

# CUYAHOGA COUNTY

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# BOARD OF HEALTH

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## *CONTRACT REVIEW COMMITTEE*

### *MINUTES – January 16, 2018*

Meeting called to order by Terry Allan, Chair of the CRC at 1:32 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on January 16, 2018.

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 – January 2, 2018.

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

CRC 2018-8 Environmental Public Health submitting Memorandum of Understanding (MOU) with Warrensville Heights to provide Phase II Stormwater services as part of the NEORSD Regional Stormwater Management Program (RSMP) from January 1, 2017 through December 31, 2018. No exchange of funds.

It was moved by Claire Boettler, seconded by Rick Novickis, that the consent agenda, including the minutes of the January 2, 2018 Regular CRC meeting be approved.

The Secretary called the roll:

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

5550 Venture Drive ♦ Parma, Ohio 44130

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Terrence M. Allan, R.S., M.P.H. Health Commissioner

**CONTRACTS AND AWARDS:**

Tabled Items

None

New Items For Review

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

None

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

Lead program Bid Opening presented by: Stephanie McConoughey

It was moved by Rick Novickis, seconded by Judy Wirsching that the following quote (CRC 2018-9) for 20516 Gladstone Rd., Warrensville Heights, Ohio 44122 be accepted as the lowest and best, and a contract be awarded to BDL General Contracting in the amount of \$10,325.00 (ref. enclosed).

The Secretary called the roll:

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

Expenditures: Contracts up to \$25,000.00

It was moved by Claire Boettler, seconded by Chris Kippes that an agreement (CRC 2018-10) with the Association of Ohio Health Commissioners (AOHC) to secure an emergency preparedness consultant from July 1, 2017 to June 30, 2018 in the amount of \$5,500.00 be approved.

Presented by: Chris Kippes

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 FY2018 Public Health Emergency Preparedness (PHEP) grant.

The Secretary called the roll:

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

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It was moved by Terry Allan, seconded by Rick Novickis that a contract (CRC 2018-11) with Middleburg Heights Community Center for room rental from April 2, 2018 through April 16, 2018 in the amount of \$900.00 be approved.

Presented by: Rick Novickis

Purpose: To provide a location for CCBH to conduct Food Safety ServSafe Training classes.

Funding Source: 100% funded through CCBH General Revenue; Training costs are covered by the training registration fees collected in the Food Safety Program.

The Secretary called the roll:

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

Revenue Generating Agreements up to \$25,000.00

It was moved by Chris Kippes, seconded by Claire Boettler that a Memorandum of Understanding (MOU) (CRC 2018-12) with the Village of Bentleyville to provide Phase II Stormwater services from January 1, 2017 through December 31, 2018 be approved. Amount to be received will not exceed \$3,314.00.

Presented by: Domenica McClintock

Purpose: Implementation of the Minimum Control Measures (MCM) #3: Illicit Discharge Detection and Elimination (IDDE) programming.

The Secretary called the roll:

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

Contract Rescissions

None

Other Business –

Stephanie McConoughey presented a summary report of lead quotes reviewed and contracts awarded by the Committee during the 2017 calendar year. Stephanie will continue to collect the data to trend awards over multiple years.

Public Comment – N/A.

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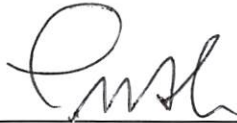
Terrence M. Allan, R.S., M.P.H. Health Commissioner

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

BE IT RESOLVED that the meeting be adjourned at 1:57 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**

**QUOTE RESULTS**

**Project Address**

**Name:** Margarett Evans  
**Address:** 20516 Gladstone Rd.  
**City,State, Zip:** Warrensville Hts., OH 44122  
**CRC No:** CRC 2018-9

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>	<b>LEAD</b>	<b>HH</b>	<b>MATCH</b>
American Builders	\$11,800	\$10,400	\$1,400	\$2,400
BDL General Contractors	\$10,325	\$9,150	\$1,175	\$1,150
CB Mullins	\$11,395	\$9,970	\$1,425	\$1,970
MCM Homeservices	\$14,000	\$12,000	\$2,245	\$4,000
<b>ESTIMATE:</b>	\$12,775.00			

**Recommended award: BDL General Contractors**