



AGENDA
CUYAHOGA COUNTY PUBLIC WORKS, PROCUREMENT & CONTRACTING
COMMITTEE MEETING
WEDNESDAY, NOVEMBER 1, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Scott Tuma, Chair – District 4
Dale Miller, Vice Chair – District 2
Yvonne M. Conwell – District 7
Meredith M. Turner – District 9
Martin J. Sweeney – District 3

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 4, 2023 MEETING [See page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2023-0286: A Resolution authorizing an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2023 – 11/30/2023 to extend the time period to 11/30/2028, to change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08; 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 7]

- b) R2023-0287: A Resolution making an award on RQ12300 to Kone Inc. in the amount not-to-exceed \$3,843,640.00 for vertical transport (elevator) maintenance and repair services for various County facilities for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3677 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 17]
- c) R2023-0306: A Resolution making awards on RQ12846 to two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of (3) years; authorizing the County Executive to execute Contract Nos. 3784 and 3785 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See page 33]
- 1) Contract No. 3784 with MS Consultants, Inc. in the amount not-to-exceed \$400,000.00.
 - 2) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00.
- d) R2023-0307: A Resolution making an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of (5) years; authorizing the County Executive to execute Contract No. 3793 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 53]

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 PUBLIC WORKS, PROCUREMENT & CONTRACTING
COMMITTEE MEETING
WEDNESDAY, OCTOBER 4, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairman Tuma called the meeting to order at 10:04 a.m.

2. ROLL CALL

Mr. Tuma asked Deputy Clerk Carter to call the roll. Committee members Tuma, Miller, Sweeney and Turner were in attendance and a quorum was determined. Committee member Conwell was absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 20, 2023 MEETING

A motion was made by Mr. Sweeney, seconded by Ms. Turner and approved by unanimous vote to approve the minutes from the September 20, 2023 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2023-0273: A Resolution authorizing an amendment to revenue generating Agreement No. 50 with the City of Cleveland to lease space located at 1300 Ontario Street, Cleveland, for the period 10/2/2018 – 10/1/2023 to extend the time period to 10/1/2024 in an amount not-to-exceed \$2,307,513.00 at an increased rate of \$18,00 per square foot for 114,500 square feet, \$9.00 per square foot for

another 7,557 square feet, plus parking fees and the cost of proportional share of utilities; 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.

Mr. John Myers, Property Management Administrator, addressed the Committee regarding Resolution No. R2023-0273. Discussion ensued.

Committee members asked questions of Mr. Myers pertaining to the item, which he answered accordingly.

On a motion by Mr. Tuma with a second by Ms. Turner, Resolution No. R2023-0273 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2023-0274: A Resolution authorizing an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erieview, LLC dba Alto 55 for lease of space located at 75 Erieview Plaza, Cleveland, for the operation of the Family Justice Center by the Department of Public Safety and Justice Services/Witness/Victim for the period 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00; 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.

Mr. Myers addressed the Committee regarding Resolution No. R2023-0274. Discussion ensued.

Committee members asked questions of Mr. Myers pertaining to the item, which he answered accordingly.

On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2023-0274 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2023-0275: A Resolution making an award on RQ12689 to The Ruhlin Company in an amount not-to-exceed \$28,771,797.70 for rehabilitation of various Pleasant Valley Road bridges in the City of Independence and Village of Valley View; authorizing the County Executive to execute Contract No. 3737 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an

allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount \$7,049,090.44 to fund said contract; and declaring the necessity that this Resolution become immediately effective:

- a) Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
- b) Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
- c) Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Village of Valley View.

Ms. Nichole English, Planning and Program Administrator, addressed the Committee regarding Resolution No. R2023-0275. Discussion ensued.

Committee members asked questions of Ms. English pertaining to the item, which she answered accordingly.

On a motion by Mr. Tuma with a second by Ms. Turner, Resolution No. R2023-0275 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- d) R2023-0276: A Resolution authorizing amendments to two revenue generating agreements with Educational Service Center of Cuyahoga County for the lease of two Cuyahoga County Board of Developmental Disabilities Centers for operation of Bright Beginnings Programs fka Help Me Grow Programs for the period 9/15/2013-9/14/2023 to extend the time period to 9/14/2026, to change the terms effective 9/15/2023, and for additional revenue in the total amount not-to-exceed \$6.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Contract No. 3681 Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$3.00.
 - b) Contract No. 3682 William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$3.00.

Ms. Sarah Cammock, General Counsel for the Board of Developmental Disabilities, addressed the Committee regarding Resolution No. R2023-0276. Discussion ensued.

Committee members asked questions of Ms. Cammock pertaining to the item, which she answered accordingly.

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0276 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Tuma with a second by Mr. Sweeney, the meeting was adjourned at 10:25 a.m., without objection.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0286

<p>Sponsored by: County Executive Ronayne/Department of Public Works on behalf of Fiscal Officer</p> <p>Co-Sponsored by: Councilmember Kelly</p>	<p>A Resolution authorizing an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2023 – 11/30/2023 to extend the time period to 11/30/2028, change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08; 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/Department of Public Works on behalf of Fiscal Officer recommends an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2023 – 11/30/2023 to extend the time period to 11/30/2028, change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08; and

WHEREAS, the goal of this project is to continue to provide 3,192 square feet of office space and at least thirty (30) parking spaced for the Fiscal Office, Auto Title Regional Office West located at 27029 Brookpark Extension Road, North Olmsted; 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. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2023 – 11/30/2023 to extend the time period to 11/30/2028, change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08.

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; 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: October 10, 2023
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: October 10, 2023

Journal _____
_____, 20__

**PURCHASE-RELATED TRANSACTIONS
CM3712 (fka CM869 closed per OPD)
Sparky Plazas, LLC**

Title	Department of Public Works, (the "County" or "Tenant") submitting a 2023 Amendment to lease in connection with Sparky Plazas, LLC ("Landlord") Contract No. 3712 fka CM869 CE1300539 for lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Road, Ext., North Olmsted for use by Fiscal Office for the Great Northern Area Auto Title Satellite Office for the period 12/1/2013-11/30/2023 extending to 11/30/28 and additional funds not-to-exceed \$ 515,476.08
Department or Agency Name	Department of Public Works on behalf of the Cuyahoga County Fiscal Officer, Auto Title Division
Requested Action	<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	Novus	Cherandon Plaza	12/1/2013-11/30/2018	\$534,500.40	1/14/2014	R2013-0292
		Cherandon Plaza to Sparky Plazas, LLC (Quit Claim Deed)	12/1/2013-11/30/2018	\$ 0.00	2/25/2016	
	OnBase#20644752	Cherandon Plaza to Sparky Plazas, LLC	12/1/2013-11/30/2018	\$ 0.00	6/18/2018	CON2018-56
A-1	OnBase#36130750	Sparky Plazas, LLC	12/1/2013-11/30/2023	\$414,800.40	11/27/2018	R2018-0233
A-2	CM-3712 fka CM869	Sparky Plazas, LLC	12/1/2013-11/30/2028	\$ 515,476.08	Pending	Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 This is a 2023 Amendment to Contract No. CM3712 fka CM869 with Sparky Plazas, LLC, to extend the lease for a period commencing December 1, 2013 – November 30, 2023 extend to November 30, 2028 for use by the Cuyahoga County Auto Title located at 20729 Brookpark Road Ext., North Olmsted, Ohio 44070 ("Landlord") successor in interest to Chardon Plaza, LLC for approximately 3,192 sq/ft and for additional funds in the amount not-to-exceed \$ 515,476.08

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):
 The goal of the project is to continue to lease space for the Greater Northern Title Bureau. The purpose of the project is to continue lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Extension Rd., North Olmsted for use by Fiscal Office for the Great Northern Area Auto Title Satellite Office to provide a more streamlined and centralized location to provide easy access and services to the public.

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: Sparky Plazas, LLC company located at 26815 Brookpark Road., Ext. North Olmsted, Ohio 44070 Contact: Rose Simon, Office Manager (440) 734-0434	Owner, executive director, other (specify): Zahran Al-Qadan Member Sparky Properties, LLC
Vendor Council District: 1	Project Council District: 1
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> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ 13-25834 <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: bids rcvd 5/2013	Provide a short summary for not using competitive bid process. This is an amendment to an existing contract that began in 2013. Please 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, 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 checked="" type="checkbox"/> Contract Amendment (list original procurement) RFP exemption <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related Yes 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:
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Is the item ERP related? No Yes, answer the below questions.

Are services covered under the original ERP Budget or Project? Yes No, please explain.

Are the purchases compatible with the new ERP system? Yes No, please explain.

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.

General Fund (9/18/23 verified w/Domonique Tatum Fiscal Office)

Is funding for this included in the approved budget? Yes No (if "no" please explain):

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

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

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:

Timeline:	
Project/Procurement Start Date (date your team started working on this item):	01/06/23 PWD-3314 opened 08/31/23 Infor processing assigned to NFarina via JMyers
Date documents were requested from vendor:	8/31/23 and last required doc received 9/19/23
Date of insurance approval from risk manager:	9/19/23
Date Department of Law approved Contract:	9/19/23
Date item was entered and released in Infor:	9/11/23 and released 9/19/23

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: Contract CM869 has maximum amt. fund lines therefore a new contract number has been issued CM3712. The Fiscal Office uploaded a PO25 verifying remaining funds CM869 and line 1 was released for approval so there is no "gap" in payments. NFarina closed CM869 via Fiscal's Office approval. NFarina "activated" CM3712 and fund Line 2. is being released in the amount of \$7,847.00 for the period 12/1/2023-12/31/2023. The Fiscal Office will enter annual fund lines thereafter according to the contract terms.

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):

Second Amendment Sparky Plazas, LLC
CM3712 (fka CM869)

R2013-0292 dtd January 14, 2014 (Original Lease) Cherandon Plaza, LLC

Novus – award John Myers and Jamal Husani Co. Engineering

RQ#25834 CE130059

12/1/2013 – 11/30/2018

\$534,400.40

CON2018-56 dtd June 18, 2018

CHERANDON PLAZA, LLC to SPARKY PLAZAS, LLC

OnBase#20644752 – Assignment and Assumption Nancy Farina and John Myers
Executed contact cover – yes \$0.00 (processing only per LAveryhart)

R2018-0233 dtd 11/27/18

SPARKY PLAZAS, LLC

OnBase#36130750 Nancy Farina and John Myers

PWD-1326

12/1/2013 – 11/30/2018 extend 11/30/2023

\$414,800.40

CM869

SPARKY PLAZAS, LLC

Conversion CPapa 2020 rollover and 2021 funds

CM3712 (fka CM869 closed per OPD)

R2023-TBD

SPARKY PLAZAS, LLC

PWD-3314 opened 1/6/23

12/1/2013 – 11/30/2023 and extend to 11/30/2028

\$ 515,476.08

8/31/23 Created by NFarina – to be reviewed by Fiscal Office/Auto Title Division Bryan Dunn and Nichole Sanders per Lisa Rocca's email and cc'd Michael Chambers and MC added Dominique Tatum.

Department of Purchasing – Required Documents Checklist

Sparky Plazas, LLC

Department of Public Works, submitting a 2023 Amendment to lease in connection with Sparky Plazas, LLC **Contract No. 3712** fka CM869 CE1300539 for lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Road, Ext., North Olmsted for use by Fiscal Auto Great Northern Auto Title Offices for the period 12/1/2013-11/30/2023 extending to 11/30/28 and additional funds not-to-exceed \$ 515,476.08

Infor/Lawson RQ#:	n/a
Buyspeed RQ# (if applicable):	25834
Infor/Lawson PO# Code (if applicable):	n/a
CM Contract#	CM3712 (fka CM869 conversion CConway/CPapa, and 2023 Amendment completed by NFarina) fka CE1300539

	Department	Clerk of the Board
Briefing Memo	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			NDF	OK
IG#	23-0019		NDF	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	9/18/23	NDF	Attached (not required for this action)
Debarment/Suspension Verified	Date:	9/15/23	NDF	OK
Auditor's Finding	Date:	9/7/23	NDF	OK
Independent Contractor (I.C.) Requirement	Date:	9/18/23	NDF	OK
Cover - <i>Master amendments only</i>			n/a	OK
Contract Evaluation			NDF	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	N/A
Checklist Verification			NDF	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

Sparky Plazas, LLC

Department of Public Works, submitting a 2023 Amendment to lease in connection with Sparky Plazas, LLC **Contract No. 3712** fka CM869 CE1300539 for lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Road, Ext., North Olmsted for use by Fiscal Auto Great Northern Auto Title Offices for the period 12/1/2013-11/30/2023 extending to 11/30/28 and additional funds not-to-exceed \$ 515,476.08

	Department initials
Agreement/Contract and Exhibits	PWD-3314 JZ
Matrix Law Screen shot	PWD-3314 JZ
COI	PWD-3314 JZ
Workers' Compensation Insurance	PWD-3314 JZ
Original Executed Contract (containing insurance terms) & all executed amendments	PWD-3314 JZ

Accounting Units: 9/18/23 Fiscal office provided information DTatum.

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
12/01/23-12/31/23	FS100150	54400		\$ 7,847.00
01/01/24-12/31/24	FS100150	54400		\$ 94,430.00
01/01/25-12/31/25	FS100150	54400		\$ 97,755.00
01/01/26-12/31/26	FS100150	54400		\$102,543.00
01/01/27-12/31/27	FS100150	54400		\$107,594.34
01/01/28-11/30/28	FS100150	54400		\$105,306.74
			TOTAL	\$515,476.08

Contract History CE/AG# (if applicable)	CE1300539 130539
Infor/Lawson PO# Code (if applicable)	n/a
Lawson RQ# (if applicable)	25834 (BuySpeed)
CM Contract#	CM3712 (fka CM869 now closed)

Department of Purchasing – Required Documents Checklist

Sparky Plazas, LLC

Department of Public Works, submitting a 2023 Amendment to lease in connection with Sparky Plazas, LLC **Contract No. 3712** fka CM869 CE1300539 for lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Road, Ext., North Olmsted for use by Fiscal Auto Great Northern Auto Title Offices for the period 12/1/2013-11/30/2023 extending to 11/30/28 and additional funds not-to-exceed \$ 515,476.08

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 534,500.40		12/1/2013-11/30/2018	1/14/2014	R2013-0292
		0.00	ASSIGNMENT & ASSUMPTION	6/18/2018	CON2018-56
Prior Amendment Amounts (list separately)		\$ 414,800.40	12/1/2013-11/30/2023	11/27/2018	R2018-0233
		0.00	TENANCY ESTOPPEL CERT	8/1/2022	CON2022-57
Pending Amendment		\$ 515,476.08	12/1/2013-11/30/2028	TBD	R2023-TBD
Total Amendments		\$ 930,276.48			
Total Contact Amount		\$ 1,464,776.88			

Purchasing Use Only:

Prior Resolutions:	CON2022-57, R2018-0233, CON2018-56, R2013-0292
Amend:	3712
Vendor Name:	Sparky Plazas, LLC
ftp:	12/1/2023 – 11/30/2023 EXT 11/30/2028, effective upon execution by the County Executive
Amount:	Add'l \$515,476.08mm
History/CE:	OK
EL:	Needs WET
Procurement Notes:	
Purchasing Buyer's initials and date of approval	OK, ssp 9/20/2023

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0287

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making an award on RQ12300 to Kone Inc. in the amount not-to-exceed \$3,843,640.00 for vertical transport (elevator) maintenance and repair services for various County facilities for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3677 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 Public Works recommends an award on RQ12300 to Kone Inc. in the amount not-to-exceed \$3,843,640.00 for vertical transport (elevator) maintenance and repair services for various County facilities for the period 1/1/2024 – 12/31/2026; and

WHEREAS, the primary goal of this project is to provide maintenance and as-needed repairs of County elevators and escalators; and

WHEREAS, the project is 100% funded 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 makes an award on RQ12300 to Kone Inc. in the amount not-to-exceed \$3,843,640.00 for vertical transport (elevator) maintenance and repair services for various County facilities for the period 1/1/2024 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 3677 and all other documents consistent with said award and 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: October 10, 2023
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	The Department of Public Works – Contract with Kone, Inc – Maintenance & Repairs for Various County Buildings
Department or Agency Name	Public Works
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input 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	CM3677	Kone, Inc	1/1/2024-12/31/2026	\$3,843,640.00		

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase. The Department of Public Works is requesting approval for a contract CM 3677 with Kone, Inc. for maintenance & as-needed repair of various county building elevators. This will be a 3-year contract for \$3,843,640.00.

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):
 The intent of this contract is to have a vendor in place that will provide maintenance & as-needed repairs of County elevators and escalators.

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: Kone, Inc. 6670 W. Snowville Rd Brecksville, OH 44141	Owner, executive director, other (specify): Antti Herlin
Vendor Council District:	Project Council District:
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> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 5/22/2023	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 11 / 3	<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 checked="" 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 type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input 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.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). <i>Include % if more than one source.</i>
General Fund / Internal Services Fund
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):

Provide status of project.	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	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
Reason:	

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

Timeline:	
Project/Procurement Start Date (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)	

HISTORY (see instructions):

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12300
Infor/Lawson PO# Code (if applicable):	
Event #	4311
CM Contract#	3677

	Department initials	Clerk of the Board
Briefing Memo	PS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input 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 type="checkbox"/>
---	------------------------------	-----------------------------

FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			PS	OK KT 8/28/2023
Bid Specification Packet			PS	OK KT 8/28/2023
Final DEI Goal Setting Worksheet			PS	OK KT 8/28/2023
Diversity Documents – <i>if required (goal set)</i>			PS	OK KT 8/28/2023
Award Letter (sent to awarded vendor)			PS	OK KT 8/28/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			PS	OK KT 8/28/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			PS	OK KT 8/29/2023
IG#	12-1689		PS	OK KT 8/28/2023 KONE Inc. 12-1689-REG31DEC2023
Debarment/Suspension Verified	Date:	8/22/2023	PS	OK KT 8/22/2023
Auditor’s Finding	Date:	8/22/2023	PS	OK KT 8/22/2023
Vendor’s Submission			PS	OK KT 8/28/2023
Independent Contractor (I.C.) Requirement	Date:	8/18/2023	PS	OK KT 8/18/2023
Cover - <i>Master contracts only</i>			N/A	N/A
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 KT 9/01/2023

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	PS
COI	PS
Workers’ Compensation Insurance	PS
Performance Bond, if required per RFP	PS

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
1/1/2024 – 12/31/2024	PW750100				1,031,213.33
1/1/2025 – 12/31/2025	PW750100				1,031,213.33
1/1/2026 – 12/31/2026	PW750100				1,781,213.34
			TOTAL		3,843,640.00

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	\$3,843,640.00		01/01/2024-12/31/2026	Pending	Pending
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$3,843,640.00				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3677
Vendor Name:	Kone, Inc
ftp:	01/01/2024 – 12/31/2026
Amount:	Not to exceed \$3,843,640.00
History/CE:	
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	KT 09/01/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 12300	TYPE: RFP	ESTIMATE: \$4,000,000.00
CONTRACT PERIOD:	RFP DUE DATE:	NUMBER OF RESPONSES: 16/3
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Vertical Transport Maintenance and Repair for various County Buildings	
DIVERSITY GOAL/SBE 10%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A - The procurement method was RFP or RFQ LL 5/25/23	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No N/A - The procurement method was RFP or RFQ LL 5/25/23	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*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

REVISED 7/15/23

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)
1. KONE, Inc. 6670 W. Snowville Rd., Suite 7 Brecksville, OH 44141	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No KONE Inc 12-1689-REG 31DEC2023	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): No Sub-Contractor submitted (FW)KTN Products, LLC SBE/WBE .5% 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	Dep compliant DEI compliant Public Works compliant Highest scored vendor for release 7/17/23	<input checked="" 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)
			<p>NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>OPD Buyer</p>			<p>Diversity Program Review: SBE / MBE / WBE</p> <p>Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % SBE: <u>5</u> % MBE: <u>0</u> % WBE: <u>0</u> % L Lyons 7/11/23</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 7/15/23 <input checked="" type="checkbox"/> No LL 5/25/23</p> <p>SBE/MBE/WBE Comments and Initials: Submitted DIV-2 blank . Submitted DIV-3 requested full waiver Per DIV-3 : KONE, Inc. its bidding on elevator maintenance which, per the IUEC rules and regulations, needs to have 100% of the work performed by IUEC certified elevator technicians. KONE, Inc. will be using SBE/WBE/MBE for the purchasing of materials that will be used to complete certain repairs and that may also assist in regular maintenance procedures. 5/23/23 L Lyons No subcontractor forms submitted not even for purchasing of materials. No documentation of outreach to SBE/MBE/WBE vendors even for purchasing of materials to be used for repairs. Insufficient Good Faith Effort. LL 5/25/23. Submitted DIV-2 Submitted DIV-3 1 of 2 Completed</p>		

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)
			Initials: _____ KT _____			DIV-3 of 2 Prime requesting waiver Prime states (KONE, Inc. is bidding on elevator maintenance which, per the IUEC rules and regulations, needs to have 100% of the work performed by IUEC certified elevator technicians. KONE, Inc. will be using SBE/WBE/MBE for the purchasing of materials that will be used to complete certain repairs) L.Lyons 7/11/23 On DIV-3, the prime indicates outreach to the two (2) diversity vendors. No supporting documentation of the outreach, offer, or responses are attached. It is positive that a completed and signed DIV-2 with a diversity vendor was submitted for repair supplies. LL 7/15/23		

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)
2. Otis Elevator Company 9800 Rockside Road, Suite 1200 Cleveland, OH 44125	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): No Sub-Contractors submitted. (Faa)AKA Construction SBE/MBE/WBE 2.5% L.Lyons 7/11/23	DOP compliant DEI compliant Tieo for 3/30/20. Vendor scoring J. Lyons 7/17/23	<input type="checkbox"/> Yes <input checked="" 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"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			<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: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> % SBE: <u>2.5</u> % MBE: <u>0</u> % WBE: <u>0</u> %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 7/15/23 <input checked="" type="checkbox"/> No LL 5/25/23</p> <p>SBE/MBE/WBE Comments and Initials: No DIV Forms submitted. 5/23/23 L.Lyons No documentation of good faith effort submitted. LL 5/25/23 Submitted DIV-2 Submitted DIV-3 1 of 2 Prime is requesting partial waiver prime states (we are requesting a waiver of the SBE/MBE/WBE goals as we can only meet a small percentage of the requirement due to the inability to subcontract the primary scope. We will in good faith utilize SBE/MBE/WBE subcontractors where we can during the contract term to fulfill the scope.) L.Lyons 7/11/23 While it is positive that the prime has submitted a completed and signed DIV-2 with a diversity vendor. As part of the contract</p>		

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)
			Initials: ____KT____			compliance process, DEI will review applicability/utilization of construction management services that the diversity vendor will provide for this elevator maintenance/repair contract. LL 7/15/23		

Transaction ID:

3.	Bidder's / Vendors Name and Address Schindler 18013 Cleveland Pkwy, Suite 140 Cleveland, OH 44135	Bid Bond / Check N/A	Actual Bid Amount (enter "N/A" if RFP or RFQ) N/A	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: Schindler Elevator 21-0072-REG 31DEC2025 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP:	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): No Sub-Contractors Submitted. 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 5/25/23 LL 7/15/23 SBE/MBE/WBE Comments and Initials: Submitted DIV-2 forms incomplete. Submitted DIV-3 forms did not specify if they are requesting full or partial waiver. 5/23/23 L.Lyons DIV-3 Form did not contain details/reasoning for waiver request. No details on outreach to SBE/MBE/WBEs. Insufficient Good Faith Effort. LL 5/25/23 Submitted Incomplete DIV-2 at the bottom.	Dept. Tech. Review DoP Compliant DEJ - NOT compliant (After both reviews) Tied for 2nd place Vendor scoring J... 7/17/23	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: ___KT___			Submitted DIV-3 1 of 2 requesting Full waiver Prime completed Clarification which is attached DIV-3 2 of 2 that states please see attached clarification. L.Lyons 7/11/23 Prime vendor states "MBE/WBE/SBE are unable to be used for the following due to either the nature of the work being completed, or the material being ordered". However, no specific details of outreach to diversity vendors and/or their responses stating that they are unable or unavailable to provide the services. LL 7/15/23		

Transaction ID:

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0306

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making an award on RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years; authorizing the County Executive to execute Contract Nos. 3784 and 3785 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 an award on RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years as follows:

- a) Contract No. 3784 with MS Consultants, Inc in the amount not-to-exceed \$400,000.00; and
- b) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00; and

WHEREAS, the primary goal of this project is to maximize resources to address emergency infrastructure needs, changes in project schedules and/or ancillary project design/implementation needs; and

WHEREAS, the project is funded by 100% Sanitary Engineering 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 RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00

for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years as follows:

- a) Contract No. 3784 with MS Consultants, Inc in the amount not-to-exceed \$400,000.00; and
- b) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00; and

SECTION 2. That the County Executive is authorized to execute Contract Nos. 3784 & 3785 and all other documents consistent with said awards and 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: October 24, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____

_____, 20__

2023 Public Works, Submit & Award to Environmental Design Group and ms consultants, inc. for Sanitary General Engineering Services, RFQ #12846, \$800,000 Total, \$400,000 each vendor.

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. The Department of Public Works is requesting an award and approval of TWO Sanitary General Engineering Services task-order based contracts for the not-to-exceed cost of **\$800,000.00**. Each vendor to be awarded a SEPARATE \$400,000 contract. The anticipated start completion dates will be based on the execution date of this contract, anticipated execution from **11/28/2023– 11/27/2026** for a three-year contract.
2. The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, sanitary/storm rate model studies and development, sewer master plan development and MS4 permitting capabilities.

B. Procurement

- a. The procurement method for this project was RFQ #12846. The total value of the **RFQ is \$800,000.00** for TWO SEPARATE VENDORS at \$400,000.00 each.
- 2a. The RFQ was closed on July 31, 2023. There is a 30% Diversity goal with these Agreements.
- b. There were 58 issued from OPD and Six (6) proposals submitted for review, with TWO vendors selected. Environmental Design Group (SBE set aside) and ms consultants, inc. were selected for \$400,000.00 each contract.

C. Contractor and Project Information

1. The address is:

Environmental Design Group	ms consultants, inc.
2814 Detroit Avenue	425 Literary Avenue
Cleveland, Ohio 44113	Cleveland, Ohio 44113
Council District 7	Council District 7
2. The Project Manager for Environmental Design Group is Dave McCallops, P.E, and for ms consultants, inc. is Craig Mulichak, P.E.
3. These are task-order based contracts that can be located in any of the Council Districts

D. Project Status & Planning

1. These are task order-based contracts for a three-year time period.
2. N/A

E. Funding

1. The project is funded by 100% Sanitary Engineering funds (PW715200-55130)
2. The schedule of payments is by monthly invoice and is task order based.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12846
Infor/Lawson PO# Code (if applicable):	
Event #	4543
CM Contract#	3784- Sanitary GES Agreement 2 of 2 with ms consultants, inc.

	Department initials	Clerk of the Board
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TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		

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)	AMS	OK
Bid Specification Packet	AMS	OK
Final DEI Goal Setting Worksheet	AMS	OK (attached 9/22/2023)
Diversity Documents – <i>if required (goal set)</i>		OK (attached 9/22/2023)
Award Letter (sent to awarded vendor)	AMS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A
Tabulation Sheet	AMS	OK (attached 9/22/2023)
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	AMS	OK
IG#	21-0305-REG 31DEC2025	AMS
Debarment/Suspension Verified	Date: 9/11/2023	AMS
Auditor’s Finding	Date: 9/11/2023	AMS
Vendor’s Submission		AMS
Independent Contractor (I.C.) Requirement	Date: 9/13/2023	AMS
Cover - <i>Master contracts only</i>		OK
Contract Evaluation – <i>if required</i>		N/A
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 of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	AMS
COI	AMS
Workers’ Compensation Insurance	AMS

CONTRACT SPENDING PLAN (2 separate contracts @ \$400K each)

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date – 12/31/2023	PW715200	55130			\$ 60,000.00
1/1/2024 – 12/31/2024	PW715200	55130			\$133,000.00
1/1/2025 – 12/31/2025	PW715200	55130			\$133,000.00
1/1/2026 – Expiration Date	PW715200	55130			\$ 74,000.00
3-year contract				TOTAL	\$400,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
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	\$			
	Total Amendments	\$			
Total Contact Amount					

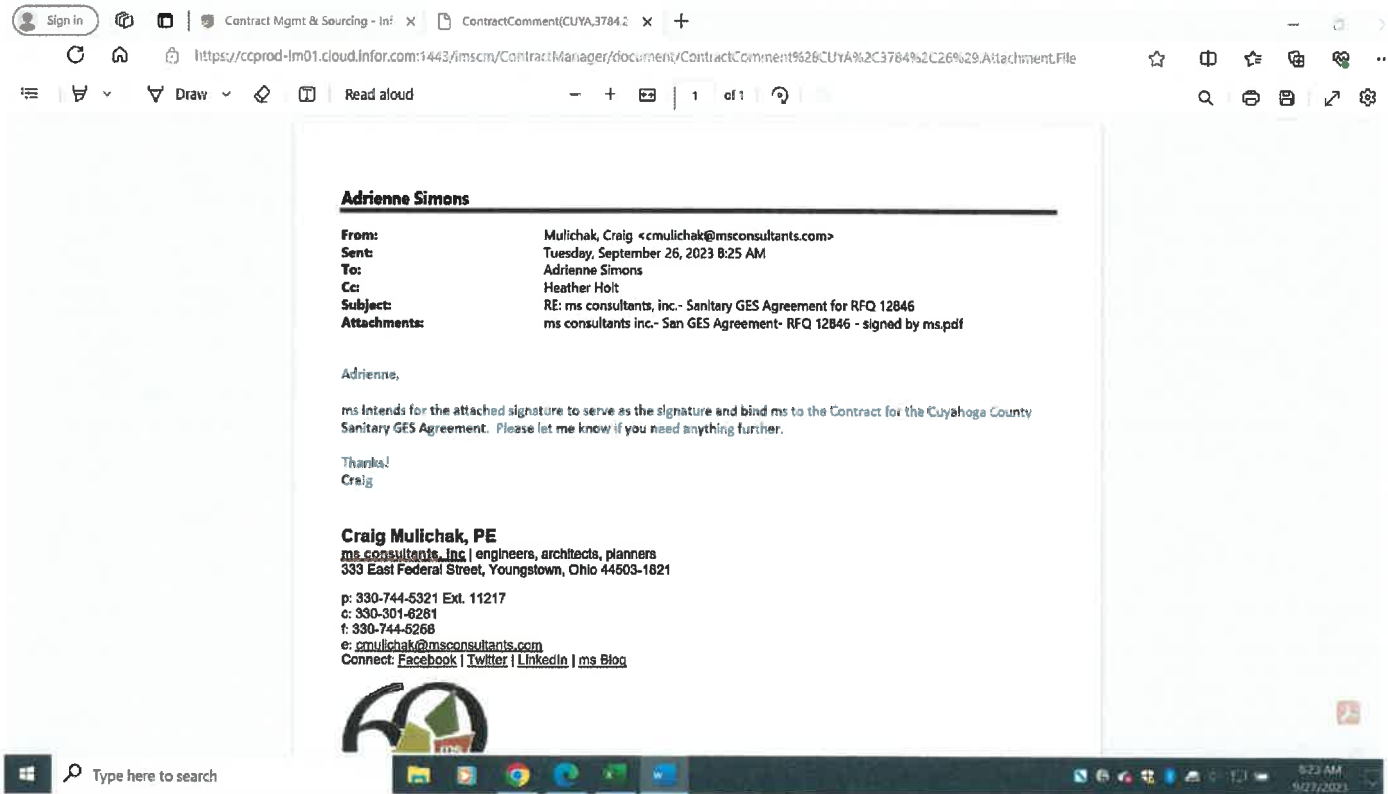
PURCHASING USE ONLY

Prior Resolutions	
CM#:	3784

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	ms consultants, inc.
ftp:	Effective Date – 3 years from effective date, effective as of the latest date of signature of the Parties
Amount:	\$400,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>9/27/2023: Note for Clerk of the Board staff: Law has approved the vendor’s signature, along with the vendor’s e-mail confirming that the signature binds them to the contract (screen shotes attached below).</p> <p>9/25/2023: attach Law’s specific approval that the vendor’s “signature” is accepted, as it does not seem to be an electronic signature, just a word font (as previously noted).</p> <p>9/22/2023: attach Law’s specific approval that the vendor’s “signature” is accepted, as it does not seem to be an electronic signature, just a word font; attach department-completed tab sheet; attach final DEI worksheet; attach vendor’s revised DEI used for the Diversity revised review; line expiration date must be 12/31/2023</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 9/27/2023



Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Sign in Contract Mgmt & Sourcing - Inf ContractComment(CUYA,3784,2

https://ccprod-lm01.cloud.infor.com:1443/fmscm/ContractManager/document/ContractComment?%28CUYA%2C3784%2C25%29.Attachment.File

Read aloud 1 of 2

Adrienne Simons

From: Heather Holt
Sent: Monday, September 25, 2023 10:53 AM
To: Adrienne Simons
Subject: RE: ms consultants, inc.- Sanitary GES Agreement for RFQ 12846

Hi Adrienne,

I apologize for the delay. I spoke with Jerad regarding this matter. While we prefer to have an electronic signature or hand-written signature, the important part is that the vendor intended for the marking (either written, typed, or e-signed) to be a signature. Therefore, please send the vendor an email requesting that they confirm that the printed and italicized name was intended by the vendor to serve as the vendor's signature, thereby obligating the vendor to the terms of the Contract. Please copy me on that email and save it for your records. Please let me know if you have any additional questions or concerns.

Thanks,

Heather Holt
Assistant Law Director
Cuyahoga County Department of Law
hholt01@cuyahogacounty.us
216-443-8215

From: Adrienne Simons <asimons@cuyahogacounty.us>
Sent: Friday, September 22, 2023 1:20 PM
To: Heather Holt <hholt01@cuyahogacounty.us>
Subject: FW: ms consultants, Inc.- Sanitary GES Agreement for RFQ 12846

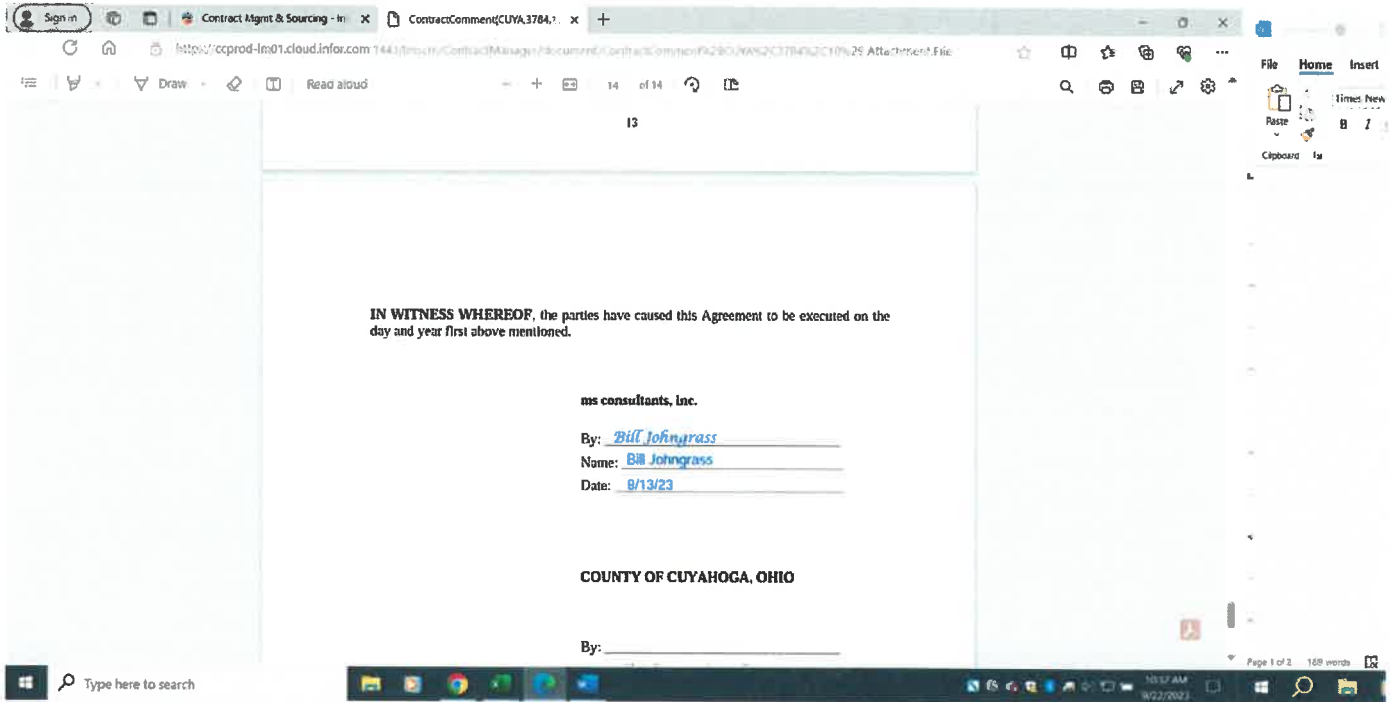
Hello Heather,

Type here to search

9:21 AM
9/27/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor



Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12846
Infor/Lawson PO# Code (if applicable):	
Event #	4543
CM Contract#	3785- Sanitary GES Agreement 1 of 2 with EDG

	Department initials	Clerk of the Board
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TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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?		

FULL AND OPEN COMPETITION Formal RFQ 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 (attached 9/22/2023)
Diversity Documents – <i>if required (goal set)</i>		OK (in vendor proposal)
Award Letter (sent to awarded vendor)	AMS	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A
Tabulation Sheet	AMS	OK (attached 9/22/2023)
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		OK
IG# 22-0397-REG 31DEC2026	AMS	OK
Debarment/Suspension Verified Date: 9/11/2023	AMS	OK
Auditor’s Finding Date: 9/8/2023	AMS	OK
Vendor’s Submission	AMS	OK
Independent Contractor (I.C.) Requirement Date: 9/12/2023	AMS	OK
Cover - <i>Master contracts only</i>		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 of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	AMS
COI	AMS
Workers’ Compensation Insurance	AMS

CONTRACT SPENDING PLAN (2 separate contracts @ \$400K each)

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date – 12/31/2023	PW715200	55130			\$ 60,000.00
1/1/2024 – 12/31/2024	PW715200	55130			\$133,000.00
1/1/2025 – 12/31/2025	PW715200	55130			\$133,000.00
1/1/2026 – Expiration Date	PW715200	55130			\$ 74,000.00
3-year contract				TOTAL	\$400,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		(2020 Sanitary GES Agreement)			
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		48536			
CM Contract#		1887			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$300,000.00		12/8/2020- 12/7/2023	12/8/2020	R2020-0262
	Prior Amendment	\$			
	Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$300,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2020-0262
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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CM#:	3785
Vendor Name:	Environmental Design Group
ftp:	Effective Date – 3 years from effective date, effective as of the latest date of signature of the Parties
Amount:	\$400,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	9/25/2023: Reviewed – will approved once other award action is approved (part 1 of 2) 9/22/2023: Attach the final DEI worksheet, attach department-completed tab sheet, line expiration date must be 12/31/2023;
Purchasing Buyer’s initials and date of approval	OK, ssp 9/27/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 12846	EVENT: 4543	TYPE: RFQ	ESTIMATE: \$800,000.00
CONTRACT PERIOD: 3-Year		RFQ DUE DATE: July 31, 2023	NUMBER OF RESPONSES (issued/submitted): 58/5
REQUESTING DEPARTMENT: Public Works			
COMMODITY DESCRIPTION: 2023 Sanitary General Engineering Services			
DIVERSITY GOAL/SBE	Non-Set Aside 21%	DIVERSITY GOAL/MBE	6%
DIVERSITY GOAL/SBE	Set-Aside: Prime	DIVERSITY GOAL/WBE	3%
DIVERSITY GOAL/SBE	Set-Aside: Prime	DIVERSITY GOAL/WBE	3%

REVISED 9/6/2023 LL

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>1 Brown & Caldwell 6055 Rockside Woods Boulevard Suite 350 Independence, Ohio 44131</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 22-0053</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>Subcontractor Name(s): (F/APA) Resource International, Inc. SBE/WBE 10.5% (M/ALA) Somat Engineering of Ohio, Inc. SBE/MBE 6% (F/W) Regency Construction Services, Inc. SBE/WBE 3% (F/W) KS Associates, Inc SBE/WBE 10.5%</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: N/A + 21% MBE: 6% WBE: 3% Non Set Aside SBE: 21% MBE: 6% WBE: 3%</p>		<p><input 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 checked="" type="checkbox"/> Yes LL 8/3/2023 (Non-SBE Set Aside) <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: 7/31/2023 Non-Set Aside compliant -CCC No waiver requested, JW 8/1/2023 LL 8/3/2023</p>		
<p>2 Chagrin Valley Engineering, LTD 22999 Forbes Road Suite B Cleveland, Ohio 44146</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p> <p>IG Number: 20-0124</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): (M/W) Chagrin Valley Engineering, Ltd. SBE 20% (F/W) Lawhon & Associates, Inc. SBE/WBE 10% (M/APA) DLZ Ohio, Inc. MBE 5%</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: <u>PRIME MBE: 5 %</u> WBE: <u>10 %</u> Non Set Aside SBE: <u>20 %</u> MBE: <u>5 %</u> WBE: <u>10 %</u></p>		<p><input 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)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/3/2023 (Non-SBE Set Aside/SBE Set Aside))</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>7/31/2023 Vendor not compliant with MBE portion (5% instead of 6%). -CCC Prime has MBE subcontractor with 5% of diversity goal, no good faith effort requested, JW 8/1/2023 This is a RFQ so percentages are estimates. Nevertheless, need documented commitment to achieve 6% MBE Goal. Also, for the non-SBE Set Aside, to be eligible, the SBE Prime must will on receive 20% SBE credit and must achieve at least 1% additional SBE participation and/or Good Faith Effort waiver for the remaining unachieved diversity goals. LL 8/3/2023</p>		
3 DLZ Ohio, Inc. 4208 Prospect Avenue Cleveland, Ohio 44103	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1123</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s):</p> <p>(M/APA) DLZ Ohio, Inc. MBE 20% (M/W) Chagrin Valley Engineering, Ltd. SBE 21% (F/W) Lawhon & Associates, Inc. SBE/WBE 3% (M/AIA) Somat Engineering of Ohio, Inc. SBE/MBE 6%</p>		<input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> SBE <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		
Total %			SBE Set Aside Prime: <u>N/A</u> + <u>21%</u> MBE: <u>26 %</u> WBE: <u>3 %</u> Non Set Aside SBE: <u>21 %</u> MBE: <u>26 %</u> WBE: <u>3 %</u>		
SBE/MBE/WBE Comply: (Y/N)			<input checked="" type="checkbox"/> Yes <u>LL 8/3/2023 (Non-SBE Set Aside)</u> <input type="checkbox"/> No		
4 Environmental Design Group, LLC 2814 Detroit Avenue Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0397 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP	SBE/MBE/WBE Comments and Initials:	7/31/2023 Non-Set Aside compliant-CCC Prime non SBE- prime is MBE, filled out div-2 at the top and not the bottom, selected 65% for MBE goal, vendor can only be credited up to 20% in one category, JW 8/1/2023 LL 8/3/2023		<input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE		Dept. Tech. Review	Award: (Y/N)
		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		
		Total %	SBE Set Aside Prime: <u>PRIME MBE: 10 %</u> WBE: <u>5%</u> Non Set Aside SBE: <u>22 %</u> MBE: <u>10 %</u> WBE: <u>3 %</u>		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 8/3/2023 (Non-SBE Set Aside/SBE Set Aside) <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	7/31/2023 Set Aside compliant -CCC No waiver requested, JW 8/1/2023 LL 8/3/2023		
5 ms consultants, inc. 425 Literary Road Suite 100 Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0305 Planholder: <input checked="" type="checkbox"/> Yes	Subcontractor Name(s):	(F/W) ASC Group, Inc. SBE/WBE 5% (M/W) Chagrin Valley Engineering, Ltd. SBE 15% REVISED To 16% Per updated DIV-2 (M/AIA) Somat Engineering of Ohio, Inc. SBE/MBE 10%		<input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
	Department of Purchasing: SSP	<p>(F/W) Regency Construction Services, Inc. SBE/WBE 5%</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: <u>N/A</u> + 15% MBE: <u>10 %</u> WBE: <u>5 %</u> Non Set Aside SBE: <u>21 %</u> MBE: <u>10 %</u> WBE: <u>5 %</u> <input checked="" type="checkbox"/> Yes LL (Non-SBE Set Aside) 9/6/2023 <input checked="" type="checkbox"/> No LL 8/3/2023 (Non-SBE Set Aside/SBE Set Aside)</p> <p>SBE/MBE/WBE Comments and Initials: 7/31/2023 Non Set Aside compliant -CCC No waiver requested, JW 8/1/2023 Prime is not County Certified SBE. For the non-SBE Set Aside award, a diversity vendor's participation will only count towards one diversity participation goal. As such, Chagrin Valley Engineering accounts for 15% SBE. There is a need for an additional 6% SBE participation and 3% WBE participation and both WBE vendors are each 5% participation. No Div-3</p>		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<p>submitted for Good Faith Effort waiver. LL 8/3/2023. As part of evaluation/negotiation process, MS Consultant submitted revised DIV-2 Forms showing estimated subcontracting commitment of 16% SBE to Chagrin Valley Engineering. As a result, Prime is deemed diversity goal compliant for Non-SBE Set Aside award. LL 9/6/2023</p>		

CONTRACT EVALUATION FORM

Contractor	Environmental Design Group				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1887				
RQ#	RFQ 48536				
Time Period of Original Contract	12/8/2020-12/7/2023				
Background Statement	Environmental Design Group was one of two vendors selected for Sanitary General Engineering Services per RFQ 48526				
Service Description	The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, and MS4 permitting capabilities.				
Performance Indicators	Environmental Design Group provided the County with quality engineering services as per the contract				
Actual Performance versus performance indicators (include statistics):	Engineering Design Group provided the County with above average sanitary engineering services as per the contract				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	According to contract				
Department Contact	Adrienne Simons				
User Department	Public Works				
Date	9/20/2023				

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0307

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of 5 years; authorizing the County Executive to execute Contract No. 3793 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/Departments of Public Works recommends an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of 5 years; and

WHEREAS, the primary goal of this project is for Professional Design/Engineering, Construction Administration, Construction Inspection and Consulting Services for projects and future Layout Plan for Cuyahoga County Airport; and

WHEREAS, this project is funded by 100% County Airport 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 RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for the period of 5 years.

SECTION 2. That the County Executive is authorized to execute Contract No. 3793 and all other documents consistent with said award and 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: October 23, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____

_____, 20____

Public Works, 2023, Submit & Award Contract with
C & S Engineers, Inc.
for General Engineering Services for Cuyahoga County Airport
RFQ#12393, \$650,000

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works is requesting to submit and award the contract agreement with **C & S Engineers, Inc.** for the General Engineering Services for Cuyahoga County Airport in the amount of **\$650,000.**

The contract term is five years from the signature of all parties (“Effective Date”).

2. The County has determined the need to engage this consultant to perform the primary goal of General Engineering Services for Cuyahoga County Airport.

B. Procurement

- a. The procurement method for this project was RFQ 12393. The total value of the RFQ was for \$650,000.

2a. The RFQ was closed on July 27, 2023

- b. There were 3 proposals submitted for review, and one (1) proposal selected, with **C & S Engineers, Inc.**

- c. There was no DEI goal due to Federal funded reimbursements.

C. Consultant and Project Information

1. The addresses are:

C & S Engineers, Inc.
17401 Lorain Ave., Suite 100
Cleveland, Ohio 44111

2. The C & S Engineers Project Manager is Maria Benovic (216) 325-1844.

D. Project Status & Planning

1. This project is new to the County.

E. Funding

1. The project is funded by 100% County Airport fund. **PW600135-55130**
2. The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12393
Infor/Lawson PO# Code (if applicable):	
Event #	4300
CM Contract#	3793

	Department initials	Clerk of the Board
Briefing Memo	MP	<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 RFQ Reviewed by Purchasing
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	MP	OK
Bid Specification Packet	MP	OK
Final DEI Goal Setting Worksheet	N/A	OK (attached 9/26/2023)
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	MP	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	MP	OK
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	MP	OK
IG# 19-0215-REG	MP	OK
Debarment/Suspension Verified Date: 9-15-2023	MP	OK
Auditor’s Finding Date: 9-15-2023	MP	OK
Vendor’s Submission	MP	OK
Independent Contractor (I.C.) Requirement Date: 8-24-2023	MP	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	MP	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	MP	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	MP

Department of Purchasing – Required Documents Checklist

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Matrix Law Screen shot	MP
COI	MP
Workers’ Compensation Insurance	MP

CONTRACT SPENDING PLAN – per Revised Checklist uploaded 9/26/2023

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
11/14/23 – 12/31/23	PW600135	55130	CAOPR0000401	52000	\$150,000
1/1/24 – 12/31/24	PW600135	55130	CAOPR0000401	52000	\$200,000
1/1/25 – 12/31/25	PW600135	55130	CAOPR0000401	52000	\$200,000
1/1/26 – 12/31/26	PW600135	55130	CAOPR0000401	52000	\$100,000
1/1/27 – 12/31/27	PW600135	55130	CAOPR0000401	52000	\$0
1/1/28 – 11/13/28	PW600135	55130	CAOPR0000401	52000	\$0
			TOTAL		\$650,000

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity CAOPR0000401	Account Category or Subaccount	Amount
11/14/23 – 12/31/23 Effective Date – 12/31/2023	PW600135	55130	CAOPR0000401	need	\$400,000
1/1/24 – 12/31/24	PW600135	55130	CAOPR0000401		\$200,000
1/1/25 – 12/31/25	PW600135	55130	CAOPR0000401		\$50,000
1/1/26 – 12/31/26	PW600135	55130	CAOPR0000401		\$0
1/1/27 – 12/31/27	PW600135	55130	CAOPR0000401		\$0
1/1/28 – 11/13/28 1/1/2028 – 5 years from effective date	PW600135	55130	CAOPR0000401		\$0
		-	TOTAL		\$650,000

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	CE2000503
Infor/Lawson PO# and PO Code (if applicable)	CE2000503 CONV
Lawson RQ# (if applicable)	46241 (BuySpeed) 12393
CM Contract#	610 3793

Department of Purchasing – Required Documents Checklist

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	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$450,000.00		2/10/2020- 2/13/2025	2/10/2020	BC2020-106
	Prior Amendment Amounts (list separately)	\$1,500,000.00	2/13/2025	12/7/2021	R2021-0244
		\$			
	Pending Amendment	\$			
	Total Amendments	\$1,500,000.00			
Total Contact Amount	\$1,950,000.00				

PURCHASING USE ONLY

Prior Resolutions	R2021-0244, BC2020-106
CM#:	3793
Vendor Name:	C&S Engineers, Inc.
ftp:	Effective Date – 5 years from Effective Date, effective as of the latest date of signature of the Parties
Amount:	\$650,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>9/27/2023: Update contract line distribution / Spread Edits for spreading annual max edit; change line current expiration date to 12/31/2023.</p> <p>Department comment regarding Current Contract “The overlap in time period is a common occurrence. With this particular contract, we went to the FAA for approval of a project we felt was covered in the original contract. The FAA said they would not reimburse the project because it was listed to vaguely in the original RFQ from 2019/2020. FAA required us to do a new requisition to cover this project and they also require 5 year contracts. The new RFQ was vetted by the FAA and deemed to be acceptable and then published. C&S Engineers happened to be the top scoring firm again this time around and will be awarded this contract as well. The FAA is apprised of the overlap, as it was actually at their behest.”</p> <p>9/25/2023: Attach revised checklist with prior contract history attached and accounting (account category) completed; CM610 for same services expires 2/13/2025 – department to address the overlap in time period as a separate attachment; attach final DEI worksheet; attach revised briefing memo with the correct DEI goals noted; contract line error for account category – is not recognizing the line account – must match information provided on revised checklist accounting breakdown; Purchasing Note: with the current breakdown,</p>

Department of Purchasing – Required Documents Checklist

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	department is anticipating spending \$400,000.00 between November and December 2023, but none for the remaining 3 years of the contract.
Purchasing Buyer's initials and date of approval	OK, ssp 9/28/2023



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 12393	EVENT: 4300	TYPE: RFQ	ESTIMATE: \$650,000.00
CONTRACT PERIOD: 5 Years	RFP DUE DATE: July 27, 2023	NUMBER OF RESPONSES (issued/submitted): 98 / 3	
REQUESTING DEPARTMENT: Public Works			
COMMODITY DESCRIPTION: 2023 General Engineering Services for Cuyahoga County Airport			
DIVERSITY GOAL/SBE 0%		DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. C & S Engineers, Inc. 17401 Lorain Avenue Suite 100 Cleveland, Ohio 44111	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0215 Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Delta Airport Consultants, Inc. 20545 Center Ridge Road Suite 450 Cleveland, Ohio 44116	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Richland Engineering Limited 29 North Park Street Mansfield, Ohio 44902	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	IG Number: Not Registered Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: SSP		

CONTRACT EVALUATION FORM

Contractor	C&S Engineers, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	RQ 46241 General Engineering Services Cuyahoga County Airport				
RQ#	RQ 46241				
Time Period of Original Contract					
Background Statement	General Engineering Services for Cuyahoga County Airport				
Service Description	Consultant hired to perform general engineering services for Property Management department (County Airport) of Cuyahoga County Department of Public Works.				
Performance Indicators	C&S has provided the County with quality professional engineering services for the General Engineering Services for Cuyahoga County Airport CM #610.				
Actual Performance versus performance indicators (include statistics):	C&S has provided above average services as per the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	According to contract.				
Department Contact	John Myers				
User Department	Public Works				
Date	9/15/2023				