

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

CONTRACT REVIEW COMMITTEE

MINUTES – December 19, 2023

Meeting called to order by Martha Halko, Chair of the CRC at 1:42 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on December 19, 2023.

Roll Call: The following members were present: Rod Harris, Brandy Eaton, Martha Halko, 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 – December 5, 2023.

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

It was moved by Brandy Eaton, seconded by Rick Novickis, that the consent agenda, including the minutes of the December 5, 2023 CRC meeting be approved.

The Secretary called the roll:

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

CONTRACTS AND AWARDS:

Tabled Items:

CRC 2023-171
RFP#2023-05 Mobile Health Clinic

It was moved by Judy Wirsching, seconded by Martha Halko, that the following contract (CRC 2023-171) for Mobile Health Clinic be accepted as the lowest and best, and a recommendation that a contract be awarded to Tesco Specialty Vehicles in the amount of \$280,050.00 be submitted to the Board for approval (ref. enclosed).

Presented by: Brandy Eaton

The Secretary called the roll:

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

New Items For Review

Bid/Quote Openings ≥ \$25,000.00

It was moved by Rick Novickis, seconded by Rod Harris, that the following contract (CRC 2023-206) for 13209 Cranwood Park Blvd., Garfield Heights, Ohio 44125 be accepted as the lowest and best, and that a contract be awarded to Green Home Solutions in the amount of \$28,000.00 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, and Rick Novickis

Nay: Judy Wirsching

It was moved by Judy Wirsching, seconded by Brandy Eaton, that the following Request For Quotes (CRC 2023-207) for 4960 East 110th St., Garfield Heights, Ohio 44125 be withdrawn and rebid, due to complete specifications not being provided by CCBH.

Presented by: Stephanie McConoughey

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Rod Harris, that the following contract (CRC 2023-208) for 2022 Quail St., Lakewood, Ohio 44107 be accepted as the lowest and best, and that a contract be awarded to TNT Construction in the amount of \$35,199.00 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, Rick Novickis, and Judy Wirsching

Bid/Quote Openings < \$25,000.00

None

Expenditures: Contracts < \$25,000.00

It was moved by Rod Harris, seconded by Rick Novickis, that the contract (CRC 2023-209) with Robert DeLorenzo for plumbing inspections and plan review services while acting on behalf of the Board in the role of "Cuyahoga County Board of Health Plumbing Inspector" from January 1, 2024 through December 31, 2025. Amount to be paid to Robert DeLorenzo is not to exceed \$11,000.00 to be approved.

Presented by: Rick Novickis

Purpose: To allow the Board to conduct plumbing program inspections and plan review in our Townships and other communities that do not choose to conduct these activities

Funding Source: 100% funded through permit costs in the Plumbing Program.

The Secretary called the roll:

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

It was moved by Brandy Eaton, seconded by Rick Novickis, that the contract (CRC 2023-209) with Jason Monaco for plumbing inspections and plan review services while acting on behalf of the Board in the role of "Cuyahoga County Board of Health Plumbing Inspector" from January 1, 2024 through December 31, 2025. Amount to be paid to Jason Monaco is not to exceed \$1,500.00 be approved.

Presented by: Rick Novickis

Purpose: To allow the Board to conduct plumbing program inspections and plan review in our Townships and other communities that do not choose to conduct these activities

Funding Source: 100% funded through permit costs in the Plumbing Program.

The Secretary called the roll:

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

It was moved by Rod Harris, seconded by Brandy Eaton, that the addendum to the contract (CRC 2023-211) with Paragon CMS (2023-115) under the Lead Hazard Reduction grant to increase the amount to be paid to Paragon CMS from \$15,925.00 to \$16,420.00 be approved.

Presented by: Stephanie McConoughey

Purpose: To complete additional work found during project completion.

Funding Source: 100% reimbursable through the Lead Hazard Reduction grant.

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Martha Halko, that the addendum to the contract (CRC 2023-212) with Paragon CMS (2023-120) under the Lead Hazard Reduction grant to increase the amount to be paid to Paragon CMS from \$36,810.00 to \$37,640.00 be approved.

Presented by: Stephanie McConoughey

Purpose: To complete additional work found during project completion.

Funding Source: 100% reimbursable through the Lead Hazard Reduction grant.

The Secretary called the roll:

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

It was moved by Brandy Eaton, seconded by Rod Harris, that the addendum to the contract (CRC 2023-213) with AIDS Taskforce of Greater Cleveland (Resolutions 2023-24, 2023-46) under the 2023/2024 Health Resources and Services Administration (HRSA) Ryan White Part A grant to increase the amount to be paid to AIDS Taskforce of Greater Cleveland from \$305,868.00 to \$329,170.00 be approved.

Presented by: Anastassia Idov

Purpose: To provide HIV care and support services to underserved and underinsured clients living in six-county Cleveland Transitional Grant Area.

Funding Source: 100% reimbursable through 2023/2024 Health Resources and Services Administration (HRSA) Ryan White Part A grant.

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Brandy Eaton, that the addendum to the contract (CRC 2023-214) with Circle Health Services (The Center) (2023-45, 2023-50) under the 2023/2024 Health Resources and Services Administration (HRSA) Ryan White Part A grant to decrease the amount to be paid to Circle Health Services from \$144,225.00 to \$132,200.00 be approved.

Presented by: Anastassia Idov

Purpose: To provide HIV care and support services to underserved and underinsured clients living in six-county Cleveland Transitional Grant Area.

Funding Source: 100% reimbursable through 2023/2024 Health Resources and Services Administration (HRSA) Ryan White Part A grant.

The Secretary called the roll:

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

It was moved by Brandy Eaton, seconded by Judy Wirsching, that the contract (CRC 2023-215) with Radio One/Urban One under the 2023/2024 Ohio Equity Initiative (Institute) grant from December 21, 2023 through February 14, 2024. Amount to be paid to Radio One/Urban One is not to exceed \$22,000.00 be approved.

Presented by: Michele Benko

Purpose: To provide streaming service advertisements and promotions for Neighborhood Leadership Institute Navigation services, and Safe Sleep education.

Funding Source: 100% reimbursable through the 2023/2024 Ohio Equity Initiative (Institute) grant.

The Secretary called the roll:

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

It was moved by Rod Harris, seconded by Judy Wirsching, that the contract (CRC 2023-216) with Richardson Compensation Consulting, LLC. from January 1, 2024 through December 31, 2024. Amount to be paid to Richardson Compensation Consulting, LLC. is not to exceed \$24,500.00 be approved.

Presented by: Becki Burke

Purpose: To provide compensation services including, but not limited to, job evaluations and marketing pricing.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

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

It was moved by Brandy Eaton, seconded by Martha Halko, that the contract (CRC 2023-217) with USI Insurance Services from January 1, 2024 through December 31, 2024. Amount to be paid to USI Insurance Services is not to exceed \$23,500.00 be approved.

Presented by: Becki Burke

Purpose: To provide healthcare insurance consulting services to CCBH as needed.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Judy Wirsching, that the service agreement (CRC 2023-218) with Davey Resource Group for bioretention cell maintenance services effective January 1, 2024. Amount to be paid to Davey Resource Group is not to exceed \$10,390.00 be approved.

Presented by: Erik Hamilton

Purpose: To provide additional bioretention cell maintenance services on CCBH property.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

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

It was moved by Rod Harris, seconded by Brandy Eaton, that the Addendum to the contract (CRC 2023-219) with Zscape Horticulture, LLC. (CRC2021-107) to extend the end date from December 31, 2023 to December 31, 2024 at the following rates for basic services (additional services are provided as needed per the prices outlined with the contract) be approved.

Basic Landscaping Services	\$5,040.00 per year
Plowing – Lot	\$ 200.00 per occurrence
De-icing – Lot	\$ 150.00 per occurrence
Plowing – Sidewalks	\$ 40.00 per occurrence
De-icing – Sidewalks	\$ 40.00 per occurrence

Presented by: Erik Hamilton

Purpose: To provide landscape and snow removal service to CCBH

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

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

Revenue Generating Agreements < \$25,000.00

Contract Rescissions

Other Business

Public Comment (3-minute maximum).

Motion to adjourn the meeting.

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 2:36 p.m.

The Secretary called the roll:

Ayes: Rod Harris, Brandy Eaton, Martha Halko, Rick Novickis, 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

NAME OF CONTRACTOR	RECEIVED	QUOTE
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:

