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# CONTRACT REVIEW COMMITTEE MINUTES - August 1, 2023

Meeting called to order by Jana Rush, Chair of the CRC at 1:34 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on August 1, 2023.

Roll Call: The following members were present: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush 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 – July 18, 2023.

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

CRC 2023-109 Administration submitting an affiliate agreement with West Chester University to allow students to have a public health experience from August 1, 2023 through July 31, 2028. No exchange of funds.

It was moved by Martha Halko, seconded by Brandy Eaton, that the consent agenda, including the minutes of the July 18, 2023 CRC meeting be approved.

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

#### **CONTRACTS AND AWARDS:**

Tabled Items:

None

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

Presented by: Tom Fink

CRC 2023-111 RFQ 2023-04B EPH Truck

It was moved by Judy Wirsching, seconded by Rod Harris, that the following contract (CRC 2023-111) for the Environmental Public Health truck be accepted as the lowest and best, and that a recommendation that the contract be awarded to Sarchione Ford of Alliance in the amount of \$38,640.00 be submitted to Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Bid/Quote Openings < \$25,000.00

#### Lead Program

Presented by: Stephanie McConoughey

CRC 2023-110

RFQ 2023-06 Lead Lab Analytical Services

It was moved by Rick Novickis, seconded by Brandy Eaton, that the following contract (CRC 2023-110) for Lead Lab Analytical Services be accepted as the lowest and best, and that a contract be awarded to Accurate Analytical Testing in the amount of \$22,087.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Martha Halko, seconded by Rod Harris, that the following quote (CRC 2023-112) for 4517 Wood Ave., Parma, Ohio 44134 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to TNT Construction in the amount of \$7,475.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Brandy Eaton, that the following quote (CRC 2023-113) for 5137 Cato St., Maple Heights, Ohio 44137 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to Green Home Solutions in the amount of \$13,550.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Martha Halko, seconded by Rick Novickis, that the following quote (CRC 2023-114) for 5218 Thomas St., Maple Heights, Ohio 44137 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to Green Home Solutions in the amount of \$14,025.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Judy Wirsching, seconded by Rod Harris, that the following quote (CRC 2023-115) for 11106 Lincoln Ave., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to Paragon CMS in the amount of \$15,925.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Judy Wirsching, seconded by Rick Novickis, that the following quote (CRC 2023-116) for 12400 Woodward Blvd., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to TNT Construction in the amount of \$7,560.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Presented by: Stephanie McConoughey

It was moved by Brandy Eaton, seconded by Martha Halko, that the following quote (CRC 2023-117) for 12833 Rockside Rd., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded be accepted as the lowest and best, and that a contract be awarded to Paragon CMS in the amount of \$21,047.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Expenditures: Contracts < \$25,000.00

It was moved by Judy Wirsching, seconded by Rod Harris, that the agreement (CRC 2023-118) with Tinker's Creek Watershed Partners from August 1, 2023 through September 30, 2024 in amount not to exceed \$17,000.00 be approved.

Presented by: Rod Harris

Purpose: CCBH will act as a host site for 2 full time NOWCorp members in the Americorp Program.

Funding Source: 100% reimbursable through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Revenue Generating Agreements < \$25,000.00 None

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

Thereupon, it was moved by Judy Wirsching, seconded by Martha Halko, 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: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, Jana Rush and Judy Wirsching

Committee Chair

Clark

## **RFQ RESULTS**

Program: Lead Hazard Reduction grant
Title: Lead Lab Anylitical Services

**RFQ No:** 2023-06

**CRC No:** CRC 2023-110

The following quotes were opened on: August 1, 2023 @ 8:00 a.m.

**Opened by:** John Sobolewski, Stephanie McConoughey

Logged in by: Marlene Skovenski

| NAME OF CONTRACTOR                  | QUOTE       |
|-------------------------------------|-------------|
| Accurate Analytical Testing, LLC    | \$22,087.50 |
| Eurofin Built Environment Testing   | \$67,848.00 |
| Schneider Laboratories Global, Inc. | \$22,212.50 |
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Recommended award: Accurate Analytical Testing, LLC

**Brief Justification:** Best and Lowest

#### **RFQ RESULTS**

**REVISED** 

Program: CCBH General Revenue

 Title:
 CCBH Truck

 RFQ No:
 2023-04B

 CRC No:
 CRC 2023-111

The following quotes were opened on: August 1, 2023 @ 8:57 a.m.

Opened by: Tom Fink, Marlene Skovenski, Pam Sawchyn

Logged in by: Marlene Skovenski

| NAME OF CONTRACTOR                               | RECEIVED                     | QUOTE       | •                                    |
|--|------------------------------|-------------|--------------------------------------|
| Sarchione Ford of Alliance 2023 Ford F-150 4x2   | 07/31/2023 @ 3:42 pm         | \$38,640.00 | Beacon not included - no tow package |
| Kutfleitner CDJR of Boardman Ram 2023 Ram 1500 C | Classic 07/31/2023 @ 3:50 pm | \$47,710.00 | Beacon not included - cloth seats    |
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Recommended award: Sarchione Ford of Alliance

**Brief Justification:** 

This RFQ was developed to purchase a new pick-up truck to replace one of the 2001 Ford F-150s that is currently owned by CCBH. We received 2 quotes, with one, for a new Ford F-150, coming in at a lower price and meeting more of the RFQ specifications. The second, for a Dodge Ram, came in at a higher price and included multiple items and options that were not listed on the RFQ specifications. For this reason, we would like to choose the quote for the Ford F-150.

## **QUOTE RESULTS**

**Project Address** 

Name: Ashley Kriso
Address: 4517 Wood Ave.
City,State, Zip: Parma, OH 44134
CRC No: CRC 2023-112

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE      | LEAD        | НН          | MATCH |
|----------------------|------------|-------------|-------------|-------|
| Green Home Solutions | \$9,675    | \$6,450     | \$3,225     | \$0   |
| TNT Construction     | \$7,475    | \$5,325     | \$2,150     | \$0   |
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| ESTIMATE:            | \$7,012.50 | \$ 4,712.50 | \$ 2,300.00 |       |

Recommended award: TNT Construction

## **QUOTE RESULTS**

**Project Address** 

Name: Deborah Harper Address: 5137 Cato St.

City, State, Zip: Maple Hts., OH 44137

**CRC No:** CRC 2023-113

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE       | LEAD        | НН          | MATCH   |
|----------------------|-------------|-------------|-------------|---------|
| Green Home Solutions | \$13,550    | \$11,350    | \$2,200     | \$3,350 |
| TNT Construction     | \$12,100    | \$10,800    | \$1,300     | \$2,800 |
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| ESTIMATE:            | \$10,075.00 | \$ 8,600.00 | \$ 1,775.00 |         |

Recommended award: Green Home Solutions

## **QUOTE RESULTS**

**Project Address** 

Name: Lederris Starling Address: 5218 Thomas St.

City, State, Zip: Maple Heights, OH 44137

**CRC No:** CRC 2023-114

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE       | LEAD        | НН          | MATCH   |
|----------------------|-------------|-------------|-------------|---------|
| Green Home Solutions | \$14,025    | \$12,600    | \$1,425     | \$4,600 |
| TNT Construction     | \$13,100    | \$12,250    | \$850       | \$4,250 |
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| ESTIMATE:            | \$11,450.00 | \$ 9,975.00 | \$ 1,475.00 |         |

Recommended award: Green Home Solutions

## **QUOTE RESULTS**

**Project Address** 

Name: Keyona Bryant Address: 11106 Lincoln Ave. City, State, Zip: Garfield Hts., OH 44125

**CRC No:** CRC 2023-115

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE       | LEAD         | НН         | MATCH   |
|----------------------|-------------|--------------|------------|---------|
| Green Home Solutions | \$20,150    | \$14,425     | \$5,725    | \$6,425 |
| Paragon CMS          | \$15,925    | \$11,995     | \$3,930    | \$3,995 |
| TNT Construction     | \$19,130    | \$13,850     | \$5,280    | \$5,850 |
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| FSTIMATF:            | \$13 097 50 | \$ 10 887 50 | \$ 2210.00 |         |

Recommended award: Paragon CMS

## **QUOTE RESULTS**

**Project Address** 

Name: Shelelia Larkins

Address: 12400 Woodward Blvd. City,State, Zip: Garfield Hts., OH 44125

**CRC No:** CRC 2023-116

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE      | LEAD        | НН          | MATCH |
|----------------------|------------|-------------|-------------|-------|
| Green Home Solutions | \$10,800   | \$8,725     | \$2,075     | \$725 |
| Paragon CMS          | \$10,010   | \$8,390     | \$1,620     | \$390 |
| TNT Construction     | \$7,560    | \$6,025     | \$1,535     | \$0   |
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| ESTIMATE:            | \$9.150.00 | \$ 7.625.00 | \$ 1.525.00 |       |

Recommended award: TNT Construction

## **QUOTE RESULTS**

**Project Address** 

Name: Zalena Moreland Address: 12833 Rockside Rd. City, State, Zip: Garfield Hts., OH 44125

**CRC No:** CRC 2023-117

The following quotes were received and opened:

| NAME OF CONTRACTOR   | QUOTE       | LEAD         | HH          | MATCH   |
|----------------------|-------------|--------------|-------------|---------|
| Green Home Solutions | \$25,250    | \$12,300     | \$12,950    | \$4,300 |
| Paragon CMS          | \$21,047    | \$10,490     | \$10,557    | \$2,490 |
| TNT Construction     | \$23,640    | \$11,800     | \$11,840    | \$3,800 |
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| ESTIMATE:            | \$19,430.00 | \$ 10,100.00 | \$ 9,330.00 |         |

Recommended award: Paragon CMS