

Minutes

Cuyahoga County Board of Control
Monday, June 18, 2018 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th 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
Joseph Nanni, 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 – 6/11/2018

Armond Budish motioned to approve the minutes from the June 11, 2018 meeting; Dale Miller seconded. The minutes were unanimously approved.

A – Tabled Items

B. – New Items for Review

BC2018-378

Department of Public Works,

a) Submitting an RFP exemption on RQ42798, which will result in an award recommendation to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$131,984.68 for the purchase of (1) 2018 7500 International Single Axle Dump Truck.

b) Recommending an award on RQ42798 to Rush Truck Centers of Ohio, Inc. in the amount not-to-exceed \$131,984.68 for the purchase of (1) 2018 7500 International Single Axle Dump Truck.

Funding Source: Road and Bridge Fund

Mike Chambers, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Joe Nanni seconded. Item BC2018-378 was unanimously approved.

BC2018-379

Department of Public Works, recommending to amend Board Approval No. BC2018-142, dated 3/5/2018, which authorized an alternative procurement process, which will result in award recommendations to various providers in the total amount not-to-exceed \$320,000.00 for the purchase of Ready Mix concrete to complete various Department Orders, effective 6/18/2018, by adding 2 additional vendors:

- a) Rockport Construction & Materials, Inc.
- b) Carr Bros., Inc.
- c) Osborne Concrete
- d) Tech Readymix

Funding Sources: 45% - Road and bridge, 50% - Sanitary Sewer and 5% General Fund

Mike Chambers, Department of Public Works, presented. Dale Miller asked for confirmation that the Department is creating the flexibility to work with additional providers and no additional funds are needed. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-379 was unanimously approved.

BC2018-380

Department of Public Works, recommending a payment in the amount of \$1,662.50 to the Ohio Environmental Protection Agency for a Permit to Install Application in connection with the construction of a segment of the Towpath Trail Extension Stage 1.

Funding Source: Towpath Trail Ohio Department of Natural Resources Fund

Nichole English, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Joe Nanni seconded. Item BC2018-380 was unanimously approved.

BC2018-381

Department of Information Technology,

a) Submitting an RFP exemption on RQ42834, which will result in an award recommendation to DLT Solutions, LLC in the amount not-to-exceed \$26,693.20 for annual maintenance services for (25) Solar Wind software licenses and an upgrade license for VM64 Virtualization Manager software for the period 7/28/2018 – 7/28/2019.

b) Recommending an award on RQ42834, which will result in an award recommendation to DLT Solutions, LLC in the amount not-to-exceed \$26,693.20 for annual maintenance services for (25) Solar Wind software licenses and an upgrade license for VM64 Virtualization Manager software for the period 7/28/2018 – 7/28/2019.

Funding Source: General Fund

Dennis Sullivan, Department of Information Technology, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-381 was unanimously approved.

BC2018-382

Department of Information Technology,

a) Submitting an RFP exemption on RQ42804, which will result in an award recommendation to Dell Marketing, LP in the amount not-to-exceed \$1,606.80 for the purchase of (12) VLA Windows Remote Desktop software licenses.

b) Recommending an award on RQ42804 to Dell Marketing, LP in the amount not-to-exceed \$1,606.80 for the purchase of (12) VLA Windows Remote Desktop software licenses.

Funding Source: General Fund

Dennis Sullivan, Department of Information Technology, presented. Nan Baker asked for clarification on the funding source as it relates to Mr. Sullivan stating the expenses are paid for under the Enterprise Resource Planning Project index. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-382 was unanimously approved.

BC2018-383

Department of Public Safety and Justice Services, recommending an award on RQ42002 and enter into an agreement with University of Akron – Training Center for Fire and Hazardous Materials in the amount not-to-exceed \$10,000.00 for Hazardous Materials Technician training services for the period 6/25/2018 – 8/15/2018.

Funding Source: FY2016 Hazardous Material Emergency Preparedness Grant Fund

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. There were no questions. Armond Budish motioned to approve the item; Joe Nanni seconded. Item BC2018-383 was unanimously approved.

BC2018-384

Department of Health and Human Services/Cuyahoga Job and Family Services, recommending an award on RQ41916 and enter into a contract with Early Childhood Options of University Circle (9-2) in the amount not-to-exceed \$181,101.18 for child care drop-in services for the period 7/1/2018 - 6/30/2019.

Funding Source: 100% Federal TANF

Bob Math, Department of Cuyahoga Job and Family Services, presented. There were no questions. Armond Budish motioned to approve the item; Nan Baker seconded. Item BC2018-384 was unanimously approved.

C – Consent Agenda

Nan Baker referred to BC2018-387 Item IS-18-42723 and asked if Web-Page data was previously converted to PDF format under the prior licensed version, as it relates to the purchase of an Essential Objects PDF Developer License for MyPlace website management; and inquired about future licensure upgrades. Ms. Baker also referred to Item IS-18-42741 and inquired about the purpose and benefit of purchasing Audio-Visual Studio Black Out Curtain/Draperies and Track for the Audio-visual Control Center. There were no further questions on the consent agenda items. Armond Budish motioned to approve the items; Joe Nanni seconded; items BC2018-385 through -387 were approved by unanimous vote.

BC2018-385

Office of Procurement & Diversity, on behalf of the Department of Public Works, Board of Elections and Board of Developmental Disabilities, 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).

Funding Source: Revenue Generating

BC2018-386

Fiscal Office, Presenting Proposed Travel Requests for the week of 6/18/2018

	<i>Travel Requests</i>						
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Department of Human Resources</i>	<i>Douglas Dykes</i>	<i>Leadership Cleveland Class Trip</i>	<i>Leadership Cleveland</i>	<i>5/6-5/8/18</i>	<i>Philadelphia, PA</i>	<i>***Airfare - \$525.60</i> <i>**Lodging - \$430.54</i> <i>**Ground Transportation - \$14.00</i> <i>**Total - \$970.14</i>	<i>General Fund</i>

***Staff reimbursement*

****Airfare was booked by the employee directly.*

Purpose: - Year End Mandatory Leadership Cleveland class retreat

<i>Travel Requests</i>							
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Department of Health and Human Services – Division of Children and Family Services</i>	<i>Donna Scott, Jeneane Vaughn</i>	<i>A meeting entitled “2018 Attachment Biobehavioral Catch-up (ABC) Training”</i>	<i>University of Delaware</i>	<i>06/10/-06/13/18</i>	<i>Newark, DE</i>	<i>**Airfare \$989.90</i> <i>*Lodging- \$1263.60</i> <i>*Meals - \$238.00</i> <i>*Rental Car - \$250.00</i> <i>Total \$2,741.50</i>	<i>Health and Human Services Levy (67%); Title IV-E (33%)</i>

**Staff reimbursement*

***Airfare will be covered by a contract with the County’s Travel Vendor – (\$989.90)*

Purpose:

Attachment Biobehavioral Catch-up (ABC) is an evidence-based parenting intervention for caregivers of infants and toddlers who have experienced early adversity. The program is endorsed by the MIECHV-Home Visiting Coalition, the California Evidence-Based Clearing House for Child Welfare, and SAMHSA’s National Registry of Evidence-based Programs and Practices. The ABC intervention is available for infants between 6 and 24 months of age (ABC-Infant), and for toddlers between 24 and 48 months (ABC – Toddler).

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
IS-18-42723	<i>Purchase (1) Essential Objects EO.PDF Developer License for MyPlace website management</i>	<i>Department of Information Technology</i>	<i>Zones Inc.</i>	<i>\$799.00</i>	<i>General Fund</i>
IS-18-42741	<i>Purchase and installation of (1) Audio-Visual Studio Black Out Curtain/Draperly and Track for Audio Visual Control Center</i>	<i>Department of Information Technology</i>	<i>Tiffin Scenic Studios, Inc.</i>	<i>\$4,016.00</i>	<i>General Fund</i>
JA-18-42789	<i>Legal notice: Children Who Witness Violence Request for Proposals</i>	<i>Department of Public Safety and Justice Services</i>	<i>Plain Dealer</i>	<i>Not-to-exceed \$800.00</i>	<i>Health and Human Services Levy</i>
CT-18-42906	<i>Finishing services for door hangars for Animal Shelter</i>	<i>Department of Public Works</i>	<i>Classic Laminations, Inc.</i>	<i>\$960.00</i>	<i>General Fund – Internal Service Fund</i>
CT-18-42869	<i>Portable generator for various projects</i>	<i>Department of Public Works</i>	<i>Sill's Motor Sales</i>	<i>\$919.00</i>	<i>General Fund – Internal Service Fund</i>
CT-18-42624	<i>Adoptapet/Petfinder Auto Uploader Software for Animal Shelter</i>	<i>Department of Public Works</i>	<i>Pethealth Services</i>	<i>\$1,200.00</i>	<i>Special Revenue Fund</i>
CT-18-42853	<i>Client record jackets for Division of Children and Family Services</i>	<i>Department of Public Works</i>	<i>Western States Envelope and Label</i>	<i>\$2,993.76</i>	<i>General Fund – Internal Service Fund</i>
CT-18-42566	<i>Legal Notice: General Architectural Engineering Services</i>	<i>Department of Public Works</i>	<i>Plain Dealer</i>	<i>Not-to-exceed \$800.00</i>	<i>General Fund – Internal Service Fund</i>
CT-18-42572	<i>Legal Notice: General Mechanical - Electrical-Plumbing Architectural-Engineering Services</i>	<i>Department of Public Works</i>	<i>Plain Dealer</i>	<i>Not-to-exceed \$800.00</i>	<i>General Fund – Internal Service Fund</i>
CR-18-42828	<i>Re-application and laboratory inspection fees</i>	<i>Medical Examiner's Office</i>	<i>ANSI-ASQ National Accreditation Board</i>	<i>\$4,500.00</i>	<i>Medical Examiner's Office Crime Lab Fund</i>
CR-18-42827	<i>Gas Chromatograph/mass spectrometer vials, syringes, inlet septa and liners and caps</i>	<i>Medical Examiner's Office</i>	<i>Agilent Technologies</i>	<i>\$6,348.29</i>	<i>Medical Examiner's Office Crime Lab Fund</i>
CR-18-42645	<i>Legal guide size record jackets for archiving</i>	<i>Medical Examiner's Office</i>	<i>Franklin Mills Company</i>	<i>\$1,630.00</i>	<i>General Fund</i>
SH-18-42814	<i>Alarm system monitoring and maintenance services</i>	<i>Sheriff's Department</i>	<i>Guardian Alarm Company</i>	<i>\$1,036.63</i>	<i>General Fund</i>

	<i>for various County buildings (2nd quarter)</i>				
SH-18-42851	<i>Legal notice: SWAT Marine Training Request for Proposals</i>	<i>Sheriff's Department</i>	<i>Plain Dealer</i>	<i>Not-to-exceed \$1,000.00</i>	<i>General Fund</i>

Items/Services Received and Invoiced But Not Paid:

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>CF-18-42840</i>	<i>Post Adoption Special Services Subsidy: Non-recurring legal adoption fees*</i>	<i>Division of Children & Family Services</i>	<i>Law Offices of Karen Siegel</i>	<i>\$2,580.50</i>	<i>67% Health and Human Services Levy Funds 33% Title IV-E</i>
<i>FC-18-42797</i>	<i>Family Centered Services and Supports: Respite services**</i>	<i>Family and Children First Council</i>	<i>Elhan Nevzadi</i>	<i>\$2,000.00</i>	<i>State</i>
<i>FC-18-42812</i>	<i>Family Centered Services and Supports: Family membership **</i>	<i>Family and Children First Council</i>	<i>KMO LLC Gymboree Play & Music</i>	<i>\$870.00</i>	<i>State</i>

** Alternate procurement process to authorize payments to various providers for Post Adoption Special Services Subsidy services for the period 4/15/2018 – 4/14/2021 approved by Board of Control Approval No. BC2018-255 dated 4/23/2018.*

***Alternate procurement process to authorize awards to various providers for Family Centered Services and Supports Wraparound Program services for the period 7/1/2017 – 6/30/2018 approved by Board of Control Approval No. BC2018-19 dated 1/8/2018.*

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>None</i>					

V – OTHER BUSINESS

Time Sensitive Mission Critical Items

BC2018-388

Office of Medical Examiner, recommending an award on RQ42949 Agilent Technologies, Inc in the amount not-to-exceed \$\$3,259.00 for emergency repair of an Agilent G1888 Headspace Autosampler Instrument for the Toxicology Department.

Funding Source: General Fund

Hugh Shannon, Office of the Medical Examiner, presented. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded. Nan Baker asked for clarification on whether the cost associated with the equipment is considered a Capital expense. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-388 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an assignment and assumption of lease in connection with Contract No. CE30539 for lease of approximately 3, 192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Extension Rd., North Olmsted for use by Fiscal Auto Title Offices for the period 12/1/2013-11/30/2018, by assigning the interest from Cherandon Plaza, LLC to Sparky Plaza, LLC.

Funding Source: N/A

Item No. 2

Department of Human Resources, submitting a Non-Disclosure Agreement with American Specialty Health Fitness, Inc. for participation in the Active & Fit Direct Program to provide discounted fitness center memberships to County employees, effective 3/1/2018.

Funding Source: N/A

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 11:16 a.m.