



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 14, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SILENT MEDITATION**
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
 - a) January 24, 2023 Committee of the Whole Meeting [See Page 15]
 - b) January 24, 2023 Regular Meeting [See Page 17]
7. **ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
8. **MESSAGES FROM THE COUNTY EXECUTIVE**
9. **LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2023-0024: A Resolution awarding a total sum, not to exceed \$8,000, to the City of Fairview Park for the Evolis Radar Speed Sign Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become [See Page 32]

immediately effective.

Sponsor: Councilmember Kelly

- 2) R2023-0025: A Resolution awarding a total sum, not to exceed \$28,850, to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle” from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 40]

Sponsor: Councilmember Simon

- 3) R2023-0026: A Resolution awarding a total sum, not to exceed \$10,000, to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 48]

Sponsor: Councilmember Turner

- 4) R2023-0027: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 57]

Sponsor: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission

b) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2023-0020: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061 and R2022-0049, which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from February 28, 2023, to November 30, 2023; and declaring the necessity that this Resolution become immediately effective. [See Page 85]

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Community Development
– Stephens

**c) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING
ADOPTION**

- 1) R2022-0442: A Resolution awarding a total sum, not to exceed \$100,000, to the City of Brooklyn for the Memorial Trail Connector and Stickney Creek Re-stabilization Project from the District 3 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 89]

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 2) R2022-0443: A Resolution awarding a total sum, not to exceed \$100,000, to the City of South Euclid for Year Two of the Deer Sterilization Pilot Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 98]

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

- 3) R2023-0002: A Resolution awarding a total sum, not to exceed \$360,000.00, from the Cuyahoga County Community Development Fund to the Cleveland Cultural Gardens Federation for the maintenance and upgrades for the Cleveland Cultural Gardens located in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective. [See Page 111]

Sponsors: Councilmembers Conwell, Jones, Miller and Turner

Committee Assignment and Chair: Community Development
– Stephens

- 4) R2023-0003: A Resolution awarding a total sum, not to exceed \$300,000, to the Association of African American Cultural Gardens for the African American Cultural Garden Monument Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 118]

Sponsors: Council President Jones and Councilmembers Simon, Stephens, Kelly, Miller, Conwell, Turner, Tuma and Sweeney

Committee Assignment and Chair: Community Development – Stephens

- 5) R2023-0004: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 131]

Sponsor: Councilmember Turner on behalf of the Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

d) CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2023-0002: An Ordinance providing for adoption of modifications of Cuyahoga County Non-Bargaining Salary Schedule A to ensure all classified employees, who received a salary increase less than 6.44% with the adoption of Ordinance No. O2022-0010, receive a 6.44% salary increase; and declaring the necessity that this Ordinance become immediately effective. [See Page 149]

Sponsor: Councilmember Sweeney

- 2) O2023-0003: An Ordinance amending Section 202.07 of the Cuyahoga County Code to clarify the reporting of the County's Sheriff; and declaring the necessity that this Ordinance become immediately effective. [See Page 154]

Sponsor: Councilmember Sweeney

10. LEGISLATION INTRODUCED BY EXECUTIVE

e) **CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) R2023-0028: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2023-0021 dated 1/24/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 158]

Sponsor: County Executive Ronayne/Office of Budget and Management

f) **CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2023-0029: A Resolution authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 170]

Sponsor: County Executive Ronayne on behalf of Cuyahoga County Board of Elections

- 2) R2023-0030: A Resolution confirming the County Executive's appointment of The Honorable Mayor Georgine Welo to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 189]

Sponsor: County Executive Ronayne

- 3) R2023-0031: A Resolution confirming the County Executive's appointment of The Honorable Mayor Marie Gallo to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024, and declaring the necessity that this Resolution become immediately effective. [See Page 195]

Sponsor: County Executive Ronayne

- 4) R2023-0032: A Resolution confirming the County Executive's appointment of The Honorable Mayor Nicole Dailey Jones to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 200]

Sponsor: County Executive Ronayne

- 5) R2023-0033: A Resolution making awards on RQ11147 to various contractors in the total amount not-to-exceed \$1,500,000.00 for on-call heavy construction services, on a task order basis, for various road and bridge maintenance and repairs for the period 3/1/2023 – 2/28/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 204]

- a) Contract No. 2989 with CATTs Construction, Inc. in the amount not-to-exceed \$375,000.00.
- b) Contract No. 2990 with The Ruhlin Company in the amount not-to-exceed \$375,000.00.
- c) Contract No. 2991 with Schirmer Construction, LLC in the amount not-to-exceed \$375,000.00.
- d) Contract No. 2992 with Terrace Construction Company, Inc in the amount not-to-exceed \$375,000.00.

Sponsor: County Executive Ronayne/Department of Public Works

- 6) R2023-0034: A Resolution making awards on RQ11049 to various providers in the total amount not-to-exceed \$2,000,000.00 for various maintenance, repair and operations supplies for the Sanitary Engineering Division commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 228]
- a) Contract No. 3140 with Amico LLC dba SOS Speedy Office Supply in the amount not-to-exceed \$100,000.00.
 - b) Contract No. 3141 with The Chas. E. Phipps Company in the amount not-to-exceed \$50,000.00.
 - c) Contract No. 3142 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$20,000.00.
 - d) Contract No. 3143 with EJ USA, Inc. in the amount not-to-exceed \$130,000.00.
 - e) Contract No. 3144 with Lakeside Supply Company in the amount not-to-exceed \$350,000.00.
 - f) Contract No. 3145 with The Safety Company dba MTech in the amount not-to-exceed \$830,000.00.
 - g) Contract No. 3146 with Three-Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$70,000.00.
 - h) Contract No. 3147 with W. W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00.

Sponsor: County Executive Ronayne/Department of Public Works/Sanitary Engineering Division

- 7) R2023-0035: A Resolution making awards on RQ11080 to various providers in the total amount not-to-exceed \$3,000,000.00 for various maintenance, repair and operations supplies commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the

Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 284]

- a) Contract No. 3063 Air-Rite, Inc. amount not-to-exceed \$160,000.00.
- b) Contract No. 3064 Amico LLC dba SOS Speedy Office Supplies amount not-to-exceed \$80,000.00.
- c) Contract No. 3065 Applied Industrial Technologies, Inc. dba Applied Maintenance Supplies & Solutions LLC in the amount not-to-exceed \$20,000.00.
- d) Contract No. 3066 Best Plumbing Specialties, Inc. in the amount not-to-exceed \$150,000.00.
- e) Contract No. 3067 The Chas. E. Phipps Company in the amount not-to-exceed \$150,000.00.
- f) Contract No. 3068 Cleveland Hermetic & Supply, Inc. in the amount not-to-exceed \$200,000.00.
- g) Contract No. 3069 Commercial Door Service Company, Inc. dba Cleveland Key & Security in the amount not-to-exceed \$60,000.00.
- h) Contract No. 3070 Craftmaster Hardware, LLC in the amount not-to-exceed \$80,000.00.
- i) Contract No. 3071 Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$10,000.00.
- j) Contract No. 3072 Decker Steel & Supply, Inc. in the amount not-to-exceed \$90,000.00.
- k) Contract No. 3073 Foundation Building Materials (FBM) Wholesale Builders Supply, LLC in the amount not-to-exceed \$300,000.00.
- l) Contract No. 3074 Graybar Electric Company, Inc. in the amount not-to-exceed \$150,000.00.

- m) Contract No. 3075 Lakeside Supply Company in the amount not-to-exceed \$400,000.00.
- n) Contract No. 3076 Mars Electric Company, Inc. in the amount not-to-exceed \$150,000.00.
- o) Contract No. 3077 PPG Architectural Finishes, Inc. dba PPG Paints in the amount not-to-exceed \$100,000.00.
- p) Contract No. 3078 Prism Glass & Door Co., Inc. dba Allied Glass Services in the amount not-to-exceed \$130,000.00.
- q) Contract No. 3079 Sutton Industrial Hardware in the amount not-to-exceed \$130,000.00.
- r) Contract No. 3080 Three-Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$40,000.00.
- s) Contract No. 3081 Win Supply of Cleveland, Inc. in the amount not-to-exceed \$150,000.00.
- t) Contract No. 3082 W. W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00.

Sponsor: County Executive Ronayne/Department of Public Works

- 8) R2023-0036: A Resolution making an award on RQ11289 to Perk Company, Inc. in the amount not-to-exceed \$694,755.95 for pre-phase work in connection with the replacement of Pleasant Valley Road Bridge Nos. 09.03, 09.35, 09.68 over Cuyahoga River, including widening of Canal Road/Hillside Road intersection and installation of a temporary traffic signal in the Village of Valley View and the City of Independence; authorizing the County Executive to execute Contract No. 3087 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 447]

Sponsor: County Executive Ronayne/Department of Public Works

- 9) R2023-0037: A Resolution authorizing a revenue generating agreement with The Cleveland Police Historical Society, Inc. in the amount not-to-exceed \$10.00 to lease 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period 1/1/2023 – 12/31/2025; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 458]

Sponsor: County Executive Ronayne/Department of Public Works

- 10) R2023-0038: A Resolution making an award on RQ10456 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$2,231,638.00 for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 8/19/2023; authorizing the County Executive to execute Contract No. 3013 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 465]

Sponsor: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

- 11) R2023-0039: A Resolution making an award on RQ10456 to Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) in the amount not-to-exceed \$2,536,793.00 for operation and case management services at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3014 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 488]

Sponsor: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

- 12) R2023-0040: A Resolution making an award on RQ10456 to Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3015 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 497]

Sponsor: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

g) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2023-0022: A Resolution authorizing an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023; and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 506]

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

h) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2023-0023: A Resolution authorizing an award on RFP10475 to, and a purchase and sale agreement with, Genesis Global Holding, LLC in the amount of \$680,000.00 for the disposition and sale of County-owned real property located at 13231 Euclid Avenue, City of East Cleveland, Permanent Parcel

Numbers 672-08-015, 672-08-017 to 672-08-021, 672-08-030, 672,08-046, 672-08-009 and 672-08-016, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 2918 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 519]

Sponsor: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

i) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2023-0009: A Resolution authorizing an amendment to Contract No. 3027 (fka Contract No. 1179) with Service Express, Inc. for enterprise hardware maintenance and support services at various County locations for the period 1/1/2020 – 12/31/2025 for additional funds in the amount not-to-exceed \$924,426.74; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 528]

Sponsor: County Executive Ronayne/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

j) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) O2023-0001: An **Uncodified Ordinance** providing for paid emergency administrative leave for County employees; and allowing the County Executive or his designee to temporarily expand the use of existing paid sick leave and unpaid personal leave of absence; and declaring the necessity that this Uncodified Ordinance become immediately effective. [See Page 535]

Sponsors: County Executive Ronayne/Department of Human Resources and Council President Jones

Committee Assignment and Chair: Human Resources,
Appointments & Equity – Turner

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, FEBRUARY 28, 2023
5:00 PM / COUNCIL CHAMBERS

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 24, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:30 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 4:35 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers Miller, Sweeney, Tuma, Gallagher, Schron, Turner, Simon, Kelly and Jones were in attendance and a quorum was determined. Councilmember Stephens was absent from the meeting.

[Clerk's Note: Councilmember Conwell joined the meeting during the roll-call to move to Executive Session.]

3. PUBLIC COMMENT

Marquez Brown addressed Council Regarding a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO ("AFSCME"), representing approximately 36 employees in 16 classifications in the Cuyahoga County Public Defender's Office under the direction of the Chief Public Defender for the period 1/1/2023 - 12/31/2025.

4. EXECUTIVE SESSION

a) Collective bargaining matters, including:

- 1) approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO ("AFSCME"), representing

approximately 36 employees in 16 classifications in the Cuyahoga County Public Defender's Office under the direction of the Chief Public Defender for the period 1/1/2023 - 12/31/2025.

A motion was made by Ms. Simon, seconded by Mr. Sweeney, and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing a collective bargaining matter and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 4:40 p.m. The following Councilmembers were present: Kelly, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Turner, Simon and Jones.

The following additional attendees were present: Law Director Gregory Huth; Public Defender Cullen Sweeney; Public Defender Administrator Mark Budzar; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; and Special Counsel Michael King.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:54 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 24, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Jones called the meeting to order at 5:02 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Simon, Kelly, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Turner and Jones, were in attendance and a quorum was determined. Councilmember Stephens was absent.

A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to excuse Ms. Stephens from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

- a) Maurice Rhoades addressed Council regarding various non-agenda items.**
- b) Nora Kelley addressed Council regarding Transit Equity Day.**
- c) Adam Bresnahan addressed Council regarding Transit Equity Day.**
- d) Barbara Madison addressed Council regarding the Norma Herr Women's Shelter.**

e) **Helemn Barclay Jones addressed Council regarding a partnership with the County on real estate and community building projects.**

f) **Loh addressed Council regarding various agenda and non-agenda items.**

6. APPROVAL OF MINUTES

- a) January 10, 2023 Committee of the Whole Meeting
- b) January 10, 2023 Regular Meeting

A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the January 10, 2023 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Ronayne addressed County Council regarding Supplemental Nutrition Assistance Program (SNAP) benefit emergency allotments that are set to expire; thanked all who attended his Inaugural Ceremony; referred to public comments made earlier regarding the use of public transit and said that he will be focusing on justice and jail related issues. Mr. Ronayne also expressed the need to welcome refugees who complete their difficult journeys from other countries to resettle in this area and thanked all community leaders and organizations that contribute to their successful relocations.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2023-0019.

- 1) R2023-0019: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO (“AFSCME”), representing approximately 36 employees in 16 classifications in the Cuyahoga County Public Defender’s Office under the direction of the Chief Public Defender for the period 1/1/2023 - 12/31/2025;

directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; authorizing the Cuyahoga County Public Defender Commission to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Jones on behalf of the Cuyahoga County Public Defender Commission

Clerk Richardson read Resolution No. R2023-0019 into the record. No further legislative action was taken by Council.

b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2023-0020: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061 and R2022-0049, which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from February 28, 2023, to November 30, 2023; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

Council President Jones referred Resolution No. R2023-0020 to the Community Development Committee.

c) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2022-0442: A Resolution awarding a total sum, not to exceed \$100,000, to the City of Brooklyn for the Memorial Trail Connector and Stickney Creek Re-stabilization Project from the District 3 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

Clerk Richardson read Resolution No. R2022-0442 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

- 2) R2022-0443: A Resolution awarding a total sum, not to exceed \$100,000, to the City of South Euclid for Year Two of the Deer Sterilization Pilot Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

Clerk Richardson read Resolution No. R2022-0443 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

- 3) R2023-0002: A Resolution awarding a total sum, not to exceed \$360,000.00, from the Cuyahoga County Community Development Fund to the Cleveland Cultural Gardens Federation for the maintenance and upgrades for the Cleveland Cultural Gardens located in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell, **Jones, Miller and Turner**

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0002 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

- 4) R2023-0003: A Resolution awarding a total sum, not to exceed \$300,000, to the Association of African American Cultural Gardens for the African American Cultural Garden Monument Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become

immediately effective.

Sponsors: Council President Jones and Councilmembers Simon, Stephens, Kelly, Miller, Conwell, Turner, Tuma, and Sweeney

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0003 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

- 5) R2023-0004: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner on behalf of the Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

Clerk Richardson read Resolution No. R2023-0004 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- d) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2023-0021.

- 1) R2023-0021: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and

agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Office of Budget and Management

On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0021 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2023-0022: A Resolution authorizing an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023; and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/ Fiscal Officer/Office of Budget and Management

Council President Jones referred Resolution No. R2023-0022 to the Public Works, Procurement & Contracting Committee.

- 2) R2023-0023: A Resolution authorizing an award on RFP10475 to, and a purchase and sale agreement with, Genesis Global Holding, LLC in the amount of \$680,000.00 for the disposition and sale of County-owned real property located at 13231 Euclid Avenue, City of East Cleveland, Permanent Parcel Numbers 672-08-015, 672-08-017 to 672-08-021, 672-08-030, 672,08-046, 672-08-009 and 672-08-016, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 2918 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

Council President Jones referred Resolution No. R2023-0023 to the Public Works, Procurement & Contracting Committee.

f) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2023-0009: A Resolution authorizing an amendment to Contract No. 3027 (fka Contract No. 1179) with Service Express, Inc. for enterprise hardware maintenance and support services at various County locations for the period 1/1/2020 – 12/31/2025 for additional funds in the amount not-to-exceed \$924,426.74; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

Clerk Richardson read Resolution No. R2023-0009 into the record.

This item will move to the February 14, 2023 Council meeting agenda for consideration for third reading adoption.

g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and to place on final passage Resolutions Nos. R2023-0005; R2023-0006; R2023-0007; R2023-0008; R2023-0010; R2023-0011; R2023-0012; R2023-0013; R2023-0014; R2023-0015; R2023-0016; R2023-0017; and R2023-0018.

- 1) R2023-0005: A Resolution authorizing a revenue generating Agreement with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17 for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Agreement No. 2925 and all

other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Ms. Conwell, Resolution No. R2023-0005 was considered and adopted by unanimous vote.

- 2) R2023-0006: A Resolution making an award on RQ10886 to Terik Roofing, Inc. in the amount not-to-exceed \$1,143,276.00 for the Cuyahoga County Airport Roof Replacement Project; authorizing the County Executive to execute Contract No. 2997 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2023-0006 was considered and adopted by unanimous vote.

- 3) R2023-0007: A Resolution making an award on RQ8737 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$735,278.00 for alternative housing and related support services for COVID Recovery for the period 7/1/2022 – 6/30/2023; authorizing the County Executive to execute Contract No. 2729 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Development **and Councilmembers Turner and Conwell**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0007 was considered and adopted by unanimous vote.

- 4) R2023-0008: A Resolution authorizing an amendment to Contract No. 652 with Youth Opportunities Unlimited for operation of the Youth Resource Center for the Comprehensive Case Management and Employment Program-Employment, Education and Training services for Young Adults in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2019 – 6/30/2022 to extend the time period to 6/30/2023 and for additional funds in the amount not-to-exceed \$850,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Department of Health and Human Services/Cuyahoga County Job and Family Services **and Councilmember Turner**

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2023-0008 was considered and adopted by unanimous vote.

- 5) R2023-0010: A Resolution authorizing a contract with Environmental Systems Research Institute, Inc. in the amount not-to-exceed \$1,000,000.00 for subscription and technical support services for the GeoSpatial Data Infrastructure Program, effective upon contact signature of all parties, for a period of (3) years; authorizing the County Executive to execute Contract No. 2933 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Information Technology

Committee Assignment and Chair: Finance & Budgeting – Miller

On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0010 was considered and adopted by unanimous vote.

- 6) R2023-0011: A Resolution authorizing an amendment to Contract No. 2973 (fka Contract No. 756) with Applewood Centers, Inc. for secure residential treatment services for the period 1/1/2018 – 6/30/2022 to extend the time period to 6/30/2024, to modify the terms effective 7/1/2022, and for additional funds in the amount not-to-exceed \$1,114,826.80; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division **and Councilmember Turner**

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2023-0011 was considered and adopted by unanimous vote.

- 7) R2023-0012: A Resolution authorizing an amendment to Contract No. 2525 (fka Contract No. 1791) with Applewood Centers, Inc. for emergency respite and crisis bed services for youth referred by the Coordinated Approach to Misdemeanors (CALM) Program for the period 7/1/2021 – 6/30/2022 to extend the time period to 6/30/2023, to modify the terms, effective 7/1/2022, and for additional funds in the amount not-to-exceed \$926,647.31; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2023-0012 was considered and adopted by unanimous vote.

- 8) R2023-0013: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,220,450.00 for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3001 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services **and Councilmember Turner**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0013 was considered and adopted by unanimous vote.

- 9) R2023-0014: A Resolution authorizing to adopt the Child Abuse and Neglect Memorandum of Understanding with Cuyahoga County Law Enforcement Agencies and Entities; authorizing the County Executive to execute the Memorandum of Understanding and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services **and Councilmember Turner**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0014 was considered and adopted by unanimous vote.

- 10) R2023-0015: A Resolution authorizing an amendment to Contract No. 585 with The Salvation Army for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 1/1/2021 – 9/30/2022 to extend the time period to 9/30/2023 and for additional funds in the amount not-to-exceed \$794,821.00; authorizing the County Executive to

execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services **and Councilmember Turner**
Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0015 was considered and adopted by unanimous vote.

- 11) R2023-0016: A Resolution authorizing an amendment to a Master Contract with various providers for permanent supportive housing services to chronically homeless single adults and high-barrier homeless persons for the period 7/1/2021 – 6/30/2022 to extend the time period to 6/30/2023 and for additional funds in the total amount not-to-exceed \$2,000,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Contract No. 1602 with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$917,663.00.
 - b) Contract No. 1604 with Famicos Foundation in the amount not-to-exceed \$150,097.00.
 - c) Contract No. 1605 with Front Steps Housing & Services, Inc. in the amount not-to-exceed \$334,538.00.
 - d) Contract No. 1617 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Services in the amount not-to-exceed \$160,005.00.
 - e) Contract No. 1606 with Humility of Mary Housing, Inc. in the amount not-to-exceed \$110,796.00.
 - f) Contract No. 1613 with YWCA of Greater Cleveland – Cogswell Hall in the amount not-to-exceed \$185,325.00.

- g) Contract No. 1614 with YWCA of Greater Cleveland – Independence Place in the amount not-to-exceed \$141,576.00.

Sponsor: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0016 was considered and adopted by unanimous vote.

- 12) R2023-0017: A Resolution authorizing a master contract with various providers in the total amount not-to-exceed \$994,088.00 for Rapid Re-housing services for Homeless Families and Shelters in connection with the FY2021 Continuum of Care Homeless Assistance Grant Program for the period 6/1/2022 – 5/31/2023; authorizing the County Executive to execute the master contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 2806 with Family Promise of Greater Cleveland in the amount not-to-exceed \$155,643.00.
- b) Contract No. 2903 with Journey Center for Safety and Healing in the amount not-to-exceed \$303,130.00.
- c) Contract No. 2811 with The Salvation Army in the amount not-to-exceed \$374,731.00.
- d) Contract No. 2812 with West Side Catholic Center in the amount not-to-exceed \$160,584.00.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services **and Councilmember Turner**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0017 was considered and adopted by unanimous vote.

13) R2023-0018: A Resolution authorizing an amendment to a Master Contract with various providers for short-term emergency childcare for children in the County's custody for the period 9/1/2022 – 7/31/2024, to change the scope of services and terms, effective upon signature of all parties; no additional funds required; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 2714 with Specialized Alternatives for Families and Youth Services of Ohio, Inc. - no change.
- b) Contract No. 2716 with The Centers for Families and Children to change the scope of services and terms; no additional funds required.
- c) Contract No. 2717 with Providence House, Inc. - no change.
- d) Contract No. 2718 with Ohio Mentor. - no change.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services **and Councilmember Turner**

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0018 was considered and adopted by unanimous vote.

h) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

1) O2023-0001: An Uncodified Ordinance providing for paid emergency administrative leave for County employees; and allowing the County Executive or his designee to temporarily expand the use of existing paid sick leave and unpaid personal leave of absence; and declaring the necessity that this Uncodified Ordinance become immediately effective.

Sponsors: County Executive Ronayne/Department of Human Resources and Council President Jones

Committee Assignment and Chair: Human Resources, Appointments & Equity – Turner

This item was held at the request of the Law Department.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee meeting will not meet next week.

Mr. Tuma reported that the date of the next Public Works, Procurement & Contracting Committee is to be determined, depending upon the time constraints of the legislation that was introduced.

Mr. Sweeney reported that the Council Operations, Intergovernmental Relations & Transportation Committee will meet on Tuesday, February 1 at 3:00 p.m.

Ms. Conwell reported that the Health, Human Services & Aging Committee will meet on Wednesday, February 2 at 1:00 p.m.

Ms. Simon reported the Education, Environment & Sustainability committee will meet on Wednesday, February 2 at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

Mr. Tuma commented on the inauguration ceremony for Chris Ronayne and said he looks forward to working together with the County Executive in the upcoming year.

Mr. Sweeney asked why two Ordinances that he sponsored had not been introduced on this agenda.

Council President Jones and Ms. Simon explained the process, that has been in place since 2011, to have items introduced.

Mr. Gallagher announced the employee of the year, Brendan Doyle.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:53 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0024

Sponsored by: Councilmember Kelly	A Resolution awarding a total sum, not to exceed \$8,000, to the City of Fairview Park for the Evolis Radar Speed Sign Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 1 ARPA Community Grant Fund in the amount of \$8,000 to the City of Fairview Park for the Evolis Radar Speed Sign Project; and

WHEREAS, the City of Fairview Park estimates approximately 17,000-50,000 people will be served annually through this award; and

WHEREAS, the City of Fairview Park estimates the total cost of the project is \$8,000; and

WHEREAS, the City of Fairview Park is estimating the start date of the project will be completed by May 2023; and

WHEREAS, the City of Fairview Park requested \$8,000 from the District 1 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$8,000 to the City of Fairview Park to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$8,000 to the City of Fairview Park from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Evolis Radar Speed Sign Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

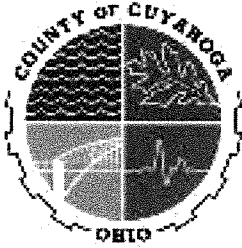
SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.



**Cuyahoga County
Council**

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): Fairview Park Police Department	
Address of Requesting Entity: 20777 Lorain Road, Fairview Park, Ohio 44126	
County Council District # of Requesting Entity: #1	
Address or Location of Project if Different than Requesting Entity: N/A	
County Council District # of Address or Location of Project if Different than Requesting Entity: N/A	
Contact Name of Person Filling out This Request: Police Chief Paul Shepard	
Contact Address if different than Requesting Entity: N/A	
Email: pshepard@fairviewpark.org	Phone: 440-356-4418
Federal IRS Tax Exempt No.: 34-6000988	Date: January 13, 2023

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

Evolis Radar Speed Sign Project

Fairview Park is 4.7 square mile inner ring suburb in Cuyahoga County. We have over 17,000 residents with 60 miles of roads approximately 90% are residential. Because of its proximity to the City of Cleveland and bordered by more populace cities Fairview Park has a large amount of vehicular traffic within it. That traffic travels through our residential neighborhoods. The increased traffic creates an inordinate amount of complaints from residents of speeding and aggressive driving in those neighborhoods. In 2022 we responded to 297 motor vehicle accidents.

The Fairview Park Police Department respond to those complaints through targeted enforcement and the placement of a 20-year-old radar speed sign trailer. The trailer is left in the lanes of travel and due to it age and regular usage has broken down frequently and needed to be repaired. While looking for replacement we contacted local police departments who recommended the Evolis Radar Speed Sign

EVOLIS is the most popular Radar Speed Sign for communities of all sizes. The EVOLIS Solution a Radar Speed Display helps change the behavior of motorists over the long term. It also provides significant and sustained reduction in speeding, recording of traffic statistics in both directions and is the most installed "reference" model in the world.

Our experience shows Radar Speed Signs not only remind drivers of the speed limit while displaying the driver's speed. The reminder causes the drivers to check their driving. This reduces the risk and severity of accidents. The signs will also record data to assist us determining the need for and time of targeted enforcement. The signs are portable and can be moved from location to location as need. They are solar

Project Start Date:
May 2023

Project End Date:
May 2023

IMPACT OF PROJECT:

Who will be served:
Citizens and visitors to the City of Fairview Park

How many people will be served annually:
17,000- 50,000 residents and visitors of Fairview Park, Ohio

Will low/moderate income people be served; if so how:
The project will protect moderate to low income residents by assisting motorists and middle income while the drive, ride or walk through Fairview Park

How does the project fit with the community and with other ongoing projects:
N/A

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:
N/A

If applicable, what environmental issues or benefits will there be:
The signs are solar powered with rechargeable batteries limiting reliability on carbon fuels

If applicable, how does this project serve as a catalyst for future initiatives:
The Project will help reduce traffic accidents which will improve the overall safety of the community

FINANCIAL INFORMATION:

Total Budget of Project:

\$8,000.00

Other Funding Sources of Project (list each source and dollar amount separately):
N/A

Total amount requested of County Council American Resource Act Dollars:

\$8,000.00

Since these are one-time dollars, how will the Project be sustained moving forward:

The Fairview Park Police will maintain and utilized signs for years to come to assist in keeping our roadways safe.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

CHIEF PAUL D. SHUPARD

Signature:



Date:

1-13-23

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0025

Sponsored by: Councilmember Simon	A Resolution awarding a total sum, not to exceed \$28,850, to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle” from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 11 ARPA Community Grant Fund in the amount of \$28,850 to the City of Lyndhurst for the purpose of procuring an “All Hazards Command – Rehab Vehicle”; and

WHEREAS, the City of Lyndhurst estimates approximately 1.2 million people will be served annually through this award; and

WHEREAS, the City of Lyndhurst estimates the total cost of the project is \$560,000; and

WHEREAS, the City of Lyndhurst indicates the other funding source(s) for this project includes:

- A. \$454,500 from an Assistance to Fire Fighters Grant;

- B. \$45,450 from Cuyahoga County Public Safety and Justice Services matching grant;
- C. \$24,000 from the Cuyahoga County Local Emergency Planning Committee (LEPC);
- D. \$8,000 from the Urban Area Security Initiative Grant; and

WHEREAS, the City of Lyndhurst is estimating the start date of the project will be September 2022 and the project will be completed by September 2023; and

WHEREAS, the City of Lyndhurst requested \$28,850 from the District 11 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$28,850 to the City of Lyndhurst to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$28,850 to the City of Lyndhurst from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of procuring an “All Hazards Command – Rehab Vehicle”.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____

_____, 20____



Cuyahoga County Council

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): City of Lyndhurst Fire Department	
Address of Requesting Entity: 5301 Mayfield Road	
County Council District # of Requesting Entity: District 11	
Address or Location of Project if Different than Requesting Entity: 28000 Shaker Blvd, Pepper Pike	
County Council District # of Address or Location of Project if Different than Requesting Entity: District 9	
Contact Name of Person Filling out This Request: Michael J. Carroll, Fire Chief, City of Lyndhurst Fire Department	
Contact Address if different than Requesting Entity:	
Email: carrollm@lyndhurstohio.gov	Phone: 440-821-0909
Federal IRS Tax Exempt No.: 34-6001741	Date: January 5, 2023

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

The City of Lyndhurst Fire Department is presenting this application on behalf of the Cuyahoga County Fire Chiefs for the purposes of completing the procurement of an “All Hazards Command – Rehab Vehicle”. The vehicle will be available to all Fire/EMS agencies within Cuyahoga County including all Specialty Teams (Tech Rescue/Hazmat, Fire Investigation Unit), Region 2 USAR, Region 2 Water, Region 2 Hazmat, or other public safety agencies requiring the functionality of this support vehicle. The vehicle’s primary purpose is to facilitate a strong Incident Command System during any larger (type IV – II) emergency response as well as support rehab for emergency responders.

The vehicle will support fireground communications on all three radio systems used in the County. This vehicle will have technological capabilities to support command & control but not the full dispatch or IT capabilities used by dispatch centers. The command vehicle will be able to “tether” into the Chagrin Valley Dispatch Communications’ Unit on large scale incidents when needed to increase the IT and overall operational needs of that Command Vehicle.

The vehicle will be set up with a front primary Command Area, a middle support/research work area and the back portion can be used for meetings/interviews/debriefs/rehab of personnel, etc. The vehicle will also carry supplies including tents/misting coolers/chairs and support materials for initial emergency responder rehab. There will be several monitors to receive drone feeds, news coverage, feeds from the 42’ telescoping mast, etc. The mast will also have a weather station, area array connectivity (CBRN sensors), and remote cameras. The unit can also be used solely as a rehab station for emergency responders during inclement weather (cooling/rewarming) or long duration incidents.

This project is recognized as regionally important as Cuyahoga County currently lacks a comprehensive All Hazards Command Vehicle with Rehab support. It will serve all of Cuyahoga County and improve the safety of emergency responders by providing a strong centralized incident command and comprehensive on-scene rehab support. Multi-agency coordination will be enhanced, including the ability to hold operational briefings with all stakeholders responding to any major incident.

The purchase of this regional response vehicle is being facilitated through the award of an Assistance to Firefighters Grant (AFG), however, additional financial support is needed to cover the costs of fully outfitting the vehicle with necessary equipment and supplies so the unit is fully functional and can be placed into service as soon as possible. The expected delivery of the vehicle is August/September 2023.

Project Start Date:
September 2022

Project End Date:
September 2023

IMPACT OF PROJECT:

Who will be served:

This vehicle will serve all Fire/EMS agencies within Cuyahoga County as well as serve Lake, Geauga, Ashtabula & Lorain counties when responding to support Ohio Region 2 USAR & Ohio Region 2 Water Rescue.

How many people will be served annually:

This will vary significantly depending on the number of responses, type of emergency, and location of response. The total population of the vehicle's primary response service area exceeds 1.2 million people not including non-county residents visiting or working within Cuyahoga County.

Will low/moderate income people be served; if so how:

This emergency response vehicle will serve all income levels within Cuyahoga County due to the fact it is made available to all fire/EMS agencies within Cuyahoga County. In addition, the vehicle will be made available to all other emergency response agencies within the County including law enforcement, tech rescue teams, hazmat teams, and Cuyahoga County OEM.

How does the project fit with the community and with other ongoing projects:

The project demonstrates a regional collaborative initiative that serves all public safety within the County. Individual community costs have been absorbed through grants and alternative funding sources allowing for implementation of a much-needed emergency response vehicle regardless of individual community resource capability.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

If applicable, what environmental issues or benefits will there be:

If applicable, how does this project serve as a catalyst for future initiatives:

This project is a catalyst for future endeavors by demonstrating a successful regional collaborative effort that serves all of public safety within Cuyahoga County including Cuyahoga County OEM. Every community within Cuyahoga County will have access to this vehicle for their respective emergency response needs. As a demonstrated model of success; this regional collaborative project can be used as a template for other programs, procurements, projects, and initiatives to follow.

FINANCIAL INFORMATION:

Total Budget of Project:

\$560,000.00

Other Funding Sources of Project (list each source and dollar amount separately):

Assistance to Fire Fighters Grant = \$454,500

Cuyahoga County Public Safety & Justice Services** (AFG 10% Match Requirement) = \$45,450

Cuyahoga County Local Emergency Planning Committee (LEPC) = \$24,000

Urban Area Security Initiative Grant = \$8000 (approximately)

Shortfall to fully fund project which includes the vehicle, all equipment and supplies = \$28,850

**PS&JS has offered AFG match for the last several years. The County Fire Chiefs voted to have available AFG match funds go towards this vehicle due to the countywide need.

Total amount requested of County Council American Resource Act Dollars:

\$28,850

Since these are one-time dollars, how will the Project be sustained moving forward:

The Cuyahoga County Fire Chiefs Association has committed to cover all maintenance and service costs for the vehicle once placed in service.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

Michael J. Carroll

Signature:



Date:

4/6/2023

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0026

Sponsored by: Councilmember Turner	A Resolution awarding a total sum, not to exceed \$10,000, to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the United Negro College Fund for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students and

WHEREAS, the United Negro College Fund estimates approximately 10,000 people will be served annually through this award including 60% of the students whose family income is under \$30,000; and

WHEREAS, the United Negro College Fund estimates approximately 134,000 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the United Negro College Fund estimates the total cost of the project is \$55,000; and

WHEREAS, the United Negro College Fund indicates the other funding source(s) for this project includes:

- A. MetroHealth: \$15,000
- B. Sherwin Williams: \$10,000
- C. Key Bank: \$10,000
- D. AKA Construction: \$10,000
- E. RPM: \$10,000
- F. Gilbane Construction: \$5,000
- G. Avery Denison: \$5,000
- H. Cleveland Browns: \$5,000
- I. Cleveland Clinic: \$5,000; and

WHEREAS, the United Negro College Fund requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the United Negro College Fund to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the United Negro College Fund from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of sponsorship support of the 2023 Cleveland Mayor’s Luncheon to raise scholarship dollars for minority students.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20 _____



**Cuyahoga County
Council**

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): United Negro College Fund	
Address of Requesting Entity: 3000 E. Main St. S# B256 Columbus, Oh 43209	
County Council District # of Requesting Entity: Meredith Turner	
Address or Location of Project if Different than Requesting Entity: 	
County Council District # of Address or Location of Project if Different than Requesting Entity: 	
Contact Name of Person Filling out This Request: Steve Miller – Area Development Director	
Contact Address if different than Requesting Entity: 	
Email: steve.miller@uncf.org	Phone: 614-221-5309
Federal IRS Tax Exempt No.: 13-1624241	Date: 2/8/23

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

Executive Summary UNCF seeks your sponsorship support for the 2023 Cleveland Mayor’s Luncheon benefiting UNCF. Net proceeds from this fundraising event will support UNCF’s education mission and help break the financial barriers that prevent so many talented students from earning a college degree. Our request is in line with your company’s commitment to increasing educational opportunities for minority students in our community and increasing the educated workforce pipeline in our nation. UNCF-member colleges graduate more African American students than other private colleges or public universities, and their low tuition rates are 26 percent less than those charged by other private colleges. Because college graduates earn higher incomes than nongraduates, your sponsorship will be an investment in the future teachers, business leaders, engineers, physicians and other professionals who will graduate from UNCF-member colleges to become productive participants in their communities and in the U.S. economy. Event Background This is the second annual Cleveland Mayor’s Luncheon benefiting UNCF. This year’s luncheon will be: Friday, February 3, 2023 The luncheon features greetings and remarks by local dignitaries dedicated to educating minority and underrepresented students. More than 600 civic and business leaders, education professionals and guests from across Ohio will be in attendance at this networking event of the year.

Project Start Date:
2/3/23

Project End Date:
2/3/23

IMPACT OF PROJECT:

Who will the Project Serve:

Our request is in line with your company’s commitment to increasing educational opportunities for minority students in our community and increasing the educated workforce pipeline in our nation. UNCF-member colleges graduate more African American students than other private colleges or public universities, and their low tuition rates are 26 percent less than those charged by other private colleges

How many people will be served annually:

10,000

Will low/moderate income people be served; if so how: Yes! 60% of our Students family income is under 30,000

UNCF has helped more than 500,000 students earn their college degrees since its founding.

How does the project fit with the community and with other ongoing projects:

UNCF is the nation’s largest private scholarship provider to minority group members. Each year, we award more than \$100 million in scholarships to students attending more than 1,100 schools across the country, including our prestigious network of [37 HBCUs](#).

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

134K+

Jobs created annually by America’s HBCUs

If applicable, what environmental issues or benefits will there be:

If applicable, how does this project serve as a catalyst for future initiatives:

UNCF’s mission is to build a robust and nationally-recognized pipeline of under-represented students who, because of UNCF support, become highly-qualified college graduates and to ensure that our network of member institutions is a respected model of best practice in moving students to and through college

FINANCIAL INFORMATION:**Total Budget of Project:****Total Cost – 55,000****AV – 20,000****Food – 30,000****Facilities – 5,000****Other Funding Sources of Project (list each source and dollar amount separately):****Metro Health – 15,000****Sherwin Williams – 10,000****Key Bank – 10,000****AKA Construction – 10,000****RPM – 10,000****Gilbane Construction – 5,000****Avery Denison – 5,000****Cleveland Browns – 5,000****Cleveland Clinic – 5,000****Total amount requested of County Council American Resource Act Dollars:****\$10,000****Since these are one-time dollars, how will the Project be sustained moving forward:**

The UNCF Cleveland Mayor's Luncheon is an Annual opportunity to invest in the lives of Local minority students who want to go to and through college

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

Steve Miller

Signature:



Date:

2/8/23

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0027

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on January 11, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through G) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Equity and Inclusion Coordinator*
 Number: 10281

Pay Grade: 7A/Non-Exempt

Exhibit B: Class Title: *Manager, Environmental Services*
Class Number: 18131
Pay Grade: 14A/Exempt

Exhibit C: Class Title: *Youth Development Program Coordinator*
Class Number: 13251
Pay Grade: 11A/Exempt

Proposed Revised Classifications:

Exhibit D: Class Title: *Contract Analyst*
Class Number: 19031
Pay Grade: 9A/Exempt
* PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 8A to 9A.

Exhibit E: Class Title: *Critical Infrastructure Analyst*
Class Number: 12151
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017. Changes were made to the essential functions, additional requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

Exhibit F: Class Title: *Early Childhood Resource & Training Coordinator*
Class Number: 13172
Pay Grade: 14A/Exempt
* PRC routine maintenance. Classification last revised in 2021. Updates were made to the environmental exposure variables and to the CPQ to ensure accuracy. Pay grade increased from 12A to 14A.

Exhibit G: Class Title: *Human Resources Generalist*
Class Number: 14111
Pay Grade: 9A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, supervisory requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee
Committee(s) Assigned:

Journal _____
_____, 20__



Deborah Southerington, Chairwoman
 Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: January 19, 2023

TO: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on January 11, 2023, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	
Equity and Inclusion Coordinator 10281	7A Non-Exempt	Equity and Inclusion	
Manger, Environmental Services 18131	14A Exempt	Public Works	
Youth Development Program Coordinator	11A Exempt	Health and Human Services	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Contract Analyst 19031	8A Exempt	9A Exempt	All Departments

Critical Infrastructure Analyst 12151	13A Exempt	13A Exempt (No Change)	Public Safety & Justice Services
Early Childhood Resource & Training Coordinator 13172	12A Exempt	14A Exempt	Children and Family Services
Human Resources Generalist 14111	9A Exempt	9A Exempt (No Change)	HR and Sheriff's Department

cc: Thomas Colaluca, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Kelli Neale, Program Officer 4

Joseph Nanni, Council Chief of Staff
Sheba Marshall, Interim HR Director
Andria Richardson, Clerk of Council

Posted: 1/5/2023
Meeting: 1/11/2023

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Equity and Inclusion Coordinator	10281	N\A	7A Non-Exempt	Equity and Inclusion	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Manger, Environmental Services	18131	N\A	14A Exempt	Public Works	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Youth Development Program Coordinator 13251	13251	N\A	11A Exempt	Health and Human Services	This is a new classification requested by the department based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Contract Analyst	19031	8A Exempt	9A Exempt	All Departments	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. Pay grade increased from 8A to 9A.
Critical Infrastructure Analyst	12151	13A Exempt	13A Exempt (No Change)	Public Safety & Justice Services	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, additional requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
Early Childhood Resource & Training Coordinator	13172	12A Exempt	14A Exempt	Children and Family Services	PRC routine maintenance. Classification last revised in 2021. Updates were made to the environmental exposure variables and to the CPQ to ensure accuracy. Pay grade increased from 12A to 14A.
Human Resources Generalist	14111	9A Exempt	9A Exempt (No Change)	HR and Sheriff's Department	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, supervisory requirements, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Equity and Inclusion Coordinator	Class Number:	10281
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Department of Equity and Inclusion	EXHIBIT A	

Classification Function

The purpose of this classification is to coordinate and support administrative, data collection, and reporting functions for the Department of Equity and Inclusion.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Director of the Department of Equity and Inclusion (DEI) and is responsible for coordinating the collection, review, maintenance, and analysis of data and information utilized by DEI to evaluate performance of diversity goals and equity initiatives. The employee works within a framework of policies, procedures, and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 70% +/-10%
- Coordinates the collection, review, maintenance, and analysis of data and Information utilized by DEI to evaluate performance of diversity goals and equity initiatives; reviews, maintains, and monitors information regarding purchasing activities, diversity goals, and equity initiatives in databases and spreadsheets; researches information for purchasing activities (RFPs, RFQs, bids) in the purchasing and DEI databases and checks quality and accuracy of information by researching and comparing information; reviews the Board of Control (BOC) and County Council agendas to locate information on approved awards; examines information (i.e., database, contracts) on awarded contracts and calculates what percentage of participation of an awarded contract was completed by minority, women, and small business enterprise (MBE/WBE/SBE) subcontractors; examines contracts and determines level at which contractors/subcontractors met goals (fully met/partial waiver/full waiver/good faith effort/non-profit); determines if received information regarding purchasing activities is correct and updates in the database; prepares various reports supporting department initiatives including status and diversity participation information; updates database with BOC approval dates; updates the department's diversity goals for MBE/WBE/SBE into the database; reviews daily Bid Schedule and updates information into the database; updates spreadsheet tracking awarded vendors and their vendor information (bids, status, etc.) for use with the disparity study; reviews provided information regarding departments' purchasing/contracting forecast activities; determines if there are errors and inconsistencies in the information provided by departments; maintains information in the purchasing forecast spreadsheet; provides information to the IT team to update information (i.e., RFPs, RFQs, formal and informal bids, bids that have been approved and awarded, etc.) on the appropriate webpage and/or database.
- 15% +/- 5%
- Acts as a liaison for the department; provides information to the general public as requested; fulfills public records requests by researching records/database, determining what information needs to be redacted according to public records regulations, and providing to requester via software system;

Effective Date:
Last Modified:

Equity and Inclusion Coordinator

contacts departments to obtain information and resolve errors/inconsistencies in provided information.

5% +/-2%

- Serves as an ombudsman for the DEI; acts as primary contact for receiving inquiries/complaints related to the County's equity initiatives and performs initial evaluation of complaints; monitors and tracks inquiries/complaints in the database from start to resolution; provides preliminary assessment of issues to the DEi Director; addresses and resolves inquiries/complaints including escalating issues to the appropriate departments (HR, County Human Rights Commission, Inspector General, etc.) as needed.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various meetings and trainings; sends emails to vendors inviting them to bid on upcoming opportunities; orders office supplies for Purchasing/DEi department; distributes parking passes for Fiscal Office employees; coordinates conference travel plans for DEi staff; assists with updating Department of Equity and Inclusion Mandatory Training Log.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, public administration, marketing, or related field and one (1) year of administrative support experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel, Microsoft Access), word processing software (Microsoft Word), and database software (Infor, OnBase, Matrix).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Effective Date:
Last Modified:

Equity and Inclusion Coordinator

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statues and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including purchase requisitions, product and bid specifications, Requests for Proposals, Requests for Bids, invitations to bid, bid tabulation spreadsheets, invoices, vendor listings, bid submissions, formal Diversity Goals, County Council approvals, Board of Control agendas, Purchasing Forecast Report, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Cuyahoga County Code, Cuyahoga County Ethics Requirements, OPD Policies and Procedures Manual, TAC Rules, the Employee Handbook, and the Ohio Revised Code.
- Ability to prepare responses to public records requests, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with supervisors, co-workers, directors, other County employees, customers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Environmental Services	Class Number:	18131
FLSA: Exempt	Exempt	Pay Grade:	14A
Dept:	Public Works	EXHIBIT B	

Classification Function

The purpose of this position is to manage the environmental services compliance for the Sewer Maintenance division of the Department of Public Works and serve as the County Operator of Record.

Distinguishing Characteristics

This is a supervisory classification with the responsibility for managing compliance of environmental services for County wastewater discharge and sewage pumping stations. This position works under general direction of the Chief Deputy of Maintenance or designee. This position oversees a large component of the operations and promotes the efficiencies of the sewer maintenance division. This position requires a thorough understanding of the applicable policies, procedures, regulations, and guidelines and is expected to exercise judgment in ensuring that operations conform to required regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Manages environmental services for the Sewer Maintenance division as the County Operator of Record; oversees the National Pollution Discharge Elimination Parameters for all County wastewater treatment; oversees sewage pumping stations; assures that all new or rehabilitation construction is installed to conform to the County rules, regulations, and standards; reviews and evaluates monthly operating data for all wastewater facilities as a basis for recommended changes, improvements, short term planning, long term planning, and as a reporting tool for the various municipalities; monitors, reviews, and evaluates the County safety program; ensures the safety program addresses the goals and concerns of the County and the Industrial Commission.

30% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Performs supporting administrative functions; attends various meetings and trainings; conducts meetings; answers questions and responds to requests for information; communicates with various agencies and departments regarding environmental services activities; creates schedules for crews to visit specific sites and perform general maintenance or repairs; creates and submits monthly reports required by the Environmental Protection Agency; attends training classes to prepare for Ohio EPA exams; communicates with mayors, service directors, city engineers, and any other

Effective Date: TBD
Last Modified: TBD

Manager, Environmental Services

elected/appointed government officials concerning the infrastructure of wastewater treatment facilities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree; with five (5) years of sewer maintenance and 3 years of supervisory experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- Must have and maintain Ohio EPA Wastewater Collections Class II or a Class 1 Wastewater Treatment license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and pump station activity system software.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform basic algebraic equations.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

Effective Date: TBD
Last Modified: TBD

Manager, Environmental Services

- Ability to comprehend a variety of informational documents including vehicle maintenance reports, EPA reports, purchase orders, inspection and operation reports, safety reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including safety manuals, equipment operation manuals, the Employee Handbook, State of Ohio EPA rules and regulations, and OSHA regulations.
- Ability to prepare reports such as EPA reports, equipment specifications, performance evaluations, budget recommendations, contracts, statistical reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret engineering, wastewater, and related legal terminology and language.
- Ability to communicate with employees, supervisors, residents, other County employees, engineers, employees of cities and municipalities, and the general public.

Environmental Adaptability

- Work may involve exposure to temperature/weather extremes, strong odors, wetness/humidity, disease/bodily fluids, electrical currents, bright/dim lights, noise extremes, and machinery.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Youth Development Program Coordinator	Class Number:	13251
FLSA:	Exempt	Pay Grade:	11A
Department:	Health and Human Services	EXHIBIT C	

Classification Function

The purpose of this classification is to coordinate and oversee youth development service programs provided by the Family and Children First Council.

Distinguishing Characteristics

This is a journey-level classification that is responsible for managing youth development projects and programs provided by the Family and Children First Council that assist youth and their families access appropriate community services. This position works under direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

70% +/- 10%

- Oversees and coordinates assigned youth development social service delivery programs; assists in developing Request for Proposals (RFPs) for assigned projects; prepares contracts and contract amendments for service delivery vendors; submits drafts of contracts for approval by the Law Department; attends contract meetings; reviews and evaluates internal and external RFP's, familiarizes provider staff with their contract; explains provider's scope of work, program benchmarks, and required reporting, invoicing, and program expectations; monitors contract activities of providers to ensure the provider is fulfilling its contractual obligations; creates timelines for projects; reviews and approves program events and marketing materials; provides oversight of contracted provider staff including completing regular check-ins, leading update meetings, and monitoring team activities; prepares training materials and conducts training for providers (by program as appropriate); periodically visits program sites of providers to observe and evaluate program activities; provides customer service to providers regarding questions on billable costs, invoice status, and payment status; answers inquiries, provides clarification, and offers assistance to providers regarding documentation required to support their invoices; reviews program evaluation reports; provides recommendations and guidance to providers on program outcomes and improvements; utilizes software systems to enter and/or review program data; reviews provider invoices by comparing invoice information with information from contract budget line items; submits invoices to appropriate parties for approval and reimbursement; conducts research to identify potential grants to support and/or enhance youth development programs.

15% +/- 5%

- Functions as a liaison with internal team members, community agencies, and direct service providers, on shared projects; participates in meetings with contracted vendors, sub-grantees, and external partners to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process; presents information on FCFC programs at meetings; serves on various committees and task forces.

Effective Date: TBD
Last Modified: TBD

15% +/- 5%

- Assists upper-level management with developing new operations, systems, policies, and/or procedures for new and existing youth development programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; shares research findings at both inter and intra agency committees; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback; accesses program data in software systems to research program performance and metrics; analyzes program data to draw conclusions about performance.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in social work, psychology, or related field with three (3) years of social program administration, social work, psychology, or related experience; or any equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (Microsoft Publisher), and data management software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Youth Development Program Coordinator

- Ability to comprehend a variety of informational documents including billing invoices, program reports, marketing materials, program evaluation data, contracts, annual evaluation reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, code of ethics, administrative procedure manuals, program guidelines, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare program reports, update reports, contracts, billing invoices, evaluation reports, program guidelines, training materials, survey reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret program related terminology and language.
- Ability to communicate with managers, supervisors, system partners, contracted direct service providers, community agencies, client families, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Contract Analyst	Class Number:	19031
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments	EXHIBIT D	

Classification Function

The purpose of this classification is to develop, coordinate, and monitor contract activities for a department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for developing, modifying, and monitoring contract processing procedures and activities. The incumbent works under the general direction of an administrative supervisor. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/-10%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services; advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; enters information regarding contracts, invoices, and payments into appropriate databases; coordinates with various departments to determine necessary terms and provisions to be included in contracts; analyzes and evaluates information (i.e., expenditures, etc.) to determine impact and feasibility of proposed project modifications; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations.

20% +/- 10%

- Plans and conducts monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

10% +/- 5%

- Assists with provider budget development, invoice reconciliation, and contract invoicing functions; works with providers to develop a budget with the awarded amount from the contract; ensures that budget line items are compliant with contract; makes recommendations based on budget analysis on amount to be awarded when contract is being amended; receives receipts and invoices from providers and reviews for accuracy and completeness; reconciles invoices with provider budget; makes recommendations to adjust budget; verifies that expenditures comply with contract and source funding regulations; produces packet to submit for payment processing.

Contract Analyst

10% +/- 5%

- Researches, analyzes, and evaluates existing operations, systems, policies, and procedures to identify areas for improvement; researches current best practices, industry standards, and state and federal rules and regulations; develops new operations, policies, and procedures to improve processes.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates department procedure manual, procedure timelines, and filing system; communicates with other agencies, departments, and vendors regarding required paperwork, drafts of contracts, contract amendments, funding availability, and insurance coverage; coordinates with other county agencies and/or departments for funding confirmation and legal advice.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social sciences, or related field and three (3) years of experience in contract administration, contract compliance, social program analysis, or related field; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Contract Analyst

- Ability to comprehend a variety of informational documents including contracts, contract amendments, contract status reports, certificates of liability insurance, worker's compensation insurance, W-9 form, monitoring documents, vendor documents, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare monitoring reports, contract updates, project timelines, project justification forms, requests for proposals, project update reports, contract amendments, proposal/contract evaluation forms, debarment suspension form, certification forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and basic accounting terminology and language.
- Ability to communicate with supervisors, co-workers, vendor contacts, program contacts, the Law Department, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and on occasional site visits.

Cuyahoga County is an Equal Opportunity Employer In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Critical Infrastructure Analyst	Class Number:	12151
FLSA:	Exempt	Pay Grade:	13A
Dept:	Public Safety and Justice Services	EXHIBIT E	

Classification Function

The purpose of this classification is to develop, implement, coordinate, and manage fire intelligence sharing and critical infrastructure protection programs in Ohio Homeland Security Region 2 for the Northeast Ohio Regional Fusion Center.

Distinguishing Characteristics

This is a journey-level classification that is responsible for the management of fire intelligence sharing and critical infrastructure activities in Ohio Homeland Security Region 2 (OHSR II – which includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, and Lorain) as well as overseeing and coordinating training needs. This position works under general supervision from the Deputy Director of the department of Public Safety and Justice Services but is expected to work with a degree of independence and exercise judgment and initiative in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/-10%

- Coordinates and manages fire service activity integration into the intelligence and information sharing process in OHSR II; identifies and recruits fire personnel for the FLO Program; oversees dissemination of relevant threats and analyses to appropriate local law enforcement, fire service organizations, and federal agencies; attends fire service threat assessment meetings and conference calls; develops, implements, and maintains written policy outlining standard operating procedures for suspicious activity and incident reporting process for OHSR II; communicates information requirements and the overall information-gathering strategy to private and public-sector partners; ensures that fire service integration activities are in compliance with the Department of Homeland Security (DHS) Fire Service Integration for Fusion Centers; completes Request for Information (RFI) from law enforcement, fire, health, and private sector partners.

30% +/-10%

- Oversees and manages information sharing and intelligence analysis activities in support of the protection of OHSR II Critical Infrastructure and Key Resources (CIKR); identifies CIKR assets in OHSR II; researches, tracks, reviews, and analyzes CIKR incidents within OHSR II as well as at the state and national level to identify risks and trends; collects intelligence, threats, and information on suspicious activities relating to CIKR and analyzes information to determine threat levels, local CIKR vulnerabilities, potential consequences of attacks, and risk mitigation and the resulting effects; identifies intelligence and information gaps and strategizes information gathering opportunities; conducts on-site threat or vulnerability assessments as needed; produces threat assessment reports

Critical Infrastructure Analyst

for identified major events in NE Ohio; serves as a liaison between federal, state, local, and private sector security partners; oversees dissemination of relevant CIKR threats and analyses to the appropriate critical infrastructure (CI) sector and federal agencies; develops, reviews, and updates information gathering, analyzing, and reporting policies and procedures and presents as necessary; ensures that critical infrastructure protection activities are in compliance with the DHS' National Infrastructure Protection Plan.

30% +/-10%

- Coordinates, develops, and delivers intelligence and awareness training programs, sector and industry specific programs, and criminal and terrorism awareness training programs; collaborates and coordinates with state and federal partners to deliver training to fusion center, local law enforcement, fire service partners, first responders, and private sector partners; updates training materials; conducts evaluations on the effectiveness of training courses.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; produces public awareness and training materials including intel bulletins, offer safety bulletins, situational awareness bulletins, and suspicious activity reports; responds to requests for information; attends local, state, and federal safety and security meetings addressing homeland security concerns, CIKR security, intelligence sharing, and identification of security gaps.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in critical infrastructure protection, emergency management, intelligence studies, criminal justice, public administration, statistics, or related field and three (3) years of experience in criminal justice, emergency management, emergency services, intelligence analysis, or critical infrastructure protection; or any equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must complete 28 CFR Part 23 training within 90 days of hire.
- Must be able to pass extensive background check and maintain secret security clearance as issued by the Department of Homeland Security (DHS)
- Must successfully complete training to ensure baseline proficiency in intelligence analysis and production within 1 year of being hired. Must have and active State of Ohio Firefighter Card and/or State of Ohio Paramedic Card

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 10lbs.

Technology Requirements

Critical Infrastructure Analyst

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and security and law enforcement database software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including requests for information, suspicious activity reports, terrorism screening reports, situational intel report, intelligence briefs, national intel threat briefs, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Bureau of Justice Assistance's Criminal Intelligence Systems Operating Policies, Privacy, Civil Rights, and Civil Liberties Guidelines, DHS' Fire Service Integration for Fusion Centers Manual, DHS' National Infrastructure Protection Plan, and NEORFC's Standard Operating Procedures.
- Ability to prepare intelligence bulletins, officer safety bulletins, presentations, training materials, threat assessments, suspicious activity reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic legal and medical terminology and language.
- Ability to communicate effectively with supervisor, fire service personnel, law enforcement personnel, representatives of public safety and private sector entities, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, strong odors, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animals, wildlife, electrical currents, explosives, violence, bright/dim lights, noise extremes, vibrations, and machinery.

Critical Infrastructure Analyst

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Childhood Resource & Training Coordinator	Class Number:	13172
FLSA:	Exempt	Pay Grade:	14A
Dept:	Children and Family Services	EXHIBIT F	

Classification Function

The purpose of this classification is to serve as a resource to child welfare staff, biological families, and foster parents in child welfare cases involving children ages 0 through 5.

Distinguishing Characteristics

This is a supervisory-level classification responsible for serving as a resource to child welfare staff, biological families, kinship caregivers, and foster parents in child welfare cases and ensuring consideration of the child’s specific developmental and emotional needs during placement, visitation, and service delivery. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

35% +/-10%

- Collaborates with Agency staff, family, substitute caregivers, childcare providers, school staff, and other collateral service providers as necessary; consults with staff, caregivers, and other providers for case conceptualization and to identify treatment needs and resources for young children; collaborates with the Early Childhood Mental Health (ECMH) System Coordinator, child-serving system partners, and other staff to ensure appropriate services are secured for children and their families; serves on committees to provide education and advocacy regarding the specialized needs of young children; attends Team Decision Making meetings for children on caseload, prospective clients, and as requested by other DCFS staff.

25% +/-10%

- Provides trainings for staff, caregivers, and other providers on attachment, trauma, and the specialized and developmental needs of young children and families involved with the child welfare system; identifies areas of need and develops new trainings to promote awareness and change in practice and policy that reflects research and best practice for young children; maintains knowledge of current research, best practices, and available community resources and services.

15% +/-10%

- Provides direct ECMH consultation and therapeutic services to children and their families; provides initial screenings, outreach, and documentation of contracts; prepares ECMH consultation and therapeutic services and documentations; provides expert witness testimony in court when requested; provides in-home counseling services to children and their caregivers on an as-needed basis.

Early Childhood Resource & Training Coordinator

15% +/- 5%

- Supervises and directs the work of Early Child and Mental Health (ECMH) Therapists; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instructions; evaluates employee performance; conducts and facilitates staff meetings; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests and completes related documentation; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfers, discipline, or discharge.

10% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares reports tracking number of clients serviced, referrals, service effectiveness and outcomes; completes monthly expense reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, psychology, child welfare or related field with three (3) years of experience in child clinical counseling, child welfare, or related field; or any equivalent combination of training and experience.
- Must hold and maintain a License of Social Worker (LSW), License of Independent Social Worker (LISW), License of Professional Counselor (LPC), License of Professional Clinical Counselor (LPCC), or License of Marriage and Family Therapy (LMFT) in the State of Ohio for the duration of employment.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must obtain and maintain Ohio Early Childhood Mental Health Professional Credential within six (6) months of hire date.
- Must become an Ohio Child Welfare Training Program trainer at first opportunity after date of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), publishing software (Microsoft Publisher), word processing software (Microsoft Word) and virtual conferencing software (Microsoft Teams).

Supervisory Responsibilities

Early Childhood Resource & Training Coordinator

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including reports, assessment scores, referral forms, logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including ABC clinical/service implementation guidelines and standards, Employee Handbook, DCFS Policy and Procedures, Ohio Administrative Code, Ohio Revised Code, and Ohio Counselor, Social Worker and Marriage and Family Therapist (CSWMFT) Board regulations.
- Ability to prepare statistical reports, graphs, lists, expense reports, correspondence, purchase orders, performance evaluations, training materials, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret counseling and basic legal terminology and language.
- Ability to communicate with supervisors, subordinates, coworkers, child clients, caregivers, parents, stakeholders, community service providers, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment and in client's homes.
- Work may involve exposure to animals, smoke, dust, pollen, disease, bodily fluids, and violence.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Generalist	Class Number:	14111
FLSA:	Exempt	Pay Grade:	9A
Dept:	Human Resources	EXHIBIT G	

Classification Function

The purpose of this classification is to provide comprehensive personnel services for County departments in various areas in Human Resources.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing Human Resource (HR) services to employees and HR department and completing research and analysis regarding work issues, development plans, operational strategies, compensation issues, and HR policies and procedures. This class works under regular guidance within a framework of established regulations, policies, and procedures. The employee is expected to independently exercise judgment in performing work and ensure that assigned activities are planned and completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 45% +/- 10%
- Performs human resource services for assigned County agency/agencies and serves as a liaison to managers and employees; provides strategic analysis, advice, and counsel to managers and employees regarding work issues, development plans, operational strategies, human resource policies and procedures, rights, benefits, and opportunities for career advancement; interprets policies and procedures and their application to specific employee situations; responds to employee questions regarding HR concerns, requests, and complaints; communicates policy and procedure changes to employees; explains the Family Medical Leave Act (FMLA) process to employees and answers any questions that may arise; manages FML process and other leave processes for employees from initial request through to approval/rejection; serves as contact between employee and the worker's compensation department during an accident investigation and facilitates the process; determines how issues should be filed, addressed, and if and when issue elevation is necessary; follows up on HR inquiries to ensure they have been fully addressed.
- 10% +/- 5%
- Gathers and analyzes HR related data and information to prepare reports analyzing HR trends; utilizes database systems to update employee information (i.e., pay rates, compensation structure information, FML documentation, etc.); utilizes data to develop potential solutions to increase the effectiveness and efficiency of HR service processing; provides reports and recommendations to department management; provides requested data and reports from database systems to stakeholders and management (seniority, scheduled leaves of absence, employee demographics, tenure, upcoming eligible retirees, attendance, etc.).
- 10% +/- 5%
- Strategizes with various HR teams to plan processes and solutions to various personnel matters; assists with identification and analysis of human resource needs; participates in planning methods, systems, and processes to best meet human resource needs; acts as liaison between centralized HR and assigned departments.

Human Resources Generalist

10% +/- 5%

- Works collaboratively with Employee Relations to confer and strategize outcomes related to the employee discipline process; gathers statements; investigates complaints; conducts pre-disciplinary hearings as assigned; suggests corrective actions to solve problem areas; facilitates the use of Pre-Disciplinary Conferences (PDC) to address absenteeism, attendance concerns, work performance, and other behaviors; assists with probationary removals, failures, and extensions; provides training and guidance on how to properly conduct disciplinary actions.

10% +/- 5%

- Coordinates and reviews the work of lower-level human resource associates; acts as a resource for work, data issues, and other HR actions; provides guidance and development; trains newly hired HR associates on policies, procedures, and tech used in HR dept; assists supervisors with creating performance improvement plans (PIP) for underperforming employees.

5% +/-2%

- Develops job descriptions for unclassified positions; meets with Subject Matter Experts (SMEs) to collect job analysis information; makes edits to exiting job descriptions to reflect changes to job duties as needed; compiles salary survey data for County positions; compiles data for various compensation needs; collaborates with other HR staff regarding compensation related issues.

5% +/-2%

- Participates in planning and implementation of HR programs and projects; assists with reviews of programs and procedures to evaluate and improve the effectiveness, efficiency, and utility of operations; assists with rollout and implementation of HR programs.

5% +/-2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; represents the HR department and assigned agencies at various related activities and meetings; updates organizational charts; develops standard and ad hoc reports, templates, dashboards, scorecards, and metrics.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, business administration, or related field and three (3) years of human resources experience; or any equivalent combination of education, training, and experience.
- Valid Ohio driver license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data management software (SAP, INFOR).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including organizational charts, project management plans, personnel action forms, classification specifications, position descriptions, grievances, disciplinary reports, personnel files, attendance reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, Benefits Manual, Collective Bargaining Agreements, Family Medical Leave Act, HIPAA, and State and Federal Human Resource Laws and Regulations.
- Ability to prepare personnel action reports, organizational charts, various human resource reports, correspondence, requests for PDCs, reports of PDCs, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources and relevant legal terminology and language.
- Ability to communicate effectively with County employees, outside agencies, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0020

Sponsored by: Councilmember Sweeney	A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061 and R2022-0049, which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from February 28, 2023, to November 30, 2023; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the primary goal of this project is to redevelop and restore 25,160 square feet of space to create a Variety Theater Complex along Lorain Avenue from West 110th Street to West 123rd Street in the City of Cleveland, County Council District 3 (the “Project”); and

WHEREAS, the Project is anticipated to help revitalize an historic anchor in the City of Cleveland upon completion; and

WHEREAS, County Council previously approved an award in the amount of \$2,500,000.00, which included the following fundings sources:

- a) \$1,000,000.00 from the County’s Community Development Fund; and
- b) \$1,500,000.00 from the County’s Economic Development Fund; and

WHEREAS, on December 13, 2016, County Council approved Resolution No. R2016-0218, which authorized an Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization with a sunset date of December 13, 2017; and

WHEREAS, on April 10, 2018, County Council approved Resolution No. R2018-0067, which extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization from December 13, 2017, to April 10, 2020; and

WHEREAS, on March 16, 2020, County Council approved Resolution No. R2020-0061 which authorized the following:

- a) Extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization from April 10, 2020, to March 16, 2022; and
- b) Converted the Economic Development Fund Redevelopment and Modernization Loan to a Grant; and
- c) Changed the funding recipient from the Detroit Shoreway Community Development Organization to the Friends of Historic Variety Theatre, Inc.; and

WHEREAS, on April 12, 2022, County Council approved Resolution No. R2022-0049, which extended the sunset provision from March 16, 2022, to February 28, 2023 and changed the funding recipient from Friends of History Variety Theatre, Inc. to Variety Properties LLC; and

WHEREAS, unforeseen circumstances have prevented implementation of the actions authorized in Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049; and

WHEREAS, County Council now desires to extend the sunset provision from February 28, 2023 to November 30, 2023; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the County Council hereby amends Resolution No. R2016-0218 dated December 13, 2016, as amended by Resolution Nos. R2018-0067 No. R2020-0061, and No. R2022-0049, which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of the Project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, County Council District 3, to extend the sunset provision from February 28, 2023 to November 30, 2023.

SECTION 2. That County Council staff, and County Executive staff is authorized to prepare all documents to effectuate said Grant.

SECTION 3. That the County Executive is authorized to execute all necessary agreements and documents consistent with said Grant and this Resolution.

SECTION 4. That all other provisions of Resolutions No. R2016-0218, R2018-0067, R2020-0061, and R2022-0049 not in conflict with this Resolution shall remain unchanged and in effect.

SECTION 5. The County Council authorizes the County Executive and the Fiscal Office to transfer and appropriate \$1,000,000.00 from the County's Community Development Fund and \$1,500,000.00 from the County's Economic Development fund in the event the project is ready to proceed before the sunset date of November 30, 2023.

SECTION 6. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President	Date

County Executive	Date

Clerk of Council	Date

First Reading/Referred to Committee: January 24, 2023

Committee(s) Assigned: Community Development

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0442

Sponsored by: Councilmember Sweeney	A Resolution awarding a total sum, not to exceed \$100,000, to the City of Brooklyn for the Memorial Trail Connector and Stickney Creek Re-Stabilization Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$100,000 to the City of Brooklyn for the Memorial Trail Connector and Stickney Creek Re-Stabilization Project; and

WHEREAS, the City of Brooklyn estimates approximately 11,359 people will be served annually through this award; and

WHEREAS, the City of Brooklyn estimates the total cost of the project is \$385,788.33; and

WHEREAS, the City of Brooklyn indicates the other funding source(s) for this project includes:

- A. \$750,000 from the Northeast Ohio Regional Sewer District (for phase one of the project, not included in the total cost noted above);
- B. \$2,500 from West Creek Conservancy;
- C. \$15,000 from the Ohio Department of Natural Resources Recreational Trails Grant;
- D. Adjacent land acquisition from the Ohio EPA through West Creek Conservancy; and

WHEREAS, the City of Brooklyn is estimating the project is already in progress and the project will be completed by June 2023; and

WHEREAS, the City of Brooklyn requested \$100,000 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$100,000 to the City of Brooklyn to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$100,000 to the City of Brooklyn from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Memorial Trail Connector and Stickney Creek Re-Stabilization Project.

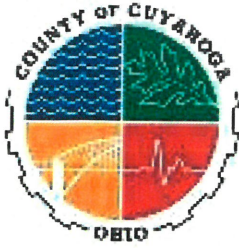
SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

Journal _____
_____, 20____



**Cuyahoga County
Council**

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.):	
City of Brooklyn	
Address of Requesting Entity:	
7619 Memphis Avenue, Brooklyn, Ohio 44144	
County Council District # of Requesting Entity:	
District 3	
Address or Location of Project if Different than Requesting Entity:	
7619 Memphis Avenue, Brooklyn, Ohio 44144	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
Contact Name of Person Filling out This Request:	
Katherine A. Gallagher, Mayor	
Contact Address if different than Requesting Entity:	
Email:	Phone:
Kagallagher@brooklynohio.gov	216-635-4220
Federal IRS Tax Exempt No.:	Date:
34-6000347	11/16/2022

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

Brooklyn's Memorial Trail Connector and Stickney Creek Re-stabilization Project has been an ongoing project in our community for the last two years. The project kicked off by securing funding from the Ohio EPA and Northeast Ohio Regional Sewer District. This was used to remove the gabion walls, ford, and trails running along Stickney Creek in Memorial Park which were collapsing into the water due to erosion. This stabilization project has helped the long-term environmental impact of the park, the entire community and the reduction of flooding. The naturalization and re-stabilization has restored animal habitats, the creek's natural pathway and helped to prevent upstream flooding.

With the removal of some of the walking trail, the City worked with West Creek Conservancy to secure an Ohio Recreational Trails Program (RTP) Grant through the Department of Natural Resources. This grant allowed us to extend trails to the Brooklyn Historical Society and the Rodoan Road entrances by connecting adjoining neighborhoods to the park with an additional 1,500 linear feet of new path. Originally, this RTP grant was also designed to help offset costs associated with new trail additions and the addition of a 40-foot bridge installation. However, since securing the funding and beginning the work this year, costs have escalated from the original Engineer's estimate. These costs are now \$100,000 over what this project was funded for in our capital budget. We are requesting ARPA funding to help offset those overruns due to market conditions as well as ensuring the completion of this 3-year project which will benefit the environment and the health of our entire community.

Project Start Date:

In progress

Project End Date:

June 2023

IMPACT OF PROJECT:**Who will be served:**

The entire City of Brooklyn.

How many people will be served annually:

11,359

Will low/moderate income people be served; if so how:

6 Low/Mod Block Census tracts out of 9 total

How does the project fit with the community and with other ongoing projects:

City Center restoration; Greenway Trail Program; NEORSD work toward Clean Water goals; NOACA Livable Communities Initiative Plan; and Big Creek Greenway Trail Alignment and Neighborhood Connector Plan

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

N/A

If applicable, what environmental issues or benefits will there be:

As an urban watershed consisting of 56% of impervious surface, increased water volume has impacted the creek and trails due to erosion and flooding. The stabilization and naturalization allowed for the long-term viability of the park and addition of new trails to provide more connectivity locally and regionally.

If applicable, how does this project serve as a catalyst for future initiatives:

Continued park improvements and trail connections in a critical gap area of the Cuyahoga Greenway.

FINANCIAL INFORMATION:

Total Budget of Project:

Costs specific to Trail Extensions and Bridge Addition – initial Engineer’s estimate was \$221,945 and now is approximately \$385,788.33. \$150,000 will be reimbursed from RTP grant.

Other Funding Sources of Project (list each source and dollar amount separately):

Northeast Ohio Regional Sewer District - \$750,000
West Creek Conservancy – In Kind for grant writing and \$2,500 acquisition for trail easement
Ohio Department of Natural Resources Recreational Trails Grant - \$150,000
Ohio EPA – adjacent land acquisition through West Creek Conservancy

Total amount requested of County Council American Resource Act Dollars:

\$100,000 to help offset some of the project overruns

Since these are one-time dollars, how will the Project be sustained moving forward:

City’s general and capital funds.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

Katherine A. Gallagher, Mayor

Signature:



Date:

11/14/22

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

- Map of project site

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0443

Sponsored by: Councilmember Simon	A Resolution awarding a total sum, not to exceed \$100,000, to the City of South Euclid for Year Two of the Deer Sterilization Pilot Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 11 ARPA Community Grant Fund in the amount of \$100,000 to the City of South Euclid for Year Two of the Deer Sterilization Pilot Program; and

WHEREAS, the City of South Euclid estimates approximately 21,000 people will be served annually through this award; and

WHEREAS, the City of South Euclid estimates the total cost of the project is \$165,000; and

WHEREAS, the City of South Euclid indicates the other funding source(s) for this project includes \$65,000 from the City of South Euclid for USDA Wildlife Management Services; and

WHEREAS, the City of South Euclid is estimating the start date of the project will be January 2023 and the project will be completed by January 2023; and

WHEREAS, the City of South Euclid requested \$100,000 from the District 11 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$100,000 to the City of South Euclid to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$100,000 to the City of South Euclid from the General Fund made available by the American Rescue Plan Act revenue replacement provision for Year Two of the Deer Sterilization Pilot Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive



Cuyahoga County Council

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): City of South Euclid	
Address of Requesting Entity: 1349 South Green Road	
County Council District # of Requesting Entity: District 11	
Address or Location of Project if Different than Requesting Entity: Same as above	
County Council District # of Address or Location of Project if Different than Requesting Entity: Same as Above.	
Contact Name of Person Filling out This Request: Keith Ari Benjamin, Director of Community Development/Services	
Contact Address if different than Requesting Entity: Same as above.	
Email: kbenjamin@seuclid.com	Phone: 216.691.4234
Federal IRS Tax Exempt No.: 34-6002695	Date: November 29, 2022

PROJECT DESCRIPTION

South Euclid Deer Sterilization Pilot Program – Year Two

South Euclid is the site of an innovative pilot program to study non-lethal deer population control. The City of South Euclid is seeking funding to participate in year-two of this unique three-to-five-year study to determine the feasibility of managing the white-tailed deer population through fertility control.

Under a research permit issued by the Ohio Department of Natural Resources, veterinarians and capture professionals managed by eco-system and wildlife population research consultant, White Buffalo Inc. will be anesthetizing, sterilizing and tagging female deer from January 16th through January 22nd. A team of volunteers will also participate in the program.

The purpose of the project is to determine whether it is possible to manage overabundant deer herds through non-lethal means alone. The research being done in South Euclid will help to provide definitive answers. Based on findings from the Clifton deer research project in Cincinnati, Ohio, it is estimated the operation will significantly restrict herd growth through the reduction of the fawning rate, the deer population should stabilize and then gradually decline over time through natural attrition, with the rate of attrition depending in part on deer migration patterns.

Fertility control technology has been shown to be effective for use on white-tailed deer and several other mammalian species. The public has expressed considerable interest in this approach to managing deer, and it has promise for use on localized deer populations (Rutberg et al., 2013).

The goal for this management approach is short- and/or long-term population management to minimize human-deer interactions or disease outbreaks in areas with high deer populations where hunting is limited, controlled, or prohibited, and where other management tools are difficult or impossible to implement. The City of South Euclid, utilizing the expertise of the USDA and ODNR, has taken a comprehensive approach to wildlife management, incorporating targeted culling, along with non-lethal population control.

The process for sterilization includes the use of wildlife professionals who locate and dart deer from vehicles on public roadways and at bait stations on volunteer properties within the Study Area. The deer are tracked until they are unconscious (typically just a few minutes), and then transported to a surgical site where a veterinarian performs ovariectomies and administers long-acting antibiotics and pain relievers.

All sterilized deer are fitted with state mandated numbered ear tags. Treated deer are then returned to a safe location close to the area where they were found and monitored until recovered. The entire process, from initial darting to release, takes approximately 90 to 120 minutes per deer.

Project Start Date: January 2023

Project End Date: January 2023

IMPACT OF PROJECT:

Who will be served:

The project will directly serve the population of the City of South Euclid (@ 21,000), along with neighboring communities where deer migrate.

How many people will be served annually:

The pilot project study not only impacts South Euclid (est. population 21,000) but also the entire region. During Pilot Year One, it was determined that several tagged deer migrated much further than anticipated, being spotted near the Pennsylvania border, Gates Mills, Waite Hill and other areas in Northeast Ohio.

Will low/moderate income people be served; if so how:

The project lies within low-moderate income neighborhoods, which are also designated as Improvement Target Areas.

How does the project fit with the community and with other ongoing projects:

The City of South Euclid has taken a unique and comprehensive approach to managing the overpopulation of deer in our community and addressing the many challenges residents face with the overabundance of deer and the many safety issues inherent with overpopulation, including traffic accidents, disease and other issues related to maintaining the health, safety and welfare of the community.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

N/A

If applicable, what environmental issues or benefits will there be:

Studies have indicated that the overpopulation of deer leads to the loss of brush and shrubs as a result of overgrazing. The loss of undergrowth restricts places for small animals and birds to shelter and nest, resulting in the potential loss of many native species that no longer have access to the habitat they need. Deer are also carriers of ticks that can transmit Lyme disease to humans and pets, while their transmission is rare, the more deer that live in a given place, the more hosts exist for the deer ticks and the greater the chances are that a human will be bitten and contract the disease.

If applicable, how does this project serve as a catalyst for future initiatives:

This pilot project will work to determine whether deer sterilization, either alone or with other forms of deer population control, is an effective way to control the overpopulation of deer, and will serve as a model for other communities as we look towards a more regional approach to deer and wildlife management in Cuyahoga County.

FINANCIAL INFORMATION:

Total Budget of Project:

\$165,000 (Comprehensive Deer Wildlife Management Program, including USDA services and White Buffalo sterilization services).

Other Funding Sources of Project (list each source and dollar amount separately):

City of South Euclid: \$65,000 for USDA Wildlife Management Services that must take place as a component of the Sterilization Project.

Total amount requested of County Council American Resource Act Dollars:

\$100,000

Since these are one-time dollars, how will the Project be sustained moving forward:

The project will be sustained moving forward utilizing city General Fund and/or additional grant funds.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name: Georgine Welo, Mayor

Signature:



Date: November 30, 2022

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

South Euclid 2022 Research Proposal from White Buffalo, Inc.



Examining the Relative Cost-effectiveness of Surgical Sterilization Used in Collaboration with Sharpshooting for Managing a Suburban White-Tailed Deer Population: Amended

South Euclid, Ohio

18 October 2022 - Revised

Submitted by

Drs. Anthony J. DeNicola and Jason R. Boulanger

White Buffalo Inc.



Introduction and Expanded Study Area

The City of South Euclid is in northeast Ohio and contains approximately 4.7 miles². The City contracted with USDA-Wildlife Services in 2020 to implement a sharpshooting program that lethally removed 66 deer, and again in 2021, resulting in 101 deer culled. Sterilization efforts were focused in the area south of Rt. 322 (see Appendix A), where smaller green spaces significantly limit sharpshooting activities (e.g., only 19 of the 101 deer culled were harvested south of Route 322 in 2021), and because of the suitability for the sterilization approach. There is a similarly developed area north of Route 322, bounded to the east by South Green Road and to the north by Bluestone Road (Appendix B). This proposed expanded area will add ~0.75 mile² to the existing 1.9 mile² combined sharpshooting/sterilization zone. There was an abundance of deer recorded during distance sampling observations and reported in the Final Report (submitted 2 March 2022). It is evident that housing densities are too high to effectively manage deer using sharpshooting methods alone, given there were 32 deer observed (likely less than half of the number of deer actually present) in this area on the evening of 22 December during spotlighting efforts.

Objectives

The objectives remain the same, with the benefit of any remaining untagged females being sterilized in the original sterilization area. We also propose treating additional females in neighborhoods where sharpshooting has had limited impact to provide added management benefit to the city. As part of the original design and objectives, the lethal removal of deer (both tagged and untagged) will continue to part of the research in all areas of South Euclid. This research does not preclude tagged deer from being culled outside of the city limits.

Field Methods

YEAR 2

Capture

Same as Year 1, except one mature doe in each matrilineal group will be collared using SigFox geolocation technology ($n = 10$) to monitor future movements and to assess survival rates. These devices receive location data from cellular coverage, not satellites, permitting smaller hardware for 1/10th of the cost of conventional GPS collars.



Surgical Procedure

Same as Year 1.

Monitoring

Same as Year 1 except only a camera survey will be performed.

Deer Tracking Study

As noted in the original proposal, if deer are captured in years 2 and 3, geolocation tracking collars will be utilized in place of VHF collars to assess deer movements. We suggest collaring 10 females in the treatment area and the same number in a control area. The control area will be the area east of South Green Road, north of Route 322 and south of Monticello Boulevard where females will not be sterilized.

Report Submission

We will be responsible for the submission of annual reports to a designated agent of the Ohio Department of Natural Resources. All data will be made available upon request at any time to authorized agents of the State and/or City of South Euclid. A final report will be submitted to the Ohio Department of Natural Resources at the conclusion of the research project. The final report will include the detailed costs associated with both the sterilization and the lethal removal aspects of the research, as well as any deer movement data obtained during the research.

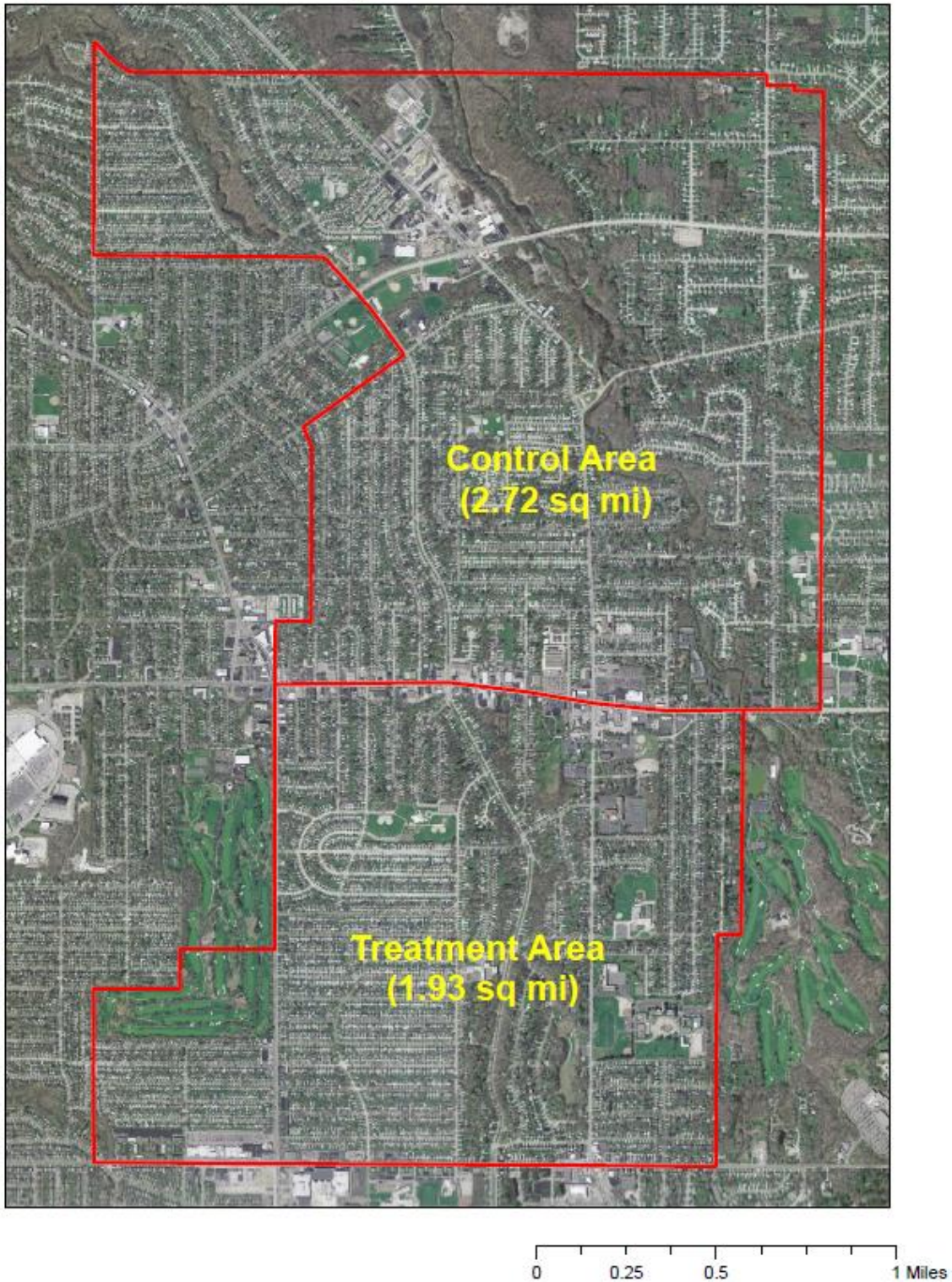
Principal Investigators

Dr. Anthony J. DeNicola is CEO of White Buffalo, Inc., a non-profit research organization dedicated to conserving ecosystems through wildlife population control. He received a M.S. degree from the Yale School of Forestry and Environmental Studies and a Ph.D. from Purdue University. Dr. DeNicola has conducted contraceptive and sterilization projects throughout the United States over the last 30 years. Dr. DeNicola's research interests include ecological approaches to control wildlife damage, control of introduced vertebrate species, and wildlife reproductive control.

Dr. Jason "Jay" R. Boulanger is President of White Buffalo, Inc. He received his Ph.D. in Wildlife Science from Cornell University, M.S. in Wildlife and Fisheries Sciences from South Dakota State University, and B.S. in Natural Resources from the University of Vermont. His dissertation and post-doctoral research focused on controlling suburban raccoon rabies via a novel bait station and overabundant deer populations via fertility control, respectively. Jay also served as a tenured wildlife professor at the University of North Dakota. Jay is a long-standing member of The Wildlife Society and a Certified Wildlife Biologist®.

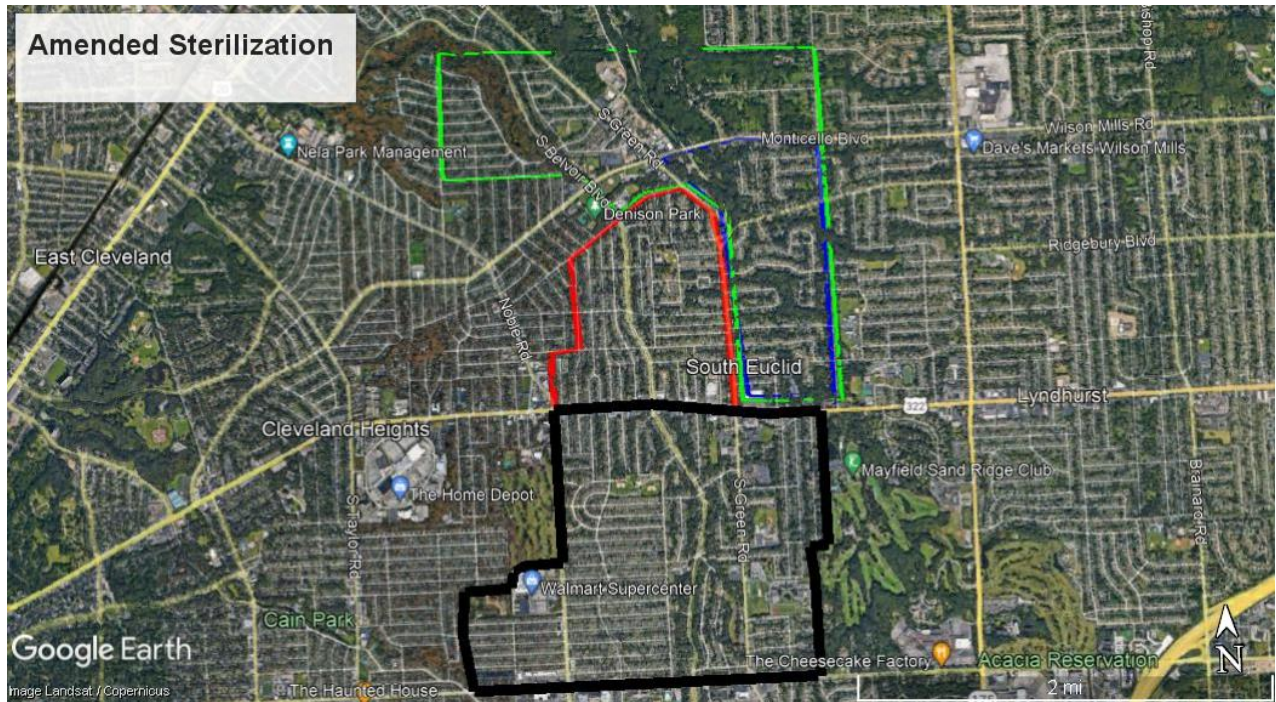


Appendix A - South Euclid Deer Surgical Sterilization Research Areas





Appendix B – Year 2 Proposed Expanded Sterilization Area 2022/23. Red outline reflects the expanded sterilization area. Green outline represents sharpshooting only area. Blue outline depicts control area for collaring.



County Council of Cuyahoga County, Ohio

Resolution No. R2023-0002

<p>Sponsored by: Councilmember Conwell and Council President Jones</p> <p>Co-sponsored by: Councilmembers Miller and Turner</p>	<p>A Resolution awarding a total sum, not to exceed \$360,000.00, from the Cuyahoga County Community Development Fund to the Cleveland Cultural Gardens Federation for the maintenance and upgrades for the Cleveland Cultural Gardens located in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

WHEREAS, the Cleveland Cultural Gardens consist of 35 built or dedicated existing members, with ten more in development, including a Native American Garden and gardens for Peru, Mexico, Colombia, Uzbekistan, Vietnam, Scotland, France, Korea, and Pakistan; and

WHEREAS, the Cleveland Cultural Gardens Foundation has indicated that the cost of building a new garden varies greatly but generally exceeds \$100,000 per garden, and structural maintenance of existing gardens can cost thousands of dollars; and

WHEREAS, the Cleveland Cultural Gardens Federation anticipates working with the City of Cleveland to provide public bathrooms for the Cultural Gardens in a joint private-public partnership; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the Community Development Fund in the amount of \$360,000.00 to the Cleveland Cultural Gardens Federation for the maintenance and upgrades for the Cleveland Cultural Gardens; and

WHEREAS, the Community Development Fund has available proceeds to fund projects that better Cuyahoga County, and maintenance and upgrades to public spaces like the Cleveland Cultural Gardens is an appropriate use of the County's Community Development Fund resources; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical

services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$360,000.00 to the Cleveland Cultural Gardens Federation for maintenance and upgrades of the Cleveland Cultural Gardens located in the City of Cleveland.

SECTION 2. That County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 3. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 4. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

SECTION 6. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 10, 2023

Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: January 24, 2023.

Journal _____

_____, 20____



THE CLEVELAND CULTURAL GARDENS FEDERATION

First Garden Dedicated in 1916

EXECUTIVE BOARD

PRESIDENT
Wael Khoury, MD

PAST PRESIDENT
Sheila Crawford

VICE PRESIDENTS
Mehmet Gencer
Thomas Turkaly
Svetlana Stolyrova

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Debbie Hanson
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Eddie Ni
Svetlana Stolyarova
George Terbrack

**EXECUTIVE
SECRETARY**
Paul Burik

**RECORDING
SECRETARY**
Paula Tilisky

Council Representative Yvonne Conwell
Cuyahoga County Council
2079 E. 9th St.
Cleveland, OH 44115

Council Rep. Conwell:

Oct. 4, 2022

Thank you for your recent request for information about the Cleveland Cultural Gardens and legislation related to sustainability.

As of October, 2022, the Cultural Gardens consist of 35 built, or dedicated, members. Ten more are in development: those from Peru, Mexico, Colombia, Uzbekistan, Vietnam, Scotland, France, Korea and Pakistan and the Native American Garden.

We welcome these new members to our full array of cultures and are excited about their contributions to our Greater Cleveland community.

There are major expenses involved in building a Garden and, for existing gardens, upgrading and adding to the monuments and landscaping. The cost of building a new garden varies greatly, depending on the design and number of monuments, but a minimum of at least \$100,000 is standard, just for a first phase. For many, the costs are much higher. (The hiring of a surveyor and architect are part of the costs.) Maintenance can run into the thousands, particularly if a fountain needs to be repaired or other structural repairs need to be made.

The Federation would be happy to assist the individual gardens meet their needs. As of now, there is no funding in our budget for aid to our individual garden members, each of which is managed by a sponsoring organization.

In addition, the CCGF is also hoping we can work with the city to provide bathrooms for the Cultural Gardens, in a joint private-public partnership. There currently are no bathrooms in the park. We greatly appreciate your offer of support. Attached to this letter is our 2022 budget. Our 2023 budget will be approved at our December 19th board meeting.

Thank you.

Lori Ashyk, Executive Director, CCGF

Revenue 2021 & projected 2022

Income 2021	Actual	Projected 2022
Contributions		
Individual	775	1000
Corporate	1000	1000
Gardens	700 (Slovak)	0
Grants		
General operating	125,000 (Park & Cleveland Foundation)	35,000
Programs	20,000 (just 2021 grants, Cleveland & Jules Belkin)	15,000
Technology	10,000 (Cleveland Foundation)	5000
PPP loan	8,267	0
Friends of the Gardens	\$324.95	400
Membership dues	6010	6000
Events	2500	25,000 (gross revenue, gala)
Tours & talks	1245	1500
OWD contribution	0	10,000
Donor appeal	0	3000
Subtotal	175,822	102900
Cash reserve carry over from 2020	36,367	Cash reserve 36,367
Balance year-end	212,189	139267
OWD Revenue	64,020 (\$12,000 pending)	96,000
Total	276,209	235,267

Expenses 2021 and projected expenses 2022		2021	Projected 2022
Events			
	Gala	2500	4000
	Holiday party	500	300
	Installation dinner	0	NA
Insurance		3808	4000
Memberships		1400	1400
Office		1489,43	1500
Payroll (plus taxes, soc. Sec., etc.)		53,000	105,000
Flags		3692	1500
Programs		17,208	34,000
Technology (website and mobile hotspot)		3655,88	6000
Marketing		1281	2000
Miscellaneous		1300	1,500
Printing		NA	500
Storage St. Casimir		200	600
		90034,31	161,800
Add OWD		59,137	84,000
Total		149171,2	245,800
Total			



EXECUTIVE BOARD

PRESIDENT
Wael Khoury, MD

PAST PRESIDENT
Sheila Crawford

VICE PRESIDENTS
Mehmet Gencer
Thomas Turkaly
Svetlana Stolyrova

EXECUTIVE DIRECTOR
Lori Ashyk

TREASURER
Samy Taniouss

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Pierre Bejjani
Aklilu Demessie
Carl Ewing
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Dan Hanson
Debbie Hanson
Dozia Krislaty
Eddie Ni
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EXECUTIVE SECRETARY
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Council Representative Yvonne Conwell
Cuyahoga County Council
2079 E. 9th St.
Cleveland, OH 44115

Council Rep. Conwell:

Oct. 4, 2022

Thank you for your recent request for information about the Cleveland Cultural Gardens and legislation related to sustainability.

As of October, 2022, the Cultural Gardens consist of 35 built, or dedicated, members. Ten more are in development: those from Peru, Mexico, Colombia, Uzbekistan, Vietnam, Scotland, France, Korea and Pakistan and the Native American Garden.

We welcome these new members to our full array of cultures and are excited about their contributions to our Greater Cleveland community.

There are major expenses involved in building a Garden and, for existing gardens, upgrading and adding to the monuments and landscaping. The cost of building a new garden varies greatly, depending on the design and number of monuments, but a minimum of at least \$100,000 is standard, just for a first phase. For many, the costs are much higher. (The hiring of a surveyor and architect are part of the costs.) Maintenance can run into the thousands, particularly if a fountain needs to be repaired or other structural repairs need to be made.

The Federation would be happy to assist the individual gardens meet their needs. As of now, there is no funding in our budget for aid to our individual garden members, each of which is managed by a sponsoring organization.

In addition, the CCGF is also hoping we can work with the city to provide bathrooms for the Cultural Gardens, in a joint private-public partnership. There currently are no bathrooms in the park. We greatly appreciate your offer of support. Attached to this letter is our 2022 budget. Our 2023 budget will be approved at our December 19th board meeting.

Thank you.

Lori Ashyk, Executive Director, CCGF

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0003

<p>Sponsored by: Council President Jones</p> <p>Co-sponsored by: Councilmembers Simon, Stephens, Kelly, Miller, Conwell, Turner, Tuma and Sweeney</p>	<p>A Resolution awarding a total sum, not to exceed \$300,000, to the Association of African American Cultural Gardens for the African American Cultural Garden Monument Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 8 ARPA Community Grant Fund in the amount of \$300,000 to the Association of African American Cultural Gardens for the African American Cultural Garden Monument Project; and

WHEREAS, the Association of African American Cultural Gardens estimates over 30,000 people will be served annually through this award including approximately 15,000 people who qualify as low to moderate income; and

WHEREAS, the Association of African American Cultural Gardens estimates approximately 50 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Association of African American Cultural Gardens estimates the total cost of the project is \$4,000,000; and

WHEREAS, the Association of African American Cultural Gardens indicates the other funding source(s) for this project includes:

- A. \$325,000 from the Cleveland Foundation
- B. \$350,000 from the City of Cleveland
- C. \$100,000 from the Park Foundation
- D. \$50,000 from Cleveland City Council
- E. \$50,000 from the Holden Foundation
- F. \$40,000 from an Ohio Capital Grant; and

WHEREAS, the Association of African American Cultural Gardens is estimating the start date of the project will be June 2023 and the project will be completed by June 2024; and

WHEREAS, the Association of African American Cultural Gardens requested \$300,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$300,000 to the Association of African American Cultural Gardens to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$300,000 to the Association of African American Cultural Gardens from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the African American Cultural Garden Monument Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 10, 2023
Committee(s) Assigned: Community Development

Additional Sponsorship Requested in Committee: January 23, 2023

Journal _____
_____, 20____



**Cuyahoga County
Council**

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): The Association of African American Cultural Gardens	
Address of Requesting Entity: P.O. Box 20237, Cleveland, Ohio 44120	
County Council District # of Requesting Entity: 7	
Address or Location of Project if Different than Requesting Entity: 890 MLK Blvd., Cleveland, Ohio 44108	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
Contact Name of Person Filling out This Request: Lavita Ewing	
Contact Address if different than Requesting Entity: 2928 Sedgewick Road, Shaker Heights, Oh 44120	
Email: lavitaewing@gmail.com	Phone: 216-798-0206
Federal IRS Tax Exempt No.: 90-0791590	Date: 12/15/2022

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

The African American Cultural Garden Monument Project

We are seeking funds to complete the African American Cultural Garden. The total cost of this project is 4 million dollars. The African American Cultural Garden is one of more than 36 established or planned ethnic cultural gardens that are part of the 100-year-old Cleveland Cultural Gardens and its representative organization, the Cleveland Cultural Garden Federation, which represents diversity and culture. Each area of the African American Garden site is designed as a Journey and represents an interpretation of the African American experience...with an eye to the future. There are three areas, the Past, Present and Future. The "Past" translates the experience of the Trans-Atlantic slave trade through reinterpretation of the corridors and ultimately the Door of No Return that were located along the western coast of Africa. A sandstone portal symbolizes the Door of No Return and the notion of unknown transition, a planned fountain — The Infinity Fountain —represents the illusionary tranquility of the Atlantic Ocean as seen through the original Door of No Return. This part of the design was completed and dedicated in 2016. The Journey continued with a 50 foot granite platform with etchings of the little dipper and north. It is designed to evoke a sense of "emergence." This represents our emergence as a people in this country despite the myriad of challenges — past, present and future. The journey continues with a platform, benches, and a water feature at the MLK end of the design, which provides hope, reflection and the resilience of our ancestors for our future generations to know that dreams can come true in this country. The Cultural Gardens in Rockefeller Park showcase the multi-ethnic heritage of Cleveland's population with the mission of promoting ethnic pride and intercultural understanding. They were dedicated in 1926 with the notion of combating xenophobic thought prevailing at the time which in turn spawned efforts to Americanize immigrants with the aim of extinguishing ways, traditions and heritage of their homeland. In the first half of the 20th century, multiple European ethnic groups were able to establish gardens that honored their cultural heritage. However, even as African-American migrants grew to become the largest single working-class population in the city and the neighborhoods that bordered Rockefeller Park transitioned to become predominantly African-American, the Gardens afforded no space for the representation of Black Clevelanders. Absence of a garden of their own stood as a stark reminder of the limits placed on the ability of black residents to engage fully in local civic life. The effort to establish an African-American Cultural Garden became symbolic of the broader struggle for full rights to the city.¹ The Association of African American Cultural Gardens (AAACG) has embarked on a journey to complete the design that represents the journey of African Americans in this great city. We are honored to be part of the Cleveland Civil Rights Trail and will have a Civil Rights Marker installed on Juneteenth 2023 by the Cleveland Restoration Society.

Project Start Date:

June 19, 2023

Project End Date:

June, 2024

IMPACT OF PROJECT:

Who will be served: The African American Garden will serve the community at large. It is a public space to be enjoyed by the entire greater Cleveland community. It will be a showcase for visitors to visit the garden.

How many people will be served annually: There are over 30,000 individuals that visit the Garden for our One World Day celebration. The African American Garden showcase our culture during this event with ethnic food, dance, storytelling and music. We also celebrate Juneteenth at the Garden with over 500 in attendance. This green space is also used by other organization, families and community leaders.

Will low/moderate income people be served; if so how: The African American Garden is located in the Glenville neighborhood of Cleveland. The median household income in the Glenville neighborhood is \$27,845. It is within walking distance to several schools in the area. It is an idea green space for students to learn about the African American experience and the significance of the African American Cultural Garden design. The garden is a great place to take a bike ride, jog or walk around the 4 acre African American Garden site for the approximately 15,000 people that live in the Glenville area.

How does the project fit with the community and with other ongoing projects:
The Glenville neighborhood has seen its share of struggles for many years, but with the revailization of the neighborhood that started with construction for improved streets and housing rehabilitation it will only be enhanced by the monument of the African American Cultural Garden.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary: There will be Over 50 individuals working on the construction of the garden.

If applicable, what environmental issues or benefits will there be:
African Americans make up approximately 9.8 percent of environmentalists, this project will help increase African American interest in environmental stewardship.

If applicable, how does this project serve as a catalyst for future initiatives: Located in the heart of Cleveland's inner city, less than one mile from Lake Erie, this beautiful green space can be used to educate people of all cultures on gardening, plant life and preservation of a natural environment. A complete garden with an interpretive monument will attract visitors and others across the region to visit the garden.

FINANCIAL INFORMATION:

Total Budget of Project:

\$4,000,000.00

Other Funding Sources of Project (list each source and dollar amount separately):

Cleveland Foundation: \$325,000.00

City of Cleveland: \$350,000.00

Park Foundation: \$100,000

Cleveland City Council: \$50,000

Holden Foundation: \$50,000

Ohio Capital Grant: \$40,000

Total amount requested of County Council American Resource Act Dollars:

\$300,000.00

Since these are one-time dollars, how will the Project be sustained moving forward:

There will be maintenance funds to ensure the maintenance of the garden for years. The mission of the Association of the African American Cultural Garden is to complete and maintain the garden and to educate regarding the African American experience. We have a strong viable committed organization that will ensure the longevity of the African American Garden.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

CARL S. EWING

Signature:

Carl S. Ewing

Date:

12-15-22

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:
Picture of the completed garden
Picture of Doorway and Corridor of No Return
IRS Determination Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 17 2013**

ASSOCIATION OF AMERICAN AMERICAN
CULTURAL GARDENS
C/O CARL S EWING
PO BOX 20257
CLEVELAND, OH 44129

Employee Identification Number:
98-0791590
DIN-
302096014
Contact Person:
JULIE CHEN ID# 31261
Contact Telephone Number:
(877) 829 5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 15, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers, or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC section listed at the top of this letter.

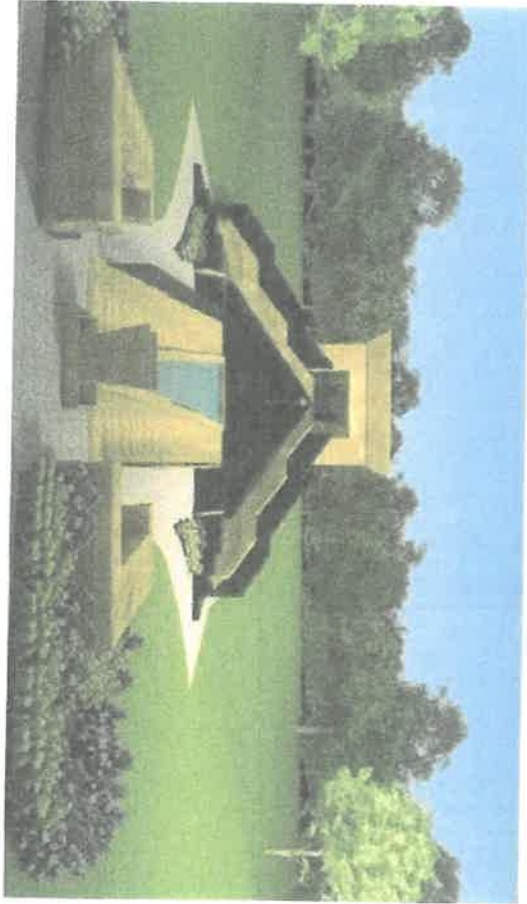
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax exempt organization, go to www.irs.gov/charities. Enter "4321-PC" in the search bar to view Publication 4321-PC, Compliance Guide for 501(c)(3) Public Charities which describes your recordkeeping, reporting, and disclosure requirements.

Letter 949





The African American Cultural Garden

Expenses 2021 and projected expenses 2022

	2021	Projected 2022
Events		
Gala	2500	4000
Holiday party	500	300
Installation dinner	0	NA
Insurance	3808	4000
Memberships	1400	1400
Office	1489.43	1500
Payroll (plus taxes, soc. Sec., etc.)	53,000	105,000
Flags	3692	1500
Programs	17,208	34,000
Technology (website and mobile hotspot)	3655.88	6000
Marketing	1281	2000
Miscellaneous	1300	1,500
Printing	NA	500
Storage St. Casimir	200	600
	90034.31	161,800
Add OWD	59,137	84,000
Total	149171.2	245,800

Total

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0004

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on December 7, 2022, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through D) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Application Support Administrator*
 Number: 16501

Pay Grade: 10B/Non-Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Data Systems Security*
Class Number: 16141
Pay Grade: 6B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, mathematical ability, and language and formatting. A technology requirement section was added. No change to the pay grade or FLSA status.

Exhibit C: Class Title: *Human Resources Associate*
Class Number: 14101
Pay Grade: 6A/Non-Exempt
* PRC routine maintenance. This position is combining the Human Resources Associate and the Senior Human Resources Associate. Both positions were a part of routine maintenance for this year and both the PRC and HR SMEs agreed that the positions are too similar to be separate. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to FLSA status. Pay grade changed from 5A to 6A.

Proposed Deleted Classifications:

Exhibit G: Class Title: *Senior Human Resources Associate*
Class Number: 14102
Pay Grade: 6A/Non-Exempt
* Deletion as a part of PRC routine maintenance. This position is being combined with the Human Resources Associate. Both positions were a part of routine maintenance for this year and both the PRC and HR SMEs agreed that the positions are too similar to be separate.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 10, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Deborah Southerington, Chairwoman
 Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 12, 2022

TO: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Deborah Southerington, Chairwpman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on December 7, 2022, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Application Support Administrator 16501	10B Non-Exempt	Health and Human Services

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Data Systems Security Coordinator 16141	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology
Human Resources Associate 14101	5A Non-Exempt	6A Non-Exempt	Human Resources and Sheriff’s Department

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Senior Human Resources Associate 14102	6A Non-Exempt	Human Resources	Senior Human Resources Associate 14102

cc: Thomas Colaluca, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Kelli Neale, Program Officer 4

Joseph Nanni, Council Chief of Staff
Sheba Marshall, Interim HR Director
Andria Richardson, Clerk of Council

Posted: 12/1/2022

Meeting: 12/7/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Application Support Administrator	16501	N/A	10B Non-Exempt	Health and Human Services	This is a new classification requested by the Department of Health & Human Services based on department need. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>REVISED</u>					
Data Systems Security Coordinator	16141	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2018. Changes were made to the essential functions, mathematical ability, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
Human Resources Associate	14101	5A Non-Exempt	6A Non-Exempt	Human Resources and Sheriff's Department	PRC routine maintenance. This position is combining the Human Resources Associate and the Senior Human Resources Associate. Both positions were a part of routine maintenance for this year and both the PRC and HR SMEs agreed that the positions are too similar to be separate. Changes were made to distinguishing characteristics, essential job functions, minimum qualifications, and language and formatting. A technology section was added. No change to FLSA status. Pay grade changed from 5A to 6A.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Senior Human Resources Associate 14102	6A Non-Exempt	Human Resources	Deletion as a part of PRC routine maintenance. This position is being combined with the Human Resources Associate. Both positions were a part of routine maintenance for this year and both the PRC and HR SMEs agreed that the positions are too similar to be separate.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Application Support Administrator	Class Number:	16501
FLSA:	Non-Exempt	Pay Grade:	10B
Dept:	Department of Health & Human Services	EXHIBIT A	

Classification Function

The purpose of this classification is to coordinate and manage activities related to the support, configuration, and use of administrative management software utilized by employees in Department of Health & Human Services agencies.

Distinguishing Characteristics

This is a journey-level position responsible for managing software systems utilized by the Department Health and Human Services (DHHS) agencies for administrative functions including case management, document management, call management, task management, travel management, and client management. The position handles internal user support, configures system functions and security settings, interacts with software vendors or the owning state agency regarding issues and upgrades, and reports to agency/fiscal management on system activity. This position works under general supervision of the unit manager. Incumbents receive occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

40% +/- 10%

- Administers the case management software utilized by DHHS caseworkers; configures agency-specific settings and workflows; sets up new users and removes inactive users; determines appropriate security access and roles; implements application software updates to include upgrades, patches, and new releases; runs system tests to ensure functionality of the software application; runs backend data cleanups or corrections; compiles, produces usage/output reports; analyzes and identifies trends in usage data; monitors and audits activity reports for use by agency management or fiscal staff; documents and analyzes problems for reporting; collaborates with management on ways to improve use of the application software; assists agency with planning and executing major replacement or upgrades of support software.

30% +/- 10%

- Provides basic and advanced end user support; assists end users with technical support and application troubleshooting as requested by user; provides guidance to employees and supervisors on novel issues; works with vendor as necessary for troubleshooting application software issues; completes data and information correction in the system.

20% +/- 10%

- Interacts with software vendors and the state and county agencies who own or develop software used by the agency; communicates regarding novel or complex problems; tracks and follows up on the status of bugfixes, data corrections, enhancement requests, and planned upgrades; monitors compliance with allowed use/licenses per contract or other agreement; reviews documentation of and submits inquiries regarding planned patches and upgrades in order to identify potential issues and necessary process changes.

Effective Date: TBD
Last Modified: TBD

10% +/- 5%

- Onboards and trains new users and new supervisors; maintains training and use documentation regarding use of software.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business systems, information technology, information management, math, or a related field, and three (3) years of business information systems administration, database administration, software system user support, application support and configuration, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and various administrative software systems for purposes such as case management, task management, document management, travel management, call center management, and client referral management.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including travel activity reports, system usage reports, helpdesk tickets, helpdesk ticket reports, memos, training materials, test scripts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, training videos, software upgrade release notes, IT Security Policies, vendor application software manuals, the Employee Handbook, state and federal program requirements, and agency policies and procedures.

Application Support Specialist

- Ability to prepare usage reports, issue tracking spreadsheets, training materials, use guidelines, feature proposals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, other County departments and employees, software vendors, and clients.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Systems Security Coordinator	Class Number:	16141
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology	EXHIBIT B	

Classification Function

The purpose of this classification is to coordinate system user access for Health and Human Services (HHS) employees and to assist with end user technology.

Distinguishing Characteristics

This is an entry level classification with responsibility for serving as the liaison between the County and the State of Ohio to coordinate system user access for HHS employees. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies and procedures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

50% +/- 10%

- Coordinates system user access for HHS employees and other employees as required; receives requests from managers and directors to change the system security access for County employees; receives requests from the HR Department to create new hire user profiles and to terminate accounts for departed employees; completes appropriate forms and submits documentation to the State of Ohio; serves as the liaison between the County and the State of Ohio in regards to system user access; contacts the state for project updates; notifies management when the state has completed the request; adds and removes users to Ohio's Child Care Information Data System (CCIDS) and Support Enforcement Tracking System (SETS).

40% +/- 10%

- Assists with end user technology including computers, printers, scanners, and mobile devices; communicates with end users via email, phone, or in person to resolve user issues; provides basic computer training to the end users; processes equipment relocation forms; moves and installs computers; reimages computers; sets up new mobile phones; accesses users' computers remotely to inspect and resolve issues with passwords, viruses, printing, virtual private networks (VPN), etc.

10% +/- 5%

- Serves as the State's Technical Point of Contact (TPOC); performs an annual audit on the HHS employees to verify the employees are still employed with the County and have the appropriate system access; completes reconciliation and returns the documents to the State of Ohio; receives and reviews new state policies and procedures for system user access.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of IT service support experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

Effective Date: 03.0.2000
Last Modified: 08.18.2018

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (SETS, CCIDS)

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including emails, 7078 Forms, Federal Tax Information Form, SETS User Access Form, iCase Forms, Network Relocation Forms, packaging slips, employee departure lists, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, State of Ohio guidelines, equipment manuals, software manuals, and ODJFS manuals.
- Ability to prepare memos, correspondence, 7078 Forms, SETS Reporting, SACWIS, SETS, and CRIS-E Reconciliation, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic information technology terminology and language.
- Ability to communicate effectively with directors, managers, supervisors, co-workers, other County employees, State of Ohio employees, and vendors.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Human Resources Associate	Class Number:	14101
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Human Resources and Sheriff's Department	EXHIBIT C	

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County's Human Resources Department.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing administrative support for day-to-day operations of the County's Human Resources Department for a variety of HR functional areas including talent acquisition, training and development, compensation, labor relations, employee services, payroll, worker's compensation, benefits, new hires and terminations and data entry and maintenance. Employees in this position serve as the first point of contact for County employees inquiring about HR related matters. This classification works under supervision and within a framework of policies, procedures, and regulations.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

35% +/- 10%

- Gathers, tracks, and processes information related to various HR actions; researches information required to complete forms, paperwork, and filings; processes various HR actions (e.g., new hire enrollments, child support orders, terminations, benefits, accident claims, FMLA, probations, separations, etc.); files documentation related to HR actions according to department policies; monitors HR actions through completion; tracks status of work in the appropriate spreadsheets.

15% +/- 10%

- Responds to HR requests, questions, and data issues from employees and departments via email, phone, and the Human Resources Information System (HRIS); researches information in the HRIS or from other sources to provide accurate information to requestors; provides interpretation of HR policies, procedures, programs, and regulations; responds to public records requests; contacts employees to obtain information needed to update records or complete HR actions.

15% +/- 5%

- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, worker's compensation claims, arbitration, and position audits; gathers information from claimants; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; files and processes completed forms; writes summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses; monitors claims, HR filings, and audits through completion.

Effective Date: TBD
Last Modified: TBD

Human Resources Associate

15% +/- 5%

- Utilizes HRIS to complete tasks that support the HR activities of assigned functional areas; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various data to support the day-to-day work of more senior HR employees; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing and storing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events (e.g., job fairs) and presentations; assists with development of informational materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma or related field with two (2) years of administrative or general business experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data management software (HRIS).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Effective Date: TBD
Last Modified: TBD

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, billing invoices, personnel records, termination forms and records, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, HIPAA, FMLA eligibility requirements, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Human Resources Associate	Class Number:	14102
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	Human Resources	EXHIBIT D	

Classification Function

The purpose of this classification is to provide administrative support for day-to-day operations of the County’s Human Resources Department and perform more complex HR related tasks such as the initial review and research of information, producing basic reports and memos, and reviewing the work of lower level HR Associates.

Distinguishing Characteristics

This is a journey level classification with responsibility for providing administrative support for day-to-day operations of the County’s Human Resources Department including talent acquisition, training and development, compensation, labor relations, employee services, and data entry and maintenance. This classification works under supervision and within a framework of policies, procedures, and regulations. The Senior HR Associate is distinguished from the HR Associate in that it works with a greater degree of independence on simple to moderately complex HR tasks and is expected to use a greater level of judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 20% +/- 10%
- Completes simple to more complex tasks to assist with coordinating the administration of various HR processes including but not limited to: talent acquisition, benefits administration, training activities, payroll processing, employee relations cases, and tracking participation in HR events.

- 20% +/- 10%
- Gathers, tracks, and performs initial evaluation of information related to various HR actions; gathers information from claimants; researches information required to complete forms, paperwork, and filings; files and processes completed forms; monitors claims, HR filings, and audits through completion; responds to basic through moderately complex HR requests, questions, and data issues; responds to records requests; provides interpretation of HR policies, procedures, programs, and regulations.

- 15% +/- 5%
- Assists with various HR investigations and interactions regarding County employee procedures including but not limited to grievances, arbitration, and position audits; analyzes relevant written documentation; makes requests for clarification and additional information; occasionally participates as a hearing officer in simple investigative cases; write summary recommendations based on evaluation of evidence; provides support to senior HR employees with evaluation of evidence and information and drafting written responses.

15% +/- 5%

- Generates HR data reports to assist with the evaluation of various HR programs and achievement of HR strategic goals; develops, updates, and provides basic interpretation of various spreadsheets to support the day-to-day work of more senior HR professionals; analyzes and identifies potential barriers or trends that are inhibiting various HR processes; brings issues and potential solutions to the attention of senior staff.

10% +/- 5%

- Provides basic support with HRIS functions; enters and maintains data entered into HRIS including personnel files, organizational charts, job descriptions, benefits changes and updates, basic payroll updates, and other HR & personnel information; analyzes and troubleshoots basic data related issues in the HRIS; tests system changes and upgrades by inputting new data and reviewing outputs against test scripts; assists with developing test scripts; generates data reports using HRIS.

10% +/- 5%

- Provides informal review of work and basic training to HR Associates; initially reviews work; identifies and recommends improvements; provides training on various County policies and regulations and HR processes; reviews adherence to department's procedures.

10% +/- 5%

- Performs related administrative responsibilities; assists with producing basic reports, records, memos, routine forms, and data reports; represents the department at various administrative staff meetings; provides support with planning and coordinating various HR events and presentations; assists with development of presentation materials for events and presentations; creates and facilitates simple presentations and meetings; provides front desk support as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree in business administration, human resources, or related field with three (3) years of administrative or general business experience including two (2) years in Human Resources; or any equivalent combination of training and experience.

Additional Requirements for all levels

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including worker's compensation claims, payroll reports, applications, ADA requests, grievance forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, and Employment Laws.
- Ability to prepare basic HRIS reports, worker's compensation claims reports, attendance sheets, memos, PowerPoint Presentations, personnel reports, correspondence, spreadsheets, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret human resources terminology and language.
- Ability to communicate effectively with HR employees, department management, external candidates, union representatives, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0002

Sponsored by: Councilmember Sweeney	An Ordinance providing for adoption of modifications of Cuyahoga County Non-Bargaining Salary Schedule A to ensure all classified employees, who received a salary increase less than 6.44% with the adoption of Ordinance No. O2022-0010, receive a 6.44% salary increase; and declaring the necessity that this Ordinance become immediately effective.
--	--

WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that “[t]he County’s human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity/expression, disability, age, or ancestry;” and

WHEREAS, Chapter 9 of the County’s Employee Handbook states that “[t]he County takes a holistic approach to employee compensation and administer a fair and equitable compensation program” that includes both direct and indirect compensation; and

WHEREAS, in 1994 the County adopted classification and compensation systems for classified non-bargaining unit employees to ensure a systematic approach to equitable compensation for positions with similar duties, responsibilities and minimum qualifications; and

WHEREAS, the County Executive recommended, and the Council approved, a new Non-Bargaining Salary Schedule B, which includes pay grades for the County’s Information Technology classifications, on December 7, 2021; and

WHEREAS, the County Executive recommended, and the Council approved Ordinance No. O2022-0010 to modify Non-Bargaining Salary Schedule A, which includes pay grades for all other County classifications outside of Information Technology, on November 22, 2022; and

WHEREAS, on average employees within Non-Bargaining Salary Schedule A received a 6.44% increase based on the modified pay grades approved on November 22, 2022; and

WHEREAS, approximately 42 employees in 7 pay grades received an increase less than 6.44% because they were at the maximum pay rate of the modified Non-Bargaining Salary Schedule A when Ordinance No. O2022-0010 was enacted; and

WHEREAS, the County Council desires to ensure all the County employees on the Non-Bargaining Salary Schedule A receive at least a 6.44% increase; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the new Non-Bargaining Salary Schedule A (attached hereto as Exhibit A).

SECTION 2. Any specific appropriation necessary to effectuate the revisions to Salary Schedule A, as more particularly described herein and on Exhibit A, is hereby approved and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation. The appropriation shall include retroactive compensation for those employees in Non-Bargaining Salary Schedule A who received less than a 6.44% increase with the adoption of Ordinance No. O2022-0010 on November 22, 2022 to reflect the difference between the Non-Bargaining Salary Schedule A adopted in Ordinance No. O2022-0010 and the Non-Bargaining Salary Schedule A adopted in this Ordinance.

SECTION 4. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the

Schedule A Effective 1/1/2023

Grade	Annualized			Hourly Rate		
	Min	Midpoint	Max	Min	Midpoint	Max
1	\$31,928.00	\$38,313.60	\$44,678.40	\$15.35	\$18.42	\$21.48
2	\$35,006.40	\$42,016.00	\$49,025.60	\$16.83	\$20.20	\$23.57
3	\$38,105.60	\$45,718.40	\$53,352.00	\$18.32	\$21.98	\$25.65
4	\$41,204.80	\$49,441.60	\$57,699.20	\$19.81	\$23.77	\$27.74
5	\$44,304.00	\$53,144.00	\$62,025.60	\$21.30	\$25.55	\$29.82
6	\$47,382.40	\$56,888.00	\$66,352.00	\$22.78	\$27.35	\$31.90
7	\$50,502.40	\$60,590.40	\$70,699.20	\$24.28	\$29.13	\$33.99
8	\$53,580.80	\$64,313.60	\$75,025.60	\$25.76	\$30.92	\$36.07
9	\$56,680.00	\$68,016.00	\$79,352.00	\$27.25	\$32.70	\$38.15
10	\$59,800.00	\$71,739.20	\$83,699.20	\$28.75	\$34.49	\$40.24
11	\$62,878.40	\$75,462.40	\$88,025.60	\$30.23	\$36.28	\$42.32
12	\$65,977.60	\$79,185.60	\$92,372.80	\$31.72	\$38.07	\$44.41
13	\$69,076.80	\$82,888.00	\$96,699.20	\$33.21	\$39.85	\$46.49
14	\$72,176.00	\$86,611.20	\$101,025.60	\$34.70	\$41.64	\$48.57
15	\$76,835.20	\$92,185.60	\$107,556.80	\$36.94	\$44.32	\$51.71
16	\$83,012.80	\$99,632.00	\$116,230.40	\$39.91	\$47.90	\$55.88
17	\$89,211.20	\$107,057.60	\$124,883.20	\$42.89	\$51.47	\$60.04
18	\$95,409.60	\$114,483.20	\$133,556.80	\$45.87	\$55.04	\$64.21
19	\$101,587.20	\$121,908.80	\$142,230.40	\$48.84	\$58.61	\$68.38
20	\$107,785.60	\$129,334.40	\$150,904.00	\$51.82	\$62.18	\$72.55
21	\$113,984.00	\$136,780.80	\$159,556.80	\$54.80	\$65.76	\$76.71
22	\$120,161.60	\$144,206.40	\$168,251.20	\$57.77	\$69.33	\$80.89
23	\$126,360.00	\$151,632.00	\$176,924.80	\$60.75	\$72.90	\$85.06
24	\$132,579.20	\$159,078.40	\$185,598.40	\$63.74	\$76.48	\$89.23
25	\$138,756.80	\$166,504.00	\$194,251.20	\$66.71	\$80.05	\$93.39
26	\$144,934.40	\$173,950.40	\$202,924.80	\$69.68	\$83.63	\$97.56
27	\$151,153.60	\$181,376.00	\$211,598.40	\$72.67	\$87.20	\$101.73
28	\$157,331.20	\$188,801.60	\$220,272.00	\$75.64	\$90.77	\$105.90
29	\$163,529.60	\$196,248.00	\$228,945.60	\$78.62	\$94.35	\$110.07
30	\$169,728.00	\$203,673.60	\$237,619.20	\$81.60	\$97.92	\$114.24

DRAFT Exhibit Schedule A including 3.58% Increase

Grade	Annualized			Hourly Rate		
	Min	Midpoint	Max	Min	Midpoint	Max
1	\$31,928.00	\$38,313.60	\$46,277.89	\$15.35	\$18.42	\$22.25
2	\$35,006.40	\$42,016.00	\$50,780.72	\$16.83	\$20.20	\$24.41
3	\$38,105.60	\$45,718.40	\$55,262.00	\$18.32	\$21.98	\$26.57
4	\$41,204.80	\$49,441.60	\$59,764.83	\$19.81	\$23.77	\$28.73
5	\$44,304.00	\$53,144.00	\$64,246.12	\$21.30	\$25.55	\$30.89
6	\$47,382.40	\$56,888.00	\$68,727.40	\$22.78	\$27.35	\$33.04
7	\$50,502.40	\$60,590.40	\$73,230.23	\$24.28	\$29.13	\$35.21
8	\$53,580.80	\$64,313.60	\$77,711.52	\$25.76	\$30.92	\$37.36
9	\$56,680.00	\$68,016.00	\$82,192.80	\$27.25	\$32.70	\$39.52
10	\$59,800.00	\$71,739.20	\$86,695.63	\$28.75	\$34.49	\$41.68
11	\$62,878.40	\$75,462.40	\$91,176.92	\$30.23	\$36.28	\$43.84
12	\$65,977.60	\$79,185.60	\$95,679.75	\$31.72	\$38.07	\$46.00
13	\$69,076.80	\$82,888.00	\$100,161.03	\$33.21	\$39.85	\$48.15
14	\$72,176.00	\$86,611.20	\$104,642.32	\$34.70	\$41.64	\$50.31
15	\$76,835.20	\$92,185.60	\$111,407.33	\$36.94	\$44.32	\$53.56
16	\$83,012.80	\$99,632.00	\$120,391.45	\$39.91	\$47.90	\$57.88
17	\$89,211.20	\$107,057.60	\$129,354.02	\$42.89	\$51.47	\$62.19
18	\$95,409.60	\$114,483.20	\$138,338.13	\$45.87	\$55.04	\$66.51
19	\$101,587.20	\$121,908.80	\$147,322.25	\$48.84	\$58.61	\$70.83
20	\$107,785.60	\$129,334.40	\$156,306.36	\$51.82	\$62.18	\$75.15
21	\$113,984.00	\$136,780.80	\$165,268.93	\$54.80	\$65.76	\$79.46
22	\$120,161.60	\$144,206.40	\$174,274.59	\$57.77	\$69.33	\$83.79
23	\$126,360.00	\$151,632.00	\$183,258.71	\$60.75	\$72.90	\$88.11
24	\$132,579.20	\$159,078.40	\$192,242.82	\$63.74	\$76.48	\$92.42
25	\$138,756.80	\$166,504.00	\$201,205.39	\$66.71	\$80.05	\$96.73
26	\$144,934.40	\$173,950.40	\$210,189.51	\$69.68	\$83.63	\$101.05
27	\$151,153.60	\$181,376.00	\$219,173.62	\$72.67	\$87.20	\$105.37
28	\$157,331.20	\$188,801.60	\$228,157.74	\$75.64	\$90.77	\$109.69
29	\$163,529.60	\$196,248.00	\$237,141.85	\$78.62	\$94.35	\$114.01
30	\$169,728.00	\$203,673.60	\$246,125.97	\$81.60	\$97.92	\$118.33

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0003

Sponsored by: Councilmember Sweeney	An Ordinance amending Section 202.07 of the Cuyahoga County Code to clarify the reporting of the County’s Sheriff; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article V, Section 5.08 of the Cuyahoga County Charter provides that “all powers and duties now or hereafter vested in or imposed upon county sheriffs by general law shall be carried out by the appointed Sheriff;” and,

WHEREAS, O.R.C. § 311.07(A) provides that the general powers and duties of a county sheriff include, among others, the duty to preserve the public peace, and to execute warrants, writs and other process directed to the sheriff by any lawful and proper authorities of this state and of other states; and,

WHEREAS, O.R.C. § 341.01 provides that the county sheriff shall have charge of the county jail and all persons confined therein; and,

WHEREAS, Article III, Section 3.09(2) of the Cuyahoga County Charter provides Council with the power “to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County;” and,

WHEREAS, in 2013, County Council passed O2013-0015 enacting Section 202.07 (“Sheriff’s Department”) of the Cuyahoga County Code, but did not update the language of the Cuyahoga County Code to reflect the amendments set forth in the 2019 Charter amendment; and

WHEREAS, the voters of Cuyahoga County, Ohio, overwhelming approved a Charter Amendment to the Cuyahoga County Charter in 2019 regarding the Cuyahoga County Sheriff; and

WHEREAS, the Charter Amendment in 2019 regarding the County Sheriff didn’t clearly define who the Sheriff directly reported to; and

WHEREAS, this ordinance is necessary in order to align the language in the Cuyahoga County Code with the County Charter to provide clarity regarding the duties and responsibilities of the Cuyahoga County Sheriff; and

WHEREAS, this Council finds it is necessary that this Ordinance become immediately effective to clarify the duties of the Cuyahoga County Sheriff.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Section 202.07 of the Cuyahoga County Code is hereby amended to read as follows:

Section 202.07: Sheriff and the Sheriff's Department

A. The Sheriff's Department is hereby established, and it shall be its own appointing authority pursuant to the relevant provisions of the Cuyahoga County Charter. **The Sheriff shall fulfill all obligations and duties vested in the Sheriff by the County Charter, the County Code and general law.**

B. **The Sheriff shall report directly to the County Executive.**

C. The Sheriff's Department shall be under the direction of the County Sheriff. The Sheriff's Department and its employees shall aid and assist the County Sheriff in carrying out the powers, duties, and responsibilities that are assigned to the Sheriff by the general law, the County Charter, and by County law. With the approval of the County Executive, the Sheriff shall employ and supervise such number of deputies, assistants, and employees as are reasonably necessary to carry out the Department's functions. All employees assigned to the County Sheriff are hereby assigned to the Sheriff's Department. Nothing in the Cuyahoga County Code is intended to limit the ability of the County Executive and the County Sheriff to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law or County law.

D. The Sheriff's Department shall include, but is not limited to, the following divisions:

1. Division of Civil Court Orders whose responsibility shall be to carry out court orders.
2. Division of Corrections whose responsibility shall be the administration and operation of the Cuyahoga County Corrections Center;
3. Division of Law Enforcement whose responsibility shall be the law enforcement duties of county sheriffs.
4. Division of Protective Services whose responsibility shall be the provision of security services for county offices and buildings where the County Sheriff determines that such services should be provided using County personnel. Protective Services Officers shall be considered

County security personnel who are not law enforcement officers. The Sheriff shall determine the training necessary for the certification of Protective Services Officers. Such training shall, at a minimum, include satisfactory completion of programs that have been approved by the Ohio Peace Officer Training Commission designed to qualify persons for positions as security guards.

E. Authority to Carry Weapons:

1. Employees of the Sheriff's Department who are authorized to carry weapons pursuant to general law shall comply with all state and federal laws governing certification and re-certification necessary to carry weapons.
2. Where general law does not govern the certification and re-certification of employees to carry weapons, the following provisions shall apply:
 - a. The Sheriff may issue firearms, other intermediate weapons (e.g., pepper spray), and/or hard controls (e.g., handcuffs) to any employees in the Sheriff's Department who are specifically pre-authorized by the Sheriff and are designated in the Department's written policies and procedures. The Sheriff shall have the power to commission employees in the Sheriff's Department to carry firearms if the employee has successfully completed the firearms training and requalification programs that are required by law for Deputy Sheriffs. The Sheriff may permit employees to carry intermediate weapons and hard controls if the employee has successfully completed required training as determined by the Sheriff.
3. The Sheriff shall ensure that the Department's continuum of force policy applies to all employees who carry weapons. All employees who carry weapons shall properly secure firearms or other weapons, while on duty and off as required by the Sheriff.

SECTION 2. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law. Unless otherwise extended,

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0028

Sponsored by: County Executive Ronayne/Fiscal Officer/Office of Budget and Management	A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2023-0021 dated 1/24/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2023 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 2300 – Other Social Services **BA2313213**
VC300100 – Veterans Services Fund
Other Expenses \$ 1,009,960.00

The Office of Budget Management, on behalf of County Council, requests appropriations of \$1,009,960 in the Veterans Services Fund. This appropriation is to support items from the R2022-0363 resolution passed by Council for items that are to be disbursed in 2023. Funding is provided by the Veteran Services Fund which has a cash balance of \$3,590,107.

B. 2220 – Community Development **BA2313215**
HS220115 – Continuum of Care
Other Expenses \$ 932,786.00

The Department of Health and Human Services-Division of Homeless Services requests appropriation of \$932,786 for the 2023 HUD Continuum of Care Program Grant. Funds will be used for technical assistance and planning activities in connection with the grant. The grant period is from January 1, 2023 through December 31, 2023. This is a continuation grant and was approved by the Board of Control on 12/19/2022 (Consent Item Approval No. CON2022-113). The funding source is the US Department of Housing and Urban Development. There is no required cash match.

C. 2285 – Other Judicial **BA2319616**
ME285110 – Prof Cont Edu - Paul Coverdell
Other Expenses \$ (0.30)

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, requests an appropriation reduction of \$.30 to close the FY20 Coverdell Competitive Grant. The funding source is the U.S. Department of Justice passed through the Office of Justice Programs, Bureau of Justice Assistance and the performance period was October 1, 2020 through September 30, 2022. There is no cash balance to resolve.

D. 2285 – Other Judicial **BA2319617**
ME285105 – DNA Backlog Reduction Prog
Other Expenses \$ (27.75)

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner’s Office, requests an appropriation reduction of \$27.75 to close the FY18 DNA Capacity Area 5 Grant for closure. The funding source is the U.S. Department of Justice passed through the Office of Justice Programs, National Institute of Justice and the performance period was January 1, 2019, through December 31, 2021. There is no cash balance to resolve.

E. 2285 – Other Judicial **BA2319618**
ME285145 – Med Exam Oth Judicial Grants
Personal Services \$ (98,184.50)

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner's Office, requests an appropriation reduction of \$98,184.50 to close the FY17 JAG Sexual Assault Kit (SAKI) Grant for closure. The funding source is the U.S. Department of Justice, Bureau of Justice Assistance passed through the City of Cleveland and the performance period was October 19, 2019 through September 30, 2022. There is no cash balance to resolve.

F.	2285 – Other Judicial	BA2319619
	SH285175 – US Dept of Justice Grant Sheriff	
	Other Expenses	\$ 174,000.00

The Sheriff's Department requests an appropriation increase of \$174,000, for the FY22 Law Enforcement Health and Mental Wellness Act Grant (LEMHWA). This grant will be used to improve the delivery of and access to mental health and wellness services for law enforcement through the implementation of peer support, training, suicide prevention and other practices for wellness programs. The funding source is the U.S. Department of Justice, Office of Community Oriented Policing Services and has a performance period of September 1, 2022 through August 31, 2024. There is no cash match required.

G.	2285 – Other Judicial	BA2319620
	SH285115 – State Criminal Alien Asst Prog	
	Other Expenses	\$ (14,208.00)

The Sheriff's Department requests an appropriation reduction of \$14,208 to close the FY2020 State Criminal Alien Assistance Grant. This grant allowed the CCSD to purchase computer equipment in the Cuyahoga County Jails. The funding source is the U.S. Department of Justice and had a performance period of July 1, 2018 through December 27, 2022. There is no cash balance to resolve.

H.	2285 – Other Judicial	BA2319621
	SH285155 – Operation Stonegarden (OPSG)	
	Other Expenses	\$ (1,832.29)

The Sheriff's Department requests an appropriation reduction of \$1,832.29 to close the FY2015 Operation Stonegarden Grant. This grant allowed the Cuyahoga County Sheriff's Department (CCSD) to provide overtime and vessel maintenance to the marine patrol. The funding source is the Federal Emergency Management Agency (FEMA) and had a performance period of September 1, 2015 through March 31, 2018. There is no cash balance to resolve.

I.	6750 – Central Custodial Services	BA2319622
	SH750100 – Central Security Serv-Sheriff	
	Personal Services	\$ (9,044,749.00)
	Other Expenses	\$ (1,936,190.00)

The Office of Budget and Management, on behalf of the Sheriff's Department, requests an appropriation reduction of \$10,980,939. This reduction is the final step in moving the budget from accounting unit from SH750100 to SH745100. Per R2022-0310C dated 9/13/2022, the Sheriff's Department established a new accounting unit to provide a more efficient accounting system. The funding source is departmental fee revenues.

J. 1100 – General Fund **BA2321216**
 FS100165 – Fiscal Uncategorized Activity
 Other Expenses \$ 289,400.00

The Office of Budget and Management requests additional appropriation of \$289,400 for annual building subsidy payments to the Cuyahoga County Board of Health per agreement approved via R2018-0085. Funding source is General Fund.

K. 2275 – Other Community Development **BA2321217**
 EX275100 – Sustainability Projects
 Other Expenses \$ 50,000.00

The Office of Budget and Management, on behalf of the Office of Sustainability, requests additional appropriation of \$50,000 for a contract with CDP North America. The contract will provide education and understanding of climate and environmental risk mitigation. CDP will utilize the Climate Risk Assessment tools developed by the Cleveland State University. Funding source is the Sustainability Projects Fund which has a cash balance of \$430,000.

L. 4600 – Capital Projects **BA2318013**
 PW600120 – Non-Subsidy Facility Projects
 Other Expenses \$ 1,750,000.00

The Department of Public Works is requesting appropriations of \$1,750,000 for the Veterans Service Commission (VSC) Headquarters Buildout capital project. The Department of Public Works is serving as project manager for the design and renovation of the new VSC headquarters located at 3950 Chester Avenue in Cleveland. This project will be funded by the Veterans Service Commission.

M. 4600 – Capital Projects **BA2318014**
 PW600105 – Lakefront Access Plan
 Other Expenses \$ 2,160,000.00

The Department of Public Works is requesting appropriations of \$2,160,000 for the Advanced Assistance Grant subaward, part of the federal Hazard Mitigation Grant Program. Grant funds will be used to complete the Cuyahoga Shoreline Erosion Mitigation Plan. This grant is funded by the U.S. Department of Homeland Security, Federal Emergency Management Agency (ALN 97.039), passed through the Ohio Department of Public Safety. There is no required cash match.

N. 4600 – Capital Projects **BA2318015**
 PW600100 – Capital Projects
 Other Expenses \$ 300,000.00

The Department of Public Works is requesting an appropriation increase of \$300,000 for the 2021-2024 Countywide Facility Carpeting capital project. This project is for a multi-year contract for the installation of carpeting at various Cuyahoga County facilities on an as-needed basis. This request is part of the 2023 Capital Improvements Plan and will be funded by the General Fund Capital Improvements Subsidy.

O.	2365 – Workforce Development		BA2316404
	WF365105 – Educational Assistance (CEAP)		
	Other Expenses	\$	1,000,000.00

The Office of Budget and Management, on behalf of Workforce Development, requests appropriations of \$1,000,000 for the Cuyahoga County Workforce Development - Educational Assistance Program (CCEAP). This is an annual Health and Human Services Levy subsidy that was omitted in the 2023 Budget Update. Funding source is the 4.7 Health and Human Services Levy.

SECTION 2. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>	
A.	FROM: 2260 – Human Services		BA2316403
	HS260250 – Quality Child Care		
	Other Expenses	\$	529,388.00
	TO: 2260 – Human Services		
	HS260240 – Early Start		
	Other Expenses	\$	529,388.00

The Office of Budget and Management, on behalf of Department of Health and Human Services - Invest in Children, requests an appropriation transfer of \$529,388 from Quality Child Care to Early Start to cover anticipated 2023 projects and contract amendments. The funding source is the HHS Levy.

B.	FROM: 2285 – Other Judicial		BA2319614
	SH285155 – Operation Stonegarden (OPSG)		
	Other Expenses	\$	15,041.62
	TO: 2285 – Other Judicial		
	SH285155 – Operation Stonegarden (OPSG)		
	Personal Services	\$	15,041.62

The Sheriff's Department requests an appropriation transfer of \$15,041.62 from other expenses to personal services to ensure expenses match the budget when reported to the grantor. The funding source is the U.S. Department of Homeland Security, passed through the Ohio Department of Public Safety. The grant period is September 1, 2019, through July 31, 2023.

C.	FROM: 2285 – Other Judicial		BA2319615
	SH285155 – Operation Stonegarden (OPSG)		
	Other Expenses	\$	2,059.29
	TO: 2285 – Other Judicial		
	SH285155 – Operation Stonegarden (OPSG)		
	Personal Services	\$	2,059.29

The Sheriff’s Department requests an appropriation transfer of \$2,059.29 from other expenses to personal services to ensure expenses match budget when reported to the grantor. The funding source is the U.S. Department of Homeland Security, passed through the Ohio Department of Public Safety. The grant period is September 1, 2018, through June 30, 2022.

SECTION 3. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following cash transfers between County funds:

Fund Nos./Budget Accounts **Journal Nos.**

A.	FROM: 1100 – General Fund		CT2313214
	FS100350 – General Fund Operating Subsidies		
	Trans Out – Transfer Out	\$ 311,691.95	
	TO: 2300 – Other Social Services		
	VC300100 – Veterans Services Fund		
	Trans In – Transfer In	\$ 311,691.95	

The Office of Budget and Management, on behalf of County Council, is requesting a cash transfer in the amount of \$311,691.95 from the General Fund Operating Subsidies to the Veterans Services fund. This transfer represents the 2022 surplus in the Veterans Services budget. The funding source is the General Fund.

B.	FROM: 2257 – HHS Levy 4.7		CT2316405
	FS257110 – HHS Levies Subsidies		
	Trans Out – Transfer Out	\$ 1,000,000.00	
	TO: 2365 – Workforce Development		
	WF365105 Educational Assistance (CEAP)		
	Trans In – Transfer In	\$ 1,000,000.00	

The Office of Budget and Management is requesting a cash transfer in the amount of \$1,000,000 for the Workforce Development full year subsidy from the Health and Human Services Levy. Funding source is the 4.7 Health and Human Services Levy.

SECTION 4. That items approved in Resolution No. R2023-0023 dated January 24, 2023 be rescinded as follows to reconcile appropriations for the year 2023 in the County’s financial system:

Resolution No. R2023-0021 dated 1/24/2023:

Original Items to be Rescinded - Section 1

C.	2320 – Treatment Alternatives for Safer Communities		BA2313203
	CP320140 – Adult Drug Court - ODMHAS		
	Personal Services	\$ 55,000.00	

The Court of Common Pleas requests appropriation of \$55,000 for the SFY 2023 Specialized Docket Payroll Subsidy Grant Program. Funds will be used for Personal Services in the Cuyahoga County Recovery Drug Court. The grant period is from July 1, 2022 through June 30, 2023. This is a continuation grant and was approved by the Board of Control on 11/21/2022 (Consent Item Approval No. CON2022-90). The funding source is the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County. There is no required cash match.

Resolution No. R2023-0021 dated 1/24/2023:

Original Items to be Rescinded - Section 1

C. 2320 – Treatment Alternatives for Safer Communities		BA2313203
CP320140 – Adult Drug Court - ODMHAS		
Personal Services	\$	55,000.00

The Court of Common Pleas requests appropriation of \$55,000 for the SFY 2023 Specialized Docket Payroll Subsidy Grant Program. Funds will be used for Personal Services in the Cuyahoga County Recovery Drug Court. The grant period is from July 1, 2022 through June 30, 2023. This is a continuation grant and was approved by the Board of Control on 11/21/2022 (Consent Item Approval No. CON2022-90). The funding source is the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County. There is no required cash match.

Resolution No. R2023-0021 dated 1/24/2023:

Original Items to be Corrected - Section 1

C. 2320 – Treatment Alternatives for Safer Communities		BA2313216
CP320145 – P/R Subsidy-Recovery Drug Court		
Personal Services	\$	55,000.00

The Court of Common Pleas requests appropriation of \$55,000 for the SFY 2023 Specialized Docket Payroll Subsidy Grant Program. Funds will be used for Personal Services in the Cuyahoga County Recovery Drug Court. The grant period is from July 1, 2022 through June 30, 2023. This is a continuation grant and was approved by the Board of Control on 11/21/2022 (Consent Item Approval No. CON2022-90). The funding source is the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County. There is no required cash match.

Resolution No. R2023-0021 dated 1/24/2023:

Original Items to be Rescinded - Section 1

AG. 2310 – Solid Waste		BA2321213
SW310100 – District Admin		

Personal Services	\$	40,681.80
2310 – Solid Waste		
SW310125 – Solid Waste Grant to Municipal		
Personal Services	\$	250,000.00
2310 – Solid Waste		
SW310130 – Solid Waste Grants Received		
Personal Services	\$	200,000.00

The Office of Budget and Management requests an appropriation increase of \$200,000 for the Cuyahoga County Solid Waste District. This appropriation increase will align adopted budget to the District's budget as approved by the Board of Directors for fiscal year 2023. Appropriation is also included for the Sustainable Stores Grant in support of the County disposable bag ban. Funding source is the Solid Waste District Fund.

Resolution No. R2023-0021 dated 1/24/2023:

Original Items to be Corrected - Section 1

AG. 2310 – Solid Waste		BA2321218
SW310100 – District Admin		
Personal Services	\$	40,681.80
2310 – Solid Waste		
SW310125 – Solid Waste Grant to Municipal		
<i>Other Expenses</i>	\$	250,000.00
2310 – Solid Waste		
SW310130 – Solid Waste Grants Received		
<i>Other Expenses</i>	\$	200,000.00

The Office of Budget and Management requests an appropriation increase of \$490,681.80 for the Cuyahoga County Solid Waste District. This appropriation increase will align adopted budget to the District's budget as approved by the Board of Directors for fiscal year 2023. Appropriation is also included for the Sustainable Stores Grant in support of the County disposable bag ban. Funding source is the Solid Waste District Fund.

SECTION 5. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: February 7, 2023

Re: Fiscal Agenda – 2/14/2023 - Proposed

cc: Michael Chambers, Fiscal Office; Shawntaye McCurdy, OBM; Mary Louise Madigan, Communications

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **February 14, 2023**. The requested fiscal items, including appropriation increases and decreases, are necessary to reconcile the originally adopted 2023 Budget. Items of note on this agenda include:

- Appropriation increase/decrease as requested
- Appropriation Transfer as requested
- Cash Transfers as requested

Additional Appropriation Summary – Additional appropriation is requested to cover expenditures that exceed the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Item	Funding Source	Purpose
Office of Budget and Management	\$1,009,960.00	A	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Homeless Services	\$932,786.00	B	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Medical Examiner	\$(0.30)	C	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Medical Examiner	\$ (27.75)	D	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Medical Examiner	\$ (98,184.50)	E	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease

Sheriff's Department	\$174,000.00	F	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Sheriff's Department	\$ (14,208.00)	G	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Sheriff's Department	\$ (1,832.29)	H	Grant – No General/HHS Levy Fund Impact	Appropriation Decrease
Office of Budget and Management	\$ (10,980,939.00)	I	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Decrease
Office of Budget and Management	\$289,400.00	J	General Fund	Appropriation Increase
Office of Sustainability	\$50,000.00	K	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$1,750,000.00	L	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$2,160,000.00	M	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$300,000.00	N	CIP – General Fund	Appropriation Increase
Workforce Development	\$1,000,000.00	O	HHS Levy	Appropriation Increase

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Requested	Item	Funding Source	Purpose
Invest in Children	\$529,388.00	A	HHS Levy	Appropriation Transfer
Sheriff's Department	\$15,041.62	B	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
Sheriff's Department	\$2,059.29	C	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Requested	Item	Funding Source	Purpose
Office of Budget and Management	\$311,691.95	A	General Fund	Cash Transfer

Office of Budget and Management	\$1,000,000.00	B	HHS Levy	Cash Transfer
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County Council of Cuyahoga County, Ohio

Resolution No. R2023-0029

<p>Sponsored by: County Executive Ronayne on behalf of Cuyahoga County Board of Elections</p>	<p>A Resolution authorizing participation in a sublease-purchase arrangement with the Ohio Secretary of State for the purpose of acquiring and implementing voting machines and equipment and financing certain costs thereof, a sublease-purchase agreement evidencing such arrangement and matters related thereto; authorizing the County Executive to execute said agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Amended Substitute Senate Bill 135 of the 132nd Ohio General Assembly (as the same may be amended, modified, revised, supplemented or superseded from time to time, the “Act”) and the financing program authorized thereunder (the “SoS Financing Program”), the Secretary of State of the State of Ohio (the “Sublessor”) is providing financing to Ohio counties for the acquisition of voting systems, including, but not limited to, voting machines, marking devices, automatic tabulating equipment, and direct record electronic voting machines, as defined in Ohio Revised Code (“ORC”) Section 3506.01, together with associated allowable expenditures, as defined in the Act; and

WHEREAS, in accordance with ORC Section 3506.02, the Cuyahoga County Board of Elections selected the voting system of Clear Ballot Group, Inc. (the “Vendor”) for the citizens of the County of Cuyahoga, Ohio (the “Sublessee”) to use when voting in federal, state and local elections; and

WHEREAS, the Vendor has submitted a draft contract that, together with the order and their respective exhibits, provides for the acquisition of the new voting system (collectively, the “Master Agreement”), and the Sublessor has reviewed and approved the Master Agreement (as it relates to the SoS Financing Program) and the Project Equipment (as hereinafter defined); and

WHEREAS, implementing the new voting system requires the Sublessee to acquire certain voting machines and equipment (the “Project Equipment”) and pay certain costs related to using the system (along with the acquisition of the Project Equipment, the “Project”) and this County Council (the “Legislative Authority”) desires to authorize

execution of the Master Agreement to undertake the Project and finance a portion of the cost by utilizing the provisions of the SoS Financing Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. It is hereby determined to be necessary, desirable and expedient, and in the best interests of the Sublessee and its citizens, for the Sublessee to (i) enter into the Master Agreement, (ii) acquire the Project Equipment, and (iii) finance a portion of the costs of the Project Equipment (the “State-Financed Equipment”) and other costs of the Project by participating in the SoS Financing Program.

SECTION 2. The Sublessee’s participation in the SoS Financing Program shall be evidenced by a Sublease-Purchase Agreement between the Sublessor and the Sublessee (together with all exhibits and appendices thereto, the “Sublease”). The Sublessee’s County Executive and the Director of the Cuyahoga County Board of Elections (collectively, the “County Signers”) are hereby jointly authorized to execute and deliver the Master Agreement and Sublease on behalf of the Sublessee in substantially the form presently on file with the Legislative Authority, which is hereby approved, with such changes not substantially adverse to the Sublessee as the County Signers may approve; the approval of such changes and that the same are not substantially adverse to the Sublessee shall be conclusively evidenced by the execution of the Sublease by the County Signers.

SECTION 3. All of the obligations of the Sublessee set forth and covenants made by the Sublessee under the Sublease are hereby established as duties specifically enjoined by law and resulting from an office, trust or station upon the Sublessee within the meaning of ORC Section 2731.01 *et seq.*

SECTION 4. Pursuant to the SoS Financing Program, the Sublessee shall not be required to make any scheduled payments towards the purchase of the State-Financed Equipment to the Sublessor or any other entity. To pay that portion of the cost of the Project not financed through the SoS Financing Program, there is appropriated from the Sublessee’s General Fund the amount of \$79,500.00, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 5. The County Signers and other appropriate officers of the Sublessee, or any of them, are hereby separately and individually authorized to (i) make the necessary arrangements with the Sublessor to establish the date, location, procedure and conditions for executing the Master Agreement and Sublease, and delivering the Sublease to, the Sublessor, and (ii) give all appropriate notices and execute and deliver, on behalf of the Sublessee, such additional instruments, documents, agreements, certificates, and other papers as may be in their discretion necessary or appropriate in order to carry out, give effect to and consummate the transaction contemplated thereby in such forms as the official executing the same may approve, and to take all other steps

necessary or appropriate to effect the due execution, delivery and performance of the Master Agreement and Sublease pursuant to the provisions of this resolution. The Clerk of the County Council shall furnish to the Sublessor a true transcript of proceedings pertaining to the Sublease containing such information from the records of the Sublessee as is necessary to evidence or determine the regularity and validity of the authorization, execution and delivery of the Sublease. Each of the County Signers is hereby separately and individually designated to act as the authorized representative of the Sublessee for purposes of the Sublease until such time as the Legislative Authority shall designate any other or different authorized representatives for such purpose.

SECTION 6. The Sublease shall constitute a special obligation of the Sublessee. Nothing in the Sublease or any agreements or documents relating thereto shall constitute or be construed or deemed to constitute a debt, bonded indebtedness or a general obligation of the Sublessee. Neither the taxing power nor the full faith and credit of the Sublessee are pledged or shall be pledged for the payment or security of the Sublease, or any other related agreement or document.

SECTION 7. The Legislative Authority acknowledges that the Sublessor has obtained funds for the SoS Financing Program by utilizing a sublease-purchase / certificates of participation arrangement, and that the interest component of the Sublessor's lease payments thereunder is intended to be exempt from federal income taxation under the Internal Revenue Code of 1986, as amended and the regulations prescribed thereunder (the "Code"). The Legislative Authority hereby covenants that it will restrict the use of the State-Financed Equipment in such manner and to such extent, if any, as may be necessary after taking into account reasonable expectations at the time the Sublease is entered into, so that the interest portion of such lease payments by the Sublessor will not be subject to federal income taxation under the Code. Any County Signer or any other officer having responsibility with respect to the execution and delivery of the Sublease is authorized and directed to give an appropriate certificate on behalf of the Sublessee on the date of delivery of the Sublease, setting forth the facts, estimates and circumstances and reasonable expectations pertaining to the use of the State-Financed Equipment and other matters under the Code.

SECTION 8. It is hereby determined that the terms of the Sublease and this resolution are in compliance with all legal requirements. If any section, paragraph, clause or provision of this resolution or the Sublease shall for any reason be held invalid or unenforceable, such invalidity or unenforceability shall not affect any remaining provisions of this resolution or the Sublease, respectively. Any provisions of any ordinance or resolution inconsistent with this resolution are hereby repealed, but only to the extent of such inconsistency; this provision shall not be construed as reviving any ordinance or resolution or any part thereof.

SECTION 9. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided

FILE NO. _____

SUBLEASE-PURCHASE AGREEMENT

This Sublease-Purchase Agreement (as the same may be amended and supplemented in accordance with its terms, the “Sublease Agreement”) is dated _____, 2023 and entered into between the Secretary of State of the State of Ohio (the “Sublessor”) and the County of Cuyahoga, Ohio (the “Sublessee”) under the following circumstances:

A. Pursuant to Amended Substitute Senate Bill 135 of the 132nd Ohio General Assembly (as the same may be amended, modified, revised, supplemented or superseded from time to time, the “Act”) and the financing program authorized thereunder (the “SoS Financing Program”), the Sublessor is providing financing to Ohio counties for the acquisition of voting systems, including, but not limited to, voting machines, marking devices, automatic tabulating equipment, and direct record electronic voting machines, as defined in Ohio Revised Code (“ORC”) Section 3506.01, together with associated allowable expenditures, as defined in the Act.

B. In accordance with ORC Section 3506.02, the Cuyahoga County Board of Elections selected the voting system of Clear Ballot Group, Inc. (the “Vendor”) for the citizens of the County of Cuyahoga, Ohio (the “Sublessee”) to use when voting in federal, state and local elections.

C. Implementing the new voting system requires the Sublessee to acquire certain voting machines and equipment (the “Project Equipment”) and pay certain costs related to using the system (along with the acquisition of the Project Equipment, the “Project”) and this County Council (the “Legislative Authority”) desires to authorize execution of the Master Agreement to undertake the Project, and finance a portion of the cost by utilizing the provisions of the SoS Financing Program..

D. The Vendor has submitted a draft contract together with the order and their respective exhibits for the acquisition of the new voting system (collectively, the “Master Agreement”), and the Sublessor has reviewed and approved the Master Agreement (as it relates to the SoS Financing Program) and the Project Equipment. .

E. The Sublessee has determined to finance a portion of the cost of the Project, including a portion of the Project Equipment described in Exhibit A hereto (the “State-Financed Equipment”), by utilizing the provisions of the SoS Financing Program upon the terms set forth in this Sublease Agreement, and the Sublessor has agreed to make the sum of \$\$9,508,820.00 (the “State Contribution”) available for such purpose.

F. The Sublessee’s County Council (the “Legislative Authority”) has authorized this Sublease Agreement by a resolution adopted _____, 20__ (the “Authorizing Resolution”).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Sublessor and the Sublessee, acting through the Legislative Authority, hereby represent, warrant and covenant as follows:

1. **TERM OF AGREEMENT.** This Sublease Agreement shall be effective as of _____, 20__ (the "Commencement Date"). The term of this Sublease Agreement for the purposes of payments shall commence as of the Commencement Date, and shall continue until the date the Sublessee receives the notice of the State COPs Termination, as defined in Paragraph 7 hereof (the "Agreement Term").

2. **MASTER AGREEMENT.** The Sublessee shall enter into the Master Agreement contemporaneously with the execution and delivery of this Sublease Agreement and perform all of its obligations thereunder in the manner and at the times set forth therein. Sublessor shall refrain from taking any action that causes the Sublessee to violate any terms of the Master Agreement. Promptly upon the execution and delivery of this Sublease Agreement by the Sublessor and the Sublessee, the Sublessee, through the Cuyahoga County Board of Elections, shall diligently and expeditiously proceed to acquire the Project Equipment and implement the Project in accordance with the Master Agreement. The State-Financed Equipment shall be located as described in Exhibit A hereto, as revised from time to time upon notice to the Sublessor. The Sublessor shall pay, or cause to be paid, the State Contribution, and the Sublessee shall pay all costs of the Project in excess of the State Contribution and for any costs not payable under the SoS Financing Program, in accordance with the Master Agreement and the SoS Financing Program, and the Sublessee and the Sublessor shall coordinate their respective payments under the Master Agreement with the Vendor so that such payments conform to the requirements of the Master Agreement and the SoS Financing Program.

3. **USE OF THE STATE-FINANCED EQUIPMENT.** The Sublessee represents that all of the State-Financed Equipment that it will acquire in accordance with this Sublease Agreement will constitute a "voting system" within the meaning of the Act.

4. **TRANSFER OF TITLE TO THE SUBLESSOR.** Upon the delivery of the State-Financed Equipment to the Sublessee, all of the Sublessee's right, title and interest to and in the State-Financed Equipment shall be immediately transferred to the Sublessor without any further action on the part of the Sublessee. The Sublessee shall deliver to the Sublessor all documents which are or may be necessary to vest all of the Sublessee's right, title and interest in and to the State Financed Equipment in the Sublessor, and will release or cause to be released all liens and encumbrances with respect to the State-Financed Equipment.

5. **LEASE.** The Sublessee hereby leases from the Sublessor, for eventual acquisition and ownership, and the Sublessor hereby leases to the Sublessee, for eventual transfer of ownership to the Sublessee, all the State-Financed Equipment, in accordance with the provisions of this Sublease Agreement, to have and to hold for the Agreement Term.

6. **LEASE PAYMENTS.** Pursuant to the SoS Financing Program, the Sublessee shall not be required to make any scheduled payments towards the purchase of the State-Financed Equipment to the Sublessor or any other entity.

7. **PURCHASE AND CONVEYANCE.** The Sublessee shall not have the option to purchase the State-Financed Equipment prior to the end of the Agreement Term. The Sublessor has obtained funds for the SoS Financing Program by utilizing a lease-purchase / certificates of participation arrangement (the "State COPs Financing"), which by its terms, prevents the Sublessor from conveying title to the State-Financed Equipment to the Sublessee until all of the

Sublessor's obligations under the State COPs Financing relating to the State-Finance Equipment have been provided for. Upon such event (the "State COPs Termination"), the Sublessor shall so notify the Sublessee and upon receipt of such notice, (i) the Sublessee shall be deemed to have purchased and acquired all of the State-Financed Equipment, (ii) title to the State-Financed Equipment, and all rights in the State-Financed Equipment granted by the Sublessee to the Sublessor under this Sublease Agreement, shall vest in the Sublessee, without any further action on the part of the Sublessor, and (iii) the Sublessor will deliver to the Sublessee all documents which are or may be necessary to vest all of the Sublessor's right, title and interest in and to the Equipment in the Sublessee, and will release all liens and encumbrances created under this Sublease Agreement with respect to the State-Financed Equipment.

8. **CARE AND USE.** The Sublessee (i) solely at its own cost and expense, shall maintain the Project Equipment in good operating order and condition, repair and appearance, and protect the same from deterioration other than normal wear and tear; (ii) solely at its own cost and expense, make or have made all necessary, proper or appropriate repairs, replacements and renewals thereof, ordinary and extraordinary, foreseen and unforeseen, (iii) shall permit the use of the State-Financed Equipment only by the Sublessee's Board of Elections, within its normal capacity, without abuse, and in a manner contemplated by the Vendor; (iv) shall not make modifications, alterations or additions to the State-Financed Equipment (other than normal operating accessories or controls) without the prior written consent of the Sublessor, which shall not be unreasonably withheld, (v) comply with all laws, insurance policies and regulations relating to, and obtain and maintain any governmental licenses and permits required for, the use, maintenance, repair and operation of the State-Financed Equipment, (vi) shall not dispose, assign, transfer, pledge or otherwise encumber all or any part of the State-Financed Equipment with any mortgage, security interest, or lien, through the Agreement Term, without the prior written consent of the Sublessor, which consent may be withheld in the absolute discretion of the Sublessor, and (vii) pay all costs, claims, damages, fees and all utilities and other charges arising out of its possession, use, operation, maintenance and use of the Project. All modifications, repairs, alterations, additions, replacements, substitutions, operating accessories and controls shall accrue to the State-Financed Equipment and, unless leased from the Sublessor, become the property of the Sublessee. The Sublessor shall have the right, during normal hours and in compliance with appropriate security protocols employed by the Sublessee's Board of Elections, to enter upon the premises where the State-Financed Equipment is located in order to inspect, observe or otherwise protect the Sublessor's interest, and the Sublessee shall cooperate in affording the Sublessor the opportunity to so inspect. For the purpose of assuring the Sublessor that the State-Financed Equipment will be properly serviced, the Sublessee agrees to cause the State-Financed Equipment to be maintained pursuant to the Vendor's standard preventive maintenance contract and/or recommendations and service level commitments. The Sublessee agrees that the Sublessor shall not be responsible for any loss or damage whatsoever to the State-Financed Equipment, nor shall the Sublessor be responsible for latent defects, wear and tear or gradual deterioration or loss of service or use of the State-Financed Equipment or any part thereof, the Sublessor shall not be liable to the Sublessee or anyone else for any liability, claim, loss, damage or expense of any kind or nature caused directly or indirectly by the inadequacy of the Project or any item supplied by the Vendor or any other party, any interruption of use or loss of service or use of performance of any equipment, any loss of business or other consequence or damage, whether or not resulting from any of the foregoing. The Sublessee shall not do, or permit to be done, any act or thing which might materially impair the value of the State-Financed Equipment, will not commit

or permit any material waste thereof, and will not permit any unlawful use to be made thereof. The Sublessee covenants that it will assist the Secretary of State in fulfilling its obligations (other than any payment obligations) under the Master Lease Agreement dated as of November 1, 2018, between the State of Ohio Leasing Corporation, Inc., as lessor, and the Secretary of State, as lessee, for the State COPs Financing as the Secretary of State may reasonably request.

9. **TAXES, PERMITS.** The Sublessee agrees to pay all license, sales, use, personal property, real property or other taxes together with any penalties, fines or interest thereon imposed or levied with respect to the State-Financed Equipment or the ownership, delivery, lease, possession, use, operation, sale or other disposition thereof or upon the rentals or earnings arising therefrom. The Sublessee may in good faith and by appropriate proceedings contest any such taxes so long as such proceedings do not involve any danger of sale, forfeiture or loss of the State-Financed Equipment or any interest therein. Furthermore, the Sublessee shall provide all permits and licenses necessary for the installation, operation and use of the State-Financed Equipment. The Sublessee shall comply with all laws, rules, regulations, ordinances and resolutions applicable to the installation, use, possession and operation of the State-Financed Equipment. If compliance with any law, rule, regulation, resolution, permit or license requires changes or additions to be made to the State-Financed Equipment, the Sublessee shall notify the Sublessor and upon the written consent of the Sublessor, such changes or additions shall be made by the Sublessee at its own expense.

10. **UTILITIES.** The Sublessee shall pay all charges for gas, water, steam, electricity, light, heat or power, telephone or other utility service furnished to or used in connection with the State-Financed Equipment (including charges for installation of such services) during the Agreement Term. There shall be no abatement of any amount owed hereunder on account of the interruption of any such services.

11. **SUBLESEE'S RESPONSIBILITIES; RELEASE OF LIABILITY.** Sublessee shall be responsible for any negligent acts and/or negligent omissions committed by itself, its agents, and/or its employees to the extent provided by general law. Sublessee shall be responsible to defend itself, its agents, and/or its employees and shall pay any judgments and costs arising out of such negligent acts and/or negligent omissions, and nothing in this Sublease Agreement shall impute or transfer any such responsibility from Sublessee to the Sublessor or establish any third-party beneficiary rights.

On and after the date of this Sublease, the Sublessee agrees not to seek any determination of liability against the Sublessor or, any department, agency or official of the State of Ohio in the case of claim or suit arising with respect to the Project including acquisition of property or any future condition, construction, operation, maintenance or use of property or facilities which may be developed in relation to the Project. To the extent permitted by law, the Sublessee forever releases and waives any and all claims it may ever possess or assert against the Sublessor and all employees, agents, officials and contractors and attorneys of same in relation to the Project.

12. **DISCLAIMER OF WARRANTIES: THE SUBLESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR FITNESS FOR USE OF ANY OF THE STATE-FINANCED EQUIPMENT OR AS TO ITS TITLE THERETO OR ANY OTHER REPRESENTATION OR**

WARRANTY WITH RESPECT TO THE STATE-FINANCED EQUIPMENT. The Sublessor hereby assigns to the Sublessee for and during the Agreement Term all manufacturer's warranties or guaranties, express or implied, issued on or applicable to the State-Financed Equipment and the Sublessor authorizes the Sublessee to obtain the customary services furnished in connection with such warranties or guaranties at the Sublessee's expense. The Sublessee acknowledges that the State-Financed Equipment has been acquired and installed by the Vendor selected by the Sublessee's Board of Elections; that the Sublessor is not a manufacturer, contractor or dealer with respect to the components of the State-Financed Equipment and takes no part in or responsibility for the installation of the State-Financed Equipment, and that the Sublessor has made no representation or warranty and assumes no obligation with respect to the merchantability, condition, quality or fitness of the State-Financed Equipment or the enforcement of the manufacturer's warranties or guaranties.

13. **QUIET ENJOYMENT.** The Sublessor hereby covenants to provide the Sublessee during the Agreement Term with quiet use and enjoyment of the State-Financed Equipment, without suit, trouble or hindrance from the Sublessor except as expressly set forth in this Sublease Agreement. Any assignee of the Sublessor shall not interfere with such quiet use and enjoyment during the Agreement Terms so long as the Sublessee is not in default pursuant to this Sublease Agreement.

14. **INSURANCE.** Commencing the date risk of loss passes to the Sublessee from the Vendor and continuing thereafter until the end of the Agreement Term, the Sublessee, solely at its expense, shall keep the State-Financed Equipment insured against all risks of loss or damage from every cause whatsoever in an amount sufficient to cover the full replacement cost of the State-Financed Equipment set forth on Exhibit A, and shall carry public liability insurance, both personal injury and property damage, covering the State-Financed Equipment and its use. All insurance shall be of a type, form, in amounts and with companies or provided by a self-insurance program established and maintained by the Sublessee as permitted by ORC Section 2744.08 or a joint self-insurance pool established pursuant to ORC Section 2744.081 that Sublessee has entered a written agreement to join and contain terms and conditions satisfactory to the Sublessor. The Sublessee shall also carry worker's compensation insurance covering all its employees working on, in or about the State-Financed Equipment and shall require any other person, corporation, partnership or other entity working on, in or about the State-Financed Equipment to carry such coverage. Certificates of insurance or other evidence satisfactory to the Sublessor, including the original or certified copies of the actual policies showing the existence of insurance in accordance herewith, and payments therefor, shall be delivered to the Sublessor forthwith. All insurance policies shall name the Sublessor as additional insured and shall provide the Sublessor at least thirty (30) days written notice prior to cancellation. In lieu of the foregoing and with the consent of the Sublessor, the Sublessee may self-insure for some or all of the foregoing. Any proceeds of insurance payable as a result of loss of or damage to the State-Financed Equipment shall be applied as provided in Paragraph 15 hereof.

15. **DAMAGE OR DESTRUCTION.** In the event the State-Financed Equipment is totally or partially damaged or destroyed, the Sublessee will promptly replace or repair and restore the State-Financed Equipment to working order for the purpose intended upon receipt of any insurance proceeds funding such replacement or repair. The Sublessee shall not be entitled to any reimbursement for any such damage or destruction from the Sublessor, nor shall the Sublessee be entitled to any diminution of the amounts payable by it pursuant to this Sublease Agreement; provided, however, that any proceeds of insurance paid to the Sublessor pursuant to Paragraph 14 hereof shall be credited against the Sublessee's payment obligations under this Paragraph.

16. **EVENTS OF DEFAULT AND REMEDIES.** The Sublessee shall be deemed to be in default hereunder upon the happening of any of the following events of default: (a) the Sublessee shall fail to make any payments required to be paid hereunder, (b) the Sublessee shall fail to keep any such other term, covenant or condition contained herein, or (c) if any representation or warranty by the Sublessee herein or in any agreement, document or certificate delivered to the Sublessor in connection herewith which, at any time, proves to be incorrect in any material respect. Upon the occurrence of an event of default as specified above, and the Sublessee shall fail to remedy such event of default with all reasonable dispatch within a period of 10 days for a default under subparagraph (a) hereof and 30 days for all other defaults, then the Sublessor or its assigns shall have the right, at its option without any further demand or notice, to pursue any one or more of the following remedies: (i) provided payment of the State Contribution has issued under Paragraph 2 hereof re-enter and take possession of the State-Financed Equipment, and sell or lease the State-Financed Equipment or sublease it for the account of the Sublessee, holding the Sublessee liable for all payments due to the effective date of such sale, lease or sublease; (ii) by mandamus or other suit, action or proceeding at law or in equity enforce all the Sublessor's rights hereunder, including the compelling of the performance of all duties of the Sublessee hereunder and the enforcement of the payment of any amounts hereunder then outstanding; and (iii) take any other action at law or in equity may appear necessary or desirable to collect the payments due during the then current agreement or to enforce performance and observance of any obligation, agreement or covenant of the Sublessee under this Sublease Agreement.

17. **SURRENDER UPON DEFAULT.** In the event of default as set forth in Paragraph 16 hereof, the Sublessee shall, upon the request of the Sublessor, peaceably surrender possession of the State-Financed Equipment to the Sublessor in the same condition as when delivered to the Sublessee by the Vendor less reasonable wear and tear.

18. **NATURE OF THE OBLIGATIONS OF THE SUBLESSEE.** All of the obligations of the Sublessee set forth and covenants made by the Sublessee under this Sublease Agreement are hereby established as duties specifically enjoined by law and resulting from an office, trust or station upon the Sublessee within the meaning of ORC Section 2731.01 *et seq.* To the extent permitted by law, any payment obligation of the Sublessee under this Sublease Agreement shall be an absolute and unconditional obligation of the Sublessee in all events and will not be subject to any set-off, defense, counterclaim or recoupment for any reason whatsoever. Notwithstanding any dispute between or among the Sublessee, the Sublessor and the Vendor, the Sublessee shall make all payments required of it hereunder when due and shall not withhold any payments or portions thereof pending final resolution of such dispute. The Sublessee hereby covenants that it will not assert any right of set-off or counterclaim against its obligation to make the payments required hereunder and that it will take such action as is necessary under the laws applicable to the Sublessee to budget for, seek appropriation for, and include and maintain funds sufficient and available to discharge its obligations to meet all payments due pursuant to provisions of this Sublease Agreement. Notwithstanding the foregoing and any other provision of this Sublease Agreement, the obligation of the Sublessee to make any expenditure of money hereunder is subject to the lawful appropriation of funds for such purpose by the Legislative Authority, and is not a debt of the Sublessee subject to payment from the general revenues or taxes of the Sublessee or within the meaning of any constitutional or statutory provision. Neither the Sublessor nor any other person shall have any right to have excises or taxes levied by the Legislative Authority for any such expenditure.

19. **ASSIGNABILITY.** The Sublessor may assign its right and interest in and to the State-Financed Equipment without notice to the Sublessee. Such assignee shall have full benefit of all the covenants made by the Sublessee and all rights and remedies of the Sublessor contained herein. The Sublessee shall not have the right to assign its rights, duties and obligations under this Sublease Agreement either in part or in whole without prior written consent to the Sublessor or its assignee.

20. **COVENANTS OF THE SUBLESSEE.** The Sublessee represents, covenants and warrants that it is a county and political subdivision of the State of Ohio and is authorized by the Constitution and laws of the State of Ohio to enter into the transactions contemplated by this Sublease Agreement and to carry out its obligations hereunder. The Sublessee has been duly authorized to execute and deliver this Sublease Agreement and agrees that it will do or cause to be done all things necessary to preserve and keep its existence in full force and effect. The Sublessee further represents, covenants and warrants that all procedures have been met so that this Sublease Agreement is enforceable and the Sublessee has complied with all bidding requirements if required.

21. **NOTICES.** All notices to be given under this Sublease Agreement shall be made in writing and mailed to the other party at its address set forth below or at such address as the party may provide in writing from time to time. Any such notice shall be deemed to have been received ten days subsequent to mailing.

As to the Sublessor:	As to the Sublessee:
Ohio Secretary of State 180 E. Broad Street, 16 th Floor Columbus, Ohio 43215 Attention: Voting Equipment Acquisition Program	Cuyahoga County Board of Elections 2925 Euclid Avenue Cleveland, Ohio 44114 Attention: Director with a copy to: Cuyahoga County Prosecuting Attorney 1200 Ontario Street, 8 th Floor Cleveland, Ohio 44113 Attention: Attorney for the Board of Elections

22. **FURTHER ASSURANCES.** The Sublessee will, upon request of the Sublessor, at the Sublessee's sole cost and expense do and perform any other act and will execute, acknowledge, deliver, file, record and deposit (and will re-file, re-register, re-record, and re-deposit whenever required) any and all further instruments required by law or the Sublessor including, without limitation, financing statements or other documents needed for the protection of the Sublessor's interest consistent with the terms herein.

23. **GOVERNING LAW; COUNTERPARTS.** This Sublease Agreement shall be governed by and in accordance with the laws of the State of Ohio. This Sublease Agreement may be signed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one contract.

24. **CHOICE OF VENUE.** The Sublessee agrees that, to the extent permitted by law, the state and federal courts located in Columbus, Ohio, or any other court in which the Sublessor initiates proceedings shall have exclusive jurisdiction over all matters arising out of this Sublease Agreement and that service of process in any such proceeding shall be effective if mailed to the Sublessee at its address set forth in Paragraph 21 hereof.

25. **ENTIRE AGREEMENT.** This Sublease Agreement correctly sets forth the entire agreement between the Sublessor and the Sublessee and no amendments or modifications of this Sublease Agreement shall be effective unless in writing and signed by both parties.

26. **THE SUBLESSEE'S RESPONSIBILITIES.** Nothing in this Sublease Agreement shall impute or transfer any responsibility from Sublessee to Sublessor.

27. **FEDERAL INCOME TAX MATTERS.** The Sublessee acknowledges that the Sublessor has obtained funds for the SoS Financing Program by utilizing the State COPs financing, and that the interest component of the Sublessor's lease payments thereunder is intended to be exempt from federal income taxation under the Internal Revenue Code of 1986, as amended and the regulations prescribed thereunder (the "Code"). The Sublessor hereby covenants that it will restrict the use of the State-Financed Equipment in such manner and to such extent, if any, as may be necessary after taking into account reasonable expectations at the time the Sublease is entered into, so that the interest portion of such lease payments by the Sublessor will not be subject to federal income taxation under the Code. To the extent permitted by law, the Sublessor shall be liable for any payments to the Internal Revenue Service or the U.S. Treasury as penalties or to preserve the tax-exempt status of the State COPs Financing, and any other costs, resulting in whole or in part from actions taken by the Sublessee, including the failure of the Sublessee to comply with federal income tax laws applicable to such obligation.

28. **MAINTENANCE OF RECORDS.** The Sublessee will keep and make all reports and records associated with the State-Financed Equipment available to the Auditor of the State of Ohio (the "State Auditor"), or the State Auditor's designee, or the Sublessee, for a period of not less than thirteen (13) years after the date of this Agreement. This data shall include a description of the State-Financed Equipment, a detailed overview of the scope of work, and disbursement detail (including amount, date, nature/object of expenditure), and Vendor information. The Sublessee acknowledges that the State Auditor and other departments, agencies and officials of the State of Ohio may audit the Project at any time, including before, during and after completion. To the extent permitted by law, the Sublessee agrees that any costs of any audit by the State Auditor or any other department, agency or official of the State of Ohio will be borne exclusively by and paid solely by the Sublessee. The Sublessee will be solely responsible for all costs associated with any such audit.

29. **MISCELLANEOUS.** The waiver by the Sublessor of the Sublessee's breach of any term, covenant or condition hereof shall not be a waiver of any subsequent breach of the same or any other term, covenant or condition. Any provision of this Sublease Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Sublease Agreement, and any provision of this Sublease Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Sublease Agreement.

THE EXHIBITS ATTACHED HERETO HAVE BEEN READ BY THE SUBLESSEE AND ARE INCLUDED IN AND MADE A PART HEREOF.

IN WITNESS WHEREOF, the Sublessor and the Sublessee, acting through the Legislative Authority, have caused this Sublease Agreement to be executed by their duly authorized signers as of the Agreement Date.

THE SUBLESSOR: SECRETARY OF
STATE OF THE STATE OF OHIO

Frank LaRose

THE SUBLESSEE: COUNTY OF
CUYAHOGA, OHIO

By: _____
County Executive

Approved and Agreed To:

CUYAHOGA COUNTY BOARD OF ELECTIONS

By: _____
Director of Board of Elections

CERTIFICATION OF PROSECUTING ATTORNEY

_____, Assistant Prosecuting Attorney, on behalf of Michael C. O’Malley, Prosecuting Attorney of the County of Cuyahoga County, Ohio, (the “Sublessee”) and for the reliance of the Secretary of State of the State of Ohio (the “Sublessor”), do certify that from my examination of the Sublease Agreement dated as of _____ (the "Agreement") between the Sublessee and the Sublessor and my knowledge of Sublessee’s organization, that the Agreement has been duly authorized, executed and delivered by the Sublessee in accordance with the laws of the State of Ohio. The Sublessee is a county and political subdivision of the State of Ohio with full authority and legal capacity to perform all obligations and terms of the Agreement. Upon signature by the officers executing the Agreement, the Agreement will constitute a legal obligation of Sublessee in accordance with the terms thereof, and the Sublessee possesses the legal authority to fully perform all obligations incurred by the Sublessee. The Sublessee has been authorized by the County Council of the Sublessee by Resolution No. _____ duly adopted by such body on _____.

PROSECUTING ATTORNEY OF THE
COUNTY OF CUYAHOGA

Name: _____

Title: _____

FISCAL OFFICER’S CERTIFICATE

The undersigned, Fiscal Officer of the County of Cuyahoga, Ohio, as fiscal officer of such county, hereby certifies that the money required to meet the obligations of the such county during Fiscal Year 20__ under the attached Sublease-Purchase Agreement have been lawfully appropriated by the County Council of such county for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

This Certificate is given in compliance with Sections 5705.41 and 5705.44 of the Revised Code.

Dated: _____, 20__

County Fiscal Officer
County of Cuyahoga, Ohio

13219249

EXHIBIT A

SCHEDULE OF STATE-FINANCED EQUIPMENT

The State-Financed Equipment consists of voting machines and equipment and more particularly described in Exhibit A-1 hereto.

EQUIPMENT LOCATION

When not in use at polling locations, the Equipment will be located at the following address:

Cuyahoga County Board of Elections
3951 Perkins Avenue Cuyahoga County, Ohio 44103

OTHER USES OF STATE CONTRIBUTION

The other uses of the State Contribution are described in Exhibit A-2 hereto.

EXHIBIT A-1

LIST OF STATE-FINANCED EQUIPMENT

Equipment Description	Cost	Amount Provided by SoS Financing Program	
Item	Quantity	Unit Cost	Total
ClearCast Go & Ballot Box Bundle <u>Includes (for each unit):</u> Software: - ClearCast Software License (perpetual) Hardware: - ClearCast Go & Rugged Ballot Box - Batteries (1 per unit, NPP NP12-7AH 12-volt 7 Amp hour sealed lead acid battery) Support Services: - Support (5 years) Miscellaneous Items: - USB Drives (2 per unit) - Security Devices - Two (2) thermal paper rolls - Cords and Cables Documentation: - Electronic Documentation and Training Materials	1100 Units	\$5,400.00	\$5,940,000.00
ClearAccess Freestanding Bundle <u>Includes (for each unit):</u> Software: - ClearAccess Software License (perpetual) Hardware: - Touch-Screen Monitor - Freestanding Box - Barcode Scanners - Ballot Printer (1 per unit, Oki Data B432dn-B) - Headphones (1 set per unit) - EZ Keypad (1 per unit) Support Services: - Support (5 years) Miscellaneous Items: - Memory Drive (1 per unit) - Security Devices	350 Units	\$4,750.00	\$1,662,500.00
	350 Units	\$500.00	\$175,000.00
	14 Units	\$700	\$9,800.00

<ul style="list-style-type: none"> - Starter Cartridge and one (1) extra for Printer <p>Documentation:</p> <ul style="list-style-type: none"> - Electronic Documentation and Training Materials 			
<p>ClearCount ScanStation Bundle (7900)</p> <p><u>Includes (for each unit):</u></p> <p>Software:</p> <ul style="list-style-type: none"> - ClearCount Software (perpetual license) (priced separately) <p>Hardware:</p> <ul style="list-style-type: none"> - Scanner (Fujitsu FI-7900) - Workstation (1 per scanner, Dell laptop Latitude 5521) <p>Support Services:</p> <ul style="list-style-type: none"> - Support (5 years) <p>Professional Services:</p> <ul style="list-style-type: none"> - Installation, Testing, Pre-Election Programming, Ballot Tabulation Support - Equipment Setup - L&A Testing Prior to First Election <p>Miscellaneous Items:</p> <ul style="list-style-type: none"> - Laptop Stand - Ethernet Cables - Security Devices <p>Documentation:</p> <ul style="list-style-type: none"> - Electronic Documentation and Training Materials 	12 Units	\$40,000.00	\$480,000.00
<p>PrintNow Absentee Bundle</p> <p><u>Includes (for each unit):</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> - PrintNow Software (perpetual license) <p>Hardware:</p> <ul style="list-style-type: none"> - Printer (1 per unit, Lexmark CS700 Series color election printer with 22" Extension Kit) - Barcode printer (Zebra ZD410) - Switch (Cisco CBS350-8T-E-2G-NA) - Workstation (1 per unit, Lenovo ThinkPad E14 G2) <p>Support Services:</p> <ul style="list-style-type: none"> - Support (5 years) - Warranty on Printer & Workstation (5 years) <p>Miscellaneous Items:</p> <ul style="list-style-type: none"> - Ethernet cable - Power strip - Starter Cartridge for Printer <p>Documentation:</p> <ul style="list-style-type: none"> - Electronic Documentation and Training Materials 	4 Units	\$19,200.00	\$76,800.00

<p>PrintNow Kiosk (1st Station)</p> <p>PrintNow Kiosk (additional)</p> <p><u>Includes (for each unit):</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> - PrintNow Software (perpetual license) <p><u>Hardware:</u></p> <ul style="list-style-type: none"> - Printer (1 per unit, MS521 Lexmark Election Printer) - Workstation (1 per unit, Lenovo ThinkPad E14 G2) - Barcode printer (Zebra ZD410) - Switch (Cisco CBS350-8T-E-2G-NA) <p><u>Support Services:</u></p> <ul style="list-style-type: none"> - Support (5 years) - Warranty on Printer & Workstation (5 years) <p><u>Miscellaneous Items:</u></p> <ul style="list-style-type: none"> - Ethernet cable - Power strip - Starter Cartridge for Printer <p><u>Documentation:</u></p> <ul style="list-style-type: none"> - Electronic Documentation and Training Materials 	<p>1 Unit</p> <p>31 Units</p>	<p>\$9,600.00</p> <p>\$5,000.00</p>	<p>\$9,600.00</p> <p>\$155,000.00</p>
<p>Standard Warranty Plus</p> <p><u>Includes (for each of the ClearCast Go & ClearAccess units):</u></p> <p><u>Support Services:</u></p> <ul style="list-style-type: none"> - Preventative Maintenance (Annual) for Years 1-5 	<p>1464 Units</p>	<p>\$250.00</p>	<p>\$366,000.00</p>
<p>ClearCount Software</p> <p><u>Includes</u></p> <p><u>Software:</u></p> <ul style="list-style-type: none"> - ClearCount License (perpetual) <p><u>Hardware:</u></p> <ul style="list-style-type: none"> - Server (Dell PowerEdge T440) - Workstation (Dell Optiplex XE3 SFF with 27" monitor) - Report Printer (Brother HL-L2350DW) - Hard Drive (8 TB Western Digital WDBBGB0080HBK-NESN) - Switch (Cisco CBS350-24-4G-NA) - 22" Monitor (Dell P2222H) - DVD Drive (LG GP65NB60) <p><u>Support Services:</u></p> <ul style="list-style-type: none"> - Support (5 years) <p><u>Miscellaneous Items:</u></p> <ul style="list-style-type: none"> - Ethernet & printer data cables <p><u>Documentation:</u></p>	<p>1 Unit</p>	<p>\$317,060.00</p>	<p>\$317,060.00</p>

- Electronic Documentation and Training Materials			
ClearDesign Software <u>Includes</u> Software: - Voice Synthesis Software (Includes Spanish) (perpetual) - ClearDesign License (perpetual) Hardware: - Server (Dell PowerEdge T440) - Workstation (Dell Optiplex XE3 SFF with 27" monitor) Support Services: - Support (5 years) Documentation: - Electronic Documentation and Training Materials	1 Unit	\$317,060.00	\$317,060.00
PURCHASE PRICE			\$9,508,820

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0030

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of The Honorable Mayor Georgine Welo to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,”; and

WHEREAS, the County Executive has nominated The Honorable Mayor Georgine Welo (replacing Mayor Anthony DiCicco) to serve on the Cuyahoga County Planning Commission representing the Hillcrest Region for the term 1/1/2023 – 12/31/2025; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of The Honorable Mayor Georgine Welo (replacing Mayor Anthony DiCicco) to serve on the Cuyahoga County Planning Commission representing the Hillcrest for the term 1/1/2023 – 12/31/2025.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__



Chris Ronayne
Cuyahoga County Executive

February 06, 2023

Pernel Jones, Jr.
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Welo (Hillcrest Region), 3-year term, January 1, 2023- December 31, 2025**
 - Resides in South Euclid (Cuyahoga County)
 - Replacing Mayor Anthony DiCicco

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.

There are no other candidates on file for these positions.

There are no known conflicts of interest for which an advisory opinion has been requested.

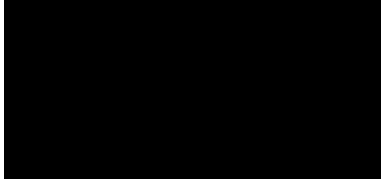
This board is uncompensated.

Thank you for consideration of this appointment. Should you or County Council have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Chris Ronayne
Cuyahoga County Executive

Bio: GEORGINE WELO



PROFESSIONAL:

***Mayor, City of South Euclid, Ohio, First Woman Elected Mayor, November 2003 - present**
Civilian Ambassador with the Ohio National Guard in conjunction with Sister Cities International
Vice-Chair of NOPEC
Chair of NOPEC Finance
Current Member, International Cleveland Communities Advisory Committee, Cleveland Museum of Art
Current Executive Member, Heights Regional Chambers of Commerce
Current Member, Ohio First Suburbs Consortium
Current Member, Euclid Creek Watershed Council
Current Member, The Mayor's Association of Ohio
Current Member, Northeast Ohio Mayor and Managers Association
Current Member, Council of Government, Community Partnership on Aging (formerly Tri-City Consortium on Aging)
Advisory Board Member of the Center for Population Dynamics Maxine Goodman Levin College of Urban Affairs;
Honorary Board Member, Hillcrest Meals on Wheels
Past Board Member, Greater Cleveland Regional Transit Authority (GCRTA)
Past Chair of the GCRTA Operational Planning & Infrastructure Committee
Past Chair of the GCRTA Strategic Governing Team
Past Chair of the GCRTA Ad Hoc By-Laws Committee
Past Chair of the GCRTA Nominating Committee
Past Chair of the GCRTA Procurement for the GM Search
Past Member of the GCRTA Audit, Safety Compliance & Real Estate Committee
Past Member of the GCRTA External & Stakeholder Relations & Advocacy Committee
Past Chair of NOPEC Gas & Electric Committee
Past Chair of the NOPEC Demand Side Market Entry Advisory Services Committee
Past Board Member, Auditor of State's Northeast Ohio Regional Advisory Board
Past Member, Regional Prosperity Initiative
Past Executive Member of Northeast Ohio Mayors and Managers Association
Past President of Cuyahoga County Mayors and City Managers Association
Past Chair of the Government and Community Relations Advisory Council, Notre Dame College
Past Vice-president, Suburban Council of Governments, Northeast Ohio Regional Sewer District
Past Executive Member, First Suburbs Consortium
Past Member, Juvenile Accountability Block Grant (JABG)
Past Board of Trustee, Ohio Municipal League
Past Board of Trustee, University Suburban Medical Center, South Euclid
Past Grant Member, NOPEC Powering Our Community
Past Vice-Chair of the Cuyahoga County Land Reutilization Corporation Board
Past Vice-Chair of the Cuyahoga County Mayors and Managers
Past Chairperson of the NOPEC Demand Side
Past Chairperson, First Suburbs Consortium
Past Chairperson, Euclid Creek Watershed Council
Past Board Chairperson, Sourcing Office
Past Board Member, Strategic Planning, Cuyahoga County Public Library
Past Board of Trustee, Notre Dame College, South Euclid Ohio
Past Board Member, Regina High School
Past Secretary, Northeast Ohio Regional Sewer District, Suburban Council of Governments
Past Member, SELREC Council of Governments
Past Member, Cuyahoga County Planning Commission
Past Member Cuyahoga County JABG Review Committee (Juvenile Accountability Block Grant funding)

Past Member, District One Public Works Integrating Committee
 Past Member, Northeast Ohio Mayor's Think Tank, Kent State University
 Administrative Bailiff, Judge Ann T. Mannen, Court of Common Pleas, Cuyahoga County, 1998-2003
 Member, Zoning and Planning Committee, City of South Euclid 1998-2003
 Council President Pro-Tem, City of South Euclid 1996-1998
 Council Person, City of South Euclid, Ohio 1992-1998
 Chairperson, Charter Review Commission, City of South Euclid, 1994, 2005

EDUCATION

Graduate: University of Akron, Bachelor of Arts and Science
 Graduate: Bliss Institute, University of Akron

CIVIC ACTIVITIES:

Notre Dame College's Centennial Steering Committee
 Global Cleveland Mentor
 Mistress of Ceremony for One World Day
 Board Member, Daily Dose of Reading (Dr. S. Senders and Associates)
 Host Committee Cleveland Rape Crisis Center 2010
 Cleveland Rape Crisis Center Sing Out Choir 2018
 Host Committee Cleveland Film Commission 2010 Red Carpet Event
 Co-Hostess 2009 S.H.O.W.E.R. Event, Cleveland Rape Crisis Center
 Host Committee – Cleveland Public Theatre Pandemonium 2008
 Host Committee – Regina Gala 2008
 Member, 2008 United Way Eastern Regional Market Committee Member
 Member of the League of Women Voters
 Member of the Stonewall Democrats Chairperson, South Euclid Home Days
 Member of Cleveland Cultural Gardens
 Member, South Euclid Garden Club
 Member, South Euclid Lyndhurst PTA
 Member, Charles F. Brush Athletic Booster
 Member, Regina High School Campaign Steering Committee
 Member, South Euclid Democratic Club.
 Member, Cuyahoga County Democratic Club, Precinct Committee person for
 The Cuyahoga County Democratic Club,
 Past Member, Serbian Arts Council
 Past Board Member, Loyola Society, St. Ignatius High School
 Past Member, South Euclid Ad-Hoc Committee on Recreation
 Past Vice President, South Euclid, Co-op Pre-School
 Past Assistant Treasurer, St. Sava Cathedral, Parma Ohio
 Past Sunday School Superintendent, St. Sava Cathedral, Parma Ohio
 Past President S.S.S. Njegosh Choir President

RECOGNITION:

Recipient 2015 Silver and Gold First Responders for Greater Cleveland
 Nominee 2015 "Public Sector Leader" Award; Greater Ohio Policy Center
 Recipient 2014 "Northeast Ohio Visionary Leader" Award; Building One Ohio
 Recipient 2011 Outstanding Leadership Award; Euclid Creek Watershed Partnership
 Recipient 2010 Crain's Emerald Award
 Recipient First Suburbs Consortium Hero Award, November 15, 2007
 from University Heights, Ohio."
 Recipient 2005 and 2006 Most Influential Person of the Year, Sun Newspapers
 Recipient: Award for Civic Service, 100th Anniversary, and December 5, 1996
 The Citizens League of Greater Cleveland
 Recipient: Award for Public Service, November 1995
 American Serbian Businessman's Association

March 2019

FAMILY:



March 2019

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0031

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of The Honorable Mayor Marie Gallo to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024, and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the County Executive has nominated The Honorable Mayor Marie Gallo (replacing Mayor Katherine Gallagher) to serve on the Cuyahoga County Planning Commission representing the South-Central Region for an unexpired term ending 12/31/2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of The Honorable Mayor Marie Gallo (replacing Mayor Katherine Gallagher) to serve on the Cuyahoga County Planning Commission representing the South-Central for an unexpired term ending 12/31/2024.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Chris Ronayne
Cuyahoga County Executive

February 6, 2023

Pernel Jones, Jr.
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for reappointment to the Cuyahoga County Planning Commission:

- **Mayor Marie Gallo** (South Central Region), 3-year term: January 1, 2022 – December 31, 2024
- Resides in Parma Heights
- Replacing Mayor Katharine Gallagher

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing community within the designated area.
There are no other candidates on file for these positions.
There are no known conflicts of interest for which an advisory opinion has been requested.
This board is uncompensated.

Thank you for consideration of this appointment. If you need further information, please contact me.

Sincerely,

Chris Ronayne
Cuyahoga County Executive

Marie Gallo

BUSINESS EXPERIENCE

City of Parma Heights – Parma Heights, OH
Mayor

January 2022 - Present

- Chief Executive Administrative Officer of the City of Parma Heights
- Oversee all staff departments and divisions
- Enforce all laws, codes and ordinances
- Ex-officio member of Council

City of North Olmsted – North Olmsted, OH
Director of Human Resources

October 2016 – December 2021

Primary Duties and Responsibilities:

- Oversaw the Department of Human Resources, the Division of Information Technology, Senior Center, Youth & Family Services and Civil Service
- Responsible for the coordination and administration of all employee benefits
- Administered the City's self-insured Workers' Compensation program
- Responsible for developing citywide and risk management policies and procedures
- Coordinated staff development and recruitment for the City
- Advised the Mayor, Directors and Division Heads when executing personnel responsibilities
- Served as Lead Negotiator for seven bargaining units

City of North Olmsted – North Olmsted, OH
Clerk of Council

September 2009 – October 2016

Primary Duties and Responsibilities:

- Managed the legislative process and oversaw the office of an eight-member Council
- Attended all regular and special Council meetings, Caucus meetings and public hearings
- Assembled and distributed meeting agendas and posted notice of all meetings
- Kept minutes, transcribed and maintained an official record of all Council proceedings
- Worked closely with the Law Department to prepare legislation and legal documents
- Maintained and updated the City Code on an annual basis
- Acted as a liaison between City Council and the Mayor's office, staff, media and residents
- Provided new Council members with orientation including training and direction with regard to the legislative process, Codified Ordinances and public records and open meetings laws

Parma Heights City Council Member – Parma Heights, OH July 2010 – December 2021
City Council President and Ward 4 Councilwoman (01/2014 – 12/2021)
Ward 4 Councilwoman (01/2012 – 12/2021)
Councilwoman at-Large (appointed 07/2010 – 12/2011)

Primary Duties and Responsibilities:

- Responsible for supervising the Clerk of Council and overseeing the Office of Council
- Presided at all Council meetings and Council work sessions
- Provided direction and guidance to members of City Council
- Introduced legislation and provide representation and assistance to residents throughout the City of Parma Heights

City of Parma Heights – Parma Heights, OH July 2006 – September 2009
Clerk of Council

Primary Duties and Responsibilities:

- Managed the legislative process and maintained the office of a seven-member Council
- Attended all regular and special Council meetings and Council work sessions
- Assembled and distributed meeting agendas and posted notice of all meetings
- Kept minutes, transcribed and maintained an official record of all Council proceedings
- Annually prepared information for codification to update the Codified Ordinances
- Responded to requests for information by the Administration, media and public
- Performed other various duties as requested by members of City Council

Cuyahoga County of Ohio
Department of Central Services – Cleveland, OH September 2003 – July 2006
Administrative Assistant 1

Primary Duties and Responsibilities:

- Oversaw all financial activity for the Mail Services Division
- Provided division-wide support for the Department of Central Services
- Managed a \$ 0.5 million Reserve Account for the department
- Provided instruction to employees in the absence of a Supervisor or Manager
- Responsible for ordering and taking inventory of department supplies
- Worked closely with vendors regarding problems and concerns
- Audited all bills, invoices, and financial statements

EDUCATION

Baldwin-Wallace College, Berea, OH – Bachelor of Arts, Criminal Justice (2002)
International Public Management Association for Human Resources – Certified Professional Certification
Kent State's Ohio and West Virginia Municipal Clerks Career Development Program – Municipal Clerk Certification

OTHER QUALIFICATIONS

Proficient in Microsoft Excel, Microsoft Word, and Internet-based research
Member, International Public Management Association for Human Resources
Member, Society for Human Resource Management
Member, International Institute of Municipal Clerks
Member, Northeast Ohio City Council Association

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0032

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of The Honorable Mayor Nicole Dailey Jones to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 713.22 provides for the organization and maintenance of a county planning commission; and

WHEREAS, in accordance with Section 206.12 of the County Code, the Cuyahoga County Planning Commission membership consists of eight members appointed by the County Executive and confirmed by Council in accordance with Section 713.22 of the Ohio Revised Code and the County Charter, the County Executive, and two members of the County Council appointed by the President of Council; and

WHEREAS, members of the Cuyahoga County Planning Commission shall serve three-year terms; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the County Executive has nominated The Honorable Mayor Nicole Dailey Jones (replacing Mayor Pamela Bobst) to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of The Honorable Mayor Nicole Dailey Jones (replacing Mayor Pamela Bobst) to serve on the Cuyahoga County Planning Commission representing the Southwest Region for the term 1/1/2023 – 12/31/2025.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__



Chris Ronayne
Cuyahoga County Executive

February 06, 2023

Pernel Jones, Jr.
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Planning Commission (CPC)

Dear President Jones,

Pursuant to Ohio Revised Code Section 713.22, I am pleased to nominate the following individual for appointment to the Cuyahoga County Planning Commission:

- **Mayor Nicole Daily Jones** (Southwest Region), 3-year term, January 1, 2023-December 31, 2025
 - Resides in North Olmsted (Cuyahoga County)
 - Replacing Mayor Pamela Bobst

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing a community within the designated area. There are no other candidates on file for this position. There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated.

Thank you for consideration of this appointment. Should you or County Council have any questions, please feel free to contact Laura Roche in my office at 216-443-7181.

Sincerely,

Chris Ronayne
Cuyahoga County Executive

Office of the Mayor

Mayor Nicole Dailey Jones

Nicole Dailey Jones is the current North Olmsted, Ohio Mayor after a successful election bid in November 2021.

Born in Cleveland, and raised in Parma, Dailey Jones and her husband, Daniel, have been residents of North Olmsted since 2002, and are the parents of five children.

She regularly volunteers with the PTA, Girl Scouts and Scouts BSA, and is active in St. Clarence Catholic Church.

Jones, 43, holds a Bachelor's Degree in Political Science, Government and International Studies from Ohio Wesleyan University, and is a 1996 graduate of Parma Senior High School.

A North Olmsted resident since 2002, Dailey Jones has more than 20 years' experience in municipal, county and federal government, including work as a Congressional Aide to Democratic U.S.

Representative Marcy Kaptur.

She began her North Olmsted political career as Ward 3 Council Representative, and was appointed Council President in 2013.



County Council of Cuyahoga County, Ohio

Resolution No. R2023-0033

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making awards on RQ11147 to various contractors in the total amount not-to-exceed \$1,500,000.00 for on-call heavy construction services, on a task order basis, for various road and bridge maintenance and repairs for the period 3/1/2023 – 2/28/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends awards on RQ11147 to various contractors in the total amount not-to-exceed \$1,500,000.00 for on-call heavy construction services, on a task order basis, for various road and bridge maintenance and repairs for the period 3/1/2023 – 2/28/2026 as follows:

- (a) Contract No. 2989 with CATTs Construction, Inc. in the amount not-to-exceed \$375,000.00; and
- (b) Contract No. 2990 with The Ruhlin Company in the amount not-to-exceed \$375,000.00; and
- (c) Contract No. 2991 with Schirmer Construction, LLC in the amount not-to-exceed \$375,000.00; and
- (d) Contract No. 2992 with Terrace Construction Company, Inc. in the amount not-to-exceed \$375,000.00; and

WHEREAS, the primary goal of the project is to utilize three contractors for on-call heavy construction services for road and bridge maintenance and repairs; and

WHEREAS, the project is funded 100% by the Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ11147 to various contractors in the total amount not-to-exceed \$1,500,000.00 for on-call heavy construction services, on a task order basis, for various road and bridge maintenance and repairs for the period 3/1/2023 – 2/28/2026 as follows:

- (a) Contract No. 2989 with CATTS Construction, Inc. in the amount not-to-exceed \$375,000.00; and
- (b) Contract No. 2990 with The Ruhlin Company in the amount not-to-exceed \$375,000.00; and
- (c) Contract No. 2991 with Schirmer Construction, LLC in the amount not-to-exceed \$375,000.00; and
- (d) Contract No. 2992 with Terrace Construction Company, Inc. in the amount not-to-exceed \$375,000.00; and

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

DPW, 2023, Submit & Award four contracts for On-Call Heavy Construction Services Master Contract for Road & Bridge repairs, Catts Construction, Inc., Terrace Construction Company, Inc., Schirmer Construction, LLC, The Ruhlin Company RFP #11147, \$1,500,000 over 3 years

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works received approval to utilize alternative procurement methods with RFP #11147 for On-Call Heavy Construction Services (BC2022-536) for future Road and Bridge repairs and maintenance. The anticipated start-completion dates will be **March 1, 2023 – February 28, 2026**, for a period of three years for four contractors for a total of **\$1,500,000**.
2. The primary goal of this contract will be to utilize three contractors: Catts, Terrace, Schirmer and The Ruhlin Company Construction for On-Call heavy construction services for Road and Bridge maintenance and repairs. Projects will be on a task-order basis, typically under \$300,000 in estimated value. DPW would like to conduct a mini-bid process for each task with the contractors selected for this RFP and to then select the contractor with the lowest and best bid using standard ODOT/County bid items.

B. Procurement

- a. The procurement method for this project was RFP 11147. The total value of the RFP is not to exceed \$1,500,000.
- 2a. The RFP was closed on November 28, 2022.
- b. There were four proposals submitted and four contractors selected: Catts Construction, Inc., Terrace Construction Company, Schirmer Construction, LLC and The Ruhlin Company.
- c. There is a 30% Diversity goal with this Agreement. (6% SBE, 19% MBE and 5% WBE)

C. Contractor and Project Information

1. The address is:

Terrace Construction Co., Inc. 3965 Pearl Road Cleveland, Ohio 44109 Council District 7	Schirmer Construction Co., LLC 31350 Industrial Parkway North Olmsted, Ohio 44070 Council District 1	Catts Construction, Inc 21223 Aurora Road Warrensville Hts, OH 44146 Council District 9	The Ruhlin Company 6931 Ridge Road PO Box 190 Sharon Center, Ohio 44274 Council District- NA
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2. The Project Managers are Michael Guinto, Brett Iafigliola, Mike Dempsey, and Marty Fritz.
3. The location is the various roadway & bridge construction projects within Cuyahoga County.
4. The projects can be located in various Council districts.

D. Project Status & Planning

1. This is a new contract to the County; however, these services have been procured in the past.
2. N/A

E. Funding

1. The project is funded by 100% County Road & Bridge fund. (PW270205-73300)
2. The schedule of payments will be by monthly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11147
Infor/Lawson PO# Code (if applicable):	On-Call Heavy Construction R&B Maintenance and Repairs
Event #	3758
CM Contract#	2989- Catts Construction (1 of 4 vendors)

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION						
Formal RFP						
Reviewed by Purchasing						
				Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors)				AMS	OK	
Bid Specification Packet				AMS	OK	
Final DEI Goal Setting Worksheet				AMS	OK	
Diversity Documents – <i>if required (goal set)</i>				AMS	OK	
Award Letter (sent to awarded vendor)				AMS	OK (uploaded 1/4/2023)	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>				-	N/A	
Tabulation Sheet				AMS	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).				AMS	OK	
IG#	21-0042-REG 31DEC2025			AMS	OK	
Debarment/Suspension Verified	Date:	12/15/2022		AMS	OK	
Auditor’s Finding	Date:	12/13/2022		AMS	OK	
Vendor’s Submission				AMS	OK	
Independent Contractor (I.C.) Requirement		Date:	12/19/2022		AMS	OK
Cover - <i>Master contracts only</i>				AMS	OK	
Contract Evaluation – <i>if required</i>				AMS	OK	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				-	N/A	
Checklist Verification				AMS	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	AMS PWD-3273 (contract) 3208 (insurance)
COI	AMS
Workers' Compensation Insurance	AMS
Performance Bond, if required per RFP	AMS

CONTRACT SPENDING PLAN- Master Contract with 4 vendors

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
3/1/2023-12/31/2023	PW270205	73300	-	-	\$100,000
1/1/2024-12/31/2024	PW270205	73300	-	-	\$100,000
1/1/2025-12/31/2025	PW270205	73300	-	-	\$100,000
1/1/2026-2/28/2026	PW270205	73300	-	-	\$75,000
(\$375K x 4 vendors = \$1.5M)			TOTAL		\$375,000

REVISED CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		NA			
Infor/Lawson PO# and PO Code (if applicable)		PO20002376 RFP			
Lawson RQ# (if applicable)		45955 (BuySpeed)			
CM Contract#		1874			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000 \$500,000.00		3/1/2023- 2/28/2026 9/16/2020- 9/15/2023	TBD 9/29/2020	TBD R2020-0183
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$1,500,000				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11147			
CM Contract#		2989			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000		3/1/2023- 2/28/2026	TBD	TBD
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$1,500,000				

PURCHASING USE ONLY

Prior Resolutions	R2020-0183
CM#:	2989
Vendor Name:	CATTS Construction, Inc.
ftp:	3/1/2023 – 2/28/2026
Amount:	\$375,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>1/5/2023: 1/5/2023: E-mail from department re: DEI forwarded to LML and in file. Purchasing corrected 2023 budget line expiration date to 12/31/2023. Master Contract (part 1 of 4).</p> <p>1/3/2023: Attach master contract with signature pages for ALL vendors; Attach contract evaluation for current contract; Attach revised checklist that includes - history of current contract; Attach award letter/e-mail to vendor; Add 2023 budget line.</p> <p>Total Master Contract Amount is \$1,500,000.00mm</p>
Purchasing Buyer's initials and date of approval	Reviewed, SSP 1/5/2023. Item will be approved once all master contract actions are reviewed/approved.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RO#:	11147
Infor/Lawson PO# Code (if applicable):	On-Call Heavy Construction R&B Maintenance and Repairs
Event #	3758
CM Contract#	2990- Ruhlin Company (2 of 4 vendors)

Briefing Memo	Department initials AMS	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AMS	OK
Bid Specification Packet	AMS	OK (uploaded 1/4/2023)
Final DEI Goal Setting Worksheet	AMS	OK
Diversity Documents – <i>if required (goal set)</i>	AMS	OK
Award Letter (sent to awarded vendor)	AMS	OK (attached 1/4/2023)
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	-	N/A
Tabulation Sheet	AMS	OK (see note)
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	AMS	OK
IG#	12-2750-REG 31DEC2024	AMS
Debarment/Suspension Verified	Date: 12/15/2022	AMS
Auditor’s Finding	Date: 12/13/2022	AMS
Vendor’s Submission		AMS
Independent Contractor (I.C.) Requirement	Date: 12/12/2022	AMS
Cover - <i>Master contracts only</i>		AMS
Contract Evaluation – <i>if required</i>	AMS	N/A (vendor has not received this type of contract in the past)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	-	N/A
Checklist Verification	AMS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	AMS PWD-3273 (contract) 3208 (insurance)
COI	AMS
Workers’ Compensation Insurance	AMS
Performance Bond, if required per RFP	AMS

CONTRACT SPENDING PLAN (Master Contract 2 of 4)

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
3/1/2023-12/31/2023	PW270205	73300	-	-	\$100,000
1/1/2024-12/31/2024	PW270205	73300	-	-	\$100,000
1/1/2025-12/31/2025	PW270205	73300	-	-	\$100,000
1/1/2026-2/28/2026	PW270205	73300	-	-	\$75,000
(\$375K x 4 vendors = \$1.5M)			TOTAL		\$375,000

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable) 11147					
CM Contract# 2990					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000		3/1/2023- 2/28/2026	TBD	TBD
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$1,500,000				

PURCHASING USE ONLY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	
CM#:	2990
Vendor Name:	The Ruhlin Company
ftp:	3/1/2023 – 2/28/2026
Amount:	\$375,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>1/5/2023: E-mail from department re: DEI forwarded to LML and in file. Purchasing corrected 2023 budget line expiration date to 12/31/2023. Total Master Contract Amount is \$1,500,000.00mm (part 2 of 4).</p> <p>1/3/2023: Attach master contract with signature pages for ALL vendors; Attach contract evaluation for current or prior contract, as you have initialed it is attached (if they have not been part of the same type contact, attach revised checklist to correct); Attach revised checklist that includes history of current contract if prior comment dictates; Attach award letter/e-mail to vendor; Attach RFP addenda issued. Add 2023 budget line. Vendor not DEI-compliant – please contact DEI if no outreach has occurred to that department or vendor to get them into compliance. E-mail sent to forward all correspondence.</p>
Purchasing Buyer’s initials and date of approval	Reviewed, SSP 1/5/2023. Item will be approved once all master contract actions are reviewed/approved.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11147
Infor/Lawson PO# Code (if applicable):	On-Call Heavy Construction R&B Maintenance and Repairs
Event #	3758
CM Contract#	2991- Schirmer Construction (3 of 4 vendors)

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AMS	OK
Bid Specification Packet	AMS	OK
Final DEI Goal Setting Worksheet	AMS	OK
Diversity Documents – <i>if required (goal set)</i>	AMS	OK
Award Letter (sent to awarded vendor)	AMS	OK (uploaded 1/4/2023)
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	-	N/A
Tabulation Sheet	AMS	OK (see note)
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)	AMS	OK
IG#	12-2476-REG 31DEC2023	AMS OK
Debarment/Suspension Verified	Date: 12/15/2022	AMS OK
Auditor’s Finding	Date: 12/13/2022	AMS OK
Vendor’s Submission	AMS	OK
Independent Contractor (I.C.) Requirement	Date: 12/15/2022 1/4/2023	AMS OK (uploaded 1/4/2023)
Cover - <i>Master contracts only</i>	AMS	OK
Contract Evaluation – <i>if required</i>	AMS	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A
Checklist Verification	AMS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law
Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	AMS PWD-3273 (contract) 3208 (insurance)
COI	AMS
Workers' Compensation Insurance	AMS
Performance Bond, if required per RFP	AMS

CONTRACT SPENDING PLAN (Master Contract 3 of 4)

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
3/1/2023-12/31/2023	PW270205	73300	-	-	\$100,000
1/1/2024-12/31/2024	PW270205	73300	-	-	\$100,000
1/1/2025-12/31/2025	PW270205	73300	-	-	\$100,000
1/1/2026-2/28/2026	PW270205	73300	-	-	\$75,000
(\$375K x 4 vendors = \$1.5M)			TOTAL		\$375,000

REVISED CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		NA			
Infor/Lawson PO# and PO Code (if applicable)		PO20002375 RFP			
Lawson RQ# (if applicable)		45955 (BuySpeed)			
CM Contract#		1873			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000 \$500,000.00		3/1/2023- 2/28/2026 9/16/2020- 9/15/2023	TBD 9/29/2020	TBD R2020-0183
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$1,500,000				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11147			
CM Contract#		2991			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000		3/1/2023- 2/28/2026	TBD	TBD
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$1,500,000				

PURCHASING USE ONLY

Prior Resolutions	R2020-0183
CM#:	2991
Vendor Name:	Schirmer Construction, LLC.
ftp:	3/1/2023-2/28/2026
Amount:	\$375,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>1/5/2023: E-mail from department re: DEI forwarded to LML and in file. Purchasing corrected 2023 budget line expiration date to 12/31/2023. Master Contract (part 3 of 4).</p> <p>1/3/2023: Attach master contract with signature pages for ALL vendors; Attach contract evaluation for current contract; Attach revised checklist that includes history of current contract; Attach award letter/e-mail to vendor; Add 2023 budget line. Independent Contractor Form has in-valid date – vendor needs to correct; Vendor not DEI-compliant – please contact DEI if no outreach has occurred to that department or vendor to get them into compliance. E-mail sent to forward all correspondence.</p> <p>Total Master Contract Amount is \$1,500,000.00mm</p>
Purchasing Buyer's initials and date of approval	Reviewed, SSP 1/5/2023. Item will be approved once all master contract actions are reviewed/approved.

3 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

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Contract Mgmt & Sourcing - Inf x +

https://mingle-portal.inforcloudsuite.com/CUYAHOGACOUNTY_PRD/ae2f25da-8708-418c-9035-857507052ca6

Menu

Contract Mgmt & Sourcing

Update Contract Lines Create

Contract Group
CUYA CUYAHOGA COUNTY ENTERPRISE

Contract
2991 2023 On-Call R&B Heavy Construction-Schirmer 3 of 4

Line	Supplier	Status
1	2175 SCHIRMER CONSTRUCTION LLC	Released

Line is not on hold

Create Agreement Line

Lines Agreement Line Detail Comments Distributions (1) Patient Charges

Item Description
2023 Budget Line

Service Code

Amount

Base Cost 100,000.00 UOM EA

Current Effective Date 3/3/2023 Current Expiration Date 2/28/2026

Commodity Code

Agreement Maximum Amount 100,000.00 Agreement maximum amount is equal to base cost for amount type service

https://ccprod-lm01.cloud.infor.com:1443/lmscm/ContractManager/form/ContractLine%28CUYA,2991,1%29.ContractLinesCompose?action=UpdateDraft&relation=Contract%5BByContract%5D%28CUYA,2991%7CHoldFlag%3DN%29.Contract

Type here to search

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Contract Mgmt & Sourcing - In" and "ContractComment(CUYA,2991.1".
- Address bar: "https://ccprod-lm01.cloud.infor.com:1443/lmscm/ContractManager/document/ContractComment%28CUYA%2C2991%2C13%29.Attachment.File".
- Document title: "Independent Contractor/Worker Acknowledgment".
- Text: "In accordance with requirements from the Ohio Public Employees Retirement System (OPERS), Cuyahoga County is required to obtain an acknowledgment of Independent Contractor Status. A 'Business Entity' means an entity with five or more employees that is a corporation, association, firm, limited liability company, partnership, sole proprietorship, or other entity engaged in business. All individuals employed by the business entity who provide personal services to the public employer are not public employees for purposes of this purchase/contract. Cuyahoga County does not consider the individual/business employee/s a public employee and no contributions will be made to the public employee's retirement system for the services. (O.R.C. 145.036, 145.037)."
- Form field: "Company Name (Please print formal business name clearly): Schiener Construction LLC".
- Form fields: " The above company is defined as a Business Entity as described above (O.R.C 145.037)" and " If the above company is NOT defined as a Business Entity as described above (O.R.C 145.037), Then please complete the attached Independent Contractor form."
- Form field: "Signature: [Handwritten Signature]".
- Form field: "Name (Please print clearly): Nick Iafigliola, P.E., MBA, President".
- Form field: "Date: December 15, 2023".
- Text: "(OPD 04-03-17)".
- Page footer: "Cuyahoga County Office of Procurement & Diversity 2029 East 9th Street, Cleveland, Ohio 44115 (216) 443-2200 FAX (216) 443-2206".
- Taskbar: Windows search bar and application icons.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11147
Infor/Lawson PO# Code (if applicable):	On-Call Heavy Construction R&B Maintenance and Repairs
Event #	3758
CM Contract#	2992- Terrace Construction (4 of 4 vendors) Master Contract

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> x
---	------------------------------	--

FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AMS	OK
Bid Specification Packet	AMS	OK
Final DEI Goal Setting Worksheet	AMS	OK
Diversity Documents – <i>if required (goal set)</i>	AMS	OK
Award Letter (sent to awarded vendor)	AMS	OK (uploaded 1/4/2023)
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	-	N/A
Tabulation Sheet	AMS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	AMS	OK
IG#	12-2690-REG 31DEC2024	AMS OK
Debarment/Suspension Verified	Date: 12/15/2022	AMS OK
Auditor’s Finding	Date: 12/13/2022	AMS OK
Vendor’s Submission		AMS OK
Independent Contractor (I.C.) Requirement	Date: 12/16/2022	AMS OK
Cover - <i>Master contracts only</i>		AMS OK
Contract Evaluation – <i>if required</i>		AMS OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	-	N/A
Checklist Verification	AMS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	AMS PWD-3273 (contract) 3208 (insurance)
COI	AMS
Workers’ Compensation Insurance	AMS
Performance Bond, if required per RFP	AMS

CONTRACT SPENDING PLAN- **MASTER CONTRACT (4 vendors total)**

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
3/1/2023-12/31/2023	PW270205	73300	-	-	\$100,000
1/1/2024-12/31/2024	PW270205	73300	-	-	\$100,000
1/1/2025-12/31/2025	PW270205	73300	-	-	\$100,000
1/1/2026-2/28/2026	PW270205	73300	-	-	\$75,000
(\$375K x 4 vendors = \$1.5M)			TOTAL		\$375,000

REVISED CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		NA			
Infor/Lawson PO# and PO Code (if applicable)		PO2000374 RFP			
Lawson RQ# (if applicable)		45955 (BuySpeed)			
CM Contract#		1872			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000 \$500,000.00		3/1/2023- 2/28/2026 9/16/2020- 9/15/2023	TBD 9/29/2020	TBD R2020-0183
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$1,500,000				

CONTRACT HISTORY (to be completed by department)

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11147			
CM Contract#		2992			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,500,000		3/1/2023- 2/28/2026	TBD	TBD
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$1,500,000				

PURCHASING USE ONLY

Prior Resolutions	R2020-0183
CM#:	2992
Vendor Name:	Terrace Construction Company, Inc.
ftp:	3/1/2023 – 2/28/2026
Amount:	\$375,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>1/5/2023: E-mail from department re: DEI forwarded to LML and in file. Purchasing corrected 2023 budget line expiration date to 12/31/2023. Master Contract (part 4 of 4).</p> <p>1/3/2023: Attach master contract with signature pages for ALL vendors; Attach contract evaluation for current contract; Attach revised checklist that includes history of current contract; Attach award letter/e-mail to vendor; Add 2023 budget line.</p> <p>Total Master Contract Amount is \$1,500,000.00mm</p>
Purchasing Buyer's initials and date of approval	Reviewed, SSP 1/5/2023. Item will be approved once all master contract actions are reviewed/approved.



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11147	EVENT: 3758	TYPE: RFP	ESTIMATE: \$1,500,000.00
CONTRACT PERIOD: 3-years	RFP DUE DATE: November 28, 2022	NUMBER OF RESPONSES (issued/submitted): 19/4	
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: 2022 On-Call Heavy Construction for Road & Bridge Maintenance and Repair		
DIVERSITY GOAL/SBE 6%	DIVERSITY GOAL/MBE 19%	DIVERSITY GOAL/WBE 5%	
SET-ASIDE DIVERSITY GOAL / SBE Prime	SET-ASIDE DIVERSITY GOAL / MBE 19%	SET-ASIDE DIVERSITY GOAL / WBE 5%	
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =	
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. CATT'S Construction, Inc. 21223 Aurora Road Warrens Heights, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0042 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE / MBE / WBE Subcontractor Name(s): (WM) Catts construction, Inc. Prime SBE (WF) Crooked River Materials SBE WBE (AAM) RAR Contracting Co. SBE MBE (WF) Cuyahoga Supply & Tool, Inc. SBE WBE SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Total % SBE Set Aside Prime - SBE: <u> </u> Prime MBE: <u>19 %</u> WBE: <u>5%</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RQ11147

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
			<p>SBE / MBE / WBE</p> <p>Non SBE Set Aside - SBE: <u>20%</u> MBE: <u>19%</u> WBE: <u>5%</u></p> <p><input checked="" type="checkbox"/> Yes LL 11/30/22 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: No Dollar Amount & Percentage - TBD given. 11/28/22 CF This is a RFP for On-call heavy constructions road & bridge maintenance. The proposed subcontracting plan (scope of work and vendors) is feasible to achieve the diversity goals. LL 11/30/22</p>		
2. The Ruhlin Company 6931 Ridge Road P.O. Box 190 Sharon Center, Ohio 44274	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 12-2750</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)</p> <p>Department of Purchasing: SSP</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Subcontractor Name(s): (FW) Cuyahoga Fence SBE WBE (FW) Traffect, Inc. SBE WBE (AAF) Cook Paving & Construction Co. SBE MBE WBE (FW) Athos Contracting SBE WBE</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: <u>Prime not</u> SBE Certified MBE: <u>0%</u> WBE: <u>0%</u></p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

RQ11147

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<p>Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/30/22</p> <p>SBE/MBE/WBE Comments and Initials: Prime did not Sign DIV-2 forms nor Date. No Dollar Amount & Percentage -IBD given. No DIV-3 or DIV-2 of 3 forms. 11/28/22 CF DIV-2 forms not signed/dated by the Prime. Otherwise, subcontracting plan appears feasible to achieve the diversity goals. LL 11/30/22</p>		
3. Schirmer Construction LLC 31350 Industrial Parkway North Olmsted, Ohio 44070	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 12-2476</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)</p> <p>Department of Purchasing: SSP</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Subcontractor Name(s): (MW) Schirmer Construction Prime SBE (FW) All Contractors Supply, LLC WBE (AAF) Cook Paving & Construction Co., Inc. SBE MBE WBE (HM) Garcia Surveyors, Inc. MBE (FW) Pet & Pete Container Service, Inc. SBE WBE (FW) Rockport Ready Mix SBE WBE</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

RQ11147

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<p data-bbox="342 890 370 1058">SBE / MBE / WBE</p> <p data-bbox="342 478 370 890">Total %</p> <p data-bbox="370 478 472 890">SBE Set Aside Prime - SBE: <u>0%</u> WBE: <u>0%</u> Prime MBE: <u>0%</u></p> <p data-bbox="472 478 537 890">Non SBE Set Aside - SBE: <u>20%</u> MBE: <u>0%</u> WBE: <u>0%</u></p> <p data-bbox="537 478 618 890"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/30/22 </p> <p data-bbox="656 478 818 1058">SBE/MBE/WBE Comments and Initials:</p> <p data-bbox="656 478 1166 1058">No Dollar Amount & Percentage - TBD given. No Scope of work was given for Subs-Cook Paving & Constr., Garcia Surveyors, Inc., Pete & Pete Container Service, Inc., and Rockport Ready Mix. DIV-3 Waiver states "Due to the task-order nature of this specific project, it is UNDETERMINED if a waiver is necessary at this time"</p> <p data-bbox="883 478 1166 1058">11/28/22 CF No scope of work provided for Cook Paving, Garcia Surveyors, Pete & Pete, and Rockport. While it is a RFP for on-call services, prime must still commit to a scope of work to be subcontracted to each diversity vendor. Otherwise, it is difficult to determine if the subcontracting plan is feasible to achieve the diversity goals. LL 11/30/22</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. Terrace Construction Company, Inc. 3965 Pearl Road Cleveland, Ohio 44109</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2690 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>SBE / MBE / WBE Subcontractor Name(s): (FW) The Vallejo Co., SBE WBE (MW) Schirmer Construction, LLC SBE (MW) Geotech Services, Inc. SBE (MW) Suburban Maint., & Construction, Inc. SBE (AAM) Pratt Trucking, LLC. SBE MBE (MW) Specialized Construction SBE MBE (FW) Rockport Ready Mix SBE WBE (FW) Royal Landscape-Gardening, Inc. SBE WBE SBE/MBE/WBE <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 19% WBE: 5% Non SBE Set Aside - SBE: 6% MBE: 19% WBE: 5% SBE/MBE/WBE <input checked="" type="checkbox"/> Yes LL 11/30/22 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No Dollar Amount & Percentage- TBD given. No DIV 3 or DIV 2 of 3 forms 11/28/22 CF. There is a familial relationship between Terrace Construction & The Vallejo Company, Terrace Construction & Rockport Ready Mix. While vendors are allowed to partner with other businesses, subcontracting between businesses with familial relationships will</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				<p>not count towards the achievement of County diversity goals. This is a RFP for On-call heavy constructions road & bridge maintenance. The proposed subcontracting plan (scope of work and vendors) is feasible to achieve the diversity goals. LL 11/30/22</p>		

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0034

Sponsored by: County Executive Ronayne/Department of Public Works/Sanitary Engineering Division	A Resolution making awards on RQ11049 to various providers in the total amount not-to-exceed \$2,000,000.00 for various maintenance, repair and operations supplies for the Sanitary Engineering Division commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Public Works recommends awards on RQ11049 to various providers in the total amount not-to-exceed \$2,000,000.00 for various maintenance, repair and operations supplies for the Sanitary Engineering Division commencing upon contract signature for a period of (2) years as follows:

- (a) Contract No. 3140 with Amico LLC dba SOS Speedy Office Supply in the amount not-to-exceed \$100,000.00; and
- (b) Contract No. 3141 with The Chas E. Phipps Company in the amount not-to-exceed \$50,000.00; and
- (c) Contract No. 3142 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$20,000.00; and
- (d) Contract No. 3143 with EJ USA, Inc. in the amount not-to-exceed \$130,000.00; and
- (e) Contract No. 3144 with Lakeside Supply Company in the amount not-to-exceed \$350,000.00; and
- (f) Contract No. 3145 with The Safety Company dba MTech in the amount not-to-exceed \$830,000.00; and
- (g) Contract No. 3146 with Three-Z Trucking & Supply Co., dba Three Z Supply in the amount not-to-exceed \$70,000.00; and

- (h) Contract No. 3147 with W.W. Grainer, Inc. dba Grainger in the amount not-to-exceed \$450,000.00; and

WHEREAS, the primary goal of this project is to provide MRO related supplies for the Public Works Department on an as-needed basis for building maintenance and special projects; and

WHEREAS, the project is funded 100% by Sanitary Sewer Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ11049 with various providers in the total amount not-to-exceed \$2,000,000.00 for various maintenance, repair and operations supplies for the Sanitary Engineering Division commencing upon contract signature for a period of (2) years as follows:

- (a) Contract No. 3140 with Amico LLC dba SOS Speedy Office Supply in the amount not-to-exceed \$100,000.00; and
- (b) Contract No. 3141 with The Chas E. Phipps Company in the amount not-to-exceed \$50,000.00; and
- (c) Contract No. 3142 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$20,000.00; and
- (d) Contract No. 3143 with EJ USA, Inc. in the amount not-to-exceed \$130,000.00; and
- (e) Contract No. 3144 with Lakeside Supply Company in the amount not-to-exceed \$350,000.00; and
- (f) Contract No. 3145 with The Safety Company dba MTech in the amount not-to-exceed \$830,000.00; and
- (g) Contract No. 3146 with Three-Z Trucking & Supply Co., dba Three Z Supply in the amount not-to-exceed \$70,000.00; and
- (h) Contract No. 3147 with W.W. Grainer, Inc. dba Grainger in the amount not-to-exceed \$450,000.00; and

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution. To

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3140/RQ-11049/Master Contract MRO Supplies/Sanitary Sewer/Amico LLC dba SOS Speedy Office Supply

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Amico LLC dba Speedy Office Supply for the anticipated cost of \$100,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$100,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

Amico LLC dba SOS Speedy Office Supply
4536 Renaissance Parkway
Warrensville Hts., OH 4418
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/14/22 – Tab sheet is completed by Department of Purchasing
12/1/22 – Tab sheet is then completed by County DEI Department
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations
1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract submission
104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3140

Exhibit A-1 Amico LLC dba Speedy Office Supply

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION

Formal RFQ

Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	PS, Tom Pavich, Dave Ray	OK
IG# 22-0075	PS	OK
Debarment/Suspension Verified Date: 1/13/2023	PS	OK
Auditor’s Finding Date: 1/23/2023	PS	OK
Vendor’s Submission	PS	OK
Independent Contractor (I.C.) Requirement Date: 10/11/2022	PS	OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

1 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$50,000.00
1-1-2024-12-31-2024	PW715200	70000			\$50,000.00
			TOTAL		\$100,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		REQ			
Lawson RQ# (if applicable)		11049			
CM Contract#		3140			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023– 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Prior Resolutions	
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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CM#:	3140
Vendor Name:	Amico LLC dba SOS Speedy Office Supplies
ftp:	1/1/2023 – 12/31/2024
Amount:	\$100,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 1 of 8; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3141/RQ-11049/Master Contract MRO Supplies/ Sanitary Sewer/Chas E Phipps

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Chas E. Phipps for the anticipated cost of \$50,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$50,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

Chas E Phipps
4560 Willow Parkway
Cleveland, OH 44125
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14/22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3141

Exhibit A-2 – Chas E Phipps

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	PS, Tom Pavich, Dave Ray	OK
IG#	21-0262 22-0075	PS OK
Debarment/Suspension Verified	Date: 1/13/2023	PS OK
Auditor’s Finding	Date: 1/23/2023	PS OK
Vendor’s Submission	PS	OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 12/29/2022	PS OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$25,000.00
1-1-2024-12-31-2024	PW715200	70000			\$25,000.00
			TOTAL		\$50,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11049				
CM Contract#	3141				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023 – 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	
CM#:	3141
Vendor Name:	The Chas E. Phipps Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$50,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 2 of 8; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3142/RQ-11049/Master Contract
MRO Supplies/Sanitary Sewer/Crown Cleaning Systems

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Crown Cleaning Systems for the anticipated cost of \$20,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$20,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

Crown Cleaning Systems
7770 Harvard Avenue
Cleveland, OH 44105
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14//22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3142

Exhibit A-3 – Crown Cleaning Systems

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		PS	OK (Completed 2/3/2023)
Bid Specification Packet		PS	OK
Final DEI Goal Setting Worksheet		PS	OK
Diversity Documents – <i>if required (goal set)</i>		PS	OK
Award Letter (sent to awarded vendor)		PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	N/A
Tabulation Sheet		PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)		PS, Tom Pavich, Dave Ray	OK
IG#	21-0283 22-0075	PS	OK
Debarment/Suspension Verified	Date: 1/13/2023	PS	OK
Auditor’s Finding	Date: 1/23/2023	PS	OK
Vendor’s Submission		PS	OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 11/10/2022	PS	OK
Cover - <i>Master contracts only</i>		PS	OK
Contract Evaluation – <i>if required</i>		N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$10,000.00
1-1-2024-12-31-2024	PW715200	70000			\$10,000.00
			TOTAL		\$20,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11049				
CM Contract#	3142				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023 – 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	
CM#:	3142
Vendor Name:	Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems
ftp:	1/1/2023 – 12/31/2024
Amount:	\$20,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 3 of 8; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3143/RQ-11049/Master Contract MRO Supplies/Sanitary Sewer/EJ USA, Inc.

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with EJ USA, Inc. for the anticipated cost of \$130,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$130,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

EJ USA, Inc.
301 Spring Street
East Jordan, MI 49727
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14//22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3143

Exhibit A-4 – EJ USA

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		PS	OK (completed 2/3/2023)
Bid Specification Packet		PS	OK
Final DEI Goal Setting Worksheet		PS	OK
Diversity Documents – <i>if required (goal set)</i>		PS	OK
Award Letter (sent to awarded vendor)		PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	N/A
Tabulation Sheet		PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		PS, Tom Pavich, Dave Ray	OK
IG#	22-0068 22-0075	PS	OK
Debarment/Suspension Verified	Date: 1/13/2023	PS	OK
Auditor’s Finding	Date: 1/23/2023	PS	OK
Vendor’s Submission		PS	OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 1/3/2023	PS	OK
Cover - <i>Master contracts only</i>		PS	OK
Contract Evaluation – <i>if required</i>		N/A	OK (attached 2/3/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$65,000.00
1-1-2024-12-31-2024	PW715200	70000			\$65,000.00
			TOTAL		\$130,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)	CE1900331				
Infor/Lawson PO# and PO Code (if applicable)	CE1900331-01, 210270, 211590				
Lawson RQ# (if applicable)	RQ44465				
CM Contract#	957, 2528				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$400,000.00		1/1/2020 – 12/31/2021	11/12/2019	R2019-0226
	Prior Amendment Amounts (list separately)	\$200,000	1/1/2022 – 12/31/2022	04/26/2022	R2022-0092
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$200,000			
Total Contact Amount	\$600,000				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11049			
CM Contract#		3143			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023 – 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$				

PURCHASING USE ONLY

Prior Resolutions	R2022-0092, R2019-0226
CM#:	3143
Vendor Name:	EJ USA, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$130,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 4 of 8; Attach prior contract history and revised checklist with prior contract history completed; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3144/RQ-11049/Master Contract
MRO Supplies/Sanitary Sewer/Lakeside Supply

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Lakeside Supply for the anticipated cost of \$350,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$350,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

Lakeside Supply
3000 W. 117th Street
Cleveland, OH 44111
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14/22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3144

Exhibit A-5 – Lakeside Supply Company

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (Completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	PS, Tom Pavich, Dave Ray	OK
IG#	20-0284 22-0075	PS OK
Debarment/Suspension Verified	Date: 1/13/2023	PS OK
Auditor’s Finding	Date: 1/23/2023	PS OK
Vendor’s Submission		PS OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 1/3/2023	PS OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	OK (attached 2/3/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$175,000.00
1-1-2024-12-31-2024	PW715200	70000			\$175,000.00
			TOTAL		\$350,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900319			
Infor/Lawson PO# and PO Code (if applicable)		CE1900319-01, 210320			
Lawson RQ# (if applicable)		Buyspeed RQ44464			
CM Contract#		843			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$60,000.00		1/1/2020 – 12/31/2021	11/12/2019	R2019-0226
	Prior Amendment Amounts (list separately)	\$30,000.00	1/1/2022 – 12/31/2022	04/26/2022	R2022-0092
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$30,000.00			
Total Contact Amount	\$90,000.00				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900317			
Infor/Lawson PO# and PO Code (if applicable)		CE1900317-01, 210229			
Lawson RQ# (if applicable)		Buyspeed RQ44466			
CM Contract#		944			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$10,000.00		1/1/2020 – 12/31/2021	11/12/2019	R2019-0226
	Prior Amendment Amounts (list separately)	\$5,000.00	1/1/2022 – 12/31/2022	04/26/2022	R2022-0092
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$5,000.00			
Total Contact Amount	\$15,000.00				

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900314			
Infor/Lawson PO# and PO Code (if applicable)		CE1900314-01, 210230			
Lawson RQ# (if applicable)		Buyspeed RQ44467			
CM Contract#		945			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$140,000.00		1/1/2020 – 12/31/2021	11/12/2019	R2019-0226
	Prior Amendment Amounts (list separately)	\$70,000.00	1/1/2022 – 12/31/2022	04/26/2022	R2022-0092
		\$			
		\$			

Department of Purchasing – Required Documents Checklist

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	Pending Amendment	\$			
	Total Amendments	\$70,000.00			
Total Contact Amount	\$210,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11049			
CM Contract#		3144			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023 – 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Prior Resolutions	R2022-00921, R2019-0226
CM#:	3144
Vendor Name:	Lakeside Supply Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$350,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	2/2/2023: Part 5 of 8; Attach prior contract history and revised checklist with prior contract history completed; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3145/RQ-11049/Master Contract
MRO Supplies/Sanitary Sewer/The Safety Company dba Mtech

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with The Safety Company dba Mtech for the anticipated cost of \$830,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$830,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

The Safety Company dba Mtech
7401 First Place
Cleveland, OH 44146
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14//22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3145

Exhibit A-6 – The Safety Company dba Mtech

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)	PS, Tom Pavich, Dave Ray	OK
IG# 12-1960 22-0075	PS	OK
Debarment/Suspension Verified Date: 1/13/2023	PS	OK
Auditor’s Finding Date: 1/23/2023	PS	OK
Vendor’s Submission	PS	OK
Independent Contractor (I.C.) Requirement Date: 10/11/2022 9/29/2022	PS	OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	OK (attached 2/3/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers' Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$415,000.00
1-1-2024-12-31-2024	PW715200	70000			\$415,000.00
			TOTAL		\$830,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900316			
Infor/Lawson PO# and PO Code (if applicable)		CE1900316-01 CONV			
Lawson RQ# (if applicable)		BuySpeed RQ 44466			
CM Contract#		597			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$160,000		01/01/20- 12/31/21	11/12/2019	R2019-0226
	Prior Amendment Amounts (list separately)	\$80,000	01/01/2022- 12/31/2022	4/26/2022	R2022-0092
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$80,000			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Contact Amount	\$240,000				
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CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11049			
CM-Contract#		3145			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
	Original Amount		1/1/2023 – 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Prior Resolutions	R2022-0092, R2019-0226
CM#:	3145
Vendor Name:	The Safety Company, LLC dba MTech Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$830,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/6/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 6 of 8; Attach prior contract history and revised checklist with prior contract history completed; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3146/RQ-11049/Master Contract
MRO Supplies/Sanitary Sewer/Three-Z Trucking

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Three-Z Trucking for the anticipated cost of \$70,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$70,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):
Three-Z Trucking
8700 Heinton Dr.
Valley View, OH 44131
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14/22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3146

Exhibit A-7 – Three-Z Trucking

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)	PS, Tom Pavich, Dave Ray	OK
IG#	12-2778 22-0075	PS OK
Debarment/Suspension Verified	Date: 1/13/2023	PS OK
Auditor’s Finding	Date: 1/23/2023	PS OK
Vendor’s Submission	PS	OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 1/10/2023	PS OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$35,000.00
1-1-2024-12-31-2024	PW715200	70000			\$35,000.00
			TOTAL		\$70,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11049				
CM Contract#	3146				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023— 12/31/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	
CM#:	3146
Vendor Name:	Three Z Trucking & Supply Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$70,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/6/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 7 of 8; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

OnBase Item Detail Briefing Memo - Form

Title: Department of Public Works/2023-2024/CM3147/RQ-11049/Master Contract MRO Supplies/Sanitary Sewer/W.W. Grainger, Inc.

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with W.W. Grainger Inc. for the anticipated cost of \$450,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$2,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$450,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

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

W.W. Grainger, Inc
1035 Valley Belt Road
Brooklyn Hts., OH 44131
Council District

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by Sanitary Sewer Fund
2. The schedule of payment is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ

11/14/22 – RFQ closes

11/14/22 – Tab sheet is completed by Department of Purchasing

12/1/22 – Tab sheet is then completed by County DEI Department

12/6/22 – Department of Public Works scores all proposals submitted by vendors

12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations

1/13/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline

1/18/23 – Follow up sent to any vendors with open items still required for contract submission

104+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11049 – Master Contract MRO Supplies
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3688
CM Contract#	3147

Exhibit A-8 – W.W. Grainger Inc

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting on documents from all the vendors.	
What is being done to prevent this from reoccurring?	Engaging with vendors earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFQ		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	PS	OK (completed 2/3/2023)
Bid Specification Packet	PS	OK
Final DEI Goal Setting Worksheet	PS	OK
Diversity Documents – <i>if required (goal set)</i>	PS	OK
Award Letter (sent to awarded vendor)	PS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	PS	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	PS, Tom Pavich, Dave Ray	OK
IG#	12-1401 22-0075	PS OK
Debarment/Suspension Verified	Date: 1/13/2023 12/22/2022	PS OK
Auditor’s Finding	Date: 1/23/2023	PS OK
Vendor’s Submission		PS OK
Independent Contractor (I.C.) Requirement	Date: 10/11/2022 1/3/2023	PS OK
Cover - <i>Master contracts only</i>	PS	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	PS	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PS
Matrix Law Screen shot Matrix Law 3306-Matrix Ins. 3203	PS
COI	PS
Workers’ Compensation Insurance	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1-1-2023-12-31-2023	PW715200	70000			\$225,000.00
1-1-2024-12-31-2024	PW715200	70000			\$225,000.00
			TOTAL		\$450,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11049				
CM Contract#	3147				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,000,000.00		1/1/2023 – 12/24/2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$				

PURCHASING USE ONLY

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Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor


Prior Resolutions	
CM#:	3147
Vendor Name:	W.W. Grainger, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/2/2023: Part 8 of 8; contract line distribution spread date must be 12/31/2023; attach Intent to Award letters for all who was sent, including e-mail correspondence if needed
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11049	EVENT: 3688	TYPE: RFQ	ESTIMATE: \$2,000,000.00
CONTRACT PERIOD: 2-year contract	RFQ DUE DATE: November 14, 2022	NUMBER OF RESPONSES (issued/submitted): 45 / 9	
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Sanitary Sewer Master Contract-MRO Supplies 2 Year Contract		
DIVERSITY GOAL/SBE 13%	DIVERSITY GOAL/MBE 7%	DIVERSITY GOAL/WBE 0%	
SET-ASIDE DIVERSITY GOAL/SBE Prime	SET-ASIDE DIVERSITY GOAL/MBE 7%	SET-ASIDE DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Amico LLC dba SOS Speedy Office Supply 4536 Renaissance Parkway Warrensville Heights, Ohio 44128	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0075 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	<p>SBE / MBE / WBE</p> <p>Subcontractor Name(s): (MW) Amico LLC dba SOS Speedy Office Supply SBE: 20%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: ___ Prime MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0%</p>	Purchasing Compliant Qualified <i>J. S. [Signature]</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

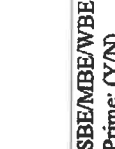
Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22	Div 2 incomplete. No Div 3--ss 11/15/22; No documentation of good faith effort to achieve the MBE diversity goal. LL 11/21/22		
2. Applied Maintenance Supplies & Solutions 14790 Foltz Parkway Strongsville, Ohio 44149	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0127 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	Subcontractor Name(s): No subcontractors	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%	Purchasing Compliant Did not qualify 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>3. The Chas. E. Phipps Company 4560 Willow Parkway Cleveland, Ohio 44125</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0262 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p> <p>SBE/MBE/WBE Comments and Initials: No Div 2. Div 3 no waiver requested. -ss 11/15/22. DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/21/22</p> <p>Subcontractor Name(s): (MW) The Chas E. Phipps Company SBE: 20%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p>	<p>Purchasing Compliant Qualified <i>Good</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

RQ11049

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
4. Crown Cleaning Systems 7770 Harvard Avenue Cleveland, Ohio 44105	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0283 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials: Div 2 incomplete. Div 3 no waiver requested. -ss 11/15/22 DIV-2 and DIV-3 Forms marked as "Not Applicable" by the Prime vendor. No details/documentation of good faith effort to achieve the MBE diversity goal was provided. LL 11/21/22</p> <p>Subcontractor Name(s): No subcontractors</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0% WBE: 0%</p> <p>SBE/MBE/WBE Comply: (Y/N) Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p>	Purchasing Compliant Qualified <i>J. Kelly</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
5. EI USA, Inc. 4160 Glenridge Road South Euclid, Ohio 44121	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0068 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials: No Div 2. Div 3 full waiver requested. Vendor states they supply parts and accessories and are a direct supplier, not acting as a contractor. No good faith -- 11/15/22. No details/documentation of good faith effort to achieve the diversity goals provided. LL 11/21/22</p> <p>Subcontractor Name(s): No contractors</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime Not SBE Certified % MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p> <p>SBE/MBE/WBE Comply: (Y/N)</p>	Purchasing Compliant Qualified <i>Judith</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
6. Lakeside Supply Company 3000 West 117 th Street Cleveland, Ohio 44111	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0284 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Div 3 full waiver requested. Vendor states they manufacture, supply, and deliver. No good faith. -ss 11/15/22 No details/documentation of good faith effort to achieve the diversity goals provided. Stating that they manufacture, supply, and deliver" does not preclude the vendor from making a good faith effort to subcontract components of the scope of work for this item to achieve the diversity goals. LL 11/21/22 Subcontractor Name(s): (MW) Lakeside Supply Company SBE: 20% (MAA) Coleman Spohn Corporation MBE: 7% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE Set Aside Prime - SBE: Prime% MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22 SBE/MBE/WBE Comply: (Y/N)	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>7. The Safety Company, LLC dba MTech Company 7401 First Place Cleveland, Ohio 44146</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1960 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials: No waiver requested. Coleman Spolm Corporation expired 1/24/2020.-ss 11/15/22 Coleman Spolm's certification expired. Otherwise, this would have been a diversity compliant proposal. No DIV-3 submitted. LL 11/21/22</p> <p>Subcontractor Name(s): (MW) The Safety Company, LLC dba MTech Company SBE: 20%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime % MBE: 0% WBE: 0%</p> <p>Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p> <p>SBE/MBE/WBE Comments and Initials: Div 3 no waiver requested. -ss 11/15/22 No details/documentation of good faith effort to achieve the MBE diversity goal provided. LL 11/21/22</p>	<p>Purchasing Compliant Qualified</p> <p><i>Luca...</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>8. Three Z Trucking & Supply Co. dba Three Z Supply 8700 Heinton Road Valley View, Ohio 44125</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2778 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>No subcontractors</p> <p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total %</p> <p>SBE Set Aside Prime - SBE: Prime not SBE certified % MBE: 0% WBE: 0%</p> <p>Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>Div 3 incomplete, no good faith or signature. -ss 11/15/22 No details/documentation of good faith effort to meet the diversity goals provided. LL 11/21/22</p>	<p>Purchasing Compliant</p> <p>Qualified</p> <p><i>for review</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
9. W.W. Grainger, Inc. 1035 Valley Belt Road Brooklyn Heights, Ohio 44131	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1401 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE Subcontractor Name(s): No subcontractors	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE Set Aside Prime - SBE: _____ Prime Not SBE certified % MBE: 0% WBE: 0 % Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/21/22	Purchasing Compliant Qualified <i>J. J. [Signature]</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		SBE/MBE/WBE Comments and Initials: No Div 2. Div 3 Full waiver requested. - ss 11/15/22 On DIV-3, vendor detailed four vendors that were contacted to offer subcontracting opportunities. One of the four vendors is not certified with the county. For the remaining three vendors, DEI contacted them to verify outreach by the prime. Two of the three stated that they did not receive calls/messages from the prime to participate on this contract. One vendor was not available when we called initially, or with our follow-up call.			

RQ11049

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE	Insufficient evidence/documentation of good faith effort to meet the diversity goals. LL 11/21/22		

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0035

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making awards on RQ11080 to various providers in the total amount not-to-exceed \$3,000,000.00 for various maintenance, repair and operations supplies commencing upon contract signature for a period of (2) years; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends awards on RQ11049 to various providers in the total amount not-to-exceed \$3,000,000.00 for various maintenance, repair and operations supplies commencing upon contract signature for a period of 2 years as follows:

- (a) Contract No. 3063 with Air-Rite, Inc. in the amount not-to-exceed \$160,000.00; and
- (b) Contract No. 3064 with Amico LLC dba SOS Speedy Office Supplies in the amount not-to-exceed \$80,000.00; and
- (c) Contract No. 3065 with Applied Industrial Technologies, Inc. dba Applied Maintenance Supplies & Solutions LLC in the amount not-to-exceed \$20,000.00; and
- (d) Contract No. 3066 with Best Plumbing Specialties, Inc. in the amount not-to-exceed \$150,000.00; and
- (e) Contract No. 3067 with The Chas. E. Phipps in the amount not-to-exceed \$150,000.00; and
- (f) Contract No. 3068 with Cleveland Hermetic & Supply, Inc. in the amount not-to-exceed \$200,000.00; and
- (g) Contract No. 3069 with Commercial Door Service Company, Inc. dba Cleveland Key & Security in the amount not-to-exceed \$60,000.00; and

- (h) Contract No. 3070 with Craftmaster Hardware, LLC in the amount not-to-exceed \$80,000.00; and
- (i) Contract No. 3071 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$10,000.00; and
- (j) Contract No. 3072 with Decker Steel & Supply, Inc. in the amount not-to-exceed \$90,000.00; and
- (k) Contract No. 3073 with Foundation Building Materials (FBM) Wholesale Builders Supply, LLC in the amount not-to-exceed \$300,000.00; and
- (l) Contract No. 3074 Graybar Electric Company, Inc. in the amount not-to-exceed \$150,000.00; and
- (m) Contract No. 3075 Lakeside Supply Company in the amount not-to-exceed \$400,000.00; and
- (n) Contract No. 3076 with Mars Electric Company, Inc. in the amount not-to-exceed \$150,000.00; and
- (o) Contract No. 3077 with PPG Architectural Finishes, Inc. dba PPG Paints in the amount not-to-exceed \$100,000.00; and
- (p) Contract No. 3078 Prism Glass & Door Co., Inc. dba Allied Glass Services in the amount not-to-exceed \$130,000.00; and
- (q) Contract No. 3079 with Sutton Industrial Hardware in the amount not-to-exceed \$130,000.00; and
- (r) Contract No. 3080 with Three Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$40,000.00; and
- (s) Contract No. 3081 with Win Supply of Cleveland, Inc. in the amount not-to-exceed \$150,000.00; and
- (t) Contract No. 3082 with W.W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00; and

WHEREAS, the primary goal of this project is to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects; and

WHEREAS, the project is funded 100% by Public Works Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes awards on RQ11049 to various providers in the total amount not-to-exceed \$3,000,000.00 for various maintenance, repair and operations supplies commencing upon contract signature for a period of (2) years as follows:

- (a) Contract No. 3063 with Air-Rite, Inc. in the amount not-to-exceed \$160,000.00; and
- (b) Contract No. 3064 with Amico LLC dba SOS Speedy Office Supplies in the amount not-to-exceed \$80,000.00; and
- (c) Contract No. 3065 with Applied Industrial Technologies, Inc. dba Applied Maintenance Supplies & Solutions LLC in the amount not-to-exceed \$20,000.00; and
- (d) Contract No. 3066 with Best Plumbing Specialties, Inc. in the amount not-to-exceed \$150,000.00; and
- (e) Contract No. 3067 with The Chas. E. Phipps in the amount not-to-exceed \$150,000.00; and
- (f) Contract No. 3068 with Cleveland Hermetic & Supply, Inc. in the amount not-to-exceed \$200,000.00; and
- (g) Contract No. 3069 with Commercial Door Service Company, Inc. dba Cleveland Key & Security in the amount not-to-exceed \$60,000.00; and
- (h) Contract No. 3070 with Craftmaster Hardware, LLC in the amount not-to-exceed \$80,000.00; and
- (i) Contract No. 3071 with Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems in the amount not-to-exceed \$10,000.00; and
- (j) Contract No. 3072 with Decker Steel & Supply, Inc. in the amount not-to-exceed \$90,000.00; and
- (k) Contract No. 3073 with Foundation Building Materials (FBM) Wholesale Builders Supply, LLC in the amount not-to-exceed \$300,000.00; and

- (l) Contract No. 3074 Graybar Electric Company, Inc. in the amount not-to-exceed \$150,000.00; and
- (m) Contract No. 3075 Lakeside Supply Company in the amount not-to-exceed \$400,000.00; and
- (n) Contract No. 3076 with Mars Electric Company, Inc. in the amount not-to-exceed \$150,000.00; and
- (o) Contract No. 3077 with PPG Architectural Finishes, Inc. dba PPG Paints in the amount not-to-exceed \$100,000.00; and
- (p) Contract No. 3078 Prism Glass & Door Co., Inc. dba Allied Glass Services in the amount not-to-exceed \$130,000.00; and
- (q) Contract No. 3079 with Sutton Industrial Hardware in the amount not-to-exceed \$130,000.00; and
- (r) Contract No. 3080 with Three Z Trucking & Supply Co. dba Three Z Supply in the amount not-to-exceed \$40,000.00; and
- (s) Contract No. 3081 with Win Supply of Cleveland, Inc. in the amount not-to-exceed \$150,000.00; and
- (t) Contract No. 3082 with W.W. Grainger, Inc. dba Grainger in the amount not-to-exceed \$450,000.00; and

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3063 - Exhibit A-1- / Air-Rite Service Supply / RQ11080/Master Contract – MRO Supplies / Facilities /Supplies**

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Air-Rite Service Supply for the anticipated cost of \$160,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$160,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Air-Rite Service Supply
1290 West 117th Street
Cleveland, Ohio 44107
Dave Harris, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3063

Exhibit A-1 – Air-Rite

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting even earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION					
Formal RFQ					
Reviewed by Purchasing					
				Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		12.28.22	tw	OK	
Bid Specification Packet			tw	OK	
Final DEI Goal Setting Worksheet			tw	OK	
Diversity Documents – <i>if required (goal set)</i>			tw	OK	
Award Letter (sent to awarded vendor)		12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A	
Tabulation Sheet			tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)			Tw	OK	
IG#	12.0418 REG	12.31.2023	Tw	OK	
Debarment/Suspension Verified		Date: 12.22.22	Tw	OK	
Auditor’s Finding		Date: 12.21.22	Tw	OK	
Vendor’s Submission			Tw	OK	
Independent Contractor (I.C.) Requirement		Date: 1.3.23	Tw	OK	
Cover - <i>Master contracts only</i>			Tw	OK	
Contract Evaluation – <i>if required</i>			Na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			Na	N/A	
Checklist Verification			Tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$80,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$80,000.00
			TOTAL		\$160,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900434			
Infor/Lawson PO# and PO Code (if applicable)		CE1900434-01, 210288			
Lawson RQ# (if applicable)		Buyspeed RQ44445			
CM Contract#		CM699			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$275,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$107,500.00	01.01.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$107,500.00			
Total Contact Amount	\$382,500.00				

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

3 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CE/AG# (if applicable)		CE1900417			
Infor/Lawson PO# and PO Code (if applicable)		CE1900417-01, 210071			
Lawson RQ# (if applicable)		Buyspeed RQ44499			
CM Contract#		CM729			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$24,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$12,000.00	1.1.2020-12.31.2021	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$12,000.00			
Total Contact Amount	\$36,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3063
Vendor Name:	Air Rite, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$160,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>2/6/2023: All master contract actions approved</p> <p>2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved.</p> <p>2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed.</p> <p>2/2/2023: Part 1 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3064 Exhibit A-2/** Amico LLC dba SOS Speedy Office Supply / RQ11080/Master Contract – MRO Supplies / Facilities /Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Amico LLC dba SOS Speedy Office Supply for the anticipated cost of \$80,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$80,000.00
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Amico LLC dba SOS Speedy Office Supply
4536 Renaissance Parkway
Warrensville Hts., Ohio 44128
Thomas Monachino, CEO

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years..

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon

10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3064

Exhibit A-2 – Amico LLC dba SOS Speedy Office Supply

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22		tw	OK
Bid Specification Packet		tw	OK
Final DEI Goal Setting Worksheet		tw	OK
Diversity Documents – <i>if required (goal set)</i>		tw	OK
Award Letter (sent to awarded vendor) 12.28.22		tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		na	N/A
Tabulation Sheet		tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		Tw	OK
IG#	22.0075 REG 12.31.2026	tw	OK
Debarment/Suspension Verified	Date: 12.22.22	tw	OK
Auditor’s Finding	Date: 12.21.22	tw	OK
Vendor’s Submission		tw	OK
Independent Contractor (I.C.) Requirement	Date: 10.11.22	tw	OK
Cover - <i>Master contracts only</i>		tw	OK
Contract Evaluation – <i>if required</i>		na	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		na	N/A
Checklist Verification		tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$40,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$40,000.00
			TOTAL		\$80,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3064			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3064
Vendor Name:	Amico LLF dba SOS Speedy Office Supplies
ftp:	1/1/2023 – 12/31/2024
Amount:	\$80,000.00mm
History/CE:	OK

3 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/2/2023: Part 2 of 20. Reviewed. Can approve once all master contract actions are review complete/approved.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3065 Exhibit A-3**/Applied Industrial Technologies / RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Applied Industrial Technologies for the anticipated cost of \$20,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$20,000.00
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Applied Industrial Technologies
15504 Industrial Parkway
Cleveland, Ohio 44135
Neil Schrimsher, President/CEO

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3065

Exhibit A-3 – Applied Industrial Technologies

	Department initials	Clerk of the Board
Briefing Memo 1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for signature, giving vendors stringent deadline</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFQ				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22			tw	OK
Bid Specification Packet			tw	OK
Final DEI Goal Setting Worksheet			tw	OK
Diversity Documents – <i>if required (goal set)</i>			tw	OK
Award Letter (sent to awarded vendor) 12.28.22			tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A
Tabulation Sheet			tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			Tw	OK
IG#	21.0127 REG 12.31.2025		tw	OK (IG e-mail attached 2/3/2023)
Debarment/Suspension Verified	Date:	2.1.23	tw	OK
Auditor’s Finding	Date:	2.1.23 12/21/2022	tw	OK
Vendor’s Submission			tw	OK
Independent Contractor (I.C.) Requirement	Date:	1.6.23	tw	OK
Cover - <i>Master contracts only</i>			tw	OK
Contract Evaluation – <i>if required</i>			na	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			na	N/A
Checklist Verification			tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	tw
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CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$10,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$10,000.00
			TOTAL		\$20,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	n.a				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11080				
CM Contract#	3065				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval#
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3065
Vendor Name:	Applied Industrial Technologies, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$20,000.00mm

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 3 of 20; Attach verification vendor is same as supplier and registered IG#.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3066 Exhibit A-4** Best Plumbing Specialties, Inc. / RQ11080/Master Contract – MRO Supplies / Facilities /Plumbing Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Best Plumbing Specialties, Inc. for the anticipated cost of \$150,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$150,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Best Plumbing Specialties, Inc.
3039 Ventrice Court
Myersville, MD 21773
Jess Weiner, Principal

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3066

Exhibit A-4 – Best Plumbing Specialties, Inc.

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION					
Formal RFQ					
Reviewed by Purchasing					
			Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22			tw	OK	
Bid Specification Packet			tw	OK	
Final DEI Goal Setting Worksheet			tw	OK	
Diversity Documents – <i>if required (goal set)</i>			tw	OK	
Award Letter (sent to awarded vendor) 12.28.22			tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A	
Tabulation Sheet			tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			Tw	OK	
IG#	23-0012	12.0418 REG	12.31.2023	tw	OK
Debarment/Suspension Verified	Date:	12.22.22		tw	OK
Auditor’s Finding	Date:	12.21.22		tw	OK
Vendor’s Submission			tw	OK	
Independent Contractor (I.C.) Requirement	Date:	12.28.22		tw	OK
Cover - <i>Master contracts only</i>			tw	OK	
Contract Evaluation – <i>if required</i>			na	N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			na	N/A	
Checklist Verification			tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
Agreement/Contract and Exhibits	Department initials
	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	12.28.22 tw
Workers’ Compensation Insurance	12.28.22 tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$75,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$75,000.00
			TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3066			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3066
Vendor Name:	Best Plumbing Specialties, Inc.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023 – 12/31/2024
Amount:	\$150,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/2/2023: Part 4 of 20; Reviewed. Can approve once all master contract actions are review complete/approved.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3067 Exhibit A-5-#/Chas E. Phipps Company / RQ11080/Master Contract – MRO Supplies / Facilities / Supplies**

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Chas E. Phipps Company for the anticipated cost of \$150,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$150,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Chas E. Phipps Company
4560 Willow Parkway
Cleveland, Ohio 44125
Trina Hyatt, Sales

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation

9/27/23 – RQ created and released in Infor

9/29/22 – First draft of RFQ sent to Department, corrections recommended

10/4/22 – Second draft of RFQ sent, corrections recommended

10/11/22 – Good draft of RFQ agreed upon

10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3067

Exhibit A-5 – The Chas E. Phipps Company

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchsing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22		tw	OK
Bid Specification Packet		tw	OK
Final DEI Goal Setting Worksheet		tw	OK
Diversity Documents – <i>if required (goal set)</i>		tw	OK
Award Letter (sent to awarded vendor) 12.28.22		tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		na	N/A
Tabulation Sheet		tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		Tw	OK
IG#	21.0262 REG 12.31.2025	tw	OK
Debarment/Suspension Verified	Date: 12.22.22	tw	OK
Auditor’s Finding	Date: 12.21.22	tw	OK
Vendor’s Submission		tw	OK
Independent Contractor (I.C.) Requirement	Date: 12.29.22	tw	OK
Cover - <i>Master contracts only</i>		tw	OK
Contract Evaluation – <i>if required</i>		na	OK (attached 2/3/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		na	N/A
Checklist Verification		tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$75,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$75,000.00
			TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900395			
Infor/Lawson PO# and PO Code (if applicable)		CE1900395-01, 210310			
Lawson RQ# (if applicable)		BuySpeed RQ44497			
CM Contract#		CM744			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$18,000		01/01/2020-12/31/2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$9000.00	01/01/2022-12/31/2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$9000.00			
Total Contact Amount	\$27,000				

CONTRACT HISTORY (to be completed by department)

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CE/AG# (if applicable)		n-a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM-Contract#		3067			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval#
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3067
Vendor Name:	The Chas. E. Phipps Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$150,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed. 2/2/2023: Part 5 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/CM3068 Exhibit A-6/Cleveland Hermetic & Supply, Inc. / RQ11080/Master Contract – MRO Supplies / Facilities /Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Cleveland Hermetic & Supply, Inc. for the anticipated cost of \$200,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$200,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Cleveland Hermetic & Supply, Inc.
38001 Avon Commerce Parkway
Avon, Ohio 44011
Lynda Wiedwald, Owner

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3068

Exhibit A-6 – Cleveland Hermetic & Supply

		Department initials	Clerk of the Board
Briefing Memo	12.22.22	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchsing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFQ				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22			tw	OK
Bid Specification Packet			tw	OK
Final DEI Goal Setting Worksheet			tw	OK
Diversity Documents – <i>if required (goal set)</i>			tw	OK
Award Letter (sent to awarded vendor) 12.28.22			tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A
Tabulation Sheet			tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			Tw	OK
IG#	12.0882 REG	12.31.2023	tw	OK
Debarment/Suspension Verified	Date:	12.22.22	tw	OK
Auditor’s Finding	Date:	12.21.22	tw	OK
Vendor’s Submission			tw	OK
Independent Contractor (I.C.) Requirement	Date:	12.29.22	tw	OK
Cover - <i>Master contracts only</i>			tw	OK
Contract Evaluation – <i>if required</i>			na	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			na	N/A
Checklist Verification			tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
Agreement/Contract and Exhibits	Department initials
	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$100,000.00
1.1.2024 – 12.31.2024	PW750100	52550			\$100,000.00
			TOTAL		\$200,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3068			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3068
Vendor Name:	Cleveland Hermetic & Supply, Inc.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023 – 12/31/2024
Amount:	\$200,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/2/2023: Part 6 of 20. Reviewed. Can approve once all master contract actions are review complete/approved.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3069 Exhibit A-7**Commercial Door Services Company dba Cleveland Key/ RQ11080/Master Contract – MRO Supplies / Facilities Doors and Hardware Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Commercial Door Services Company dba Cleveland Key for the anticipated cost of \$60,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$60,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Commercial Door Services Company dba Cleveland Key
1628 St. Clair Avenue
Cleveland, Ohio 44114
Mark Brajdich, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended

10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3069

Exhibit A-7 – Commercial Door Service Co., Inc. dba Cleveland Key & Security

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchsing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 22.0001 REG 12.31.2026	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.6.23	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$30,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$30,000.00
			TOTAL		\$60,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900419			
Infor/Lawson PO# and PO Code (if applicable)		CE1900419-01, 210324			
Lawson RQ# (if applicable)		Buyspeed RQ44718			
CM Contract#		CM825			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$32,500.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$16,250.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$16,250.00			
Total Contact Amount	\$48,750.00				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900423			
Infor/Lawson PO# and PO Code (if applicable)		CE1900423-01, 210315			
Lawson RQ# (if applicable)		Buyspeed RQ44498			
CM Contract#		CM833			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$22,500.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$11,250.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
	Pending Amendment	\$			
	Total Amendments	\$11,250.00			
Total Contact Amount	\$33,750.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3069			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3069
Vendor Name:	Cleveland Key & Security
ftp:	1/1/2023 – 12/31/2024
Amount:	\$60,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed. 2/2/2023: Part 7 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/CM3070 Exhibit A-8/Craftmaster/ RQ11080/Master Contract – MRO Supplies / Facilities Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Craftmaster for the anticipated cost of \$80,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$80,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Craftmaster
190 Veterans Drive
Northvale, NJ 07647
Dan Donohue, Director of Sales

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3070

Exhibit A-8– Craftmaster

	Department initials	Clerk of the Board
Briefing Memo 1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchsing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 21.0076 REG 12.31.2025	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 12.30.22	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/3/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$40,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$40,000.00
			TOTAL		\$80,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900425			
Infor/Lawson PO# and PO Code (if applicable)		CE1900425-01, 210312			
Lawson RQ# (if applicable)		Buyspeed RQ44498			
CM Contract#		CM790			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$37,500.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$18,750.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$18,750.00			
Total Contact Amount	\$56,250.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	n.a
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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3070			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3070
Vendor Name:	Craftmaster Hardware
ftp:	1/1/2023 – 12/31/2024
Amount:	\$80,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. 2/2/2023: Part 8 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Checklist 12.22.22 Craftmaster (2) - Protected View • Saved to this PC

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PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

				TOTAL	\$80,000.00
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CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable) 44498					
CM Contract# CM790					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	
Vendor Name:	

3 | Page

Page 3 of 4 504 words

Type here to search

Legislative Action Request Form

Title: Public Works/2023-2024/CM3071 Exhibit A-9/Crown Cleaning Systems & Supply, Inc./ RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Crown Cleaning Systems & Supply, Inc. for the anticipated cost of \$10,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is 3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$10,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Crown Cleaning Systems & Supply, Inc.
7720 Harvard Avenue
Cleveland, Ohio 44105
James W. Crowe, Sales

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon

10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ
11/14//22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3071

Exhibit A-9 – Crown Cleaning Systems & Supply Inc.

	Department initials	Clerk of the Board
Briefing Memo 1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22		tw	OK
Bid Specification Packet		tw	OK
Final DEI Goal Setting Worksheet		tw	OK
Diversity Documents – <i>if required (goal set)</i>		tw	OK
Award Letter (sent to awarded vendor) 12.28.22		tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		na	N/A
Tabulation Sheet		tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)		Tw	OK
IG#	21.0283 REG 12.31.2025	tw	OK
Debarment/Suspension Verified	Date: 12.22.22	tw	OK
Auditor’s Finding	Date: 12.21.22	tw	OK
Vendor’s Submission		tw	OK
Independent Contractor (I.C.) Requirement	Date: 12.28.22	tw	OK
Cover - <i>Master contracts only</i>		tw	OK
Contract Evaluation – <i>if required</i>		na	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		na	N/A
Checklist Verification		tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
Department initials	
Agreement/Contract and Exhibits	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	12.28.22 tw
Workers’ Compensation Insurance	12.28.22 tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$5,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$5,000.00
			TOTAL		\$10,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3071			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3071
Vendor Name:	Crown Cleaning Systems & Supply, Inc. dba Crown Cleaning Systems

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023 – 12/31/2024
Amount:	\$10,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/2/2023: Part 9 of 20. Contract tab expiration date must be 12/31/2024.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/CM3072 Exhibit A-10/Decker Steel & Supply/
RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Decker Steel & Supply for the anticipated cost of \$90,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$90,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Decker Steel & Supply
4500 Train Avenue
Cleveland, Ohio 44102
Josh and Jimmy Sickie, Owners

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/22 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3072

Exhibit A-10– Decker Steel & Supply, Inc.

	Department initials	Clerk of the Board
Briefing Memo 1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 22.0062 REG 12.31.2026	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.2.23	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/3/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$45,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$45,000.00
			TOTAL		\$90,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900426			
Infor/Lawson PO# and PO Code (if applicable)		CE1900426-01, 210316			
Lawson RQ# (if applicable)		Buyspeed RQ44218			
CM Contract#		CM792			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$51,250.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$25,625.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$25,625.00			
Total Contact Amount	\$76,875				

CONTRACT HISTORY (to be completed by department)

Department of Purchasing – Required Documents Checklist

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CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3072			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3072
Vendor Name:	Decker Steel & Supply, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$90,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. . 2/2/2023: Part 10 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

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Checklist 12.22.22 Decker (2) - Protected View - Saved to this PC

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1	2	3	4	5	6
1.1.2023-12.31.2023	PW750100	\$2500			\$45,000.00
1.1.2024 – 12.31.2024	PW750100	\$2500			\$45,000.00
				TOTAL	\$90,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	n.a				
Infor/Lawson PO# and PO Code (if applicable)	RFQ				
Lawson RQ# (if applicable)	11080				
CM Contract#	3072				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment	\$			
	Amendment	\$			
	Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions

Page 4 of 4 510 words

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Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3073 Exhibit A-11**/Foundation Building Material, FBM/ RQ11080/Master Contract – MRO Supplies / Facilities /Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with FBM for the anticipated cost of \$300,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$300,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

FBM
2520 Red Hill Avenue
Santa Ana, CA 90705
Chris Benny, Branch Manager

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

3Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3073

Exhibit A-11 – Foundation Building Materials, FBM

	Department initials	Clerk of the Board
Briefing Memo 12.22.22	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 22.0030 REG 12.31.2026	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 12.28.22	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

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Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN – per revised checklist

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$150,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$150,000.00
			TOTAL		\$300,000.00

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023 12.31.2023	PW750100	52450	-		\$150,000.00
1.1.2024 – 12.31.2024	PW750100	52450	-		\$150,000.00
	-	-	-		
	-	-	-		
	-	-	TOTAL		\$300,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900392			
Infor/Lawson PO# and PO Code (if applicable)		CE1900392-01, 210314			
Lawson RQ# (if applicable)		Buyspeed RQ44446			
CM Contract#		CM797			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$120,000.00		1.1.2020-12.31.2021	12/10/2019	R2022-0072 R2019-0268
	Prior Amendment	\$			
		\$			

Department of Purchasing – Required Documents Checklist

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	Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$	<i>Removed from master contract under R2022-0072</i>		
Total Contact Amount	\$120,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3073			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023– 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2019-0268
CM#:	3073
Vendor Name:	Foundation Building Materials (FBM)
ftp:	1/1/2023 – 12/31/2024
Amount:	\$300,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>2/3/2023: Enter prior contract history on revised checklist and attach revised checklist.</p> <p>2/2/2023: Part 11 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation; Line account entry does not match accounting on checklist – either the line or checklist information needs revised.</p>
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3074 Exhibit A-12**/Graybar Electric Company/
RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Graybar Electric Company for the anticipated cost of \$150,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed for this vendor being \$150,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Graybar Electric Company
6161 Halle Drive
Valley View, Ohio 44125
Iam Pawlowski, Sales Manager

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. . The business need is ongoing, and the formal procurement process occurs every few years..

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3074

Exhibit A-12 – Graybar Electric Company

Briefing Memo	1.23.23	Department initials	Clerk of the Board
		tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 23.0007 REG 12.31.2026	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.5.23 1/3/2023	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

Department of Purchasing – Required Documents Checklist

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	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$75,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$75,000.00
			TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900406			
Infor/Lawson PO# and PO Code (if applicable)		CE1900406-01, 210207			
Lawson RQ# (if applicable)		Buyspeed RQ44359			
CM Contract#		CM838			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$246,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$123,000.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$123,000.00			
Total Contact Amount	\$369,000.00				

Department of Purchasing – Required Documents Checklist

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CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900402			
Infor/Lawson PO# and PO Code (if applicable)		CE1900402-01, 210206			
Lawson RQ# (if applicable)		Buyspeed RQ44598			
CM Contract#		CM841			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$125,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$62,500.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$62,500.00			
Total Contact Amount	\$187,500.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3074			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

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	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3074
Vendor Name:	Graybar Electric Company, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$150,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each contract if needed. 2/2/2023: Part 12 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

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Checklist 12.22.22 Graybar (1) - Protected View • Saved to this PC

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CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable) 44359 / 44598					
CM Contract# CMB38 / CMB41					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	
Vendor Name:	

3 | Page
Revised 7/28/2022

Page 3 of 4 510 words

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10:10 AM 2/3/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3075 Exhibit 10-13/Lakeside Supply Company/**
RQ11080/Master Contract – MRO Supplies / Facilities /Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Lakeside Supply Company for the anticipated cost of \$400,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$400,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Lakeside Supply Company
3000 West 117th Street
Cleveland, Ohio 44111
Mark Matthews, Sales

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3075

Exhibit A-13 – Lakeside Supply Company

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

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	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22		tw	OK
Bid Specification Packet		tw	OK
Final DEI Goal Setting Worksheet		tw	OK
Diversity Documents – <i>if required (goal set)</i>		tw	OK
Award Letter (sent to awarded vendor) 12.28.22		tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		na	N/A
Tabulation Sheet		tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		Tw	OK
IG#	20.0284 REG 12.31.2024	tw	OK
Debarment/Suspension Verified	Date: 12.22.22	tw	OK
Auditor’s Finding	Date: 12.21.22	tw	OK
Vendor’s Submission		tw	OK
Independent Contractor (I.C.) Requirement	Date: 1.3.23	tw	OK
Cover - <i>Master contracts only</i>		tw	OK
Contract Evaluation – <i>if required</i>		na	OK (attached 2/3/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		na	N/A
Checklist Verification		tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$200,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$200,000.00
			TOTAL		\$400,000.00

CONTRACT HISTORY (to be completed by department) -per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900428			
Infor/Lawson PO# and PO Code (if applicable)		CE1900428-01, 210204			
Lawson RQ# (if applicable)		Buyspeed RQ44010			
CM Contract#		CM849			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$375,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$137,500.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$137,500.00			
Total Contact Amount	\$512,500.00				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department) -per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900421			
Infor/Lawson PO# and PO Code (if applicable)		CE1900421-01, 210205			
Lawson RQ# (if applicable)		BuySpeed RQ44591			
CM Contract#		CM851			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$280,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$40,000.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$40,000.00			
Total Contact Amount	\$320,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3075			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3075
Vendor Name:	Lakeside Supply Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$200,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>2/6/2023: All master contract actions approved</p> <p>2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved.</p> <p>2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed.</p> <p>2/2/2023: Part 13 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3076 Exhibit 10-14/Mars Electric/**
RQ11080/Master Contract – MRO Supplies / Facilities /Electrical Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Mars Electric for the anticipated cost of \$150,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$150,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Mars Electric
6655 Beta Drive
Mayfield, Ohio 44143
Mark Davis, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3076

Exhibit A-14 – Mars Electric

Briefing Memo	1.23.23	Department initials tw	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 12.1826 REG 12.31.2023	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.3.23	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$75,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$75,000.00
			TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900403			
Infor/Lawson PO# and PO Code (if applicable)		CE1900403-01, 210193			
Lawson RQ# (if applicable)		BuySpeed RQ44598			
CM Contract#		CM855			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$125,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$62,500.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$62,500.00			
Total Contact Amount	\$187,500.00				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900405			
Infor/Lawson PO# and PO Code (if applicable)		CE1900405-01, 210305			
Lawson RQ# (if applicable)		BuySpeed RQ44359			
CM Contract#		CM872			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$164,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$32,000.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$32,000.00			
Total Contact Amount	\$196,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3076			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3076
Vendor Name:	Mars Electric Company
ftp:	1/1/2023 – 12/31/2024
Amount:	\$150,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed. 2/2/2023: Part 14 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Checklist 12.22.22 Marc (1) - Protected View • Saved to this PC

File Home Insert Draw Design Layout References Mailings Review View Developer Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	TOTAL	\$150,000.00
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CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable) 44598 44359					
CM Contract# CM853 CM872					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	
Vendor Name:	

3 | Page

Page 1 of 4 507 words

Type here to search

Page 2 of 4

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3077 Exhibit 15**/PPG Paints/ RQ11080/Master Contract – MRO Supplies / Facilities /Painting Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with PPG Paints for the anticipated cost of \$100,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.

2 The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$100,000.00.

2.The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

PPG Paints
1455 St. Clair Avenue
Cleveland, Ohio 44115
Charles Bunch, CEO

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.

2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation

9/27/23 – RQ created and released in Infor

9/29/22 – First draft of RFQ sent to Department, corrections recommended

10/4/22 – Second draft of RFQ sent, corrections recommended

10/11/22 – Good draft of RFQ agreed upon

10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3077

Exhibit A-15 – PPG Paints

Briefing Memo	1.23.23	Department initials tw	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14//22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchsing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 19.0193 REG 12.31.2023	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22 2/2/2023	tw	OK (corrected name completed 2/2/2023)	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.13.23	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor .

	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$50,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$50,000.00
			TOTAL		\$100,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900432			
Infor/Lawson PO# and PO Code (if applicable)		CE1900432-01, 210318			
Lawson RQ# (if applicable)		Buyspeed RQ44444			
CM Contract#		CM901			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$29,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$14,500.00	1.1.2022-12.31.2022	04/12/2022	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$14,500.00			
Total Contact Amount	\$43,500.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	n-a
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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3077			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3077
Vendor Name:	PPG Architectural Finishes, Inc.
ftp:	1/1/2023 – 12/31/2024
Amount:	\$100,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/3/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. 2/2/2023: Part 15 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation; Need Auditor findings for recovery for vendor name as is written in contract.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Checklist 12.22.22 PPG Paris (1) - Protected View - Saved to this PC

File Home Insert Draw Design Layout References Mailings Review View Developer Help

PROTECTED VIEW: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	TOTAL	\$100,000.00
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CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable) 44444					
CM Contract# CM901					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment Total	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#	
Vendor Name	

Page 4 of 4 345 words

11:11 AM 2/10/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3078 Exhibit A-16/** Prism Glass & Door Co., Inc. dba Allied Glass Services / RQ11080/Master Contract – MRO Supplies / Facilities /Glass & Door Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Prism Glass & Door Co., Inc. dba Allied Glass Services for the anticipated cost of \$130,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$130,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Prism Glass & Door Co., Inc. dba Allied Glass Services
3871 West 150th Street
Cleveland, Ohio 44111
Nancy Mansell, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended

10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3078

Exhibit A-16 – Prism Glass & Door dba Allied Glass Services

Briefing Memo	1.23.23	Department initials	Clerk of the Board
		tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 22.0360 REG 12.31.2026	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 12.28.22	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	OK (attached 2/2/2023)	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$65,000.00
1.1.2024 – 12.31.2024	PW750100	52550			\$65,000.00
			TOTAL		\$130,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist attached 2/3/2023

CE/AG# (if applicable)		CE1900397			
Infor/Lawson PO# and PO Code (if applicable)		210322			
Lawson RQ# (if applicable)		44576			
CM Contract#		CM1091			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$175,000.00		1.1.2020-12.31.2021	12/10/2019	R2019-0268
	Prior Amendment Amounts (list separately)	\$327,500.00	1/1/22 – 12/31/22	4/12/2022	R2022-0072
		\$			
	Pending Amendment	\$			
	Total Amendments	\$327,500.00			
Total Contact Amount	\$502,500.00				

CONTRACT HISTORY (to be completed by department)

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CE/AC# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3078			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contract Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3078
Vendor Name:	Prism Glass & Door Co., Inc. dba Allied Glass Services
ftp:	1/1/2023 – 12/31/2024
Amount:	\$130,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/6/2023: Reviewed. Can approve once all master contract actions are review complete/approved. 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. 2/2/2023: Part 16 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Microsoft Word interface showing a document in Protected View. The document contains the following tables:

TOTAL	\$130,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson R/Q# (if applicable) 44576					
CM Contract# CM1091					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	
Vendor Name:	

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3079 Exhibits A-17/Sutton Hardware/**
RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Sutton Hardware for the anticipated cost of \$130,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$130,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Sutton Hardware
3848 Prospect Avenue
Cleveland, Ohio 44115
Todd Votaw, Vice-President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3079

Exhibit A-17 – Sutton Hardware

		Department initials	Clerk of the Board
Briefing Memo	1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline</p> <p>7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation.</p> <p>9/27/23 – RQ created and released in Infor</p> <p>9/29/22 – First draft of RFQ sent to Department, corrections recommended</p> <p>10/4/22 – Second draft of RFQ sent, corrections recommended</p> <p>10/11/22 – Good draft of RFQ agreed upon</p> <p>10/13/22 – RFQ is released by Purchasing Department</p> <p>10/31/22 – Addendum released to the RFQ</p> <p>11/14//22 – RFQ closes</p> <p>11/15/22 – Tab sheet is completed by Department of Purchasing</p> <p>11/30/22 – Tab sheet is then completed by County DEI Depa</p> <p>12/6/22 – Department of Public Works scores all proposals submitted by vendors</p> <p>12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations</p> <p>1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION				
Formal RFQ				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22			tw	OK
Bid Specification Packet			tw	OK
Final DEI Goal Setting Worksheet			tw	OK
Diversity Documents – <i>if required (goal set)</i>			tw	OK
Award Letter (sent to awarded vendor) 12.28.22			tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A
Tabulation Sheet			tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators.</i>)			Tw	OK
IG#	12.2651 REG	12.31.2023	tw	OK
Debarment/Suspension Verified	Date:	12.22.22	tw	OK
Auditor’s Finding	Date:	12.21.22 2/6/2023	tw	OK (COMPLETED BY DEPARTMENT OF PURCHASING IN ORDER FOR ACTIONS TO BE MOVED FORWARD)
Vendor’s Submission			tw	OK
Independent Contractor (I.C.) Requirement	Date:	12.28.22	tw	OK
Cover - <i>Master contracts only</i>			tw	OK
Contract Evaluation – <i>if required</i>			na	OK (attached 2/2/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			na	N/A
Checklist Verification			tw	OK

Other documentation may be required depending upon your specific item

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$65,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$65,000.00
			TOTAL		\$130,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900433			
Infor/Lawson PO# and PO Code (if applicable)		210238			
Lawson RQ# (if applicable)		44444			
CM Contract#		CM903			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$43,500.00		1.1.2020-12.31.2021	12/10/19	R2019-0268
	Prior Amendment Amounts (list separately)	\$21,750.00	1/1/22 – 12/31/22	4/12/22	R2022-0072
		\$			
	Pending Amendment	\$			
	Total Amendments	\$21,750.00			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Contact Amount	\$65,250.00				
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per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900395			
Infor/Lawson PO# and PO Code (if applicable)		210239			
Lawson RQ# (if applicable)		44497			
CM Contract#		CM904			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$42,000.00		1.1.2020- 12.31.2021	12/10/19	R2019-0268
	Prior Amendment Amounts (list separately)	\$21,000.00	1/1/22 – 12/31/22	4/12/22	R2022-0072
		\$			
	Pending Amendment	\$			
	Total Amendments	\$21,000.00			
Total Contact Amount	\$63,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3079			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending

4 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3079
Vendor Name:	Sutton Industrial Hardware
ftp:	1/1/2023 – 12/31/2024
Amount:	\$130,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>2/6/2023: All master contract actions approved</p> <p>2/6/2023: Reviewed. Can approve once all master contract actions are review complete/approved. Department of Purchasing attached auditor’s findings for recovery for vendor’s name as listed in contract in order to move request forward.</p> <p>2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. For each prior contract, if needed. Attach Auditor findings for recovery for vendor name, as listed in contract.</p> <p>2/2/2023: Part 17 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation; attach Auditor findings for recovery for vendor name, as listed in contract.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract Mgmt & Sourcing - Inf x ContractComment(CUYA,3079,1 x +
https://ccprod-lm01.cloud.infor.com:1443/firscm/ContractManager/document/ContractComment%26CUYA%2C3079%2C11%29.Attachment.File

OHIO AUDITOR OF STATE
KEITH FABER

Office of Auditor of State
65 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140
(614) 466-4514
(800) 292-0370

Auditor of State - Unresolved Findings for Recovery Certified Search

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Sutton Hardware**
Date: **12/21/2022 2:07:42 PM**

This search produced the following list of 2 possible matches:

Name/Organization	Address
Sutler, Teresa	County Road 41
Sutton, Guy	P. O. Box 179

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(e).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Type here to search

18:11 AM 12/21/2022

Legislative Action Request Form

Title: Public Works/2023-2024/ C M3080 Exhibit A-18 Three-Z Trucking & Supply Company/ RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Three-Z Trucking & Supply Company for the anticipated cost of \$40,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$40,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Three-Z Trucking & Supply Company
8700 Heinton Drive
Valley View, Ohio 44125
Robert Zuercher, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, P^W750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3080

Exhibit A-18 – Three-Z Trucking & Supply Company

Briefing Memo	1.23.23	Department initials	Clerk of the Board
		tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors) 12.28.22		tw	OK
Bid Specification Packet		tw	OK
Final DEI Goal Setting Worksheet		tw	OK
Diversity Documents – <i>if required (goal set)</i>		tw	OK
Award Letter (sent to awarded vendor) 12.28.22		tw	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		na	N/A
Tabulation Sheet		tw	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		Tw	OK
IG#	12.2778 REG	12.31.2024	tw OK
Debarment/Suspension Verified	Date:	12.22.22	tw OK
Auditor’s Finding	Date:	12.21.22	tw OK
Vendor’s Submission		tw	OK
Independent Contractor (I.C.) Requirement	Date:	1.3.23	tw OK
Cover - <i>Master contracts only</i>		tw	OK
Contract Evaluation – <i>if required</i>		na	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		na	N/A
Checklist Verification		tw	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$20,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$20,000.00
			TOTAL		\$40,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3080			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3080
Vendor Name:	Three-Z

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023 – 12/31/2024
Amount:	\$40,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/2/2023: Part 18 of 20. Reviewed. Can approve once all master contract actions are review complete/approved.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3081 Exhibit A-18** Winsupply of Cleveland/
RQ11080/Master Contract – MRO Supplies / Facilities / Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with Winsupply of Cleveland, Inc. for the anticipated cost of \$150,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects..

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$150,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Winsupply of Cleveland, Inc
4547 Hinckley Industrial Parkway
Cleveland, Ohio 44109
John F. Siefert, President

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation

9/27/23 – RQ created and released in Infor

9/29/22 – First draft of RFQ sent to Department, corrections recommended

10/4/22 – Second draft of RFQ sent, corrections recommended

10/11/22 – Good draft of RFQ agreed upon

10/13/22 – RFQ is released by Purchasing Department
10/31/22 – Addendum released to the RFQ
11/14//22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchsing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3081

Exhibit A-19 – Winsupply of Cleveland

Briefing Memo	1.23.23	Department initials tw	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			Formal RFQ		Reviewed by Purchasing	
			Department initials	Purchasing		
Notice of Intent to Award (sent to all responding vendors) 12.28.22			tw	OK		
Bid Specification Packet			tw	OK		
Final DEI Goal Setting Worksheet			tw	OK		
Diversity Documents – <i>if required (goal set)</i>			tw	OK		
Award Letter (sent to awarded vendor) 12.28.22			tw	OK		
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			na	N/A		
Tabulation Sheet			tw	OK		
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			Tw	OK		
IG#	12.4397 REG	12.31.2023	tw	OK (IG e-mail attached and IG updated website 2/2/2023)		
Debarment/Suspension Verified	Date:	12.22.22	tw	OK		
Auditor’s Finding	Date:	12.21.22	tw	OK		
Vendor’s Submission			tw	OK		
Independent Contractor (I.C.) Requirement	Date:	12.28.22	tw	OK		
Cover - <i>Master contracts only</i>			tw	OK		
Contract Evaluation – <i>if required</i>			na	OK (attached 2/2/2023)		
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			na	N/A		
Checklist Verification			tw	OK		

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law		
		Department initials
Agreement/Contract and Exhibits		tw
Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law		tw
COI	12.28.22	tw
Workers’ Compensation Insurance	12.28.22	tw

CONTRACT SPENDING PLAN – per revised checklist

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$75,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$75,000.00
			TOTAL		\$150,000.00

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500	-		\$75,000.00
1.1.2024 – 12.31.2024	PW750100	525050	-		\$75,000.00
	-	-	-		-
	-	-	-		-
	-	-	TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department) – per revised checklist uploaded 2/3/2023

CE/AG# (if applicable)		CE1900429			
Infor/Lawson PO# and PO Code (if applicable)		210319			
Lawson RQ# (if applicable)		44010			
CM Contract#		CM906			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Amount	\$50,000.00		1.1.2020 - 12.31.2021	12/10/19	R2019-0268
	Prior Amendment Amounts (list separately)	\$75,000.00	1/1/22 – 12/31/22	4/12/22	R2022-0072
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$75,000.00			
Total Contact Amount	\$125,000.00				

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM Contract#		3081			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023- 12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2022-0072, R2019-0268
CM#:	3081
Vendor Name:	Win Supply of Cleveland
ftp:	1/1/2023 – 12/31/2024
Amount:	\$150,000.00mm
History/CE:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	OK
Procurement Notes:	2/6/2023: All master contract submissions approved 2/3/2023: Enter prior contract history on revised checklist and attach revised checklist. 2/2/2023: Part 19 of 20. Needs prior contract history entered on revised checklist/attach rev. checklist and attach prior contract evaluation; line entry for 2024 on checklist has invalid account number – correct on revised checklist; IG # referenced on checklist does not match vendor contract name – attach written IG verification they are the same company and its own IG# is not needed.
Purchasing Buyer’s initials and date of approval	OK, ssp 2/6/2023

Legislative Action Request Form

Title: Public Works/2023-2024/ **CM3082 Exhibit A-20**/W.W. Grainger, Inc./
RQ11080/Master Contract – MRO Supplies / Facilities /Supplies

A. Scope of Work Summary

1. Public Works is requesting authorization to enter into a master contract with W.W. Grainger, Inc. for the anticipated cost of \$450,000.00. The anticipated start date of the master contract is January 1, 2023, extending through December 31, 2024.
2. The primary goal of the project is to enter into a contract with various vendors that are able to provide MRO related supplies for the Public Works Department to be used on an as-needed basis for building maintenance and special projects.

B. Procurement

1. The procurement method for this project was Formal RFQ. The total value of the resulting master contract is \$3,000,000.00 with the anticipated not-to-exceed amount for this vendor being \$450,000.00.
2. The procurement method was closed on November 14, 2022.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

W.W. Grainger, Inc.
1035 Valley Belt Road
Brooklyn Hts., Ohio 44131
James T. Ryan, President/CEO

2. The (owners, executive director, other[specify]) for the contractor/vendor is listed above.

D. Project Status and Planning

1. The business need is ongoing, and the formal procurement process occurs every few years.

E. Funding

1. The project is funded 100% by the Public Works General Funds, PW750100.
2. The schedule of payments is by invoice.

F. Timeline

- 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation
9/27/23 – RQ created and released in Infor
9/29/22 – First draft of RFQ sent to Department, corrections recommended
10/4/22 – Second draft of RFQ sent, corrections recommended
10/11/22 – Good draft of RFQ agreed upon
10/13/22 – RFQ is released by Purchasing Department

10/31/22 – Addendum released to the RFQ
11/14/22 – RFQ closes
11/15/22 – Tab sheet is completed by Department of Purchasing
11/30/22 – Tab sheet is then completed by County DEI Depa
12/6/22 – Department of Public Works scores all proposals submitted by vendors
12/28/22 – Award letters are sent out to vendors – also requesting all required documents
be submitted including any open IG registrations
1/11/23 – Contract is completed by Law and sent to all to-be-awarded vendors for
signature, giving vendors stringent deadline
1/18/23 – Follow up sent to any vendors with open items still required for contract
submission
260+ documents are required to gather and upload for this master contract

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11080
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3676
CM Contract#	3082

Exhibit A-20– W.W. Grainger, Inc.

	Department initials	Clerk of the Board
Briefing Memo 1.23.23	tw	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Timeline 7/27/22 – 9/19/22 – Business requirement defined/Market analysis/Procurement process evaluation/Specification creation. 9/27/23 – RQ created and released in Infor 9/29/22 – First draft of RFQ sent to Department, corrections recommended 10/4/22 – Second draft of RFQ sent, corrections recommended 10/11/22 – Good draft of RFQ agreed upon 10/13/22 – RFQ is released by Purchasing Department 10/31/22 – Addendum released to the RFQ 11/14/22 – RFQ closes 11/15/22 – Tab sheet is completed by Department of Purchasing 11/30/22 – Tab sheet is then completed by County DEI Depa 12/6/22 – Department of Public Works scores all proposals submitted by vendors 12/28/22 – Award letters are sent out to vendors – also requesting all required documents be submitted including any open IG registrations 1/11/23 – Contract is completed by Law and sent to all to-be-awarded</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	vendors for signature, giving vendors stringent deadline 1/18/23 – Follow up sent to any vendors with open items still required for contract submission <u>260+ documents are required to gather and upload for this master contract</u>
What is being done to prevent this from reoccurring?	Will plan on starting earlier

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	------------------------------	--

FULL AND OPEN COMPETITION			
Formal RFQ			
Reviewed by Purchasing			
	Department initials	Purchasing	
Notice of Intent to Award (sent to all responding vendors) 12.28.22	tw	OK	
Bid Specification Packet	tw	OK	
Final DEI Goal Setting Worksheet	tw	OK	
Diversity Documents – <i>if required (goal set)</i>	tw	OK	
Award Letter (sent to awarded vendor) 12.28.22	tw	OK	
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	na	N/A	
Tabulation Sheet	tw	OK	
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	Tw	OK	
IG# 12.1401 REG 12.31.2024	tw	OK	
Debarment/Suspension Verified Date: 12.22.22	tw	OK	
Auditor’s Finding Date: 12.21.22	tw	OK	
Vendor’s Submission	tw	OK	
Independent Contractor (I.C.) Requirement Date: 1.3.23	tw	OK	
Cover - <i>Master contracts only</i>	tw	OK	
Contract Evaluation – <i>if required</i>	na	N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	na	N/A	
Checklist Verification	tw	OK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	tw

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot PWD-3202 – Risk/PWD-3297 Law	tw
COI	tw
Workers’ Compensation Insurance	tw

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1.1.2023-12.31.2023	PW750100	52500			\$225,000.00
1.1.2024 – 12.31.2024	PW750100	52500			\$225,000.00
			TOTAL		\$450,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		n.a			
Infor/Lawson PO# and PO Code (if applicable)		RFQ			
Lawson RQ# (if applicable)		11080			
CM-Contract#		3082			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,000,000.00		1.1.2023-12.31.2024	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,000,000.00				

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3082
Vendor Name:	W. W. Grainger, Inc.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023 – 12/31/2024
Amount:	\$450,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	2/6/2023: All master contract actions approved 2/2/2023: Part 20 of 20. Reviewed. Can approve once all master contract actions are review complete/approved.
Purchasing Buyer's initials and date of approval	OK, ssp 2/6/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11080	EVENT: 3676	TYPE: RFQ	ESTIMATE: \$4,000,000.00
CONTRACT PERIOD: 2-year contract	RFQ DUE DATE: November 14, 2022	NUMBER OF RESPONSES (issued/submitted): 67 / 22	
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Facilities Master Contract-MRO Supplies 2 Year Contract		
DIVERSITY GOAL/SBE 8%	DIVERSITY GOAL/MBE 10%	DIVERSITY GOAL/WBE 2%	
SET-ASIDE DIVERSITY GOAL / SBE Prime	SET-ASIDE DIVERSITY GOAL / MBE 10%	SET-ASIDE DIVERSITY GOAL / WBE 2%	


Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Air-Rite Service Supply 1290 W. 117 th Street Lakewood, Ohio 44107	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0418 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE Subcontractor Name(s): (MW) Air-Rite, Inc. SBE 20% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE Total % SBE Set Aside Prime - SBE: Prime MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0%	Purchasing Compliant Qualified <i>Justen</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

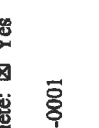
Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested per vendor states not able to find subcontractors to provide supplies 11/16/22 TB Vendor provided list of 3 diversity vendors contacted. Vendor did not provide copies of emails to SBE/MBE/WBEs detailing subcontracting opportunities being offered and did not provide details on the quantity of times they contacted each vendor. LL 11/28/22</p>		
2. Amico LLC dba SOS Speedy Office Supply 4536 Renaissance Parkway Warrenssville Heights, Ohio 44128	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 22-0075</p> <p>Planholder: <input checked="" type="checkbox"/> No</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): (MW) AMICO, LLC dba SOS Speedy Office Supply SBE 20%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: ___ Prime MBE: 0% WBE: 0% Non SBE Set Aside - SBE: ___ 20% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant</p> <p>Qualified</p> <p><i>Justell</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

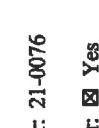
Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22		
3.	Applied Industrial Technologies 34525 Melinz Parkway Eastlake, Ohio 44095	SBE/MBE/WBE Comments and Initials: No waiver requested 11-16-22 TB No documentation of good faith effort to achieve the MBE/WBE diversity goals. LL 11/28/22	Purchasing Compliant Qualified <i>Judith</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Subcontractor Name(s): None	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
	Total % SBE Set Aside Prime - SBE: <u>0%</u> Prime not SBE Certified MBE: <u>0%</u> WBE: <u>0%</u> Non SBE Set Aside - SBE: <u>0%</u> MBE: <u>0%</u> WBE: <u>0%</u>			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: DIV-3 1 of 2 & 2 of 2 waiver incomplete, no waiver requested 11-16-22 TB DIV-2 signed by prime and no details on the subcontractor. DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
4. Best Plumbing Specialties, Inc. 3039 Ventrice Court P.O. Box 30 Myersville, Maryland 21773	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): None</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime not certified SBE MBE: 0 % WBE: 0 % Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant Qualified</p> <p><i>Judith</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p>		
5. The Chas. E. Phipps Company 4560 Willow Parkway Cleveland, Ohio 44125	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 21-0262</p> <p>Planchholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>SBE/MBE/WBE Comments and Initials:</p> <p>Waiver requested DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>	<p>Purchasing Compliant</p> <p>Qualified</p> <p><i>Judith</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<p>Subcontractor Name(s):</p> <p>(MW) THE CHAS E. PHIPPS COMPANY SBE 20%</p>		
		<p>SBE/MBE/WBE Prime: (Y/N)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p>		
		<p>Total %</p> <p>SBE Set Aside Prime - SBE: <u>Prime</u> MBE: <u>0%</u> WBE: <u>0%</u></p> <p>Non SBE Set Aside - SBE: <u>20%</u> MBE: <u>0%</u> WBE: <u>0%</u></p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22		
6. Cleveland Hermetic & Supply, Inc. 38001 Avon Commerce Parkway Avon, Ohio 44011	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0882 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE/MBE/WBE Comments and Initials: No waiver requested 11-16-22 TB DIV-2 and DIV-3 marked as "not applicable". No documentation of good faith effort to achieve the MBE/WBE diversity goals. LL 11/28/22	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Subcontractor Name(s): None		
		SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total % SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0 % WBE: 0 % Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%		


Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22		
7. Cleveland Key & Security 1628 St. Clair Avenue Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0001 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE/MBE/WBE Comments and Initials: Partial waiver requested vendor provided letters see attached 11-16-22 TB Vendors they will add them to their distribution list for quotes. No documentation of good faith effort to achieve the MBE/WBE diversity goals. LL 11/28/22	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Subcontractor Name(s): None		
		SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE <input checked="" type="checkbox"/> Yes LL 11/28/22 <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials: Full Waiver requested DIV-3 2 of 2 incomplete 11-16-22 TB On DIV-3, Prime vendor states that there are no qualified subcontractors/vendors for the lock/key sub-category. For the Prime's limited scope submittal (lock/key sub-category), I concur that there are zero/limited certified SBEs/MBEs/WBEs. LL 11/28/22		
8.	Craftmaster Hardware 190 Veterans Drive Northvale, New Jersey 07647	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0076 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Subcontractor Name(s): None		
		SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total % SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Vendor did not specify full or partial waiver request 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
9. Crown Cleaning Systems 7770 Harvard Avenue Cleveland, Ohio 44105	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 21-0283</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): None</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant Qualified</p> <p><i>gud...</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>10. Decker Steel & Supply, Inc. 4500 Train Avenue Cleveland, Ohio 44102</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0062 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Vendor requesting waiver per vendor they are a direct supplier. DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p> <p>Subcontractor Name(s): (MW) DECKER STEEL & SUPPLY, Inc. SBE 20%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: <u>Prime</u> MBE: <u>0%</u> WBE: <u>0%</u> Non SBE Set Aside - SBE: <u>20%</u> MBE: <u>0%</u> WBE: <u>0%</u></p>	<p>Purchasing Compliant Qualified <i>Judith</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>


Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>11. Foundation Building Materials 5245 W. 130th Street Parma, Ohio 44130</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0030 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: No waiver requested 11-16-22 TB DIV-3 blank. No details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>	<p>Purchasing Compliant Qualified <i>[Signature]</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Subcontractor Name(s): None</p>	<p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p>		
	<p>Total %</p>	<p>SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>		
	<p>SBE/MBE/WBE Comply: (Y/N)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
12. Graybar Electric 6161 Halle Drive Valley View, Ohio 44125	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1410 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Waiver requested per vendor this is an RFQ DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Subcontractor Name(s): None	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
	Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0%	Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22		
	SBE/MBE/WBE Comply: (Y/N)			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>No waiver requested 11-16-22 TB DIV-2 and DIV-3 marked as "N/A" by the prime vendor. No details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
<p>13. Lakeside Supply Company 3000 W. 117th Street Cleveland, Ohio 44111</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 20-0284</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>(MW) Lakeside Supply Company SBE 20%</p> <p>SBE/MBE/WBE Prime: (Y/N)</p> <p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE</p> <p><input type="checkbox"/> No</p> <p>Total %</p> <p>SBE Set Aside Prime - SBE: <u>Prime</u> MBE: <u>0%</u> WBE: <u>0%</u></p> <p>Non SBE Set Aside - SBE: <u>20%</u> MBE: <u>0%</u> WBE: <u>0%</u></p> <p>SBE/MBE/WBE Comply: (Y/N)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p>	<p>Purchasing Compliant</p> <p><i>J.P. Kelly</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>14. Mars Electric 6655 Beta Drive Suite 200 Mayfield, Ohio 44143</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1826 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Subcontractor is expired MBE. No waiver requested 11-16-22 TB DIV-2 submitted with Coleman Spohn as subcontractor. Coleman Spohn's certification is expired and, thus, cannot be used to achieve the MBE Goal. No documentation of good faith effort to achieve the WBE Goal. LL 11/28/22</p> <p>Subcontractor Name(s): (FW) Mars Electric Company SBE/WBE 20%</p>	<p>Purchasing Compliant Qualified <i>J. H. Helms</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
		<p>SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> No</p>		
		<p>Total % SBE Set Aside Prime - SBE: <u> </u> Prime MBE: <u>0%</u> WBE: <u>0%</u></p>		
		<p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
15. PPG Architectural Finishes, Inc. 1455 St. Clair Avenue Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0193 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: No waiver requested 11-16-22 TB NO DIV-3 submitted. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22	Purchasing Compliant Qualified <i>Justus</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Subcontractor Name(s): None	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total % SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% Yes LL 11/28/22 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
16. Prism Glass & Door Co., Inc. dba Allied Glass Services 3871 W. 150 th Street Cleveland, Ohio 44111	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 14-0201 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Full waiver requested per vendor they distribute paints and supplies through a network of company owned stores and does not employ subcontractor 11-16-22 TB Based on company's assertion that they manufacture their products and sell them through their company owned stores, there are zero/limited subcontracting opportunities. LL 11/28/22	Purchasing Compliant Qualified 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Subcontractor Name(s): None	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
	Total %	SBE Set Aside Prime - SBE: <u> </u> Prime not SBE Certified MBE: <u>0%</u> WBE: <u>0%</u> Non SBE Set Aside - SBE: <u> </u> 0% MBE: <u>0%</u> WBE: <u>0%</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22		
	SBE/MBE/WBE Comply: (Y/N)			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
17. Sherwin Williams Company 101 Prospect Avenue 1710 Midland Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0121 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested DIV-3 2 of 2 incomplete 11-16-22 TB Prime vendor states that it is a small woman owned business and that they will do their best to reach out to small business suppliers. No details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p> <p>Subcontractor Name(s): None</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: _____ Prime not SBE Certified MBE: 0% WBE: 0%</p> <p>Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comply: (Y/N)</p>	Purchasing Compliant Did not qualify <i>Judith</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>Waiver requested vendor provided letters see attached DIV-3 1 of 2 & DIV-3 2 of 2 incomplete 11-16-22 TB Prime vendor provided details on its efforts to develop a diverse supply chain and diverse workforce. As national company, prime vendor states that they use national SBE/MBE/WBEs. DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
18.	<p>Spencer Allen Consulting Group 7579 Deer Creek Drive Columbus, Ohio 43085</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s):</p> <p>None</p>	<p>Purchasing Compliant</p> <p>Did not qualify</p> <p><i>Spencer</i></p>
		<p>SBE/MBE/WBE Prime: (Y/N)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE</p> <p><input checked="" type="checkbox"/> No</p>		
		<p>Total %</p> <p>SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0% WBE: 0%</p> <p>Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested vendor State of Ohio certifications see attached. Must be county certified. DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 signed (not notarized). Prime vendor states that they will submit a quick certification application. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
<p>19. Sutton Industrial Hardware 3848 Prospect Avenue Cleveland, Ohio 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 12-2651</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): None</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime not SBE certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant Qualified</p> <p><i>J. Wallace</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>Full Waiver requested per vendor the products we provide the county come from Ace Hardware and other publicly traded companies. SBE/MBE/WBE are not feasible. DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
<p>20. Three Z Trucking & Supply Co. dba Threc Z Supply 8700 Heinton Road Valley View, Ohio 44125</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 12-2778</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): None</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE</p> <p>Total %</p> <p>SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0%</p> <p>Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant</p> <p>Qualified</p> <p><i>J. Stokely</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

RQ11080

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested DIV-3 2 of 2 incomplete 11-16-22 TB DIV-3 not signed/notarized. Also, no details/documentation of good faith effort to achieve the diversity goals were provided. LL 11/28/22</p>		
<p>21. Winsupply of Cleveland 4547 Hinckley Industrial Parkway Cleveland, Ohio 44109</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): (FAA) QCG Services, LLC, SBE/MBE/WBE, 20% SBE</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0% WBE: 0% Non SBE Set Aside - SBE: 20% MBE: 0% WBE: 0%</p>	<p>Purchasing Compliant Qualified</p> <p><i>Signature</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>22. W.W. Grainger, Inc. 1035 Valley Belt Road Brooklyn Heights, Ohio 44131</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1401 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested 11-16-22 TB DIV-3 signed/notarized. However, no details/documentation of good faith effort to achieve the MBE/WBE diversity goals were provided. Even if a diverse vendor holds multiple certifications, for each procurement, their participation will only count in one diversity category. LL 11/28/22</p>	<p>Purchasing Compliant Qualified <i>Justine</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Subcontractor Name(s): None</p>	<p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p>	<p>Total % SBE Set Aside Prime - SBE: Prime not SBE Certified MBE: 0 % WBE: 0 % Non SBE Set Aside - SBE: 0% MBE: 0% WBE: 0%</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 11/28/22</p> <p>SBE/MBE/WBE Comments and Initials: Waiver requested. Missing DIV-2 form 11-16-22 TB DIV-3 completed/signed/notarized detailing that 4 vendors were contacted. One of the listed vendor is not county certified. One vendor stated that they were submitting as a prime (and did submit as a prime). One vendor stated that they have no record of contact by Prime. No response to our calls to verify Prime outreach by the 4th vendor. No supporting documentation of emails, content of outreach, or frequency/quantity of outreach. LL 11/28/22</p>		

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0036

<p>Sponsored by: County Executive Ronayne/Department of Public Works</p>	<p>A Resolution making an award on RQ11289 to Perk Company, Inc. in the amount not-to-exceed \$694,755.95 for pre-phase work in connection with the replacement of Pleasant Valley Road Bridges 09.03, 09.35, 09.68 over Cuyahoga River, including widening of Canal Road/Hillside Road intersection and installation of a temporary traffic signal in the Village of Valley View and the City of Independence; authorizing the County Executive to execute Contract No. 3087 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer recommends an award on RQ11289 to Perk Company, Inc. in the amount not-to-exceed \$694,755.95 for pre-phase work in connection with the replacement of Pleasant Valley Road Bridges 09.03, 09.35, 09.68 over Cuyahoga River, including widening of Canal Road/Hillside Road intersection and installation of a temporary traffic signal in the Village of Valley View and the City of Independence; and

WHEREAS, the anticipated start-completion dates are 2/28/2023 – 5/31/2023; and

WHEREAS, the project is funded 100% by Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ11289 to Perk Company, Inc. in the amount not-to-exceed \$694,755.95 for pre-phase work in connection with the replacement of Pleasant Valley Road Bridges 09.03, 09.35, 09.68 over Cuyahoga River, including widening of Canal Road/Hillside

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20____

Department of Public Works Pleasant Valley Road Bridge Pre-Phased Canal Road/Hillside Road intersection Widening and temporary Signal Installation in the Village of Valley View and the City of Independence, Ohio

Scope of Work Summary

Department of Public Works is requesting approval of a contract with Perk Company for the anticipated cost of \$694,755.95.

The project consists of Pre Phased work of widening the intersection and adding temporary signal installation the minor rehabilitation of the existing Hillside Road Bridge over the Cuyahoga River. Anticipated dates are to 2/28/2023-5/31/2023.

The project is not mandated. This is to be performed in Independence and Valley View.

Procurement

The procurement method for this project was RFB. The total value of the RFB is \$694,755.95.

The RFB was closed on 12/20/2022. There is an SBE or DBE participation/goal of SBE 5%, MBE 16%, and WBE 9%.

There were 2 bids pulled from OPD, 2 bids submitted for review, 2 bids approved.

For this project the engineer's estimate was \$725,000.00, and this was under by 4.26%.

Contractor and Project Information

Perk Company.
8100 Grand Avenue
Cleveland, OH 44104
Council District (7)

The president for the contractor/vendor is Joseph Cifani.

The address or location of the project is: Independence and Valley View.

The project is in Council District (6)

Project Status and Planning

The project is new to the County.

Funding

The project is funded (100% by County funds.

The schedule of payment is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11289
Infor/Lawson PO # Code (if applicable):	
Event #	3820
CM Contract#	3037

Briefing Memo	Department	Clerk of the Board
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Construction Projects – Road & Bridge Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award <i>(sent to all responding vendors)</i>	WB	OK AJ 1/19/2023
Bid Specification Packet <i>(includes Legal Notice to Bidders)</i>	WB	OK AJ 1/19/2023
Final DEI Goal Setting Worksheet	WB	OK AJ 1/19/2023
Diversity Documents – <i>if required (goal set)</i>	WB	OK AJ 1/19/2023
Award Letter <i>(sent to awarded vendor)</i>	WB	OK AJ 1/19/2023
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 1/19/2023
Public Works Bid Results	WB	OK AJ 1/19/2023
Tabulation Sheet- Bid tab	WB	OK AJ 1/19/2023
Prevailing Wage Public Improvement Agreement	WB	OK AJ 1/19/2023
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 1/19/2023
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 1/19/2023
SBE Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 1/19/2023
Drug Free Workplace, <i>if applicable</i>	N/A	N/A
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 1/19/2023
‘EEOC (Equal Employment Opportunity Commission),’ <i>if applicable</i>	N/A	N/A
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets)	Web site	OK AJ 1/19/2023
Other, <i>per Section 3 “Required Bid Documents”</i>	N/A	N/A
IG# 12-2187-REG 31DEC2023 Perk Company, Inc.	WB	OK AJ 1/19/2023
Debarment/Suspension Verified	Date: 1/10/23	WB OK AJ 1/19/2023 dated within 60 days

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Auditor’s Finding	Date:	1/10/23	WB	OK AJ 1/19/2023 dated within 60 days
Vendor’s Submission (<i>Form of Proposal</i>)			WB	OK AJ 1/19/2023
Independent Contractor (I.C.) Requirement	Date:	1/10/23	WB	OK AJ 1/19/2023 dated within 1 year
Contract Evaluation – <i>if required</i> <i>new</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			WB	OK AJ 1/19/2023

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot DOP-0027	WB
COI	WB
Workers’ Compensation Insurance	WB
Railroad Insurance – <i>if required</i>	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
N/A	PW270205	73300		\$694,755.95
			TOTAL	\$694,755.95

Purchasing Use Only:

Prior Resolutions:	
CM#:	3087
Vendor Name:	Perk Company, Inc.
ftp:	N/A
Amount:	\$694,755.95
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 1/19/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11289 3820	Event:	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$725,000.00 \$797,500.00
CONTRACT PERIOD:		RFB/RFP/RFQ DUE DATE: December 20, 2022	NUMBER OF RESPONSES (issued/submitted): 6/2
REQUESTING DEPARTMENT: Public Works		COMMODITY DESCRIPTION: Pleasant Valley Road (C.R. 39) (Bridges and 09.68) pre-phased canal road/hillside road intersection widening and temporary signal installation Village of Valley View and City of Independence	
DIVERSITY GOAL/SBE 5%		DIVERSITY GOAL/MBE 16%	DIVERSITY GOAL/WBE 9%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The low bidder is in Cuyahoga County LL 12/29/22		CCBB: Low Non-CCBB Bid\$: n/a	Add 2%, Total is: n/a
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The low bidder is certified as an "Inclusive Business" in the CCBEIP LL 12/29/22		CCBEIP: Low Non-CCBEIP Bid \$: n/a	Add 2%, Total is: n/a
*PRICE PREFERENCE LOWEST BID REC'D \$694,755.95		RANGE OF LOWEST BID REC'D \$ 500,000.01-1,000,000	Minus \$, =
PRICE PREF % & \$ LIMIT: (10%) \$69,475.60 (Max \$80,000)		MAX SBE/MBE/WBE PRICE PREF \$764,231.55	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1 Perk Company, Inc. 8100 Grand Ave. Ste. #300 Cleveland, OH 44104	Bid Bond 100% Endurance Assurance Corporation	\$694,755.95	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): (MW) Perk Company, Inc. SBE 20% (FW) Traftech, Inc. WBE 11% (FAA) Cook Paving & Construction Co., Inc. MBE 9.1% (MAA) RAR Contracting Co., Inc. MBE 6.9% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>20</u> % MBE: <u>16</u> % WBE: <u>11</u> %		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/21/2022			SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 12/29/22 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: No waiver requested-ss 12/22/2022 LL 12/29/22		

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2 Schirmer Construction, LLC 31350 Industrial Parkway North Olmsted, OH 44104	Bid Bond 100% Travelers Casualty & Surety Company of America	\$716,644.50	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2476-REG NCA: <input checked="" type="checkbox"/> Yes PH:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): (MW) Schirmer Construction LLC SBE 20% (FAA) Cook Paving & Construction Co., Inc. MBE 9.2% (FW) Cuyahoga Fence, LLC WBE 1.07% (MHA) Garcia Surveyors, Inc. MBE .87%		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> Yes CCBB: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes CCBEIP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes Proposal Form: <input checked="" type="checkbox"/> Yes Bid Bond: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Drug-Free: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 12/21/2022			(FW) Pete and Pete Container Service, Inc. WBE .17% (FAA)Speedy Video, LLC MBE.16% (MAA) Tech Ready Mix, Inc. MBE 2.18% (FW) Trafftech, Inc. WBE 11.77% SBE/MBE/WBE Prime: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u>20%</u> MBE: <u>12.41%</u> WBE: <u>13.01%</u>		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				
						<table border="1"> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 12/29/22 </td> </tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td> Partial waiver requested- SS 12/27/2022 Insufficient details provided on DIV-3 regarding Good Faith Effort to meet the diversity goals. Prime did provide a letter but it did not contain the details required on the DIV-3 for documentation of Good Faith Effort. Two of vendors listed in letter (R.L. Cole & Barbicas) are not certified with Cuyahoga County. LL 12/29/22 </td> </tr> </table>	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 12/29/22	SBE/MBE/WBE Comments and Initials:	Partial waiver requested- SS 12/27/2022 Insufficient details provided on DIV-3 regarding Good Faith Effort to meet the diversity goals. Prime did provide a letter but it did not contain the details required on the DIV-3 for documentation of Good Faith Effort. Two of vendors listed in letter (R.L. Cole & Barbicas) are not certified with Cuyahoga County. LL 12/29/22		
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 12/29/22											
SBE/MBE/WBE Comments and Initials:	Partial waiver requested- SS 12/27/2022 Insufficient details provided on DIV-3 regarding Good Faith Effort to meet the diversity goals. Prime did provide a letter but it did not contain the details required on the DIV-3 for documentation of Good Faith Effort. Two of vendors listed in letter (R.L. Cole & Barbicas) are not certified with Cuyahoga County. LL 12/29/22											

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0037

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution authorizing a revenue generating agreement with The Cleveland Police Historical Society, Inc. in the amount not-to-exceed \$10.00 to lease 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period of 1/1/2023 – 12/31/2025; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works recommends a revenue generating agreement with The Cleveland Police Historical Society, Inc. in the amount not-to-exceed \$10.00 to lease 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period of 1/1/2023 – 12/31/2025; and

WHEREAS, the primary goal of this agreement is for the lease of 4,000 square feet of space for the Cleveland Police Museum; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby recommends a revenue generating agreement with The Cleveland Police Historical Society, Inc. in the amount not-to-exceed \$10.00 to lease 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period of 1/1/2023 – 12/31/2025.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

OnBase Item Detail Briefing Memo - Form

Title: 2022 DPW, Lease Agreement with Cleveland Police Historical Society, Inc.; Revenue Generating Contract

A. Scope of Work Summary

1. Department of Public Works is requesting approval of a revenue generating lease agreement with the Cleveland Police Historical Society, Inc. for approximately 4,000 square feet of space located on the first floor of the County-owned building located at 1300 Ontario Street, Cleveland, Ohio for the period 01/01/2023 to 12/31/2025 for a lease amount of \$10.00 total.

2. The primary goal of the project is to enter into a revenue generating contract.

3. [When applicable] The project is mandated by N/A.

4. (When applicable) Technology Items N/A.

a) Please state the date of TAC Approval

b) Are the purchases compatible with the new ERP system? N/A.

c) Is the item ERP approved N/A.

d) Are the services covered by the original ERP budget N/A.

B. Procurement

1. The procurement method for this project is N/A. This is a revenue generating lease agreement.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

**Cleveland Police Historical Society, Inc.
1300 Ontario Street
Cleveland, Ohio 44113**

2. **Patrick Reynolds, President**

3.b. [When applicable] The project is located in Council District (7)

D. Project Status and Planning

1. This is the first lease between the Cleveland Police Historical Society, Inc. and the County.

2. The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion). N/A.

3. The project is on a critical action path because (present the reason for the delay in the request or mitigating circumstances requiring expedited action). N/A.

4. The project's term will begin on 1/1/2023 and end 12/31/2025.

E. Funding

1. The project is revenue generating in the amount of \$10.00

2. The schedule of payments is according to the terms of the lease.

3. N/A.

F. Items/Services Received and Invoiced but not Paid: N/A.

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Department of Purchasing – Required Documents Checklist
2023 DPW, Lease Agreement with Cleveland Police Historical Society, LLC.;
Revenue Generating

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	N/A
Event #	N/A revenue generating
CM Contract#	CM 3019

Briefing Memo	Department initials PJS	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes X	No <input type="checkbox"/>
Why is the contract being submitted late?	Vendor	
What is being done to prevent this from reoccurring?	Vendor	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE
RFP Exemptions (Contract)
Reviewed by Purchasing

			Department initials	Purchasing
Justification Form, if purchase over \$5k			PJS	OK (revised uploaded 1/9/2023)
Annual Non-Competitive Bid Contract Statement - (only needed if not going to BOC or Council for approval)	Date:		N/A	N/A
IG#			N/A	N/A
Debarment/Suspension Verified	Date:	12.15.2022 1/9/2023	PJS	OK (corrected uploaded 1/9/2023)
Auditor's Finding	Date:	12.15.2022	PJS	OK
Cover - Master contracts only			N/A	OK
Contract Evaluation – if required			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			PJS	OK

Other documentation may be required depending upon your specific item
 Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
Agreement/Contract and Exhibits	Department initials PJS
Matrix Law Screen shot	PJS
COI	PJS
Workers' Compensation Insurance	PJS

Department of Purchasing – Required Documents Checklist
2023 DPW, Lease Agreement with Cleveland Police Historical Society, LLC.;
Revenue Generating

Accounting Units – Revenue Generating- for deposit purposes only (per checklist uploaded 1/11/2023)

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023-12/31/2025	PW750100	42315		\$10.00
			TOTAL	\$10.00

~~Accounting Units – Revenue Generating – for deposit purposes only~~

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
	-	-	-	\$
01/01/2023-12/31/2023-	PW750100	42315	-	\$10.00
01/01/2024-12/31/2024-	PW705100	42120-	-	\$10.00
01/01/2025-12/31/2025-	PW750100	42315	-	\$10.00
	-	-	TOTAL	\$30.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	N/A
Lawson RQ# (if applicable)	N/A
CM Contract#	CM3019

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount					
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$30.00	12/31/2025	TBD	R2023-TBD
Total Amendments		\$30.00			
Total Contact Amount		\$30.00			

Department of Purchasing – Required Documents Checklist
2023 DPW, Lease Agreement with Cleveland Police Historical Society, LLC.;
Revenue Generating

Purchasing Use Only:

Prior Resolutions:	
CM#:	3019
Vendor Name:	The Cleveland Police Historical Society
ftp:	1/1/2023 – 12/31/2025
Amount:	\$10.00mm (Revenue-generating)
History/CE:	OK
EL:	Needs WET
Procurement Notes:	<p>1/10/2023: Revised agreement uploaded for \$10.00 total, not \$10 per year – need CM description revised, BOC question revised, revised checklist and briefing memo. Per Department entered comment: “Historically, The Cleveland Police Historical Society has been located at the Cleveland Police Headquarters. Pursuant to the most recent 4th Amendment, the Cleveland Police Headquarters lease CM50, does not provide space for the Cleveland Police Historical Society, therefor this agreement has been initiated. We have no previous contractual history with the Cleveland Police Historical Society.”</p> <p>1/6/2023: Contract executive signature space needs to be updated to reflect no name or new Executive’s name; Must upload completed, current debarment form; Delete part of justification referring to 4th amendment of CM50. Agreement refers to location in justice center for many decades; however, there is no contract evaluation or history noted in attachment/checklist – upload explanation to discrepancy or upload evaluation and revised checklist.</p>

Purchasing Buyer approval: **OK, ssp 1/12/2023**

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0038

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ10456 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$2,231,638.00 for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 8/19/2023; authorizing the County Executive to execute Contract No. 3013 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an award on RQ10456 to Lutheran Metropolitan Ministry in the amount not-to-exceed \$2,231,638.00 for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 8/19/2023; and

WHEREAS, the primary goals for this project are to (1) provide shelter for single adult men, located at 2100 Lakeside Avenue, (2) provide shelter, meals, access to laundry and services to link men with employment and (3) facilitate the provision of overflow shelter services for single men and families; and

WHEREAS, this project is funded 100% by Health and Human Services Levy Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ10456 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$2,231,638.00 for operations and case management services for a 400-bed Men’s

Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 8/19/2023.

SECTION 2. That the County Executive is authorized to execute Contract No. 3013 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Office of Homeless Services; RQ10456 - 2023 - Lutheran Metropolitan Ministry; Contract - Emergency Shelter for Single Adult Men and Overflow Shelter Services for Single Adults and Families (item 2 of 3)

A. Scope of Work Summary

1. Office of Homeless Services requesting a contract with Lutheran Metropolitan Ministry for the anticipated cost of **\$2,231,638.00**.

This project is not new to the county. Prior Board Approval Number or Resolution Number:

Original Contract	\$3,958,232.00	R2021-0086
Amend 1	\$768,609.21	R2021-0215
Amend 2	\$475,000.00	BC2021-773
Amend 3	\$4,272,759.00	R2022-0104
Amend 4	N/A -term only	ION-10/3/22

Lutheran Metropolitan Ministry (LMM) operates the Emergency Shelter for Single Adult Men which accommodates 400 men a night, located at 2100 Lakeside Avenue. Shelter, meals, access to laundry, and services to link men with employment and housing are provided 365 days/year. LMM also facilitates the provision of overflow shelter services for single men and families in partnership with community providers.

The anticipated start–completion dates are 1/1/2023 – 8/19/2023. This contract is shortened because the available HHS Levy funds are not sufficient to cover shelter and overflow operations for a full 12 months.

2. The primary goals of the project are:

- a) Operate an emergency shelter for single adult men, located at 2100 Lakeside Avenue
- b) Provide shelter, meals, access to laundry, and services to link men with employment and housing 365 days/year
- c) Facilitate the provision of overflow shelter services for single men and families in partnership with community providers

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$6,946,477.00.

2. RFP 10456 closed on 9/13/22. There is an SBE participation/goal of 10%.

3. There were 15 vendors, submitting a total of 21 proposals pulled from OPD, 20 submitted for review. One proposal was incomplete and was not reviewed. The Office of Homeless Services recommended 10 proposals for contract approval. One additional proposal will be awarded through an alternative procurement due to a later start date. This RFP was conducted in conjunction with the City of Cleveland, which made additional awards to 8 providers.

4-6. N/A

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Lutheran Metropolitan Ministry
4515 Superior Avenue
Cleveland, Ohio 44103
Council District 7

2. The executive director for the contractor is Maria Foschia

3.a The address or location of the project is:

2100 Lakeside Emergency Men's Shelter
Cleveland, Ohio 44114

3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project reoccurs annually and operates 365 days a year.

2-3. N/A

4. The project's term began on 1/1/23.

11/8/22 – Error in Infor Sourcing Manager, unable to finalize event. Submitted Service Desk ticket

11/9/22 – Service Desk reported error was a known issue

11/22/22 – Award letter sent to vendor

11/29/22 – Infor error still showing up, submitted another Service Desk ticket

12/7/22 – Meeting with provider to discuss staffing levels, requested budget & statement of work

12/8/22 – Infor error resolved

12/12/22 – Provider submitted budget & SOW, Matrix request submitted

12/20/22 – Contract sent to provider for signature

12/21/22 – Provider requested meeting to update funding request due to increased costs

1/3/23 – OHS budget/funding meeting, requested updated budget from provider

1/5/23 – Updated contract sent to provider, uploaded and approved in Matrix

1/10/23 – Contract on hold until all RFP items complete

1/30/23 – Exemption from aggregation approved, contract released

5. N/A

E. Funding

1. The project is funded 100% by the Cuyahoga County Health and Human Services Levy.
2. The schedule of payments is monthly.
3. N/A

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10456
Infor/Lawson PO# Code (if applicable):	RFP
Event #	3430
CM Contract#	3013

	Department initials	Clerk of the Board
Briefing Memo	ER	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issue with finalizing award in Infor Sourcing Manager, then needed additional time with provider regarding budget	
What is being done to prevent this from reoccurring?	Infor issue, so OHS cannot plan for that, but we will work to get the RFP out sooner	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			ER	BRM
Bid Specification Packet			ER	BRM
Final DEI Goal Setting Worksheet			ER	BRM
Diversity Documents – <i>if required (goal set)</i>			ER	BRM
Award Letter (sent to awarded vendor)			ER	BRM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			ER	BRM
Tabulation Sheet			ER	BRM
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			ER	BRM
IG#	21-0372-REG 31DEC2025		ER	BRM
Debarment/Suspension Verified	Date:	12/30/22	ER	BRM
Auditor’s Finding	Date:	12/30/22	ER	BRM
Vendor’s Submission			ER	BRM
Independent Contractor (I.C.) Requirement	Date:	2/18/22	ER	BRM
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			ER	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			ER	BRM

Other documentation may be required depending upon your specific item:

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	ER
Matrix Law Screenshot	ER
COI	ER
Workers' Compensation Insurance	ER
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1/1/2023 – 8/19/2023	HS260350	55130	UCH00000	55130	\$2,231,638.00
			TOTAL		\$2,231,638.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)	EXMT				
Lawson RQ# (if applicable)	3912				
CM Contract#	824				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$3,958,232		1/1/21 – 9/3/22	4/13/21	R2021-0086
	Prior Amendment	\$768,609.21	9/3/22	9/28/21	R2021-0215
	Amounts (list separately)	\$475,000	9/3/22	12/20/21	BC2021-773
		\$4,272,759	9/3/22	4/26/22	R2022-0104
	Pending Amendment	\$0	12/31/22	10/3/22	ION-10/3/22
	Total Amendments	\$5,516,068.21			
Total Contact Amount	\$3,958,232	\$9,474,600.21			

PURCHASING USE ONLY

Prior Resolutions	R2021-0086, R2021-0215, BC2021-773, R2022-0104
CM#:	3013
Vendor Name:	Lutheran Metropolitan Ministry

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2023-8/19/2023
Amount:	\$2,231,638.00
History/CE:	OK
EL:	OK
Purchasing Buyer's initials and date of approval	BRM 1/31/2023



M. Ann Stuck
6/2/12/22

Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 10456	EVENT: 3430	TYPE: RFP	ESTIMATE: \$4,442,200.00
CONTRACT PERIOD: September 1, 2022 – August 31, 2023	RFP DUE DATE: 9/13/2022	NUMBER OF RESPONSES (issued/submitted):	50/15
REQUESTING DEPARTMENT: Office of Homeless Services	COMMODITY DESCRIPTION: Services for the Cuyahoga County Homeless Continuum of Care	DIVERSITY GOAL/SBE	0%
DIVERSITY GOAL/SBE	10%	DIVERSITY GOAL/WBE	0%
*PRICE PREFERENCE LOWEST BID REC'D \$		Minus \$, =	
PRICE PREFERENCE LOWEST BID REC'D \$		DOES PRICE PREFERENCE APPLY?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Catholic Charities, Diocese of Cleveland 1736 Superior Avenue Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE / MBE / WBE Subcontractor Name(s): Stated that they are Non-Profit 501©3 SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Total % SBE: 0% MBE: 0% WBE: 0%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Awarded through City of Cleveland ESG

RQ10456

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22	Stated non-profit, no proof provided. No Waiver Requested. No DIV Forms 1-2 or 3's. 9/15/22 cf No DIV Forms submitted – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22		
2. Emerald Development & Economic Network (EDEN) 7812 Madison Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0161 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		Subcontractor Name(s): Stated that they are Non-Profit 501©3	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0% MBE: 0% WBE: 0%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Awarded through City of Cleveland ESG

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:			Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22			
			SBE/MBE/WBE Comments and Initials:	Stated non-profit, no proof provided. No Waiver Requested. No DIV Forms 1-2 or 3. 9/15/22 of No DIV Forms submitted – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22			
3. Fairhill Partners 12200 Fairhill Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1266 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP		Subcontractor Name(s):	Stated that they are Non-Profit 501©3			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No			
			Total %	SBE: 0 % MBE: 0 % WBE: 0 %			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/16/22 <input type="checkbox"/> No			
			SBE/MBE/WBE Comments and Initials:	Stated non-profit, proof provided. Waiver Requested. All DIV Forms 1-2 & 3 provided 9/15/22 cf LL 9/16/22		
4.	Family Promise of Greater Cleveland 3470 East 152nd Street Cleveland, Ohio 44120		Subcontractor Name(s):	No Vendors used		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0008 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
			Total %	SBE: 0 % MBE: 0 % WBE: 0 %		
			SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Request for Waiver, Stated-"Grant Services do not involve subcontractors or vendors outside of agency". No DIV-2 (DIV-1, 3's were provided) 9/15/22 cf Reasoning/information provided on DIV-3 is not sufficient/acceptable Good Faith Effort. LL 9/16/22		
5. The Haven Home LLC 6114 Francis Avenue Cleveland, Ohio 44127	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP		Subcontractor Name(s): Stated Non-Profit 501©3 SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0 % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No No award through County or City
			SBE/MBE/WBE Comments and Initials: Non-Profit proof provided. Request for Waiver. No DIV-2 or DIV-3 2 of 2. 9/15/22 cf Page 2 of DIV-3 is missing - Need to complete both pages of DIV-3 LL 9/16/22		

RQ10456

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE			
6. Joseph's Home dba Joseph & Mary's Home 2412 Community College Avenue Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0156 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP		Subcontractor Name(s): No Vendors used	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			SBE/MBE/WBE Comments and Initials:	Request for Waiver Stated: "Joseph & Mary's Home is self-performing the services to be funded by Cuyahoga County under this request". No DIV-2 9/15/22 Reasoning provided in DIV-3 is not sufficient/acceptable Good Faith Effort. LL 9/16/22		

RQ10456

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
7. Journey Center for Safety and Healing P.O. Box 5466 Cleveland, Ohio 44101	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes Yes IG Number: 12-1131 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		Subcontractor Name(s): Stated that they are Non-Profit 501©3 SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0 % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/16/22 <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: Non-Profit proof provided. Requested a Waiver. DIV-1, 2, 3's provided 9/15/22 cf LL 9/16/22		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Awarded through City of Cleveland ESG
8. Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes Yes IG Number: 21-0372 NCA: <input checked="" type="checkbox"/> Yes		Subcontractor Name(s): Stated that they are Non-Profit 501©3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RQ10456

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
	Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		SBE / MBE / WBE SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/16/22 <input type="checkbox"/> No		
9. The Metanoia Project P.O. Box 770792 Lakewood, Ohio 44107	Compliant: <input checked="" type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> No Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No Department of Purchasing: SSP		SBE/MBE/WBE Comments and Initials: Non-Profit proof provided. Requested a Waiver. DIV-1, 2, 3's provided 9/15/22 cf LL 9/16/22	Subcontractor Name(s): Stated that they are Non-Profit 501(c)3		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE	SBE: 0% MBE: 0% WBE: 0%		
			SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N LL 9/16/22o		
			SBE/MBE/WBE Comments and Initials:	Stated non-profit, no proof provided. No Request for Waiver. No DIV Forms 1-2 or 3's, 9/15/22 cf No DIV Forms submitted – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22		
10.	Mental Health Services for Homeless Persons, Inc. dba Frontline Service 1744 Payne Avenue Cleveland, Ohio 44114		Subcontractor Name(s):	Stated that they are Non-Profit 501©3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
			Total %	SBE: 0% MBE: 0% WBE: 0%		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
			<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/16/22 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: Non-Profit provided. (Sent 6 Supported Programs Organizations with Non-Profit proof). Requested a Waiver. DIV 1, 2 & 3's provided for each. 9/15/22 cf LL 9/16/22</p>			
<p>11. Northeast Ohio Coalition for the Homeless (NEOCH) 3631 Perkins Avenue Suite 3A-3 Cleveland, Ohio 44114</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0095 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP</p>		<p>Subcontractor Name(s): Stated that they are Non-Profit 501©3</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE</p> <p>Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No No award through County or City</p>	
			<p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 9/16/22 <input type="checkbox"/> No</p>			

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
			SBE / MBE / WBE SBE/MBE/WBE Comments and Initials: Non-Profit proof provided. Requested a Waiver. DIV-1, 2, 3's provided 9/15/22 cf. LL 9/16/22		
12. The Salvation Army 1710 Prospect Avenue Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2752 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		Subcontractor Name(s): Stated that they are Non-Profit 501©3 SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0 % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22 SBE/MBE/WBE Comments and Initials: DIV-1 & proof of 501(c) 3 status submitted but No DIV-3 submitted. – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Awarded through City of Cleveland ESG

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
13. West Side Catholic Center 3135 Lorain Avenue Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2979 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP		SBE / MBE / WBE Subcontractor Name(s): Stated that they are Non-Profit 501©3 SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22 SBE/MBE/WBE Comments and Initials: Non-Profit proof provided. Requested a Waiver. No DIV-1 or 2 & Transformed the DIV-3 1 of 2, 3- 2 of 2 documents 9/15/22 cf No DIV-1 submitted – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:			Dept. Tech. Review	Award: (Y/N)
				SBE / MBE / WBE			
14. Young Men's Christian Association of Greater Cleveland, Inc. (YMCA) 1301 E. 9 th Street Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0157 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Department of Purchasing: SSP		Subcontractor Name(s): Stated that they are Non-Profit 501©3	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %	SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15. YWCA Greater Cleveland 4019 Prospect Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3784 NCA: <input checked="" type="checkbox"/> Yes		Subcontractor Name(s): Stated that they are Non-Profit 501©3	SBE/MBE/WBE Comments and Initials: Non-Profit proof not provided. No DIV-1, 2 or 3's. 9/15/22 cf No DIV Forms submitted – Non-profit agency must still submit completed DIV-1 and DIV-3 Forms. LL 9/16/22		SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RQ10456

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Price Preference	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
	Planholder: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP		SBE / MBE / WBE SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No	Total % SBE: <u>0 %</u> MBE: <u>0 %</u> WBE: <u>0 %</u>		
			SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 9/16/22			
			SBE/MBE/WBE Comments and Initials: Non-Profit proof not provided. Requested a Waiver. DIV-1, 2 & 3's provided 9/15/22 cf Non-profit status proof not provided – need documentation, proposal includes statements about subsidiaries being for-profit entities LL 9/16/22			

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0039

Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution making an award on RQ10456 to Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) in the amount not-to-exceed \$2,536,793.00 for operation and case management services at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3014 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an award on RQ10456 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) in the amount not-to-exceed \$2,536,793.00 for operation and case management services at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; and

WHEREAS, the primary goal of this project is to provide operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland; and

WHEREAS, this project is funded 100% by the Health and Human Services Levy Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ10456 to Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) in the amount not-to-exceed \$2,536,793.00 for operation and case management services at the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023.

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Office of Homeless Services; RQ10456; 2023 - Young Women’s Christian Association of Greater Cleveland dba YWCA Greater Cleveland - Contract for Services at Norma Herr Emergency Shelter for Single Adult Women (item 3 of 3)

A. Scope of Work Summary

1. Office of Homeless Services requesting the approval of a contract with the Young Women’s Christian Association, dba YWCA Greater Cleveland for the anticipated cost of \$2,536,793.00.

Prior Board Approval Number or Resolution Number:

Original contract	R2021-073	3/23/2021
Amend 1	R2022-037	2/22/2022
Amend 2	R2022-039	11/17/2022

YWCA Greater Cleveland operates Norma Herr Women’s Center 24 hours per day, 365 days per year. Outside of pandemic distancing requirements, the shelter can accommodate up to 226 people in 172 regular beds and 54 overflow beds or mats.

YWCA serves homeless women ages 18 and above by providing immediate, low-barrier access to a safe and decent shelter in accordance with the Office of Homeless Services Advisory Board’s adopted Community Standards for Emergency Shelters. The YWCA assists these women’s efforts to return to stable housing as quickly as possible and connects them with services necessary to ensure long-term stable housing and self-sufficiency. Services and programming support identified subpopulations including but not limited to individuals over 55, youth, individuals who self-identify as LGBTQ, pregnant guests, those affected by trauma or other concerns, and veterans.

2. The primary goals of the YWCA Emergency Shelter program are to:

- a) Provide safe, trauma-informed, low barrier, emergency shelter;
- b) Develop and implement a permanent housing plan with each person;
- c) Link clients with community services to secure sustainable income and physical and behavioral health services.

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$6,946,477.00.

2. RFP 10456 closed on 9/13/22. There is an SBE participation/goal of 10%.

3. There were 15 vendors, submitting a total of 21 proposals pulled from OPD, 20 submitted for review. One proposal was incomplete and was not reviewed. The Office of Homeless Services recommended 10 proposals for contract approval. One additional proposal will be awarded through

an alternative procurement due to a later start date. This RFP was conducted in conjunction with the City of Cleveland, which made additional awards to 8 providers.

4-6. N/A

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is
YWCA of Greater Cleveland
4019 Prospect Ave.
Cleveland, Ohio 44103
Council District 7

2. The executive director for the contractor is Helen Forbes Fields (216) 881-6878

3.a The address or location of the project is:

Norma Herr Women’s Shelter
2227 Payne Avenue
Cleveland, Ohio 44114

3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project reoccurs annually and operates 365 days a year.

2-3. N/A

4. The project’s term began on 1/1/23.

- 11/8/22 – Error in Infor Sourcing Manager, unable to finalize event. Submitted Service Desk ticket
- 11/9/22 – Service Desk reported error was a known issue
- 11/22/22 – Award letter sent to vendor
- 11/29/22 – Infor error still showing up, submitted another Service Desk ticket
- 12/8/22 – Infor error resolved
- 12/8/22 – Requested budget and scope of work from vendor
- 12/12/22 – Matrix request submitted
- 12/18/22 – Contract draft provided, reviewed
- 12/20/22 – Contract sent to provider for signature, provider requested meeting regarding budget
- 12/24/22 – Requested updated budget from provider
- 1/6/23 – Requested updated budget from provider
- 1/11/23 – Provider submitted budget but it did not reflect required changes
- 1/18/23 – Provider submitted budget, updated budget uploaded to Matrix
- 1/20/23 – Legal provided contract
- 1/23/23 – Contract sent to vendor for signature
- 1/25/23 – Contract to legal for review

1/27/23 – Legal approval

1/30/23 – Exemption from aggregation approved

E. Funding

1. The project is funded 100% by the Cuyahoga County Health and Human Services Levy.

2. The schedule of payments is monthly.

3. N/A

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10456
Infor/Lawson PO# Code (if applicable):	RFP
Event #	3430
CM Contract#	3014

	Department initials	Clerk of the Board
Briefing Memo	ER	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issue with finalizing award in Infor Sourcing Manager, then needed additional time with provider regarding budget	
What is being done to prevent this from reoccurring?	Infor issue, so OHS cannot plan for that, but we will work to get the RFP out sooner	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION			
Formal RFP			
Reviewed by Purchasing			
		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		ER	BRM
Bid Specification Packet		ER	BRM
Final DEI Goal Setting Worksheet		ER	BRM
Diversity Documents – <i>if required (goal set)</i>		ER	BRM
Award Letter (sent to awarded vendor)		ER	BRM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		ER	BRM
Tabulation Sheet		ER	BRM
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		ER	BRM
IG#	12-3784-REG 31DEC2022	ER	IG # EXPIRED
Debarment/Suspension Verified	Date: 12/21/22	ER	BRM
Auditor’s Finding	Date: 12/21/22	ER	BRM
Vendor’s Submission		ER	BRM
Independent Contractor (I.C.) Requirement	Date: 7/27/22	ER	BRM
Cover - <i>Master contracts only</i>		N/A	
Contract Evaluation – <i>if required</i>		ER	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		ER	BRM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	ER
Matrix Law Screenshot	ER
COI	ER
Workers’ Compensation Insurance	ER
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1/1/2023 – 12/31/2023	HS230350	55130	UCH00000	55130	\$2,120,000.00
1/1/2024 – 12/31/2024	HS230350	55130	UCH00000	55130	\$416,793.00
			TOTAL		\$2,536,793.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		EXMT			
Lawson RQ# (if applicable)		3916			
CM Contract#		769			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,536,793.00		1/1/21 – 12/31/21	3/23/21	R2021-073
	Prior Amendment Amounts (list separately)	\$1,834,529.00	1/1/22 – 8/31/22	2/22/22	R2022-037
		\$			
		\$			
	Pending Amendment	\$917,264.00	12/31/22	11/17/22	R2022-039
	Total Amendments	\$2,751,793.00			
Total Contact Amount	\$	\$5,503,586.00			

PURCHASING USE ONLY

Prior Resolutions	R2021-073, R2022-037, R2022-039
CM#:	3014
Vendor Name:	YWCA of Greater Cleveland
ftp:	1/1/2023-12/31/2023

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Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	\$2,536,793.00 mm
History/CE:	Ok
EL:	ok
Purchasing Buyer's initials and date of approval	BRM 1/31/2023

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0040

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ10456 to Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 – 12/31/2023; authorizing the County Executive to execute Contract No. 3015 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an award on RQ10456 to Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period of 1/1/2023 – 12/31/2023; and

WHEREAS, the primary goal for this project is to provide safe, high quality, temporary housing services for single adults and youth in Cuyahoga County; and

WHEREAS, this project is funded 100% by Health and Human Services Levy Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ10456 to Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$1,422,933.00 for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period of 1/1/2023 – 12/31/2023.

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Office of Homeless Services; RQ10456 - 2023 - Mental Health Services for Homeless Persons, Inc. dba FrontLine Service; North Point Emergency Shelter for Single Adults and Youth (item 1 of 3)

A. Scope of Work Summary

1. Office of Homeless Services requesting a contract with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for the anticipated cost of \$1,422,933.00.

The project is not new to the county:

Original Contract	R2021-0072	3/23/2021
Amend 1	R2022-0036	2/22/2022
Amend 2	BC2022-631	10/24/2022

FrontLine Service operates North Point which serves single adults and youth aged 18-24 years. Residential services are provided 24 hours a day, 7 days a week. The program provides for basic needs such as hygiene products, clothing, laundry services, and three meals a day. Services focus on individuals with high barriers to housing stability and provide wraparound support. North Point case managers provide linkage to services that will assist clients to secure permanent housing and achieving self-sufficiency through a Housing First model.

The anticipated start–completion dates are 1/1/2023 – 12/31/2023.

2. The primary goals of the Emergency Shelter program are to:

- a) Provide safe, trauma-informed, low-barrier, emergency shelter;
- b) Develop and implement a permanent housing plan with each person;
- c) Link clients with community services to secure sustainable income and physical and behavioral health services.

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$6,946,477.00.

2. RFP 10456 closed on 9/13/22. There is an SBE participation/goal of 10%.

3. There were 15 vendors, submitting a total of 21 proposals pulled from OPD, 20 submitted for review. One proposal was incomplete and was not reviewed. The Office of Homeless Services recommended 10 proposals for contract approval. One additional proposal will be awarded through an alternative procurement due to a later start date. This RFP was conducted in conjunction with the City of Cleveland, which made additional awards to 8 providers.

4-6. N/A

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

FrontLine Service

1744 Payne Ave.

Cleveland, Ohio 44114

Council District 7

2. The executive director for the contractor is Susan Neth, (216) 274-3000

3.a The address or location of the project is:

North Point Temporary Housing

1550 Superior Avenue

Cleveland, Ohio 44114

3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project reoccurs annually and operates 365 days a year.

2-3. N/A

4. The project's term began on 1/1/23.

11/8/22 – Error in Infor Sourcing Manager, unable to finalize event. Submitted Service Desk ticket

11/9/22 – Service Desk reported error was a known issue

11/22/22 – Award letter sent to vendor

11/29/22 – Infor error still showing up, submitted another Service Desk ticket

12/8/22 – Infor error resolved

12/13/22 – Matrix request submitted

12/19/22 – Contract sent for signature and returned

12/21/22 – Legal approval of contract

12/29/22 – Contract released in Infor

1/4/23 – Contract disapproved

1/5/23 – Contract resubmitted

1/10/23 – Contract required to be held until all RFP items are released

1/30/23 – Exemption from aggregation approved, contract released

5. N/A

E. Funding

1. The project is funded 100% by the Cuyahoga County Health and Human Services Levy.

2. The schedule of payments is monthly.

3. N/A

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family-centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10456
Infor/Lawson PO# Code (if applicable):	RFP
Event #	3430
CM Contract#	3015

	Department initials	Clerk of the Board
Briefing Memo	ER	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issue with finalizing award in Infor Sourcing Manager- accounting unit error, then over-budget error	
What is being done to prevent this from reoccurring?	Infor issue, so OHS cannot plan for that, but we will work to get the RFP out sooner	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION
Formal RFP
Reviewed by Purchasing

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	ER	BRM
Bid Specification Packet	ER	BRM
Final DEI Goal Setting Worksheet	ER	BRM
Diversity Documents – <i>if required (goal set)</i>	ER	BRM
Award Letter (sent to awarded vendor)	ER	BRM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	ER	BRM
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	ER	BRM
IG# 12-1897-REG 31DEC2023	ER	BRM
Debarment/Suspension Verified Date: 12/21/22	ER	BRM
Auditor’s Finding Date: 12/21/22	ER	BRM
Vendor’s Submission	ER	BRM
Independent Contractor (I.C.) Requirement Date: 2/11/22 8/1/2022	ER	BRM
Cover - <i>Master contracts only</i>	N/A	N/A
Contract Evaluation – <i>if required</i>	ER	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	ER	BRM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	ER
Matrix Law Screenshot	ER
COI	ER
Workers’ Compensation Insurance	ER
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1/1/2023 – 12/31/2023	HS230350	55130	UCH00000	55130	\$1,200,000.00
1/1/2024 – 12/31/2024	HS230350	55130	UCH00000	55130	\$222,933.00
			TOTAL		\$1,422,933.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		EXMT			
Lawson RQ# (if applicable)		3914			
CM Contract#		858			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,422,933.00		1/1/21 – 12/31/21	3/9/21	R2021-0072
	Prior Amendment Amounts (list separately)	\$948,622.00	8/31/2022	2/22/22	R2022-0036
		\$473,311.00	12/31/2022	10/24/22	BC2022-631
	Pending Amendment				
	Total Amendments	\$1,422,933.00			
Total Contact Amount	\$	\$2,845,866.00			

PURCHASING USE ONLY

Prior Resolutions	R2021-0072, R2022-0036, BC2022-631
CM#:	3015

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Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	Mental Health Services for Homeless Persons, Inc. dba Frontline Service
ftp:	1/1/2023 – 12/31/2023
Amount:	\$1,200,000.00
History/CE:	OK
EL:	OK
Purchasing Buyer’s initials and date of approval	BRM 1/31/2023

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0022

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution authorizing an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023; and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer recommends an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023 and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054; and

WHEREAS, the primary goal of this amendment is to follow through on the County’s contractual commitment under the lease agreement to consent to any proper transfer of the existing lease agreement and provide for an economically viable lease for an extended period of time; and

WHEREAS, the project is revenue generating; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an assignment and amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 – 8/12/2033; to effectuate the assignment and assumption of the lease to Highland Heights Richmond LLC, effective 3/1/2023 and to amend the agreement to grant Tenant up to three (3) Renewal Terms through March 1, 2054.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 24, 2023
Committee(s) Assigned: Public Works, Procurement & Contracting

Technical Correction made by Clerk: February 9 , 2023

Journal _____
_____, 20____

OnBase Item Detail Briefing Memo - Form

Title: 2023 Assignment, Assumption and Amendment to Lease Agreement: Five Star Aviation, LLC to Highland Heights Richmond LLC.

Department of Public Works; Consent for County Tenant Five Star Aviation to transfer its rights under an existing ground lease (CM1767) to Highland Heights Richmond LLC (PWD-3061) and amend the Terms of the existing Ground Lease at the Cuyahoga County Airport.

A. Scope of Work Summary

1. The Department of Public works is requesting approval of 2023 Assignment, Assumption and Amendment of a certain ground lease for a hangar building located at Cuyahoga County Airport. The current tenant, Five Star Aviation is selling its rights and interests in its ground lease to Highland Heights Richmond LLC. Highland Heights Richmond LLC in turn is taking this moment to ask for an extension of the current lease (1993 to 2033) to 2054. This is a revenue generating ground lease agreement.

Pursuant to Resolution #933430 the County entered into a Lease Agreement. The current tenant, Five Star Aviation, LLC is selling/transferring its interest in the existing lease to Highland Heights Richmond LLC. The underlying lease runs through 8/12/2033. The underlying agreement is a revenue generating ground lease.

2. The primary goal of the project is to follow through on the County's contractual commitment under the lease agreement to consent to any proper transfer of the existing lease agreement and provide for an economically viable lease for an extended period of time.

3. This assignment is provided for under the terms and conditions of the existing lease agreement. The leasehold is located at 26500 Curtiss Wright Pkwy in the City of Highland Heights, Ohio at the Cuyahoga County Airport.

4. No Technology issues are involved with this agreement.

B. Procurement

1. This assignment is provided for under the existing lease agreement, of which the County is a party. The underlying lease is a revenue generating agreement. This Agreement will amend the terms and provide for an extension of the ground lease through 2054 at Fair Market Value.

C. Contractor and Project Information

1. The address of all vendors is:
Highland Heights Richmond LLC
6110 Parkland Blvd.

Mayfield Heights, Ohio 44124

2. The managing member of Highland Heights Richmond LLC is Christopher S. Semarjian

3.a The address or location of the project is:

26500 Curtiss Wright Pkwy
Highland Heights, Ohio 44143

3.b. The project is in Council District 11

D. Project Status and Planning

1. The project amounts to County consent and approval of the transfer of rights and obligations under an existing, revenue generating lease at the County Airport. The existing lease provides for such transfer and anticipated approval and consent to this transfer. The vendor/tenant requests signature at the earliest opportunity to facilitate funding and transfer of this ground lease.

E. Funding

1. This is a revenue generating agreement to the county.
2. The tenant/vendor pays a monthly rent to the county pursuant to the ground lease.
3. All the terms, conditions and values will remain the same under this consent agreement other than the change of tenant through the current term of 2033. Tenant/Vendor will have an extended term added through 2054, with Fair Market Values determining the rents.

F. Items/Services Received and Invoiced but not Paid: N/A

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and **Highland Heights Richmond LLC** "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx. 10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

Infor/Lawson RQ#:	N/A
BuySpeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	Revenue Generating
CM Contract#	CM2956

	Department	Clerk of the Board
Briefing Memo	JCM/NDF	

Late Submittal Required:	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				JCM/NDF	OK (revised uploaded 12/7/2022)
IG#	22-0309			NDF	OK
Annual Non-Competitive Bid Contract Statement - (only needed if not going to BOC or Council for approval)	Date:	10/20/22		NDF	Attached (not required for this action)
Debarment/Suspension Verified	Date:	10/21/22		NDF	OK
Auditor's Finding	Date:	10/21/22		NDF	OK
Independent Contractor (I.C.) Requirement	Date:	10/20/22		NDF	OK
Cover - Master amendments only				N/A	OK
Contract Evaluation				JCM/NDF	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	N/A
Checklist Verification				NDF	OK

W-9 92-0707331
Sec. of State

NDF 10/20/22
NDF 10/20/22

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx. 10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 “released” 12/5/22

Organizational Chart	NDF 10/21/22
Operating Agreement	NDF 10/21/22

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	PWD-3061 JMcG
Matrix Law Screen shot	PWD-3061 JMcG
COI	PWD-3061 JMcG
Workers' Compensation Insurance	PWD-3061 JMcG
Original Executed Contract (containing insurance terms) & all executed amendments	PWD-3061 JMcG

REVISED Accounting per revised checklist dated 12/7/2022

3/1/2023-12/31/23 Article III, 17B onetime payment of \$300,000	PW700100	42090	0	\$20,272.92
	PW700100	42080	0	\$5,000
	PW700100	42060	100	\$300,000
1/1/24-12/31/24	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/25-12/31/25	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/26-12/31/26	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/27-12/31/27	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/28-12/31/28	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/29-12/31/29	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/30-12/31/30	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/31-12/31/31	PW700100	42090	0	\$48,655

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Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx. 10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

	PW700100	42080	0	\$12,000
1/1/32-12/31/32	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
1/1/33-8/12/33 Alpha Term Starts. Proposed ground rent will be FMV value in 2033. MAI appraiser will set it if FMV is rejected by tenant.	PW700100	42090	0	\$28,382.08
	PW700100	42080	0	\$7,000
8/13/33-12/31/33	PW700100	42090	0	
	PW700100	42080	0	\$10,416.67
1/1/34-12/31/34	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/35-12/31/35	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/36-12/31/36	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/37-12/31/37	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/38-12/31/38	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/39-12/31/39	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/40-12/31/40	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/41-12/31/41	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/42-12/31/42	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/43-12/31/43	PW700100	42090	0	
	PW700100	42080	0	\$25,000
1/1/44-2/29/44	PW700100	42090	0	
	PW700100	42080	0	\$6,250
3/1/44-12/31/44 \$100,000 is a onetime fee to exercise option. Beta term starts. Proposed ground rent will be FMV value in 2044. MAI appraiser will set it if FMV is rejected by tenant.	PW700100	42060	100	\$100,000
	PW700100	42090	0	
	PW700100	42080	0	\$20,625
1/1/45-12/31/45	PW700100	42090	0	
2.5% increase from Beta ground rent.	PW700100	42080	0	\$27,500

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx.10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

1/1/46-12/31/46 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$27,500
1/1/47-12/31/47 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$27,500
1/1/48-12/31/48 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$27,500
1/1/49-2/28/49 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$6,875
3/1/49-12/31/49 \$100,000 is a onetime fee to exercise option. Charlie terms starts.	PW700100 PW700100 PW700100	42060 42090 42080	100 0 0	\$100,000 \$22,500
1/1/50-12/31/50 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$30,000
1/1/51-12/31/51 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$30,000
1/1/52-12/31/52 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$30,000
1/1/53-12/31/53 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$30,000
1/1/54-3/1/54 2.5% increase from Beta ground rent.	PW700100 PW700100	42090 42080	0 0	\$7,500
TOTAL				\$1,660,716.67

Accounting Units from Joe A. for R2018-0216

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
8/12/2018-12/31/2018	PW700100	42090	0	\$15,079.17

4 | Page

Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx. 10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

	PW700100	42080	0	\$5,000
	PW700100	48400	0	\$5,195.31
1/1/2019-12/31/2019	PW700100	42080	0	\$36,190
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2020-12/31/2020	PW700100	42080	0	\$36,190
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2021-12/31/2021	PW700100	42080	0	\$36,190
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2022-12/31/2022	PW700100	42080	0	\$36,190
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2023-12/31/2023	PW700100	42080	0	\$21,110.83
	PW700100	42080	0	\$7,000
	PW700100	48400	0	\$7,273.44
Represents rate increase mid-year	PW700100	42080	0	\$20,272.92
	PW700100	42080	0	\$5,000
	PW700100	48400	0	\$5,195.31
1/1/2024-12/31/2024	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2025-12/31/2025	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2026-12/31/2026	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2027-12/31/2027	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2028-12/31/2028	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2029-12/31/2029	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
1/1/2030-12/31/2030	PW700100	42080	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx.10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

4/1/2031-12/31/2031	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
4/1/2032-12/31/2032	PW700100	42090	0	\$48,655
	PW700100	42080	0	\$12,000
	PW700100	48400	0	\$12,468.75
4/1/2033-8/12/2033	PW700100	42090	0	\$28,382.08
	PW700100	42080	0	\$7,000
	PW700100	48400	0	\$7,273.44
TOTAL				\$1,034,531.25

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# Code (if applicable)	N/A
Lawson RQ# (if applicable)	Revenue Generating
CM Contract#	CM#2956 Assignment & 2 nd Amendment to Highland Heights Richmond LLC (from Five Star Aviation, LLC CM1767)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ Revenue Gen		8/13/1993-8/12/2018	8/25/1993	9345465 – MBNA Ohio Properties, Inc.
Prior Amendment Amounts (list separately)		\$ Revenue Gen	3/16/2006-8/12/2018	3/16/2006	06116- MBNA Ohio Properties, Inc. (Breckenbridge Corporation) to Five Star Aviation, LLC
		\$ Revenue Gen \$1,034,531.25	8/12/2033	11/27/2018	R2018-0216
Pending Amendment		\$ Revenue Gen \$1,660,716.67	8/12/2033 and amend for new	Tbd	R2023- Five Star to Highland

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and **Highland Heights Richmond LLC** "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx. 10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

Department of Purchasing – Required Documents Checklist

2023 Assignment & 2nd Amendment of revenue generating agreement by/among Five Star Aviation, LLC "Assignor" and Highland Heights Richmond LLC "Assignee" or "Tenant" for R2018-0216 8/13/1993 - 8/12/2018 which extended to 8/12/2033 effective upon full execution or 3/1/2023, whichever is earlier

In addition to a new first renewal (approx.10.5 years) starts 8/13/2033 ending 3/1/2044, second renewal (5 years) starts 3/2/2044 and ends 3/1/2049 and third renewal (5 years) starts 3/2/2049 and ends 3/1/2054

Supplier#5116 Vendor#38864 IG#22-0309 Contract#2956 PWD-3061

Tenant signed A&2nd Amendment from JMyers 12/5/22 "released" 12/5/22

			renewals to end 3/1/2054		Heights Richmond LLC
Total Amendments		\$ Revenue Gen			
Total Contact Amount		\$ Revenue Gen			

Purchasing Use Only:

Prior Resolutions:	
Amend:	2956
Vendor Name:	Highland Heights Richmond LLC
ftp:	Assignment & assumption effective 3/1/2023 – 8/12/2033 EXT 3/1/2054
Amount:	\$1,660,716.67 (revenue-generating)
History/CE:	OK
EL:	Needs WET
Procurement Notes:	12/5/2022: Checklist must show amount vendor is paying from effective date 3/1/2023 – lease end of current terms of 8/12/2033 and include amounts for each extension year thru extended term of 3/1/2054; and any additional amount vendor is paying relating to the assignment & assumption; Attach revised justification to include the lease extension date and total amount of amendment.
Purchasing Buyer's initials and date of approval	OK, ssp 12/7/2022

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0023

<p>Sponsored by: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing an award on RFP10475 to, and a purchase and sale agreement with, Genesis Global Holding, LLC in the amount of \$680,000.00 for the disposition and sale of County-owned real property located at 13231 Euclid Avenue, City of East Cleveland, Permanent Parcel Numbers 672-08-015, 672-08-017 to 672-08-021, 672-08-030, 672,08-046, 672-08-009 and 672-08-016, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 2918 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities recommends an award on RFP10475 to, and a purchase and sale agreement with, Genesis Global Holding, LLC in the amount of \$680,000.00 for the disposition and sale of County-owned real property located at 13231 Euclid Avenue, City of East Cleveland, Permanent Parcel Numbers 672-08-015, 672-08-017 to 672-08-021, 672-08-030, 672,08-046, 672-08-009 and 672-08-016, effective upon signatures of all parties; and

WHEREAS, the primary goal of this project is to dispose of surplus property owned by the Cuyahoga County Board of Disabilities; and

WHEREAS, this project is revenue generating; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RFP10475 to, and a purchase and sale agreement with, Genesis Global Holding, LLC in the amount of \$680,000.00 for the disposition and sale of County-owned real property located at 13231 Euclid Avenue, City of East Cleveland; Permanent Parcel

Numbers 672-08-015, 672-08-017 to 672-08-021, 672-08-030, 672,08-046, 672-08-009 and 672-08-016 effective upon signatures of all parties.

SECTION 2. That the County Executive is authorized to execute Agreement No. 2918 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 24, 2023
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

Department of Public Works, RFP 10475, 2022, Genesis Global Holdings LLC, Submit & Award of the sale of Property located at 13231 Euclid Avenue, East Cleveland, Ohio 44112

A. Scope of Work Summary

1. The Department of Public Works, on behalf of the Cuyahoga County Board of Developmental Disabilities, is requesting and award and approval of the sale of a Building and Property located at 13231 Euclid Avenue, East Cleveland, Ohio 44112 for a total of \$680,000.00 to Genesis Global Holding LLC.

The anticipated closing date will be based on execution of the contract.

2. The primary goal of the contract is to dispose of surplus Property owned by the Cuyahoga County Board of Developmental Disabilities.

B. Procurement

1. The procurement method for this project was RFP #10475.

2. The RFP was closed on September 8, 2022 There were no diversity requirements.

3. There were Four (4) proposals were submitted for review from OPD. All Four (4) proposals were scored and Genesis Global Holdings, LLC was selected.

C. Contractor and Project Information

1. The address is:

Genesis Global Holdings LLC
6600 Madison Avenue
New York, NY

2. The owner is David Garland

3.a Property Location: 13231 Euclid Avenue, East Cleveland, Ohio 44112

3.b. Property District: 10

D. Project Status and Planning

n/a

E. Funding

1. This is a revenue generating contract

2. Proceeds will be paid to the County at closing.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10475
Infor/Lawson PO# Code (if applicable):	
Event #	3344
CM Contract#	2918

	Department initials	Clerk of the Board
Briefing Memo	LW	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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**FULL AND OPEN COMPETITION
Formal RFP – Revenue Generating Procurement
Reviewed by Purchasing**

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	LW	OK
Bid Specification Packet	LW	OK (addendum attached by Dept. of Purchasing)
Final DEI Goal Setting Worksheet	LW	OK
Diversity Documents – if required (goal set)	N/A	N/A
Award Letter (sent to awarded vendor)	LW	OK
Vendor’s Confidential Financial Statement – if RFP requested	LW	(Redacted in contract; in Purchasing file)
Tabulation Sheet	LW	OK
Evaluation with Scoring Summary (Names of evaluators to be included, must have minimum of three evaluators).	LW	OK
IG#		N/A
Debarment/Suspension Verified	Date: 10-12-22	LW OK
Auditor’s Finding	Date: 10-12-22	LW OK
Vendor’s Submission		LW OK
Independent Contractor (I.C.) Requirement	Date:	N/A N/A
Cover - <i>Master contracts only</i>		N/A OK
Contract Evaluation – <i>if required</i>		N/A N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A N/A
Checklist Verification	LW	OK

Other documentation may be required depending upon your specific item

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	LW
Matrix Law Screen shot	LW
COI	N/A
Workers’ Compensation Insurance	N/A
Performance Bond, if required per RFP	N/A

CONTRACT EARNING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not “NONPO” (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Paid to the County on the Closing Date	DD213110	90500	BODOPER007		\$ 680,000
			TOTAL		\$ 680,000

CONTRACT HISTORY (to be completed by department) N/A – new agreement

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$				
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Total Amendments	\$			
Total Contact Amount	\$				

Purchasing Use Only:

Prior Resolutions:	
CM#:	2918
Vendor Name:	Genesis Global Holding, LLC
ftp:	N/A
Amount:	\$680,000.00mm (revenue-generating)
History/CE:	OK
EL:	Needs WET
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	OK, ssp 11/15/2022



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 10475	EVENT: 3344	TYPE: RFP	ESTIMATE: \$600,000.00
CONTRACT PERIOD: N/A	RFP DUE DATE: September 8, 2022	NUMBER OF RESPONSES (issued/submitted): 42/4	
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Disposition of Board of Developmental Disabilities Facility 13231 Euclid Ave		
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. DPI Inc. 5741 Goodman Drive North Royalton, Ohio 44133	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0124 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. East Cleveland Growth Association 15411 Oakhill Road East Cleveland, Ohio 44112	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ10475

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>3. Genesis/ZWC Global Partners (Joint Venture of Genesis Global Holdings, LLC and ZW Construction Group, LLC) 845 Third Avenue New York, New York 10022</p>	<p>Department of Purchasing: SSP</p> <p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Northeast Ohio Alliance for Hope (NOAH) 13308 Euclid Avenue Suite 201 East Cleveland, Ohio 44112</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 20-0359</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

RQ10475

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0009

Sponsored by: County Executive Ronayne/Department of Information Technology	A Resolution authorizing an amendment to Contract No. 3027 (fka Contract No. 1179) with Service Express, Inc. for enterprise hardware maintenance and support services at various County locations for the period 1/1/2020 – 12/31/2025 for additional funds in the amount not-to-exceed \$924,426.74; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology recommends an amendment to Contract No. 3027 (fka Contract No. 1179) with Service Express, Inc. for enterprise hardware maintenance and support services at various County locations for the period 1/1/2020 – 12/31/2025 for additional funds in the amount not-to-exceed \$924,426.74; and

WHEREAS, the primary goal of the amendment is to continue maintenance, installations, and special project activity for multiple County locations; and

WHEREAS, the project is funded 100% by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3027 (fka Contract No. 1179) with Service Express, Inc. for enterprise hardware maintenance and support services at various County locations for the period 1/1/2020 – 12/31/2025 for additional funds in the amount not-to-exceed \$924,426.74.

SECTION 2. That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 10, 2023

Committee(s) Assigned: Finance & Budgeting

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Title:

Dept. of Information Technology; NA; 2023-2025; Service Express; Contract 2nd Amendment; Enterprise Hardware Maintenance & Support Services

A. Scope of Work Summary

1. Dept of IT requesting approval of a contract 2nd amendment with Service Express to add funding in the amount of \$924,426.74 for the contract 3 year term 1/1/2023 thru 12/31/2025.
Project is not new to the; prior Board Approval Numbers BC2020-25; BC2022-647 for Enterprise Hardware Maintenance and support services at various County locations.
2. The primary goals of the project are (list 2 to 3 goals).
 1. Standard maintenance, special project activity for multiple County locations
 2. Installations, inventory maintenance, support teams
3. **NA** The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).
4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment:
 - a) Please state the date of TAC Approval NA 2nd amendment for additional funds
 - b) Are the purchases compatible with the new ERP system?
 - c) Is the item ERP approved
 - d) Are the services covered by the original ERP budget

B. Procurement

1. The original procurement method was award on RFP 45654 for amount not exceed \$172,191.59 for the period 1/1/2020 thru 12/31/2022 for Enterprise Hardware Maintenance. Subsequent 1st amendment to extend for three years thru 12/31/2025 and for the amount of \$319,000.00 was approved BC2022-647 on 10/31/2022.

C. Contractor and Project Information

1. The address all vendor is:
3854 Broadmoor Avenue SE
Grand Rapids, MI 49512
2. The CEO is Ron Alvesteffer for the contractor/vendor.

D. Project Status and Planning

1. The project is an extension of the existing project.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is by invoice.
3. The project is an amendment to a contract. This amendment adds funding in the amount of \$924,426.74 for the contract period 1/1/2023 thru 12/31/2025.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	na
Buyspeed RQ# (if applicable):	45654
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	3027 (fka CM#1179 /CE2000488) Service Express LLC 2 nd Amendment

	Department	Clerk of the Board
Briefing Memo	mn	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	na	
What is being done to prevent this from reoccurring?	na	

TAC or CTO Required or authorized IT Standard	Yes TAC Form	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			mn	OK
IG#	12-2497-REG 31DEC2024		mn	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	10/20/2022	mn	Attached (not required for this action)
Debarment/Suspension Verified	Date:	12/5/2022	mn	OK
Auditor's Finding	Date:	12/5/2022	mn	OK
Independent Contractor (I.C.) Requirement	Date:	10/20/2022	mn	OK
Cover - <i>Master amendments only</i>			na	OK
Contract Evaluation			mn	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			mn	CTO approval
Checklist Verification			mn	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	mn
Matrix Law Screen shot	mn
COI	mn
Workers' Compensation Insurance	mn
Original Executed Contract (containing insurance terms) & all executed amendments	mn

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2023 – 12/31/2023 <i>Effective Date – 12/31/2023</i>	IT100140	55130		\$293,236.60
01/01/2024 – 12/31/2024	IT100140	55130		\$307,897.63
01/01/20245– 12/31/2025	IT100140	55130		\$323,292.51
			TOTAL	\$924,426.74

Contract History CE/AG# (if applicable)	fka CM# 1179 (CE2000488-01)
Infor/Lawson PO# Code (if applicable)	AMND
Lawson RQ# (if applicable)	na
CM Contract#	3027 Service Express LLC 2nd Amendment

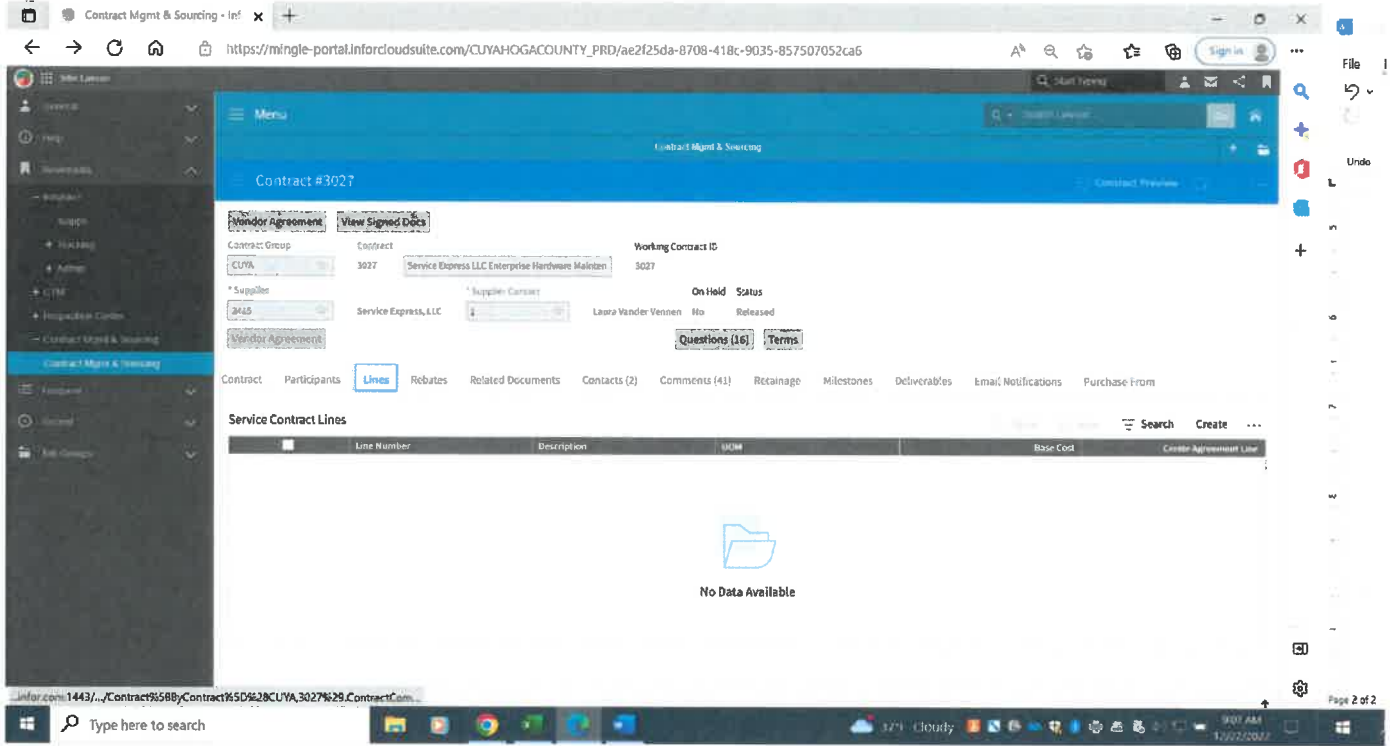
	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$172,191.59		1/1/2020-12/31/2022	1/13/2020	BC2020-25
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$319,000.00	12/31/2025	10/31/2022	BC2022-647
Pending Amendment		\$924,426.74	12/31/2025		
Total Amendments		\$1,243,426.74			
Total Contact Amount		\$1,415,618.33			

Purchasing Use Only:

Prior Resolutions:	BC2022-647, BC2020-25
Amend:	3027
Vendor Name:	Service Express, LLC
ftp:	1/1/2020-12/31/2025, effective as of the latest date of signature of the parties
Amount:	Add'l \$924,426.74mm
History/CE:	OK
EL:	OK
Procurement Notes:	12/22/2022: CM1179 has been closed; 2023 budget – line will need to be entered upon Council approval. It may need disapproved in order for department to enter line.
Purchasing Buyer's initials and date of approval	OK, ssp 12/22/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor



CONTRACT EVALUATION FORM

Contractor	Service Express				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE2000488-01				
RQ#	45654				
Time Period of Original Contract	1/1/2020 – 12/31/2025				
Background Statement	Award on RQ#45654 approved 1/13/2020 BC2020-25 for enterprise hardware maintenance and support services at various County locations.				
Service Description	Standard maintenance, special project activity for multiple County locations; installations, inventory maintenance, support teams				
Performance Indicators	Provide enterprise hardware support for county locations; special projects include separate statements of work.				
Actual Performance versus performance indicators (include statistics):	Vendor has been inclusive and responsive on special projects; maintenance is completed as scheduled.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Support and maintenance have met the contractual agreement.				
Department Contact	Jeanelle Greene				
User Department	Dept. of IT				
Date	10/13/2022				

County Council of Cuyahoga County, Ohio

Ordinance No. O2023-0001

<p>Sponsored by: County Executive Ronayne/Department of Human Resources and Council President Jones</p>	<p>An Uncodified Ordinance providing for paid emergency administrative leave for County employees; and allowing the County Executive or his designee to temporarily expand the use of existing paid sick leave and unpaid personal leave of absence; and declaring the necessity that this Uncodified Ordinance become immediately effective.</p>
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WHEREAS, the life, safety, and welfare of the residents of Cuyahoga County are in jeopardy due to the continued spread of the deadly infectious disease identified as the Coronavirus disease (COVID-19); and

WHEREAS, Cuyahoga County is committed to the health and well-being of its employees and their families; and

WHEREAS, it is in the best interest of the employees of Cuyahoga County that they be encouraged to remain at home and out of the workplace when they have an illness especially during this period of emergency; and

WHEREAS, the Cuyahoga County Executive and the Cuyahoga County Council have determined that in an effort to keep Cuyahoga County employees and their families safe and healthy any employee who has tested positive for COVID-19 or who must quarantine due to exposure to someone who has tested positive for COVID-19 and whom County management has determined cannot work remotely while quarantined may receive up to eighty (80) hours of paid emergency administrative leave; and

WHEREAS, the eighty (80) hours of paid emergency administrative leave shall be effective January 1, 2023, and shall expire April 30, 2023; and

WHEREAS, this Uncodified Ordinance shall apply to any and all employees currently employed by Cuyahoga County or any employee hired by Cuyahoga County after the effective date hereof; and

WHEREAS, this Uncodified Ordinance authorizes the County Executive or his designee to provide additional paid emergency administrative leave to employees on an individual case by case basis; and

WHEREAS, the County Executive or his designee shall adopt rules and regulations regarding the authorization of additional paid emergency administrative leave; and

WHEREAS, if additional paid emergency administrative leave is approved by the County Executive or his designee, the usage of such time shall be recorded by the Department of Human Resources, and on a monthly basis the Director of the Department of Human Resources shall provide a written report to Council on the additional paid emergency administrative leave authorized; and

WHEREAS, the period during which the County Executive or his designee can approve any additional paid emergency administrative leave shall expire on April 30, 2023; and

WHEREAS, all other provisions contained in the Cuyahoga County Employee Handbook regarding call-off procedures, return-to-work procedures, and required documentation are still in effect and shall be complied with by any County employee under this Uncodified Ordinance; and

WHEREAS, policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements. For bargaining unit employees, the terms and conditions regarding call-off procedures, return-to-work procedures, permissible and prohibited uses of sick leave and required documentation set forth in the Collective Bargaining Agreements shall supersede and govern; and

WHEREAS, it is necessary that this Uncodified Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Adoption of Uncodified Ordinance. Council hereby authorizes the County Executive or his designee to provide any County employee who has tested positive for COVID-19 or who must quarantine due to exposure to someone who has tested positive for COVID-19 and whom County management has determined cannot work remotely while quarantined up to eighty (80) hours of paid emergency administrative leave. All employees currently employed by the County and any employee hired by the County after the effective date hereof shall receive this paid emergency administrative leave benefit. This paid emergency administrative leave policy is effective as of January 1, 2023 and shall be in effect until April 30, 2023, at which time paid emergency administrative leave shall expire. If an employee should exhaust his or her paid sick leave and paid emergency administrative leave, then additional paid emergency administrative leave may be granted, on an individual case by case basis, at the discretion of the County Executive or his designee. The County Executive or his designee is authorized to adopt rules and regulations regarding the authorization of this paid administrative leave and any additional paid emergency administrative leave; such

rules and regulations shall require the employee to provide proof of a positive test or need to quarantine. The Director of the Department of Human Resources shall record the approval and use of paid administrative leave under this ordinance and shall provide a written report on a monthly basis to Council on any paid emergency administrative leave granted and used in accordance with this Uncodified Ordinance. The period during which the County Executive or his designee can approve additional paid emergency administrative leave shall expire on April 30, 2023. Paid emergency administrative leave is not subject to pay out.

SECTION 2. Council hereby authorizes the County Executive or his designee to temporarily expand the use of paid sick leave as authorized in Section 11.03 of the Cuyahoga County Employee Handbook. Such authorization shall expire on April 30, 2023.

SECTION 3. Council hereby authorizes the County Executive or his designee to temporarily expand the use of unpaid personal leave of absence as authorized in Section 11.06 of the Cuyahoga County Employee Handbook. Such authorization shall expire on April 30, 2023.

SECTION 4. All provisions contained in the Cuyahoga County Employee Handbook regarding call-off procedures, return-to-work procedures, and required documentation are still in effect and shall be complied with by any County employee granted leave under this Uncodified Ordinance.

SECTION 5. Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements. For bargaining unit employees, the terms and conditions regarding call-off procedures, return-to-work procedures, permissible and prohibited uses of sick leave and required documentation set forth in the collective bargaining agreements shall supersede and govern.

SECTION 6. It is necessary that this Uncodified Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight (8) members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight (8) members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Uncodified Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

