

CUYAHOGA COUNTY BOARD OF HEALTH

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CONTRACT REVIEW COMMITTEE

MINUTES – December 4, 2018

Meeting called to order by Claire Boettler, Chair of the CRC at 1:34 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on December 4, 2018.

Roll Call: The following members were present: 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 – November 20, 2018.

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

CRC 2018-167 Prevention and Wellness Services submitting an addendum to the contract (Resolution 2018-33 & CRC 2018-81) with Circle Health under the HRSA Ryan White Part A Program grant to revise Exhibit A. Amount to be paid to Circle Health is to remain the same.

CRC 2018-168 Administration Services submitting an addendum to the contract (CRC 2017-85) with Kim Jovanov to instruct yoga classes for CCBH employees to extend the end of the contract period from December 31, 2018 to December 31, 2019. Payment of \$50.00 per week to the instructor for a four week session paid by participating employees. No funds will be provided by the Board.

5550 Venture Drive ♦ Parma, Ohio 44130

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CRC 2018-169 Epidemiology, Surveillance and Informatics Services submitting a data use agreement with Dr. Na'Tasha Evans, Assistant Professor at Kent State University, to allow CCBH access to data from November 28, 2018 until all data provided is destroyed or returned. No exchange of funds.

It was moved by Rick Novickis, seconded by Judy Wirsching, that the consent agenda, including the minutes of the November 20, 2018 CRC meetings be approved.

The Secretary called the roll:

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

CONTRACTS AND A ARDS:

Tabled Items

CRC 2018-100
7208 Broadview Rd.
Parma, Ohio 44134

No action at this time.

CRC 2018-123
7454 Bronson Rd.
Olmsted Township, Ohio 44138

No action at this time.

CRC 2018-142 Epidemiology, Surveillance and Informatics Services submitting an agreement with the Association of Ohio Health Commissioners (AOHC) to secure an emergency preparedness consultant from July 1, 2018 to June 30, 2019. Amount to be paid to AOHC is not to exceed \$5,500.00.

Purpose: To allow AOHC to secure an emergency preparedness consultant on behalf of CCBH to serve as a liaison for emergency preparedness planning functions as outlined by the BTeam.

Funding Source: 100% reimbursable through the FY2019 PHEP grant

No action at this time.

CRC 2018-159 Housekeeping & Facility Maintenance Services
RFP# 2018-01

It was moved by Chris Kippes, seconded by Rick Novickis that the following quotes

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(CRC 2018-159) in response to RFP #2018-01 for Housekeeping & Facility Maintenance Services be accepted as the lowest and best, and a recommendation to award a contract to Hott Associates, Inc. be submitted to the Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Wallace Chambers and Judy Wirsching

CRC 2018-160
27912 Pergl Rd.
Solon, Ohio 44139

No action today.

CRC 2018-161
27605 Pergl Rd.
Glenwillow, Ohio 44139

No action today.

CRC 2018-162
6845 Richmond Rd.
Glenwillow, Ohio 44139

No action today.

New Items For Review

Bid/Quote Openings \geq \$25,000.00

None

Bid/Quote Openings $<$ \$25,000.00

Household Sewage Program Bid Opening presented by: Nate McConoughey

It was moved by Judy Wirsching, seconded by Rick Novickis that the following quote (CRC 2018-170) for 27389 Cook Rd., Olmsted Township, Ohio 44138 be accepted as the lowest and best, and a contract be awarded to Bull Construction Services in the amount of \$7,550.00 (Total project cost including tap in/sewer connection fee is \$12,550.00) (ref. enclosed).

The Secretary called the roll:

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

It was moved by Chris Kippes, seconded by Claire Boettler that the following quote (CRC 2018-171) for 27397 Bagley Rd., Olmsted Township, Ohio 44138 be accepted as the lowest and best, and a contract be awarded to KMU Trucking & Excavating in the amount of \$6,750.00 (Total project cost including tap in/sewer connection fee is \$11,750.00) (ref. enclosed).

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Judy Wirsching that the following quote (CRC 2018-172) for 8542 Riverview Rd, Brecksville, Ohio 44141 be accepted as the lowest and best, and a contract be awarded to Bull Construction Services in the amount of \$13,700.00 (ref. enclosed).

The Secretary called the roll:

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

CRC 2018-173
24421 Barrett Rd.
Olmsted Township, Ohio 44138

Item CRC 2018-173 was tabled due to no bids being received. The RFQ has been re-issued.

Expenditures: Contracts up to \$25,000.00

It was moved by Chris Kippes, seconded by Claire Boettler that the addendums (CRC 2018-174) to the to the following contracts (Resolutions 2018-53 & 2018-79 & 2018-107 & 2018-141) under the HRSA Ryan White Part A Program grant be approved:

| | Amount to be paid <u>to not to exceed</u> | |
|---|--|-------------|
| | <u>From</u> | <u>To</u> |
| Department of Senior and Adult Services | \$31,352.00 | \$51,352.00 |
| Family Planning Services of Lorain County | \$15,375.00 | \$16,887.00 |
| Tech Logix Systems | \$50,000.00 | \$57,000.00 |

Presented by: Claire Boettler

Purpose: To provide services to low-income, uninsured and underinsured HIV positive persons.

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Funding Source: 100% reimbursable through the FY2019 HRSA Ryan White grant.

The Secretary called the roll:

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

It was moved by Judy Wirsching, seconded by Rick Novickis that the addendum (CRC 2018-175) to the contract with Alyssa Wagner-Sherer (CRC 2018-155) under the 2018/2019 Women in Recovery (WIRe) to increase the amount paid to Alyssa Wagner-Sherer from \$12,337.00 to \$14,377.11 be approved.

Presented by: Andrew Heffron

Purpose: To serve as the Certified Nurse Practitioner for the Cuyahoga County Board of Health Family Planning Clinic.

Funding Source: 100% reimbursable through the FY2018 WIRe grant.

The Secretary called the roll:

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

It was moved by Judy Wirsching, seconded by Chris Kippes that the contract (CRC 2018-176) with Premier Protective Services, Inc. for security services from January 1, 2019 through December 31, 2020 be approved. Premier Protective Services, Inc. will be reimbursed for security services provided at the rate of \$15.88 per hour for regular hours and \$23.82 per hour for overtime hours.

Presented by: Rebecca Burke

Purpose: To provide unarmed security guard services at CCBH's facility as scheduled by CCBH.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

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

Revenue Generating Agreements up to \$25,000.00

None

Contract Rescissions

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None

Other Business

None

Public Comment – N/A.

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

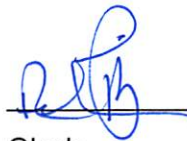
BE IT RESOLVED that the meeting be adjourned at 1:56 p.m.

The Secretary called the roll:

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



Committee Chair



Clerk

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Program: Administration
Title: Housekeeping & Maintenance Services
RFP No: 2018-01
CRC No: 2018-159

The following quotes were opened on: 11/20/18 @ 11:03am
Opened by: Rebecca Burke
Logged in by: Judy Wirsching

| NAME OF CONTRACTOR | RECEIVED | HOUSE KEEPING QUOTE | MAINTENANCE QUOTE |
|---------------------------------|---|--------------------------------|------------------------------|
| Crystal Clear Building Services | 11/20/18 @ 10:43am | \$2,635.00 | \$1,425.00 |
| Choice Commercial | DISQUALIFIED (only submitted proposal via email not sealed bid) | | |
| Felix Cleaning Services | 11/14/18 @ 12:39pm | \$2,730.00 | \$1,400.00 |
| Hott Associates | 11/19/18 @ 1:29pm | \$3,005.00 | \$1,045.00 |
| Ozone Cleaners | 11/14/18 @ 3:06pm | \$2,779.38 | \$1,350.00 |

Quote Amounts are represented as monthly costs

Recommended award: Hott Associates

Brief justification:

The RFP was posted to the website for 4 weeks and emailed to 15 vendors directly including vendors from the diverse, small business listing. We received 4 qualified quotes for services and 1 quote that was disqualified. Bids were evaluated on a 50 point scale by an evaluation team of 3 and pricing was evaluated based on monthly service fees for cleaning and maintenance, as well as, consideration for ancillary services required throughout the contract period (i.e. carpet cleaning). Hott Associates, Inc. submitted the lowest and best quote for cleaning and maintenance services. They are a local, certified SBE, WBE. Hott Associates, Inc. is our current vendor and the quoted rate is a 6.3% increase on the current contracted rate.

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

Name: Bennett Residence
Address: 27397 Bagley Road
City, State, Zip: Olmsted Township, Ohio, 44138
PPN# 265-01-013
of Bedrooms 4

The following quotes were received and opened:

| Name of Contractor: | Connection - Construction Quote | Tap-In/Sewer Connection Fee | WPCLF Program Cost 85% | Owner Match 15% | Project Cost |
|--------------------------------|---------------------------------|-----------------------------|------------------------|-----------------|--------------|
| Bull Construction Services LLC | \$7,550.00 | \$5,000.00 | \$10,667.50 | \$1,882.50 | \$12,550.00 |
| KMU Trucking & Excavating LLC | \$6,750.00 | \$5,000.00 | \$9,987.50 | \$1,762.50 | \$11,750.00 |
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Bids Reviewed by: N. McConoughey & M. Schueneman
Selected Contractor Bid: KMU Trucking & Excavating LLC
Connection Fee/Tap-In Fee Paid To: Cuyahoaga County Department of Public Works

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

Name: Piskac Residence
Address: 8542 Riverview Road
City, State, Zip: Brecksvill, Ohio 44141
PPN# 602-12-004
of Bedrooms 3

The following quotes were received and opened:

| Name of Contractor: | Connection - Construction Quote | Tap-In/Sewer Connection Fee | WPCLF Program Cost 100% | Owner Match 100% | Project Cost |
|--------------------------------|---------------------------------|-----------------------------|-------------------------|------------------|--------------|
| Bull Construction Services LLC | \$13,700.00 | \$0.00 | \$13,700.00 | \$0.00 | \$13,700.00 |
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Bids Reviewed by: N. McConoughey & M. Schueneman
Selected Contractor Bid: Bull Costruction Services LLC
Connection Fee/Tap-In Fee Paid To: N/A

