTQ, approximately 19% of youth in child welfare identify as LGBTQ. When in the child welfare system, they are likely to have more foster care placements and less likely to be reunified with their families of origin. DCFS will collaborate with The Lesbian Gay Bisexual Transgender Community Center of Greater Cleveland, Waiting Child Fund, and Case Western Reserve University's Mandel School of Applied Social Sciences on the initiative. We'll strive to improve placement stability, well-being, and permanency of children and youth by:

- creating safe and welcoming environments for children and youth to self-identify;
- enhancing assessment methods and processes that are culturally responsive, trauma-informed, and that safeguard confidentiality;
- providing culturally responsive, individualized, and accessible services;
- establishing and implementing permanency innovations for those not reunified with families of origin; and
- increasing the knowledge, skills, competence of, and responsivity by child welfare workforce, providers, and caregivers.

This was a grant award from a grant application that DCFS submitted.

**BC2018-206**

Division of Children and Family Services

Juvenile Court will provide a daily community-based treatment program alternative for youth who are displaying behavioral and/or mental health challenges in the home environment and the community. Youth are referred to the CBIC program by DCFS. Youth referred will be actively involved with the court and will be under the supervision of a court probation or home detention officer during their stay in the CBIC program. All youth referred will be identified as moderate to high risk on the Ohio Youth Assessment System (OYAS) Dispositional Tool.

There will be two tracks available, full-day and half-day, to allow for treatment programming options to best meet the needs of the youth. The "dosage" or intensity level is based on the youth risk level and protective factors and will be identified at the time of referral. CBIC Full-Day Program – This track is for

youth who are moderate to high risk to re-offend and are not engaged in an educational setting. These youth may be disenrolled due to non-attendance or expulsion. Youth will be picked up from home beginning at 8:00 a.m. and will be dropped off at home by 8:00 p.m.

CBIC Half-Day Program – This track will be utilized for youth who are moderate to high risk to re-offend and actively engaged in their educational program. This schedule does not disrupt youths' current school setting and preserves the protective factor of education. Youth will be picked up from school after dismissal and will be dropped off at home by 8:00 p.m.

In previous years, Applewood held the contract. Their rates became too high, so Juvenile Court stepped in and offered to run the CBIC in-house. They established the CBIC at a much more reasonable rate. Juvenile Court offered to establish the CBIC at a lower cost. The services will be used in Cuyahoga County.

## **C – Exemptions**

### **BC2018-207**

Department of Public Works is requesting approval to use an Alternate Procurement process for the bidding, awarding, and purchase of various building supplies to be used for the Cleveland Police Building and various other capital projects. The approval of this Alternate Procurement process will result in up to eight (8) separate bids covering various material commodities and resulting in eight (8) separate contracts. The anticipated contract period for each of the eight (8) contracts will be two (2) years from the time of Board of Control approval

The Department of Public Works will work in conjunction with the Office of Procurement and Diversity throughout the process of releasing bids and eventual contract awarding.

The Office of Procurement and Diversity will conduct the following steps in the process:

- Advertisement of bid public notices in the Plain Dealer
- Receive bid submissions and open bids at identified close time
- Create tabulation sheet and conduct initial review of received bids
- Review accuracy of submitted paperwork once the award recommendation is submitted by Public Works

The Department of Public Works will conduct the following steps in the process:

- Develop bid specifications based on project business needs
- Craft bid plan-holders list from vendors registered in the BuySpeed software system
- Release bids through the BuySpeed software system to vendors already registered in commodity NIGP codes and email bid package to vendors identified on the plan-holder lists
- Review tabulation sheets from Office of Procurement and Diversity and make final award recommendations based on lowest and best bidders
- Submit award recommendation along with contract documents to the Board of Control.

The bids released under this process will be open for bid for fifteen (15) business days and result in not-to-exceed contracts for two (2) years.

- Bids will be released with the contract documents at the same time

## Procurement

This is a request to use an Alternate Procurement process to conduct competitive bids resulting in eight (8) separate contracts, awarding to the lowest and best bidders through and expedited process

## Contractor and Project Information

Vendor information is not identified at this time. Once the bids are awarded, it will result in approximately eight (8) contracts and awarded vendors will be identified at that time.

This request is for the Cleveland Police Headquarters building and various other capital projects.

## Project Status and Planning

This is a request for Alternative Procurement process to conduct competitive bids with vendors for various building materials. Once the Alternate Procurement process is Board of Control approved, the Department of Public Works will conduct competitive bids through the BuySpeed online system resulting in contracts. The contracts related to this request are all capital projects.

## Funding

This Alternate Procurement request is for \$850,000.00

The schedule of payments with the awarded vendors will be by invoice.

## **BC2018-208**

### Department of Development

Code enforcement grant agreement with first suburbs development council for the pilot of citizen serve software for six inner ring suburbs.

The County is seeking to award a \$200,000 grant to the First Suburbs Development Council to subsidize the first-year costs of six suburban communities that have chosen CitizenServe through a competitive process. This is a one-time grant that will allow the pilot communities to adopt the software. The funding will be the Real Estate Assessment Fund. This new software has cost savings benefits for each community, detailed below, but the result of more efficient capture and processing of data. The benefit to the County is the movement towards more common permits with better information that in turn, allow the Appraisal department more time and accurately value homes for tax purposes. There is also a rental registration portal that will allow both the County and pilot communities to have better information on rental properties.

In 2013, elected leaders and staff of the member communities of the Northeast Ohio First Suburbs Consortium identified various housing-related priorities that would improve the municipalities' capabilities to address the growing needs of their offices who address code violations while also working to monitor the effects of the housing crisis in their communities. Each community maintains its own database of code enforcement information. The majority of these systems are licensed from third party vendors and require hand entry of pertinent data. As one example, property ownership information must be updated manually from county transfer records. These stand-alone systems do not incorporate public data that would allow cities to make strategic enforcement decisions tailored to the unique circumstances of each parcel. While Case Western Reserve University's NST database is available to First Suburbs cities, utilization is inconsistent and even when it is utilized, the community's code

enforcement data is not integrated. Some First Suburbs communities maintain active and aggressive code enforcement departments, while others have out-sourced the function to third party vendors. This has resulted in a lack of reliable data for the property condition of parcels in the inner-ring suburbs and throughout the urban county.

Sixteen of the eighteen municipal code enforcement departments have antiquated software systems that in many cases can no longer support the needs and demands of the departments, especially in light of the challenges from the housing crisis. Reduced operating budgets and reduced staffing strain these departments of precious time and resources. In many communities, one clerk will spend 15-20 hours weekly updating records that could be automatically updated in near real-time using new software systems.

Cost savings was also identified as a huge potential benefit for First Suburbs communities. If the member communities can negotiate together on this potential purchase, tremendous cost savings could be experienced both in the initial purchase and in any reoccurring annual licensing costs.

The ability to connect to regional systems including County transfer data, appraisal records and Case's NST would also provide the member communities with real time information on properties saving them time that can be spent elsewhere.

#### Research Preparing for Implementation

First Suburbs Consortium and the member municipalities worked with Case Western Reserve University's Center on Urban Poverty and Community Development to identify:

Current software systems used in each municipality,  
how those systems were meeting and not meeting the needs of the community and  
was there an opportunity for the communities to use the same software region-wide.

#### Identification of Outcomes

As research was finalized, several communities saw the potential for this pilot work and identified the following outcomes going forward:

Improved Systems – At a time when the demands on code enforcement departments are at their highest, improved systems will provide municipal code enforcement departments with a tool that will improve their ability to track, monitor, and identify the needs in their communities.

Increasing staff efficiency – Staffing numbers are low in many code enforcement departments and the new system will reduce time needed to complete tasks. Specifically, the needs to manually enter data which can be auto-populated will not only increase department efficiencies, it will also provide departments with new ways to examine the code enforcement needs in their communities and better identify areas of concern before they become larger problems. A new system that will allow inspectors to use tablets in the field will also reduce the paperwork cycle redundancy of returning to the office and inputting your inspection findings, drafting notifications, physically printing, and mailing inspection reports to property owners. In some communities, it can take up to two weeks for the inspection results to be typed-up and mailed off to the owner. The new platform would be able to email and print the results in the field immediately after the inspection is complete. Additionally, municipal staff will no longer need to produce monthly permit reports to the County's Appraisal Department – these reports

can be shared electronically in near real-time eliminating lengthy municipal and County staff data entry and input.

Regionalized Information – When asked to provide statistics on current conditions in their communities, it has been very difficult for most communities to gather this type of data; especially when the required data is spread across several departments in various paper and electronic databases. Using a new system will provide real-time data, which is not only accurate, but also able to be manipulated into maps, charts and graphs with just a touch of a button. Through the regional collection of high level code enforcement data, when coupled with the demographic information of NEOCANDO and NST, trends will be able to be identified that are adversely affecting sub-sets of the population and across municipal boundaries.

Contractors and landlords will benefit from being able to have a single-sign-on and see all of their permits or violations across participating municipalities allowing them to better manage and stay on top of permits and violations. This will additionally allow cities with the benefit of being able to identify “bad actors” who continually violate building codes or property maintenance codes, not only in their community, but also across the region.

Cost Savings - Municipal funds are at their lowest and the use of a system that can be shared region-wide provides communities with tremendous negotiating opportunities together to reduce initial and annual costs associated with a new system. Due to economies of scale, the vendor discounted their product from their standard pricing.

Best Practices Sharing – As the six pilot communities transition into this new system together, they will be able to share their best practices and benefit from learning how others in our region are using this system to its full potential. This regional collaboration will result in faster implementation times and a more complete adoption of the features that will be transformative to each municipality’s operations.

Other County Benefits – Several cities have been unhappy with the valuations of homes within their borders. Having access to real time permit data that has better information about home improvements will allow better valuations. County Appraisal will be able to better evaluate improvements that add value which are can be hidden through contractors being vague on permits or pulling permits over time. Another benefit is the system will allow for a central rental registry. ORC provides that counties collect information on all rental properties. This process is independent of any city process. This would allow landlords to complete one process with information being provided to both the city and the county.

#### Identifying Software Firms

First Suburbs and representatives from the pilot-communities began to develop a request for qualifications to determine what was out in the market. We also identified a similar organization in Connecticut who had recently taken the same steps and offers regionalized online permitting and code enforcement software for its members. In many conversations with leadership and members of the Capitol Region Council of Governments (CRCOG) we were able to learn from their review process and also avoid pitfalls, which could stymie the pilot.

Our RFQ was made public in October 2016 with a deadline in December 2016. Representatives from the First Suburbs and the pilot communities worked to review the eight responses. Included in the RFQ was a scoring matrix that was used by CRCOG but tailored to fit our needs. This matrix, consisting of over

600 technical requirements, allowed us to narrow the list down to the top three vendors whose software could most readily meet our needs.

Through two rounds of online demonstrations with each of the three shortlisted vendors, we were able to assess the flow, ease of use, and overall capabilities of each platform. Administrators, as well as, inspectors and counter staff were present at the demonstrations to ask questions and provide feedback. Site visits were held with reference communities using each platform and online demonstrations with regional partners rounded out the research conducted to bring us to two firms. We also held several conference calls with NST staff to discuss technical components to ensure each platform would be able to speak with NST and the county’s platforms.

We collected some additional information from the pilot communities to get firmer pricing information from the top two firms. Once those estimates were provided, we concluded that CitizenServe was the product that could best meet our needs and at a price point that was reasonable for the participating communities.

Detail of Implementation Costs

CitizenServe provided the attached Order Forms for each participating community detailing implementation and on-going costs for their product. As we anticipated, the ability to negotiate together proved effective and each community dropped down one pricing tier – resulting in savings for implementation and annual licensing. This will save the pilot communities a total of \$28,200 annually as compared with each municipality contracting with CitizenServe on their own. Any future municipalities that come on board would gain access to the discounted pricing structure. Additionally, the vendor is completely absorbing the cost of integrating with shared systems from the County, NST, and the State. It is estimated that this will save the pilot communities a total of \$25,000-\$40,000 in implementation costs.

CitizenServe Quote Recap

City	Council District	First Year Costs	Additional Years
Cleveland Heights	Hairston 10	\$ 37,500	\$ 22,500
Lakewood	Miller 2	\$ 64,500	\$ 38,700
Parma	Tuma 4	\$ 37,500	\$ 22,500
Shaker Heights	Brown 9	\$ 47,500	\$ 22,500
South Euclid	Simon 11	\$ 21,600	\$ 14,400
University Heights	Hairston 10	\$ 14,700	\$ 10,500
TOTALS:		\$223,300	\$131,100

Please note that data migration costs were eliminated from the first-year costs listed above as the host communities will be responsible for those expenditures since not all communities are bringing in historical data. Additionally, integration with financial platforms and other internal systems unique to each city were excluded from the numbers provided above and would be the responsibility of each community. The total migration and internal integration costs total \$57,200.

### Anticipated Cost Savings for Pilot Communities

It is estimated that cost savings in the six pilot communities could total nearly \$400,000 annually through the reduction of office supply and postage costs, reduction and potential elimination of overtime staffing costs and other related personnel costs.

### Anticipated Revenue Increases for Pilot Communities

Our pilot communities have also indicated that there is a potential to increase revenues (which were once lost) using the new software system. Rental and contractor registrations that go uncompleted due to aged processes could bring additional revenue estimated at \$25,000 - \$80,000 annually, which in itself will cover the cost of the annual software fees.

### Implementation Timeline

Once the service agreement with CitizenServe is finalized and the pilot communities have passed their required legislation, it is anticipated that our communities will begin implementation at dates of their choosing going forward in phases. In the earliest phase, we anticipate some communities will begin implementation work 30-90 days once those internal municipal approvals are received. The pilot communities will work together to develop common code formatting and forms as the internal municipal process steps are carried out.

### Laying the Groundwork for Future Opportunities

By aligning technology across municipal lines, we will be build a strong foundation for other potential regional permitting and code enforcement opportunities in the future. As the need for more licensed inspectors grows, communities could consider sharing those individuals or working together to identify other solutions to shared needs.

### Comments from Pilot Communities

Please find listed below comments from our pilot communities of Cleveland Heights, Lakewood, Parma, Shaker Heights, South Euclid and University Heights.

#### Cleveland Heights – Allan Butler, Housing Programs Director

The City of Cleveland Heights will benefit greatly from the implementation of a regionalized code enforcement software. The economies of scale pricing that the First Suburbs Consortium has been able to obtain for a software package that can perform all of our code enforcement and permitting needs is nearly \$80,000 per year less compared to other software systems we have researched in the past. Currently our Housing Inspection Department, Building Department, and Planning/Zoning Department use different software programs to operate with no communication between systems. The proposed integration of all departments on one platform will tremendously increase the efficiency of each department and eliminate any errors or oversights that may occur as part of any permitting or enforcement process. A conservative estimate of 20% increase in efficiency of staff time from the use of the new software will result in substantial savings for Housing Programs and Planning\Zoning alone. An estimated 10% increase in additional unclaimed revenues resulting from a more efficient tracking system of Rental Registrations, Vacant Registrations, Out of County Owner Registration, and all other fees and permits will result in approximately \$80,000 in additional revenue. Another significant benefit of this regional software proposal is the real-time shared data between Cuyahoga County and the participating municipalities to have accurate and complete permitting records, inspection reports, and rental registrations in order to properly establish an accurate value on properties and potentially increase tax revenues.



Lakewood – Michael Molinski, City Architect

The Lakewood Division of Housing and Building has been using a web-based database system to manage and track permit, property maintenance and licensing cases since 2011. It took two full years to implement the system and since then we have found more and better ways to use it. The system has been an invaluable tool for us. Now, we are at the point where its abilities cannot fulfill our need for a system that manages cases internally and allows increased access to the public.

Staffing levels in the Lakewood Division of Housing and Building have remained flat over the past five years. Through attrition, we have reduced the number of licensed building inspectors from eight to six. It took over eighteen months to refill one of these positions, and we expect that labor pool to further tighten as many inspectors are nearing retirement age. To fill the gap, we have turned to an increased number of property maintenance inspectors and customer facing administrative assistants. Being able to work more efficiently has allowed us to keep pace with an increased level of construction activity every year for the last five. The key to that efficiency is a case management system that allows us to input, track and manage cases over a shared platform. Having the ability to create custom reports allows us to spot trends and better focus our resources on potential problem areas.

Our citizens demand a higher level of service at a time when funding sources are increasingly limited. Operating in this environment requires us to seek efficiencies through process improvements and ease of access for our customers. Pushing the application process for permits, licenses and registrations online provides better access to our customers and reduces the amount of time our staff spends on data entry freeing them to spend more time providing better service to our residents. The ability for applicants to track the status of an application through a public portal will provide the benefit of making our processes more transparent and hence more trustworthy, as well as free staff time from answering status queries from applicants.

Parma – Michael Culp, Chief of Staff for Mayor Tim DeGeeter

Transitioning to this cloud-based platform will help our building and engineering departments become more efficient by automating our workflow and processes as well as provide even better, cost-effective service to residents and businesses whether online or at City Hall.

The new platform specifically will help Parma in the following ways:

Reduce dependency and costs on paper and printer ink and costly mailings.

Streamlining processes by putting permit and registrations online which will improve processes for residents, businesses, and contractors by cutting down on bureaucracy and allowing them to access City Hall from their computers, smartphones, or tablets.

Allow our building and engineering departments to become more efficient, saving time and cutting down on overtime, other personnel costs and office supplies – a savings of at least \$60,000.

With regard to creating efficiencies, the platform allows us to update our reports electronically to the County through the system, rather than taking up valuable staff time to put together the time-consuming document each month.

Shaker Heights – Kyle Krewson, Building Department Manager

The city of Shaker Heights anticipates a significant increase in efficiencies by moving towards a paperless, more automated process throughout many departments. The largest impact will come with the departments implemented in the first year, which includes Building, Housing Inspection, and

Planning. Automation of additional processes for Fire, Law, Economic Development, Public Works and other departments in the years that follow will lead to additional efficiencies.

This transition will transform the City of Shaker Heights into a modern 21<sup>st</sup> Century city that will be open for business, 24x7 with customer facing portals and increased transparency. Our residents and customers expect the digital, self-service revolution that has been gaining momentum over the past decade. The article, 5 Reasons Your City MUST go Digital by Default, published by Smart Cities Council North America highlights this importance. With regard to the proposed software, it will principally benefit us in the following ways:

Increased Citizen Engagement – Ability to submit complaints online and view what is happening in the city.

Increased Employee Productivity – This will free our departments up to be more proactive instead of reactive. Less data entry, more time ensuring positive results.

Increased Competitiveness – Landlords, Contractors, Realtors, and Citizens will all benefit from having 24x7 access to property info and wish other cities were this easy. This will also make our city more competitive for talent in an increasingly competitive workforce.

Increased Customer Satisfaction - Every minute a contractor is at the counter is time they are not making money. Residents often have to take time off work to come down to city hall.

Reduced Costs – Associated with going paperless and becoming more automated.

Expounding on item three above, many smaller communities throughout not only the county, but also the state, are facing a tremendous shortage of multi-certified Building Inspectors. While Shaker Heights is fortunate to have two multi-certified inspectors who hold all of the certifications required to function as a State certified Building Department, if we were to lose one of these inspectors, we would be faced with three options: find another multi-certified inspector, outsource the department to a private entity, or hire two inspectors to replace the single vacancy. With a multi-jurisdictional approach to this software, it will pave the way for sharing inspectors across communities. The state level Building Codes are already enforced consistently across communities for building permits. With the building inspectors using the same hardware and software, it would free them up to float between cities.

The city of Shaker Heights has dozens of silos of information sitting in Excel documents, proprietary databases, and paper file cabinets. This software will bring much of the activity that is tied to an address into one system that will be accessible by all in city hall... in real-time. With advanced reporting functionality, it will provide us with the metrics to be a data driven government that makes decisions based on the true impact and value to our community.

South Euclid – Sally Martin, Housing Director

We estimate that switching to Citizen Serve will save the city well over \$100,000 annually through greater efficiency in processes and an overall reduction in postage and staff time.

More so than the actual cash savings, is the increase in staff efficiency and customer satisfaction. A decrease in time handling paperwork in the office means that staff can spend more time in the field, following up on inspections and citing new violations. This enhanced oversight of property maintenance issues helps to stabilize property values and allows us to increase revenue by identifying new rental and vacant units that must be registered. The system will also aide in identifying expired vacant building registration and assist in notification of the owners – currently estimated at close to \$10,000 annually.

Over time, this will result in growing the tax base by ensuring vacant buildings have the opportunity to be brought up to code.

Many of the functions performed by the Building Department currently require a property owner to physically come to City Hall and complete paperwork or require the city to mail out multi-page forms to thousands of property owners. Citizen Serve would allow these functions to be handled online, reducing postage and copying costs, as well as greatly enhancing customer satisfaction and compliance.

We estimate that we are currently missing at least \$80,000 of rental registrations annually. The new automated system would allow for more efficient identification of unregistered rental parcels and provide a faster, more convenient way to obtain compliance. The County also benefits by having real-time information on rental properties so that owner-occupancy tax credits can be removed on these parcels. This has been an on-going concern over the years as many income-producing properties are currently receiving an owner-occupant or homestead property tax reduction.

An online, multi-jurisdictional contractor registration system is not only convenient for the contractor, who often must take time away from a job to visit multiple cities to handle annual registration and to pull permits, but it allows cities to share information and better track contractors over time. For the County, this shared and streamlined permitting information is invaluable for property tax assessments. Having seven communities using standard terminology will help alert the County about building projects that require a physical inspection by the Fiscal Department. Again, this will help build the tax base over time and will provide increased staff efficiencies.

University Heights – Patrick Grogan-Myers, Community Development Coordinator

The City of University Heights uses an outdated building software code to maintain department records. Although the software allows data entry, the retrieval of data is difficult and not user-friendly. We believe a better, more modern software code would introduce efficiencies to the operations of the Building Department and eliminate the need for physical storage of redundant paper records. There is no online user interface possible with this software and in today's world, residents expect online access to city forms such as permit applications.

While studying and reviewing new building code software, the City has three goals:

Create an online interface for residents and contractors to use when applying for Building Department permit applications.

Introduce efficiencies for City staff as they handle Building Department data so that they can better answer residents' needs and public records requests.

Reduce paper, printing and potential postage costs, thus conserving taxpayer dollars.

Our conclusion is that CitizenServe would help the City fulfill these goals. It has a convenient, online self-service portal to Building Department applications, offers print-approved permits, and allows contractor registration. Currently, all of these services currently require in-person visits or mailed applications to the

Building Department. CitizenServe allows a field inspection report to be completed on a tablet and emailed to the property owner. The City firmly believes that the Building Department will realize efficiencies in data entry, data duplication, and increased data accuracy. This will offer the field inspectors the ability to spend more time in the field performing inspections and interacting with residents. The Building Department office will no longer need to automatically produce paper reports and violation notices that need to be mailed. The City is certain that savings will be achieved in ongoing printing costs and staff time for these functions of the Building Department.

## **D – Consent Agenda**

### **BC2018-209**

Office of Early Childhood

Amendments to UPK 1.0 contracts. UPK provides high quality preschool services by providing funds to offer a competitive rate of pay and benefits to their teachers, purchase supplies, equipment, training and development and enhanced activities. Fiscal projections showed that the program dollars for several UPK 1.0 providers will begin (or have already begun to run low) for the 2017-2018 contract year. The amendments will seek to increase the funds available to these providers by lowering the total contract dollars available from other providers who have shown (through fiscal analysis) that they will not have spent their available money by the end of the 2017-2018 contract year.

Providers whose funds will be running out or running low by the end of 2018 will have enough money to continue to provide the high level of quality through UPK. We will take funds from providers who haven't expended their full amount to accomplish this. There will be zero net effect. We will take funds from underspending programs and redistribute to programs that are running low on funds. The providers who receive an increase in funds will continue to be able to provide a competitive rate of pay and benefits to their teachers, purchase supplies, equipment, training and development and enhanced activities.

Through fiscal analysis we were able to see which providers would be running out of (or running low) funds by the end of the 2017-2018 contract year. Through the fiscal analysis and projection and pattern of spending we also saw that there are a few providers who will not have spent their allotted UPK dollars by the end of the 2017-2018 contract year. So, by lowering their contract dollars, they will be able to spend the money available to them more efficiently while the other providers (whose contracts we will be increasing) will continue to have funds to purchase what they need. This will be used by **YWCA of CLEVELAND, The Merrick House and Council for Economic Opportunities in Greater Cleveland.**

### **BC2018-210**

(See related items for proposed purchases for the week of 4/2/2018 in Section D. above)