

CUYAHOGA COUNTY BOARD OF HEALTH

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CONTRACT REVIEW COMMITTEE

MINUTES – September 6, 2016

Meeting called to order by Terry Allan, Chair of the CRC at 1:33 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on September 6, 2016.

Roll Call: The following members were present: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Public Comments – N/A.

APPROVAL OF CONSENT AGENDA: Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record and the Consent Agenda will then be enacted as a whole by one motion and one roll call. There will be no separate discussion of these items. If discussion by CRC members is desired on any item on the Consent Agenda, that item will be removed from the Consent Agenda by a motion and majority affirmative vote and considered in its normal sequence under the Regular Order of Business.

Approval of the Minutes of Prior Meetings: Regular Meeting – August 16, 2016.

Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2016-51 Prevention and Wellness Services submitting a Memorandum of Understanding (MOU) with Cleveland Heights/University Heights City School District under the Teen Wellness Initiative (TWI) grant to enable the implementation of CCBH's TWI program curriculum within the school district from August 1, 2016 through June 30, 2017. No exchange of funds.

CRC 2016-52 Environmental Public Health Services submitting an addendum to the contract with Moss-Card Consulting, Inc. (Resolution 2016-67) under the FDA Voluntary Standards grant to extend the end of the contract period from August 31, 2016 to January 31, 2017. Amount to be paid to Moss-Card Consulting, Inc. to remain the same.

5550 Venture Drive ♦ Parma, Ohio 44130

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CRC 2016-53 Epidemiology, Surveillance and Informatics Services submitting a letter of agreement to identify CCBH as the primary agency for the Cuyahoga County Emergency Operations Plan (EOP) as it pertains to Emergency Support Functions (ESFs) 8 and 11 and a support agency pertaining to ESFs 6,10,14 and 15. No exchange of funds.

CRC 2016-54 Administration Services submitting a Memorandum of Understand (MOU) with the Village of Oakwood granting authority to access the Silver Oak Landfill for purposes of emergency maintenance from September 1, 2016 through December 30, 2016. No exchange of funds.

CRC 2016-55 Administration Services submitting a Business Associate Agreement (BAA) with The James B. Oswald Company to allow the exchange of protected health information related to employee benefits effective September 6, 2016. No exchange of funds.

It was moved by Judy Wirsching, seconded by Claire Boettler, that the minutes of the August 16, 2016 Regular CRC, meeting be approved:

The Secretary called the roll:

Ayes: Claire Boettler, Rick Novickis and Judy Wirsching; Terry Allan and Chris Kippes abstained due to being absent from the August 16, 2016 meeting.

It was moved by Claire Boettler, seconded by Rick Novickis, that the consent agenda be approved:

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

CONTRACTS AND AWARDS:

Tabled Items

None

New Items For Review

Bid/Quote Openings \geq \$25,000.00

CRC 2016-56 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for the Maternal and Child Health Program Community Engagement RFP# 2016-02 (ref. enclosed):

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Neighborhood Leadership Institute	\$55,000.00	received 9/6/16 9:30 a.m.
Friendly Inn	\$55,000.00	received 9/6/16 10:09 a.m.

The bids listed above were provided to the program staff for completion of the evaluation process.

Bid/Quote Openings < \$25,000.00

Lead program Bid Opening presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Chris Kippes that the following quote (CRC 2016-57) for 1210 W. Clifton Ave., Lakewood, Ohio 44107 be accepted as the lowest and best, and a contract be awarded to C.B. Mullins Construction Company, Inc. in the amount of \$13,000.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Chris Kippes, seconded by Judy Wirsching that the following quote (CRC 2016-58) for 5504 Bradley Ave., Parma, Ohio 44129 be accepted as the lowest and best, and a contract be awarded to Green Home Solutions in the amount of \$4,950.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Claire Boettler, seconded by Rick Novickis that the following quote (CRC 2016-59) for 3449 Westbury (Up & Down), Shaker Hts., Ohio 44120 be accepted as the lowest and best, and a contract be awarded to Green Home Solutions in the amount of \$15,550.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Expenditures: Contracts up to \$25,000

It was moved by Chris Kippes, seconded by Judy Wirsching that the following contracts (CRC 2016-60) under the Prevent Premature Fatherhood (PPF) grant be approved:

Presented by: Brandy Eaton

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The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Rick Novickis, seconded by Judy Wirsching that the contract (CRC 2016-63) with Davey Resource Group for annual invasive vegetation maintenance from September 1, 2016 through August 31, 2019 in the amount of \$6,105.00. be approved.

Presented by: Rebecca Burke

Purpose: To provide annual herbicide application and optional seeding as maintenance to control the growth of invasive vegetation on the CCBH property at a cost not to exceed \$2,035.00/year.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Revenue Generating Agreements up to \$25,000

It was moved by Claire Boettler, seconded by Chris Kippes that the contract (CRC 2016-64) with Montessori Children's School for school health services from August 1, 2016 through June 30, 2017 in the amount of \$8,426.00. be approved.

Presented by: Debbie Busdiecker

Purpose: To provide school health services to Montessori Children's School for 20 hours/month.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Contract Rescissions

None

Other Business – N/A

Public Comment – N/A.

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Thereupon, it was moved by Judy Wirsching, seconded by Claire Boettler, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 2:05 p.m.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching



Committee Chair



Clerk

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Program: Maternal and Child Health Program
Title: Community Engagement
RFP No: 2016-02
CRC No: CRC 2016-56

The following quotes were opened on: September 6, 2016
Opened by: Wedad Alhamwi
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Neighborhood Leadership Institute	9/6/2016 9:30	\$55,000.00
Friendly Inn	9/6/2016 10:09	\$55,000.00

Recommended award:

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QUOTE RESULTS

Project Address

Name: Aref Shafik
Address: 1210 W. Clifton Blvd.
City, State, Zip: Lakewood, OH, 44107
CRC No: CRC 2016-57

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE
Allenbey	\$13,827
CB Mullins	\$13,000

ESTIMATE: \$13,387.00

Recommended award: CB Mullins Construction

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QUOTE RESULTS

Project Address

Name: Michael Hanna
Address: 5504 Bradley Ave.
City, State, Zip: Parma, OH, 44129
CRC No: CRC 2016-58

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE
Allenbey	\$6,935
CB Mullins	\$5,050
Green Home Solutions	\$4,950
MCM Homeservices	\$7,750

ESTIMATE: \$4,898.00

Recommended award: Green Home Solutions

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QUOTE RESULTS

Project Address

Name: Fatima Williams (Dn) & Ebony Allen (Up)
Address: 3449 Westbury Rd., Up & Dn
City, State, Zip: Shaker Hts., OH, 44120
CRC No: CRC 2016-59

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE
Allenbey	\$28,300
CB Mullins	\$15,700
Green Home Solutions	\$15,550
MCM Home Services	\$16,375

ESTIMATE: \$19,500.00

Recommended award: Green Home Solutions