

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

*CONTRACT REVIEW COMMITTEE*

*MINUTES – September 5, 2023*

Meeting called to order by Rick Novickis, Chair of the CRC at 1:39 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on September 5, 2023.

Roll Call: The following members were present: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

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 15, 2023.

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

CRC 2023-128 Environmental Public Health Services submitting a contract amendment with the U.S. Department of Housing and Urban Development (HUD) (2020-28) Lead Hazard Reduction grant to revise the end date of the contract from September 30, 2023 to September 30, 2024. Amount to be received is to remain the same.

CRC 2023-129 Environmental Public Health Services submitting the following contract addendums under the 2020/2023 Lead Hazard Reduction grant to revise the end date of the contracts from September 30, 2023 to September 30, 2024. Amount to be paid to remain the same.

Environmental Health Watch	2020-48
City of Cleveland Heights	2020-48
Cuyahoga County Department of Development	2021-114

CRC 2023-130 Environmental Public Health Services submitting a contract addendum with the City of Cleveland Heights (CRC 2022-168) under the Lead Poisoning Prevention Subsidy grant to revise the end date of the contract from September 30, 2023 to September 30, 2024, Amount to be paid is to remain the same.

CRC 2023-131 Epidemiology, Surveillance and Informatics Services submitting a Memorandum of Understanding (MOU) with Northeast Ohio Public Information and Communication (PIC) Annex Plan for release of public information following an incident that may extend beyond a local health jurisdiction. No exchange of funds.

It was moved by Zach Levar, seconded by Rick Novickis, that the consent agenda, including the minutes of the August 15, 2023 CRC meeting be approved.

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

## **CONTRACTS AND AWARDS:**

Tabled Items:

None

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

CRC 2023-132 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for Selection of Contractor for Lead Removal Abatement Project RFP #2023-04 (ref. enclosed):

Received one bid, but was disqualified due to missing the bid guaranty.

Presented by: Stephanie McConoughey

CRC 2023-133 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for Website Design & Maintenance Services RFP #2023-06 (ref. enclosed):

ZED Digital	08/31/23 @ 10:39 am	\$58,500.00
Blackbird Digital	09/05/23 @ 10:03 am	\$106,800.00
Vtech Solutions	09/01/23 @ 8:54 am	\$69,200.00
Exemplifi, LLC	09/05/23 @ 9:17 am	\$178,500.00
Tech Brains	09/05/23 @ 9:17 am	\$85,925.00
Prime Federated Applications	09/05/23 @ 9:17 am	\$88,050.00
Recess Creative, LLC	09/05/23 @ 8:45 am	\$150,000.00
Fahlgren Mortine	09/05/23 @ 12:42 pm	\$300,000.00

Presented by: Michelle Jardine

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

Bid/Quote Openings < \$25,000.00

Lead Program

Presented by: Stephanie McConoughey

It was moved by Rod Harris, seconded by Rick Novickis, that the following quote (CRC 2023-139) for 22631 Seabrooke Ave., Euclid, Ohio 44112 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 American Builders & Applicators in the amount of \$25,500.00 be submitted to the Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Shelley Zelinski, that the following contract (CRC 2023-135) for 1635 Belwood Rd., South Euclid, Ohio 44121 be accepted as the lowest and best, and that a contract be awarded to Green Home Solutions in the amount of \$7,950.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Presented by: Stephanie McConoughey

It was moved by Zach Levar, seconded by Rod Harris, that the following quote (CRC 2023-136) for 3702 Chelton Rd., Shaker Heights, Ohio 44120 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$11,900.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Presented by: Stephanie McConoughey

It was moved by Amy Geiss, seconded by Rick Novickis, that the following quote (CRC 2023-137) for 4752 E. 93<sup>rd</sup> St., 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 American Builders & Applicators in the amount of \$6,775.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Zach Levar, that the following quote (CRC 2023-138) for 14005 Northfield Ave., East Cleveland, Ohio 44112 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 \$24,547.00 be approved (ref. enclosed).

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Expenditures: Contracts < \$25,000.00

It was moved by Amy Geiss, seconded by Zach Levar, that the contract (CRC 2023-140) with Cincinnati Insurance Companies for commercial property insurance, computer/software insurance, public employee dishonesty insurance and terrorism coverage from August 28, 2023 through August 28, 2026. Amount to be paid to The Cincinnati Insurance Companies for this coverage is not to exceed \$11,681.00 annually be approved.

Presented by: John Mills

Purpose: To provide insurance coverage for CCBH.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Rick Novickis, seconded by Shelley Zelinski, that the contract (CRC 2023-141) with Cummins for generator maintenance from November 1, 2023 through October 31, 2026. Amount to be paid to Cummins is not to exceed \$5,059.02. be approved.

Presented by: Erik Hamilton

Purpose: For annual preventative maintenance and service for the CCBH back-up generator.

Funding Source: 100% funded through CCBH general revenue.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Shelley Zelinski, seconded by Rod Harris, that the contract (CRC 2023-142) with Accurate Analytical Testing LLC. for lead lab analytical services under the Lead Hazard Reduction grant from January 1, 2024 through December 31, 2025. Amount to be paid to Accurate Analytical Testing LLC. is not to exceed 22,087.50 to be approved.

Presented by: Stephanie McConoughey

Purpose: Lead analysis to include the measurement of lead in dust, paint chips, food products, cosmetics and soil.

Funding Source: 100% funded through Lead Hazard Reduction grant.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Zach Levar, seconded by Amy Geiss, that the contract (CRC 2023-143) with Association of Health Commissioners from July 1, 2023 through June 30, 2024. Amount to be paid to AOHC is not to exceed \$5,278.00.

Presented by: Takisha Fuller

Purpose: To cooperatively improve communications between AOHC and the Cuyahoga County Board of Health with preparedness issues that impact public preparedness goals.

Funding Source: 100% reimbursable through the PHEP grant.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Rick Novickis, seconded by Rod Harris, that the addendum to the provider services (CRC 2023-144) with Azalea Health (Resolutions 2018-32, 2018-145 2019-74 & 2022-76) for the removal of Heidi Gulliet, MD and Alyssa Sherer, CNP and the addition of Kelly Stake, MSN, APRN.

Presented by: Amy Geiss

Purpose: Addendum to the service agreement.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Zach Levar, seconded by Shelley Zelinski, that the addendum to the contact (CRC 2023-145) with Kelly Stake, MSN, APRN (Resolution 2023-81 & 2023-14) under the reproductive Health and Wellness (RWH) grant to amend payment language to include reimbursement for cost to obtain Drug Enforcement Agency (DEA) Registration Number to be approved.

Presented by: Amy Geiss

Purpose: Addendum to contract

Funding Source: 100% reimbursable through the FY2024 RHW grant.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

It was moved by Amy Geiss, seconded by Rick Novickis, that the contact (CRC 2023-146) with Radio One/Urban One under the Racial and Ethnic Approaches to Community Health (REACH) Supplemental from August 1, 2023 through September 29, 2023. Amount to be paid to Radio One/ Urban One is not to exceed \$12,900.00 to be approved.

Presented by: April Vince

Purpose: Purpose: To encourage pregnant women and women in child-bearing age to get vaccinated (Covid and flu especially) for their health as well as the health of their babies through two months marketing campaign that includes scripted radio ads, streaming audio, and social media.

Funding Source: 100% reimbursable through the FY2022-2023 Center for Disease Control Racial and Ethnic Approaches to Community Health (REACH) Supplemental grant

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis, Jana Rush and Shelley Zelinski

It was moved by Shelley Zelinski, seconded by Rod Harris, that the contract (CRC 2023-147) with AIDS Taskforce of Greater Cleveland under the 2023/2024 Implementing Enhanced HIV P & S for Health Departments (EHE Prevention) grant from September 1, 2023 through May 31, 2024. Amount to be paid to AIDS Taskforce of Greater Cleveland is not to exceed \$15,000.00 to be approved.

Presented by: Zach Levar

Purpose: To host monthly HIV prevention education sessions for youth ages 13 to 24. These sessions will provide HIV prevention education to increase awareness and knowledge of HIV, HIV prevention, and sexual health to the priority population of targeted youth. ATCG utilize online communities, social media, and in-person events to create opportunities for testing and treatment linkage.

Funding Source: 100% reimbursable through the FY2023-2024 Ohio Department of Health Implementing Enhanced HIV P&S for Health Departments (EHE Prevention) grant.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Revenue Generating Agreements < \$25,000.00

It was moved by Rick Novickis, seconded by Zach Levar, that the contract (CRC 2023-148) with AmeriHealth Caritas Ohio, Inc. to accept CCBH as a network/participating provider to deliver all covered services under their Medicaid plan beginning on or about September 5, 2023. Amount to be received shall be consistent with approved Paramount Insurance Company reimbursement rates.

Presented by: Shelley Zelinski

Purpose: To establish CCBH as an in-network provider with AmeriHealth Caritas Ohio, Inc.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

Thereupon, it was moved by Amy Geiss, seconded by Rod Harris, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 2:20 p.m.

The Secretary called the roll:

Ayes: Rod Harris, Amy Geiss, Zach Levar, Rick Novickis and Shelley Zelinski

  
\_\_\_\_\_  
Committee Chair

  
\_\_\_\_\_  
Clerk



## CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

## REQUEST FOR PROPOSAL RESULTS

## Project Address

**Name:** John Stavlas  
**Address:** 1563 Lakewood Ave. #1-4  
**City, State, Zip:** Lakewood, OH 44107  
**CRC No:** RFP 2023-04

**Due date: Tuesday, September 5, 2023 at 9:30 AM**

**The following proposals were received and opened by: Shelley Zelinski & Stephanie McConoughey**

NAME OF CONTRACTOR	RECEIVED	QUOTE	LEAD	HH	MATCH
Green Home Solutions	8/29/23 at 9:20	Disqualified			
<b>ESTIMATE:</b>		\$73,345.00	\$ 70,745.00	\$ 2,600.00	

**Recommended award:**

One proposal was received for this project. Green Home Solutions was disqualified due to lack of a Bid Guaranty as required in the proposal. This was determined at RFP opening by Shelley Zelinski and Stephanie McConoughey.

## CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

### RFP RESULTS

**Program:** CCBH  
**Title:** Website Design and Maintenance Services  
**RFP No:** 2023-06  
**CRC No:** 2023-133

**The following quotes were opened on:**

**Opened by:** Shelley Zelinski and Stephanie McConoughey  
**Logged in by:** Shelley Zelinski

NAME OF CONTRACTOR	RECEIVED	AMOUNT
ZED Digital	08/31/23 @ 10:39 am	\$58,500.00
Blackbird Digital	09/05/23 @ 10:03 am	\$106,800.00
Vtech Solutions	09/01/23 @ 8:54 am	\$69,200.00
Exemplifi, LLC	09/05/23 @ 9:17 am	\$178,500.00
Tech Brains	09/05/23 @ 9:17 am	\$85,925.00
Prime Federated Applications	09/05/23 @ 9:17 am	\$88,050.00
Recess Creative, LLC	09/05/23 @ 8:45 am	\$150,000.00
Fahlgren Mortine	08/31/23 @ 12:42 pm	\$300,000.00

**Recommended award:** to be reviewed by committee

**Brief Justification:**

All cost are for the full project and ongoing maintenance cost not included above.

## CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

### QUOTE RESULTS

#### Project Address

**Name:** Allessandra Parry  
**Address:** 23716 E. Silsby Rd.  
**City, State, Zip:** Beachwood, OH 44121  
**CRC No:** CRC 2023-134

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	MATCH
American Builders & Applicators	\$31,275	\$31,275	\$1,275
Green Home Solutions	\$37,400	\$37,400	\$7,400
Paragon CMS	\$30,945	\$30,945	\$945
TNT Construction	\$24,775	\$24,775	\$0
<b>ESTIMATE:</b>	\$26,350.00	\$ 26,350.00	

**Recommended award:** TNT Construction

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Marcel Philpotts & Madeleine Taylor  
Address: 1635 Belwood Rd.  
City,State, Zip: South Euclid, OH 44121  
CRC No: CRC 2023-135

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders & Applicators	\$9,675	\$1,275	\$8,400	\$0
Green Home Solutions	\$7,950	\$1,800	\$6,150	\$0
Paragon CMS	\$7,540	\$1,385	\$6,155	\$0
TNT Construction	\$6,625	\$1,125	\$5,500	\$0
ESTIMATE:	\$5,450.00	\$ 750.00	\$ 4,700.00	

Recommended award: Green Home Solutions

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Seth LeDonne & Kayla Berkey  
Address: 3702 Chelton Rd.  
City,State, Zip: Shaker Hts., OH 44120  
CRC No: CRC 2023-136

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders & Applicators	\$11,900	\$11,000	\$900	\$3,000
Green Home Solutions	\$13,050	\$11,700	\$1,350	\$3,700
Paragon CMS	\$15,275	\$14,150	\$1,125	\$6,150
TNT Construction	\$10,220	\$9,500	\$720	\$1,500
ESTIMATE:	\$12,275.00	\$ 11,150.00	\$ 1,125.00	

Recommended award: American Builders & Applicators

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Devina Dortch  
Address: 4752 E.93rd St.  
City,State, Zip: Garfield Hts., OH 44125  
CRC No: CRC 2023-137

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders & Applicators	\$6,775	\$3,375	\$3,400	\$0
Green Home Solutions	\$7,950	\$3,750	\$4,200	\$0
Paragon CMS	\$7,935	\$3,110	\$4,825	\$0
TNT Construction	\$5,950	\$2,775	\$3,175	\$0
ESTIMATE:	\$5,750.00	\$ 2,325.00	\$ 3,425.00	

Recommended award: American Builders & Applicators

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Selene Management  
Address: 14005 Northfield Ave.  
City,State, Zip: East Cleveland, OH 44112  
CRC No: CRC 2023-138

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
Green Home Solutions	\$28,450	\$21,250	\$7,200	\$11,250
Paragon CMS	\$24,547	\$18,047	\$6,500	\$8,047
TNT Construction	\$21,160	\$15,850	\$5,310	\$5,850
ESTIMATE:	\$17,095.00	\$ 11,695.00	\$ 5,400.00	

Recommended award: Paragon CMS

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Anthony Singleton & Shanee Johnson  
Address: 22631 Seabrooke Ave.  
City,State, Zip: Euclid, OH 44123  
CRC No: CRC 2023-139

The following quotes were received and opened:

NAME OF CONTRACTOR	QUOTE	LEAD	HH	MATCH
American Builders & Applicators	\$25,500	\$20,100	\$5,400	\$12,100
Paragon CMS	\$33,915	\$28,265	\$5,650	\$20,265
TNT Construction	\$22,135	\$19,400	\$2,735	\$11,400
ESTIMATE:	\$21,900.00	\$ 18,725.00	\$ 3,175.00	

Recommended award: American Builders & Applicators