

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

*CONTRACT REVIEW COMMITTEE*  
*MINUTES – November 7, 2023*

Meeting called to order by Martha Halko, Chair of the CRC at 1:32 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on November 7, 2023.

Roll Call: The following members were present: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, 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 – October 17, 2023.

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

CRC 2023-169 Population Health Services submitting an Affiliation Agreement with Cleveland State University School of Nursing to provide clinical experiences for students enrolled in their Community Health Worker program from October 30, 2023 through October 30, 2026. No exchange of funds.

CRC 2023-170 Administration Services submitting a Public Health Experience Agreement with CWRU to provide public health experiences for students from October 1, 2023 through October 1, 2026. No exchange of funds.

It was moved by John Sobolewski, seconded by Brandy Eaton, that the consent agenda, including the minutes of the October 17, 2023 CRC meeting be approved.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

**CONTRACTS AND AWARDS:**

Tabled Items:

32CRC 2023-133  
RFP# 2023-06 Website Design & Maintenance Services

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

CRC 2023-171 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for Mobile Health Clinic RFP #2023-05 (ref. enclosed):

Don Brown Bus Sales, Inc.	11/06/2023 @ 10:16 am	\$304,895.00
Farber Specialty Vehicles, Inc.	11/06/2023 @ 10:14 am	\$274,052.00
Chef Units, LLC	11/06/2023 @ 8:37 am	\$228,329.70
Tesco Specialty Vehicles	11/07/2023 @ 8:28 am	\$274,500.00

Presented by: Judy Wirsching

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

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the following contract (CRC 2023-172) for 1838 Farmington Rd., East Cleveland, Ohio 44112 be accepted as the lowest and best, and that a contract be awarded to TNT Construction & Contracting in the amount of \$ 28,150.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

Bid/Quote Openings < \$25,000.00

It was moved by John Sobolewski, seconded by Rod Harris, that the following contract (CRC 2023-173) for 1500-1502 Sherbrook Rd. Up & Down, South Euclid, Ohio 44121 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$23,350.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the following contract (CRC 2023-174) for 2023-07 Unmanned Aerial Vehicle be accepted as the lowest and best, and a recommendation that a contract be awarded to Clarke in the amount of \$ 12,336.50 be approved (ref. enclosed)

Presented by: Tom Fink

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

It was moved by John Sobolewski, seconded by Martha Halko, that the following contract (CRC 2023-175) for 13707 Christine Rd., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$10,150.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the following contract (CRC 2023-176) for 3887 Covington Rd., South Euclid, Ohio 44121 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$9,800.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

It was moved by Judy Wirsching, seconded by John Sobolewski, that the following contract (CRC 2023-177) for 18504 Lewis Dr., Maple Heights, Ohio 44137 be accepted as the lowest and best, and that a contract be awarded to American Builders & Applicators in the amount of \$ 8,500.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

Expenditures: Contracts < \$25,000.00

It was moved by Rod Harris, seconded by Brandy Eaton, that the Health Equity Inc. Premium Only Plan (CRC 2023-178) for health benefits premiums (major medical/prescription coverage, dental, vision, life insurance and FSA) from January 1, 2024 through December 31, 2024. Amount to be paid to Health Equity, Inc. is not to exceed \$200.00 be approved.

Presented by: Judy Wirsching

Purpose: To establish CCBH's pre-tax plan.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

It was moved by Brandy Eaton, seconded by John Sobolewski, that the addendum to the contract (CRC 2023-179) with American Builders and Applicators (CRC 2023-156) under the Lead Hazard Reduction grant to increase the amount to be paid to American Builders and Applicators from \$11,850.00 to \$16,312.00.

Presented by: Stephanie McConoughey

Purpose: To complete additional work found during the project completion.

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

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski and Judy Wirsching

It was moved by John Sobolewski, seconded by Rod Harris, that the contract (CRC 2023-180) with The Baldwin Group, Inc. from December 1, 2023 through November 30, 2024. Amount to be paid to The Baldwin Group, Inc. is not to exceed \$804.99.

Presented by: Brandy Eaton

Purpose: To provide HDIS software used for CMH charting and historical resource for immunizations clients.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski and Judy Wirsching

Revenue Generating Agreements < \$25,000.00

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the Phase II Service Agreements (CRC 2023-181) with the following communities from January 1, 2024 through December 31, 2025.

City of Middleburg Heights	\$ 1,000.00
City of South Euclid	\$ 1,000.00
City of Strongsville	\$12,142.00
Village of Orange	\$ 5,432.00

Presented by: Megan Symanski

Purpose: Implementation of the Minimum Control measures (MCM) #3: Illicit Discharge Detection and Elimination (IDDE) and MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations programming.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski and Judy Wirsching

#### Contract Rescissions

It was moved by Brandy Eaton, seconded by Rod Harris, that the contract (CRC 2023-182) with Allenbey Construction, for lead remediation at 4669 Beachgrove Ave., Garfield Heights, Ohio 44125 (CRC 2023-102), be rescinded due to the contractor not applying for a current 2023 Lead Contractor Registration Permit.

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

#### Other Business

It was moved by Brandy Eaton, seconded by Martha Halko, that the following contract (CRC 2023-102) for 4669 Beechgrove Ave., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded to TNT Construction & Contracting in the amount of \$10,100.00 be approved (ref. enclosed).

Presented by: Stephanie McConoughey

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski and Judy Wirsching

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

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

BE IT RESOLVED that the meeting be adjourned at 1:54 p.m.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, John Sobolewski, and Judy Wirsching

  
Committee Chair

  
Clerk

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**RFP RESULTS**

**Program:**

**Title:**

**RFP No:** 2023-05

**CRC No:** CRC 2023-171

**The following quotes were opened on:**

November 7, 2023 @ 11:29 am

**Opened by:** Judy Wirsching & Becki Burke

**Logged in by:** Judy Wirsching

<b>NAME OF CONTRACTOR</b>	<b>RECEIVED</b>	<b>QUOTE</b>
Don Brown Bus Sales, Inc.	11/06/2023 @ 10:16 am	\$304,895.00
Farber Specialty Vehicles, Inc.	11/06/2023 @ 10:14 am	\$274,052.00
Chef Units, LLC	11/06/2023 @ 8:37 am	\$228,329.70
Tesco Specialty Vehicles	11/07/2023 @ 8:28 am	\$274,500.00

**Recommended award: TBD**

**Brief Justification:**





**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**RFP RESULTS**

**Program:** CCBH  
**Title:** Unmanned Aerial Vehicle (UAV)  
**RFQ No:** 2023-07  
**CRC No:** 2023-174

**The following quotes were opened on:**  
**Opened by:** Marlene Skovenski & Joe Lynch  
**Logged in by:** Marlene Skovenski

<b>NAME OF CONTRACTOR</b>	<b>RECEIVED</b>	<b>AMOUNT</b>
Azelis Agricultural & Environmental Solutions	10/13/23 @ 9:53 am	\$0.00 does not currently handle UAV
Leading Edge Aerial Technologies	10/13/23 @ 1:15 pm	\$15,500.00
Clarke	10/19/23 @ 12:21 pm	\$12,336.50

**Recommended award: Clarke**

**Brief Justification:**







