



**AGENDA**  
**CUYAHOGA COUNTY FINANCE & BUDGETING COMMITTEE MEETING**  
**MONDAY, FEBRUARY 26, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**1:00 PM**

**Committee Members:**

**Dale Miller, Chair – District 2**  
**Meredith M. Turner, Vice Chair – District 9**  
**Pernel Jones, Jr. – District 8**  
**Michael J. Gallagher – District 5**  
**Jack Schron, Jr. – District 6**  
**Patrick Kelly – District 1**  
**Michael P. Byrne – District 4**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JANUARY 29, 2024 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**

a) R2024-0071: A Resolution authorizing an amendment to various contracts with Manatron, Inc. dba Aumentum Technologies for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2025 and for additional funds in the total amount not-to-exceed \$1,537,986.00; 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:

- 1) Contract No. 2411 in the amount not-to-exceed \$312,223.00 for CAMA SIGMA System.
- 2) Contract No. 2424 in the amount not-to-exceed \$1,225,763.00 for the Visual Property Tax System.

- b) R2024-0072: A Resolution authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2024 to extend the time period to 3/31/2025, to change the terms, effective 4/1/2024, and for additional funds in the amount not-to-exceed \$550,000.00; 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.

## **6. MISCELLANEOUS BUSINESS**

## **7. ADJOURNMENT**

*\*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 FINANCE & BUDGETING COMMITTEE MEETING  
MONDAY, JANUARY 29, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM

### 1. CALL TO ORDER

**Chairman Miller called the meeting to order at 1:05 p.m.**

### 2. ROLL CALL

**Mr. Miller asked Deputy Clerk Carter to call the roll. Committee members Miller, Gallagher, Kelly and Turner were in attendance and a quorum was determined. Committee members Schron and Jones were in attendance after the roll call was taken. Councilmember Conwell was also in attendance.**

### 3. PUBLIC COMMENT

**There were no public comments given.**

### 4. APPROVAL OF MINUTES FROM THE OCTOBER 2, 2023 MEETING

**A motion was made by Ms. Turner, seconded by Mr. Kelly and approved by unanimous vote to approve the minutes from the October 2, 2023 meeting.**

### 5. MATTERS REFERRED TO COMMITTEE

- a) None

**There were no matters referred to Committee.**

### 6. DISCUSSION

- a) Financial impact of City of Cleveland's Tax Increment Financing proposal

**Mr. Jeff Epstein, Chief of Integrated Development for the City of Cleveland; and Ms. Sara Trivisonno, Senior Advisor of Major Projects for the City of Cleveland, provided the Committee with an overview, purpose, projects and economic impact of the City of Cleveland’s Tax Increment Financing District proposal. Discussion ensued.**

**Committee members and Councilmembers asked questions of Mr. Epstein and Ms. Trivisonno pertaining to the item, which they answered accordingly.**

**Ms. Katherine Gallagher, Chief of Operations & Community Innovation; and Mr. Joe Micciulla, Manager of Tax Assessment, addressed the Committee regarding the parcels, property values, debt service and impact on County funds relating to the City of Cleveland’s Tax Increment Financing District proposal. Discussion ensued.**

**Committee members and Councilmembers asked questions of Ms. Gallagher and Mr. Micciulla pertaining to the item, which they answered accordingly.**

b) 2023 year-end review

**Mr. Miller provided Committee and Councilmembers with a report that summarized 2023 accomplishments, fund balances as well as listed potential topics for upcoming 2024 Finance & Budgeting Committee meetings. Discussion ensued.**

#### **7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

#### **8. ADJOURNMENT**

**With no further business to discuss, Chairman Miller adjourned the meeting at 2:24 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0071

Sponsored by: <b>County Executive Ronayne/Fiscal Department</b>	<b>A Resolution</b> authorizing an amendment to various contracts with Manatron, Inc dba Aumentum Technologies for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2023 to extend the time to 12/31/2025 and for additional funds in the total amount not-to-exceed \$1,537,986.00; 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.
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**WHEREAS**, the County Executive/Fiscal Department recommends an amendment to various contracts with Manatron, Inc dba Aumentum Technologies for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2023 to extend the time to 12/31/2025 and for additional funds in the total amount not-to-exceed \$1,537,986.00 as follows:

- a) Contract No. 2411 in the amount not-to-exceed \$312,223.00 for CAMA SIGMA System;
- b) Contract No. 2424 in the amount not-to-exceed \$1,225,763.00 for the Visual Property Tax System; and

**WHEREAS**, the primary goal of this amendment is to continue to provide maintenance and support services on the Manatron Visual Property Tax System and SIGMA CAMA software system and to properly maintain the County’s infrastructure; and

**WHEREAS**, this project is funded 100% Real Estate Assessment 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 various contracts with Manatron, Inc dba Aumentum Technologies for support and maintenance services for various Manatron Systems for the period 1/1/2022 – 12/31/2023 to extend the time to 12/31/2025 and for additional funds in the total amount not-to-exceed \$1,537,986.00 as follows:

- a) Contract No. 2411 in the amount not-to-exceed \$312,223.00 for CAMA SIGMA System;
- b) Contract No. 2424 in the amount not-to-exceed \$1,225,763.00 for the Visual Property Tax System; and

**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 and 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: February 13, 2024  
Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_

\_\_\_\_\_,20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Fiscal Department; Aumentum Technologies dba Manatron Inc.; Contract Amendment; January 1, 2024-December 31,2025; MVP Tax System
<b>Department or Agency Name</b>	Fiscal
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	2424	Manatron	1/1/22-12/31/22	\$529,575.00	5/10/22	BC2022-0118
A-1			1/1/23-12/31/23	\$561,350.00	10/11/22	R2022-0326
A-2			1/1/24-12/31/25	\$1,225,763.00		

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Support and Maintenance on the MVP Tax Software

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of?**

**Project Goals, Outcomes or Purpose (list 3):**  
 Maintenance and Support  
 System upgrades and patches  
 Software repairs

**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
Manatron Inc. 2429 Military Rd Ste 300 Niagara Falls, NY 14304	Jillian Alcott VP Customer Operations
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
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RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal      Closing Date:	Provide a short summary for not using competitive bid process. No competitive process was used due to the vendor being the only option to provide maintenance for the MVP Tax software  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement Sole Source</i> ) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below:</b>	
<input checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> ( <i>No acronyms i.e. HHS Levy, CDBG, etc.</i> ). <i>Include % if more than one source.</i>  Real Estate Assessment Fund- 100%
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

<b>Reason:</b> Vendor had a lot of turnover and new employees were not familiar with the process or contract history	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>9/6/2023</b>
Date documents were requested from vendor:	<b>9/6/2023</b>
Date of insurance approval from risk manager:	<b>12/19/23</b>
Date Department of Law approved Contract:	<b>1/12/24</b>
Date item was entered and released in Infor:	<b>1/18/24</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)      amendment no disruption in service	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
CM Contract#	2424

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DT	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Vendor Turnover	
What is being done to prevent this from reoccurring?	Vendor is getting familiar with out process	

TAC or CTO Required or authorized IT Standard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DT	OK
IG#	21-0113		DT	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	01/17/2024	DT	OK
Auditor’s Finding	Date:	01/17/2024	DT	OK
Independent Contractor (I.C.) Requirement	Date:	01/17/2024	DT	OK
Cover - <i>Master amendments only</i>			N/A	OK
Contract Evaluation			DT	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			DT – Page 2	OK (TAC2023-FD- 006, 11/9/2023)
Checklist Verification			DT	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	DT
Matrix Law Screen shot	DT
COI	DT
Workers’ Compensation Insurance	DT
Original Executed Contract (containing insurance terms) & all executed amendments	DT

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/22-12/31/22	FS305100	55200	-	\$529,575.00
1/1/23-12/31/23	FS305100	55200	-	\$561,350.00
1/1/24-12/31/24	FS305100	54300-0200		\$595,031.00
1/1/25-12/31/25	FS305100	54300-0200		\$630,732.00
			<b>TOTAL</b>	<b>\$2,316,688.00</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	2424

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$529,575.00		1/1/2022-12/31/2022	5/10/2022	R2022-0118
<b>Prior Amendment Amounts (list separately)</b>		\$561,350.00	1/1/2023-12/31/2023	10/11/2022	R2022-0326
		\$			
		\$			
<b>Pending Amendment</b>		\$1,225,763.00	1/1/2024-12/31/2025		
<b>Total Amendments</b>		\$1,787,113.00			
<b>Total Contact Amount</b>		\$2,316,688.00			

### Purchasing Use Only:

Prior Resolutions:	R2022-0326, R2022-0118
Amend:	2424
Vendor Name:	Manatron, Inc.
ftp:	1/1/2022-12/31/2023 EXT 12/31/2025, effective as of the latest date of signature of the Parties
Amount:	Add'l \$1,225,763.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer's initials and date of approval	OK, ssp 1/23/2024
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## CONTRACT EVALUATION FORM

<b>Contractor</b>	Aumentum dba Manatron inc				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM2424				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	1/1/22-12/31/23				
<b>Background Statement</b>	Annual Maintenance contract for the MVP Tax Software system				
<b>Service Description</b>	Provide Annual Maintenance for MVP				
<b>Performance Indicators</b>	System is able to perform without incident and provide accurate tax and property data.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Performance in the past has been satisfactory				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		x			
<b>Justification of Rating</b>	System has been able to perform efficiently and accurately				
<b>Department Contact</b>	Domonique Tatum				
<b>User Department</b>	Fiscal				
<b>Date</b>	01/18/2024				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0072

<p>Sponsored by: <b>County Executive Ronayne/Fiscal/ Department/Department of Purchasing</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2024 extend the time period to 3/31/2025, to change the terms, effective 4/1/2024, and for additional funds in the amount not-to-exceed \$550,000.00; 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.</p>
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**WHEREAS**, the County Executive/Fiscal Department/Department of Purchasing recommends an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2024 extend the time period to 3/31/2025, to change the terms effective 4/1/2024, and for additional funds in the amount not-to-exceed \$550,000.00; and

**WHEREAS**, the primary goal of this project is for a qualified vendor to supply and deliver general office supplies and related products to various County departments, agencies, elected officials and other local government agencies on an “as-needed basis”; and

**WHEREAS**, this project is funded 100% 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. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2024 extend the

time period to 3/31/2025, to change the terms effective 4/1/2024, and for additional funds in the amount not-to-exceed \$550,000.00.

**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 and 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: February 13, 2024  
Committee(s) Assigned: Finance & Budgeting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	CM3038 – General Office Supplies and Related Services – W.B. Mason Co., Inc. – <b>Amendment #1</b>
<b>Department or Agency Name</b>	Department of Purchasing
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3038 (fka 870)	W.B. Mason Co., Inc.	4/1/2021-3/31/2024	\$2,052,000.00	3/23/2021	R2021-0056

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 General office supplies for delivery to various County locations

**For purchases of furniture, computers, vehicles:  Additional  Replacement**  
**Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? \_\_\_\_\_**

**Project Goals, Outcomes or Purpose (list 3):**  
 24-hour online ordering, next-day delivery of in-stock items, reporting of ordered items

**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
W.B. Mason, Co., Inc. 59 Centre Street Brockton, MA 02303 (local: 31387 Industrial Parkway, North Olmsted)	<b>Dan Sabin, Branch Manager</b> Greene and Meehan families, owners
Vendor Council District: 1	Project Council District: various
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i>	Provide a short summary for not using competitive bid process.
<input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ	Amendment #1 (original was RFP 2154)
<input type="checkbox"/> Informal	*See Justification for additional information.
<input type="checkbox"/> Formal Closing Date: _____	<input type="checkbox"/> Exemption
The total value of the solicitation:	

Rev. 7/24/23

Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input checked="" type="checkbox"/> Other Procurement Method, please describe: <b>Amendment</b>

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b> FS100127 52000: General Fund for \$225,000.00 HS260130 52000 UCH00101: Health & Human Services Levy Fund for \$115,000.00 HS260215 52000 UCH08270: Health & Human Services Levy Fund for \$90,000.00 HS260225 52000 UCH06040: Health & Human Services Levy Fund for \$55,000.00 HS260185 52000 UCH06010: Health & Human Services Levy Fund for \$45,000.00 HS260255 52000 UCH09201: Health & Human Services Levy Fund for \$20,000.00
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green for we can refer them to instruction) and provide more detail in the instruction.

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase <b>Reason:</b>	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Timeline:</b> Project/Procurement Start Date	

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(date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>
See above

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	2154
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	212007 RFP
CM Contract#	3038 (fka 870)

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	SSP	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment 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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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			SSP	OK
IG#	23-0368		SSP	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	1/24/2024	SSP	OK
Auditor’s Finding	Date:	1/24/2024	SSP	OK
Independent Contractor (I.C.) Requirement	Date:	1/11/2024	SSP	OK
Cover - <i>Master amendments only</i>			SSP	OK
Contract Evaluation			SSP	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification				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	SSP
Matrix Law Screen shot	SSP
COI	SSP
Workers’ Compensation Insurance	SSP
Performance Bond	SSP
Original Executed Contract (containing insurance terms) & all executed amendments	SSP

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

**CONTRACT SPENDING PLAN**

Time Period	Accounting Unit	Account	Activity	Account Category	Amount
4/1/2024 – 12/31/2024	FS100127	52000			\$135,000.00
4/1/2024 – 12/31/2024	HS260130	52000	UCH00101		\$75,000.00
4/1/2024 – 12/31/2024	HS260215	52000	UCH08270		\$67,500.00
4/1/2024 – 12/31/2024	HS260225	52000	UCH06040		\$41,247.00
4/1/2024 – 12/31/2024	HS260185	52000	UCH06010		\$33,750.00
4/1/2024 – 12/31/2024	HS260255	52000	UCH09201		\$12,000.00
1/1/2025 – 3/31/2025	FS100127	52000			\$90,000.00
1/1/2025 – 3/31/2025	HS260130	52000	UCH00101		\$40,000.00
1/1/2025 – 3/31/2025	HS260215	52000	UCH08270		\$22,500.00
1/1/2025 – 3/31/2025	HS260225	52000	UCH06040		\$13,753.00
1/1/2025 – 3/31/2025	HS260185	52000	UCH06010		\$11,250.00
1/1/2025 – 3/31/2025	HS260255	52000	UCH09201		\$8,000.00
<b>Total Encumbrance</b>					<b>\$550,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	
<b>Infor/Lawson PO# Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	2154
<b>CM Contract#</b>	3038 (fka 870)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,052,000.00		4/1/2021 – 3/31/2024	3/23/2021	R2021-0056
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$550,000.00	3/31/2025		
<b>Total Amendments</b>		\$550,000.00			
<b>Total Contact Amount</b>		\$2,602,000.00			

**Purchasing Use Only:**

Prior Resolutions:	R2021-0056
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## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Amend:	3038
Vendor Name:	W.B. Mason Co., Inc.
ftp:	4/1/2021 – 3/31/2024 EXT 3/31/2025
Amount:	Add' \$550,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	1/24/2024: Partial funding for all budget lines will be entered, as needed, once amendment is approved. Needs County Council approval.
Purchasing Buyer's initials and date of approval	OK, ssp 1/24/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	W.B. Mason Co., Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	3038 (fka 870)				
<b>RQ#</b>	2154				
<b>Time Period of Original Contract</b>	April 1, 2021 – March 31, 2024				
<b>Background Statement</b>	The County needs a reliable vendor to provide an online ordering platform, perform next-day delivery of a full spectrum of office supplies at a competitive price.				
<b>Service Description</b>	General office supplies and related services				
<b>Performance Indicators</b>	24-hour online ordering availability. Next-day delivery of in-stock items. Provides reporting of ordered items. Provides alternative items. Efficient invoicing.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Vendor online availability is consistent. Next-day delivery on in-stock items is consistent. Requested reports are available when needed.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	Ease of ordering online and next-day delivery is very consistent. Monthly invoicing is e-mailed and accurate. Ease of making changes to users. Ad hoc reporting received timely.				
<b>Department Contact</b>	Samantha Powell				
<b>User Department</b>	Department of Purchasing				
<b>Date</b>	January 12, 2024				