

Minutes

Cuyahoga County Board of Control
Monday, December 14, 2020 at 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:

Michael Chambers, Fiscal Officer, Fiscal Office, (Alternate for Armond Budish)
Leigh Tucker, Assistant Fiscal Officer, Fiscal Office (Alternate for Michael Chambers)
Trevor McAleer, County Council (Alternate for Dan Brady)
Councilman Dale Miller
Councilwoman Nan Baker
David Marquard, Design and Construction Administrator, Department of Public Works (Alternate for Michael Dever)
Lenora Lockett, Director, Office of Procurement and Diversity

II – REVIEW MINUTES – 12/7/2020

Michael Chambers motioned to approve the minutes from the December 7, 2020 meeting; Leigh Tucker seconded. The minutes were approved by unanimous vote, as written.

III – PUBLIC COMMENT**

There was no public comment.

IV- CONTRACTS AND AWARDS

A. – Tabled Items

B. – New Items for Review

BC2020-649

Department of Information Technology, submitting an amendment to Contract No. 84 with Endicott, Microfilm, Inc. for County-wide maintenance on Kodak scanners for the period 7/30/2018 - 7/29/2020 to extend the time period to 8/7/2022 and for additional funds in the amount not-to-exceed \$499,865.84.
Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Dale Miller asked if the pricing is a flat rate or on a per use basis. Nan Baker referred to the department’s response to the advance question regarding late submittal and asked if there is an internal process in place at the department level to ensure work continues to be processed in the absence of other employees to reduce the number of late submittals; asked what were the technical issues that contributed to the late submittal and are those issues resolved; asked if the delay was predominantly due to the technical issues or staff absence; and

asked what process is in place to address each scenario to avoid late submittals. Lenora Lockett commented that there are multiple facets of modules, including procurement, budget, general ledger and accounts payables, in the Enterprise Resource Planning System and that all modules and system users need to work together to make proper adjustments to the system, as the need arises. Michael Chambers motioned to approve the item; David Marquard seconded. Item BC2020-649 was approved by unanimous vote.

BC2020-650

County Treasurer's Office, recommending an award on Purchase Order No. 20003940 to Weekley's Mailing Service, Inc. in the amount not-to-exceed \$45,000.00 for the purchase of postage for mailing of the 2020 last half and 2021 first half EasyPay Coupons/ACH letters to participating taxpayers.

Funding Source: General Fund

Bert Vojtkofsky, County Treasurer's Office, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-650 was approved by unanimous vote.

BC2020-651

County Treasurer's Office, recommending an award on Purchase Order No. 20003996 to the United States Postal Service in the amount not-to-exceed \$220,000.00 for the purchase of postage for real estate property tax bills for the first and second half of 2020 and a 3rd tax bill mailing for past due payments.

Funding Source: General Fund

Bert Vojtkofsky, County Treasurer's Office, presented. Nan Baker asked why the total number of mailings is undetermined if there is a prepared list of taxpayers to receive the notice; and asked if the amount being requested is fairly close to the amount required. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2020-651 was approved by unanimous vote.

BC2020-652

Department of Health and Human Services/Division of Senior and Adult Services, submitting a grant award from Western Reserve Area Agency on Aging in the amount of \$204,820.21 for the Older Americans Act/Senior Community Services Program in connection with the Aging and Disability Resource Network Grant Program for the period 1/1/2021 - 12/31/2021.

Funding Source: The project requires a 15% funding match from the Cuyahoga County Health and Human Services Levy. The grant funds are federal Older Americans Act Title III E funds

Paul Porter, Department of Health and Human Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-652 was approved by unanimous vote.

C. - Exemptions

BC2020-653

Department of Public Works, recommending an alternative procurement process on RQ3433, which will result in an award recommendation to W.W. Grainger, Inc. in the amount not-to-exceed \$49,500.00 for purchases of various industrial supplies for the period 12/7/2020 – 3/31/2021.

Funding Source: Sanitary Sewer Fund

Thomas Pavich, Department of Public Works, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-653 was approved by unanimous vote.

BC2020-654

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an RFP exemption on RQ3879, which will result in an award recommendation to United Way of Greater Cleveland in the amount not-to-exceed \$1,145,450.00 for fiscal agent services and emergency food purchase assistance by Hunger Centers serving eligible Cuyahoga County residents for the period 1/1/2021 – 12/31/2021.

Funding Source: Health and Human Services Levy Fund

Christine Alexander, Department of Health and Human Services, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-654 was approved by unanimous vote.

D. – Consent Agenda

Sharon Georgakopoulos, Clerk of the Board of Control, stated that Item No. BC2020-657 was being amended to change the name of the assignee and the effective date and read the item into the record, as amended. Nan Baker asked for clarification on what was being changed on this item. Ms. Baker asked why this contract has been dormant, as there is a remaining balance of over \$218,000.00; asked what kind of testing is being conducted by this provider; and asked the department to follow up with the Board members on the question regarding inactivity on this contract.

There were no other comments or questions on the Consent Agenda items. Michael Chambers motioned to approve BC2020-655 through -659; Dale Miller seconded, the consent items were unanimously approved, as amended.

BC2020-655

Department of Public Works, submitting an amendment (Subsidiary No. 7) to Contract No. 243 with Perk/ME, Joint Venture in connection with the grading, draining and paving of Pleasant Valley Road from York Road to State Road in the Cities of Middleburg Heights and Parma for a decrease in funds in the amount of (\$624,961.80); recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: 50% Federal; 27% Ohio Public Works Commission and 23% \$5.00 Vehicle License Tax Fund

BC2020-656

Department of Public Works, submitting an amendment (Subsidiary No. 1) to Contract No. 81 with Specialized Construction Co. for the 2019 Countywide Preventative Maintenance Program - Crack Sealing and Striping for a decrease in funds in the amount of (\$76,053.31); recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: \$7.50 License Tax Fund

BC2020-657

Department of Public Works, submitting an amendment to Contract No. 249 with Solar Testing Laboratories, Inc. for construction material testing services for the period 9/3/2019 – 9/2/2022, to assign interest to ~~Engineering Consulting Services, effective 2/29/2020~~; **ECS Midwest, LLC, effective 9/22/2020**; no additional funds required.

Original Funding Source: Road and Bridge Fund

BC2020-658

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).

Funding Source: Revenue Generating

BC2020-659

Office of Procurement & Diversity, presenting proposed purchases for the week of 12/14/2020:

Direct Open Market Purchases
(Purchases between \$5,000 - \$49,999.99 unless requiring assistance from
the Office of Procurement & Diversity – See Below):

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
20003982	Printing and mailing of 2020 last half and 2021 first half of EasyPay Coupons/ACH letters to participating taxpayers	County Treasurer's Office	Weekley's Mailing Service Inc.	\$11,279.00	General Fund
20003969	Purchase 1-year subscription of Polarity Software for (10) users	Department of Information Technology	Polarity IO Inc.	\$26,880.00	CARES Funding
20004011	(10) Mobile data terminals and (3) docking stations for Lake County Sheriff's Office	Department of Public Safety and Justice Services	SpaceBound, Inc.	\$25,287.15	FY18 State Homeland Security – Law Enforcement Grant
20003651	(360) Cotton super loop mop heads	Sheriff's Department	W. W. Grainger, Inc.	\$3,211.20	General Fund

Items/Services Received and Invoiced but not Paid:

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
20003274	Skill up training for the Learn and Earn Program*	Cuyahoga Job and Family Services	Great Lakes Brewing Company	\$5,050.00	Health and Human Services Levy Fund
20004009	Reimbursement of State mandated services rendered to children with medical handicaps, in accordance with Ohio Revised Code Section 3701.023 for October**	Cuyahoga Job and Family Services	Treasurer, State of Ohio	\$106,384.96	Health and Human Services Levy Fund

20003331	Truck repair of hoist and fenders***	Department of Public Works	Judco, Inc.	\$7,658.00	Sanitary Operating Fund
20004039	Annual inspection and repair of Fulton boilers at Animal Shelter***	Department of Public Works	Boiler Specialists, Inc.	\$1,996.20	General Fund

*Approval No. BC2016-892 dated 11/28/2016 which approved an alternate procurement process and exemption from aggregation on various requisitions to make awards to various providers to reimburse employers for employee wage and training expense in connection with the Learn and Earn Program for the period 1/1/2017 – 12/31/2019 and subsequently amended by Board of Control Approval No. BC2019-882 dated 11/25/2019, which extended the time period to 12/31/2021.

**Alternative procurement process and exemption from aggregation to authorize payments to Ohio Department of Health for various purchase orders in the total amount not-to-exceed \$1,450,000.00 for State-mandated services rendered to children with medical handicaps, in accordance with Ohio Revised Code Section 3701.023, for the period 5/26/2020 – 5/25/2022 approved by Board of Control Approval No. BC2020-300, dated 5/26/2020 and amended by BC2020-362, dated 6/22/2020 which changed the time period from 5/26/2020 – 5/25/2022 to 1/1/2020 – 12/31/2020 and amended by BC2020-436, dated 7/27/2020, which changed the name from Ohio Department of Health to Treasurer, State of Ohio.

***Approval No. BC2019-597 dated 8/12/2019, which amended Board Approval BC2018-932 dated 12/17/2018 that authorized an alternative procurement process resulting in awards to various Factory Authorized Dealers for vehicle and equipment repairs, parts and services for the period 3/24/2016-3/23/2020 which extended the time period to 12/31/2020 and changed the amount from \$1,350,000.00 to \$1,800,000.00.

Open Market Purchases
(Over \$50,000 or requiring assistance from the Office of Procurement & Diversity)

Purchase Order Number	Description	Department	Vendor Name	Total	Funding Source
None					

V – OTHER BUSINESS

Time Sensitive/Mission Critical Item

BC2020-660

Department of Health and Human Services/Division of Children and Family Services, recommending an award on Purchase Order No. 200003551 to Quality of Life Health Care Services, LLC in the amount not-to-exceed \$24,999.99 for emergency placement services for the period 9/4/2020 – 12/4/2020.

Funding Source: 70% Health and Human Services Levy Fund and 30% Federal IV-E

Paul Porter, Department of Health and Human Services, presented. Lenora Lockett asked if the award amount of \$24,999.99 expired on 12/4/2020 for this mission critical request. Dale Miller asked what caused the delay in getting the funding responsibility switched over to the Board of Developmental Disabilities and asked whether there will any backdating of the effective date to secure reimbursement from the Board of Developmental Disabilities; and commented that the department does not want to spend any additional funds due to the delays by the Board of Developmental Disabilities. Michael Chambers motioned to approve the item; David Marquard seconded. Item BC2020-660 was approved by unanimous vote.

Item of Note (non-voted)

Item No. 1

Department of Development, recommending to amend Board of Control Item of Note No. CON2020-42, dated 6/29/2020, which amended Board of Control Item of Note No. CON2019-43, dated 5/6/2019 related to a housing rehabilitation contract with Home Exteriors in connection with a homeowner rehabilitation loan to Bennie Marcinowski (Board Approval No. BC2018-344) for roof installation, electrical and garage demolition for the period 6/7/2018 – 3/7/2019 **to extend the time period to 11/13/2019 and by changing the amount not-to-exceed \$13,130.00 to \$15,330.00.**

Original Funding Source: Community Development Block Grant Fund

Item No. 2

Contracts \$0.00 - \$4,999.99 – Processed and executed (no vote required)

<i>RQ No.</i>	<i>Contract/ PO No.</i>	<i>Vendor</i>	<i>Service Description</i>	<i>Amount</i>	<i>Department</i>	<i>Date(s) of Service</i>	<i>Funding Source</i>	<i>Date of Execution</i>
<i>RQ 763</i>	<i>Purchase Order No. 20000827</i>	<i>Adoption Network Cleveland</i>	<i>Support services to adoptive, kinship and foster families</i>	<i>\$0.00</i>	<i>Division of Children and Family Services</i>	<i>4/27/2020 – 1/31/2021 to extend the time period to 4/26/2021</i>	<i>Original Contract – Health and Human Services Levy Fund</i>	<i>9/11/2020</i>

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Leigh Tucker seconded. The motion to adjourn was unanimously approved at 11:33 a.m.