



AGENDA
CUYAHOGA COUNTY PUBLIC WORKS, PROCUREMENT & CONTRACTING
COMMITTEE MEETING
WEDNESDAY, OCTOBER 1, 2014
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
COUNCIL CHAMBERS – 4TH FLOOR
11:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2014 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2014-0231: A Resolution making an award on RQ30137 to Hilton Supply Management, LLC in the amount not-to-exceed \$150,000.00 to arrange for the purchase, delivery and installation of certain operating supplies and equipment (“OS&E”) for use in the operation of the Hotel; authorizing Hilton Supply Management, LLC to act as the County’s agent to purchase OS&E in the amount not-to-exceed \$7,200,000.00 for use in the operation of the Hotel; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to administer the project; and declaring the necessity that this Resolution become immediately effective.
 - b) R2014-0232: A Resolution making an award on RQ31509 to Cold Harbor Building Company in the amount not-to-exceed \$3,147,600.00 for the Jane Edna Hunter and Emergency Men’s Shelter Roof Renovation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

- c) R2014-0233: A Resolution authorizing a revenue generating Utility Agreement with Village of Highland Hills for maintenance and repair of storm sewers, sanitary sewers and water lines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

- d) O2014-0028: An Ordinance establishing the Cuyahoga County Archives Advisory Commission, and declaring the necessity that this Ordinance become immediately effective.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. 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.*



MINUTES

**CUYAHOGA COUNTY PUBLIC WORKS, PROCUREMENT & CONTRACTING
COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 17, 2014
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
COMMITTEE ROOM A – 4TH FLOOR
11:00 AM**

1. CALL TO ORDER

Vice-Chairman Germana called the meeting to order at 11:04 a.m.

2. ROLL CALL

Mr. Germana asked Deputy Clerk Carter to call the roll. Committee members Germana, Conwell and Simon were in attendance and a quorum was determined. Committee member Miller entered the meeting shortly after the roll call was taken. Committee member Jones was absent from the meeting.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 3, 2014 MEETING

A motion was made by Ms. Simon, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes of the September 3, 2014 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2014-0222: A Resolution authorizing a revenue generating Utility Agreement with City of Highland Heights for maintenance and repair of storm sewers, sanitary sewers and water lines located in County Sewer District No. 3; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Bonnie Teeuwen, Director of the Department of Public Works, addressed the Committee regarding Resolution No. R2014-0222. Discussion ensued.

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

On a motion by Mr. Germana with a second by Ms. Simon, Resolution No. R2014-0222 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

Ms. Teeuwen addressed the Committee regarding extended weekend hours for the Cuyahoga County Animal Shelter. Discussion ensued.

7. OTHER PUBLIC COMMENT

No public comments were given.

8. ADJOURNMENT

With no further business to discuss, Vice-Chairman Germana adjourned the meeting at 11:12 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0231

<p>Sponsored by: County Executive FitzGerald/Department of Public Works</p>	<p>A Resolution making an award on RQ30137 to Hilton Supply Management, LLC in the amount not-to-exceed \$150,000.00 to arrange for the purchase, delivery and installation of certain operating supplies and equipment (“OS&E”) for use in the operation of the Hotel; authorizing Hilton Supply Management, LLC to act as the County’s agent to purchase OS&E in the amount not-to-exceed \$7,200,000.00 for use in the operation of the Hotel; authorizing the County Executive to take all necessary actions and to execute all documents necessary to consummate the contemplated transactions; authorizing the Director of Public Works to administer the project; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County has determined to engage Hilton Supply Management, LLC (“HSM”) to perform purchasing services for the Downtown Cleveland Convention Center Hotel Project (the "Project"), and

WHEREAS, in response to the RFQ #30137, HSM submitted a proposal and a scope of services on March 25, 2014, which pursuant to a selection process, was determined by the Department of Public Works to be the most suitable for this Agreement; and

WHEREAS, the County desires to engage the services of HSM to arrange for the purchase, delivery and installation of certain operating supplies and equipment (hereinafter referred to as "OS&E") for use in the operation of the Project as a hotel ("Hotel"), and HSM desires to perform such services for the compensation and pursuant to the terms and conditions described in this Agreement;

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 RFQ #30137 to HSM in the amount not-to-exceed \$150,000.00 and authorizes the entry of a Purchasing Agreement with HSM to act as the County's agent to purchase OS&E in the amount not-to-exceed \$7,200,000.00 for use in the operation of the Hotel.

SECTION 2. Any and all exemptions from competitive bidding and/or authorizations to engage in an alternative procurement process required pursuant to the County's Contracting and Purchasing Laws for anything contemplated in this Resolution or the Purchasing Agreement with HSM are hereby granted.

SECTION 3. That the County Executive or his authorized designee is authorized to take all actions, and to execute, acknowledge, and deliver (a) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, including, but not limited to, the Purchasing Agreement and all documents to be executed by the County pursuant to the Resolution, (b) all other and further documents, instruments, certificates, agreements, amendments, assignments, consents, affidavits, certifications, payments, disbursements, and notices, and (c) amendments, modifications and supplements to any of the foregoing, that the County Executive may deem necessary or advisable in connection with the consummation of the transactions contemplated herein, in all cases containing such terms and conditions as may be approved by the County's Director of Law or his designee.

SECTION 4. That the Director of Public Works is authorized to administer the Project and all actions contemplated by this Resolution through its milestones and be responsible for any ongoing approval rights (including the approval of invoices) under the Agreements contemplated herein.

SECTION 5. That all documents to be executed in connection with the transactions contemplated herein be subject to the Law Director or his designee's approval, including as to legal form and correctness.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0232

Sponsored by: County Executive FitzGerald/Department of Public Works	A Resolution making an award on RQ31509 to Cold Harbor Building Company in the amount not-to-exceed \$3,147,600.00 for the Jane Edna Hunter and Emergency Men’s Shelter Roof Renovation Project; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works has recommended making an award on RQ31509 to Cold Harbor Building Company in the amount not-to-exceed \$3,147,600.00 for roof renovation project at Jane Edna Hunter Building and Emergency Men’s Shelter; and

WHEREAS, the primary goal of the project to removal of existing roofing and insulation; installation of new insulation and roofing systems; removal of skylight systems; and installation of new skylights systems; and

WHEREAS, this project is located at the Jane Edna Hunter Building located at 3955 Euclid Avenue, Cleveland and Emergency Men’s Shelter located at 2100 Lakeside Avenue, Cleveland, located in Council District; and

WHEREAS, this project is funded 100% through Capital Project Bond Issue; and

WHEREAS, construction is scheduled to begin 10/20/2014 and scheduled to be completed 5/28/2015; 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 award on RQ31509 to Cold Harbor Building Company in the amount not-to-exceed \$3,147,600.00 for roof renovation and replacement at Jane Edna Hunter Building and Emergency Men’s Shelter.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0233

Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer	A Resolution authorizing a revenue generating Utility Agreement with Village of Highland Hills for maintenance and repair of storm sewers, sanitary sewers and water lines located in County Sewer District No. 5; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommends approval of a revenue generating Utility Agreement with Village of Highland Hills for maintenance and repair of storm sewers, sanitary sewers and water lines located in County Sewer District No. 5; and

WHEREAS, the Village of Highland Hills desires to retain Cuyahoga County to perform certain services for the Village of Highland Hills to aid with the maintenance and repair of sanitary sewers, storm sewers and water lines located in Sewer District No. 5; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the Village of Highland Hills' sewer system.

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

SECTION 1. That the Cuyahoga County Council hereby approves the revenue generating utility agreement with the Village of Highland Hills for the maintenance and repair of sanitary sewers, storm sewers and water lines located in Cuyahoga County Sewer District No. 5.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

County Council of Cuyahoga County, Ohio

Ordinance No. O2014-0028

Sponsored by: Council President Connally	An Ordinance establishing the Cuyahoga County Archives Advisory Commission, and declaring the necessity that this Ordinance become immediately effective.
---	--

WHEREAS, Article III, Section 3.09(2) of the County Charter empowers the Council to establish “such boards, agencies, commissions, and authorities... as the Council determines to be necessary for the efficient administration of the County;” and,

WHEREAS, Article II, Section 2.03(2) of the County Charter empowers the County Executive to appoint members of such commissions, subject to confirmation by County Council; and,

WHEREAS, the County Council deems a Cuyahoga County Archives Advisory Commission necessary to promote the identification and preservation of historical records and ensure access by Cuyahoga County and the general public through the County Archives; and,

WHEREAS, Cuyahoga County created the County Archives in 1975 to serve as the central repository of historical records requiring temporary maintenance, which must be available and accessible for governmental and public use; and

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

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

SECTION 1: CHAPTER 206 of the Cuyahoga County Code, which provides for County commissions, is hereby amended to enact Section 206.11 as follows:

SECTION 206.11: Cuyahoga County Archives Advisory Commission

A. Definitions. As used in this section:

- (1) “Historical Records” shall mean all information, regardless of media, created by county entities and preserved because of ongoing value and which may also be referred to as “Archives”;

- (2) "Access" shall mean the ability to obtain, examine, and or retrieve all public records in an efficient and convenient manner;
- (3) "Public Programming" shall mean the structure and components of certain programs that assist in facilitating the outreach efforts of the Cuyahoga County Archives.

B. There is hereby established the Cuyahoga County Archives Advisory Commission. The Archives Advisory Commission shall have the following powers and duties:

- (1) To promote the identification and preservation of Cuyahoga County's historical records by identifying the necessary resources and raising the visibility of the Archives;
- (2) To ensure availability of Cuyahoga County's historical records by identifying facilities that meet best standards for archival preservation and, which may easily be accessed by the citizens of Cuyahoga County;
- (3) To raise awareness of the historical value and significance of Cuyahoga County's historical records through effective public programming;
- (4) To recommend the appropriate practices, policies and procedures to bridge the gap between technological efficiencies and historical competencies.
- (5) To encourage best practices that align with the standards of a modern archival administration and are in accordance with the terms as defined by the Society of American Archivists

C. Qualifications and Composition of Archives Advisory Commission Members.

- (1) The general qualifications of the members of the Archives Advisory Commission shall be determined by the postsecondary education in History, Library Science, Genealogy or related field, experience in archival facilities or related area, and a working knowledge of relevant software.
- (2) The Archives Advisory Commission shall be composed of nine voting members, with the County Archivist providing general organizational support, which include five appointed electors of the County and the following ex officio members:
 - i. Chief Information Officer or designee
 - ii. Director of Public Works or designee

- iii. A member of County Council as determined by the President of Council
- iv. Clerk of Council

D. Appointment Process and Qualification.

- (1) All Commission members not serving in an ex officio capacity shall be an elector of the County and shall be appointed by the County Executive and confirmed by the County Council.

E. Commission Member Terms.

- (1) The term of office for each appointed Commission member shall be four years.
- (2) The term of office of each appointed member shall commence upon the date specified in the confirmation resolution approved by Council.
- (3) With regard to the initial terms of appointed Commission members, three members shall be appointed to full terms and two members shall be appointed to half terms.
- (4) Commission membership shall be a non-compensated position, provided however, that members shall be entitled to reimbursement for reasonable expenses in connection with Commission duties.

F. Officers and Terms of Office.

The Archives Advisory Commission shall elect a Chair, a Vice-Chair, and a Secretary. The term of each Officer shall be one year or until his/her successor takes office. The Commission shall determine a Chair by a majority vote. Officers shall be elected annually at the first organizational meeting of each year and shall take office immediately upon election.

G. Commission Member Resignation.

If an appointed Commission member should resign, the County Executive shall appoint, subject to confirmation by Council, a replacement Commission member to fulfill the remainder of the unexpired term.

H. Archives Advisory Commission Rules.

The Commission shall be responsible for recommending the rules and procedures governing the maintenance of historical records and archives of Cuyahoga County. Such rules shall encompass guidelines, criteria, and best practices for identifying, preserving and providing access to the historical

records of Cuyahoga County and oversight of the resources necessary for the maintenance of the facility housing the County's historical records. The Commission shall make any other recommendations it deems necessary for carrying out its purposes.

I. Approval of Access

In approving access to the historical records and archives, the Commission shall recommend the standard criteria and guidelines to facilitate public access and staffing accommodations, including, but not limited to, reference desks, database management, scanning and copying, and appropriate space design.

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

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 23, 2014
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__