

CUYAHOGA COUNTY BOARD OF HEALTH

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CONTRACT REVIEW COMMITTEE

MINUTES – May 2, 2017

Meeting called to order by Terry Allan, Chair of the CRC at 1:35 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on May 2, 2017.

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 – April 18, 2017.

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

CRC 2017-71 Environmental Public Health Services submitting a Memorandum of Understanding (MOU) with the City of Cleveland Heights for CCBH to provide Phase II Stormwater services as part of the NEORSD Regional Stormwater Management Program (RSMP) from January 3, 2017 through December 31, 2018. No exchange of funds.

CRC 2017-72 Environmental Public Health submitting an amendment to the contract with C.B. Mullins Construction Company, Inc. (CRC 2017-28) under the Lead Hazard Control grant to extend the end of the contract period from April 22, 2017 to June 6, 2017. Amount to be paid to C.B. Mullins Construction Company, Inc. to remain the same.

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

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

CRC 2017-73 Environmental Public Health submitting an amendment to the contract with C.B. Mullins Construction Company, Inc. (CRC 2016-76) under the Lead Hazard Control grant to extend the end of the contract period from April 22, 2017 to June 9, 2017. Amount to be paid to C.B. Mullins Construction Company, Inc. to remain the same.

CRC 2017-74 Prevention and Wellness Services submitting contracts with the Ohio Department of Health (ODH) for the following CCBH Family Planning clinic sites under their STD Prevention Program to provide STD testing and treatment from July 1, 2017 through June 30, 2018. No exchange of funds.

Cuyahoga County Board of Health Clinic
Warrensville Heights Satellite Clinic

CRC 2017-75 Administration Services submitting a Public Health Experience Agreement with Kent State University to provide public health experience for students from May 1, 2017 through March 1, 2019. No exchange of funds.

It was moved by Judy Wirsching, seconded by Claire Boettler, that the consent agenda, including the minutes of the April 18, 2017 Regular CRC meeting be approved.

The Secretary called the roll:

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

CONTRACTS AND AWARDS:

Tabled Items

CRC 2017-41 HIP-Cuyahoga - Evaluation Services
RFQ# 12/16/2016
RFQ# 2017-04 (re-issue)

HIP-Cuyahoga - Evaluation Services Bid Opening presented by: Chris Kippes

It was moved by Claire Boettler, seconded by Terry Allan that the following quote (CRC 2017-41) for HIP-Cuyahoga - Evaluation services be accepted as the lowest and best, and a contract be awarded to Measurement Resource Company in the amount of \$19,937.52 (ref. enclosed).

The Secretary called the roll:

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

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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 Chris Kippes that the following quote (CRC 2017-76) for 19770 Delaware Dr., Euclid, Ohio 44117 be accepted as the lowest and best, and a contract be awarded to MCM Home Services in the amount of \$12,500.00 (ref. enclosed).

The Secretary called the roll:

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

Two identical quotes that were the lowest and best were received for the property at 3586 Hildana Up & Down, Shaker Heights, Ohio 44120 (CRC 2017-77). The quotes received for this property were reviewed through the routine process of the Committee and the Committee Members were asked to witness a coin toss between the two lowest bidding Contractors in order to award a contract. The CFO, Judy Wirsching, verified that the coin was two-sided, one heads and one tails. Heads was assigned to American Builders & Applicators; Tails was assigned to BDL General Contracting. The Chair of the CRC, Terry Allan, flipped the coin and the Committee verified that it landed on Tails. The Committee moved to award a contract to BDL General Contracting for \$18,600.00.

It was moved by Judy Wirsching, seconded by Claire Boettler that the following quote (CRC 2017-77) for 3586 Hildana Up & Down, Shaker Heights, Ohio 44120 be accepted as the lowest and best, and a contract be awarded to BDL General Contracting in the amount of \$18,600.00 (ref. enclosed).

The Secretary called the roll:

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

It was moved by Chris Kippes, seconded by Rick Novickis that the following quote (CRC 2017-78) for 1994-96 Hayden Ave., East Cleveland, Ohio 44112 be accepted as the lowest and best, and a contract be awarded to Paragon CMS in the amount of \$15,556.00 (ref. enclosed).

The Secretary called the roll:

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

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

It was moved by Claire Boettler, seconded by Terry Allan that the following quote (CRC 2017-79) for 2073 Robin St. Units 1,2,3,4, Lakewood, Ohio 44107 be accepted as the lowest and best, and a contract be awarded to BDL General Contracting in the amount of \$22,075.00 (ref. enclosed).

The Secretary called the roll:

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

It was moved by Rick Novickis, seconded by Judy Wirsching that the following quote (CRC 2017-80) for 1838 Farmington, East Cleveland, Ohio 44112 be accepted as the lowest and best, and a contract be awarded to Allenbey Construction Company, LLC in the amount of \$21,760.00 (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 Rick Novickis that the addendum (CRC 2017-81) to the contract City of Shaker Heights (CRC 2016-41) under the 2016/2017 Public Health Emergency Preparedness (PHEP) grant to increase the amount to be paid to the City of Shaker Heights from \$11,855.00 to \$14,826.00 and increase the in-kind match requirement from \$913.00 to \$1,142.00 be approved.

Presented by: Chris Kippes

Purpose: To collaborate with CCBH and CDPH to assure that the deliverables of the 2016/2017 Public Health Emergency Preparedness (PHEP) grant are met.

Funding Source: 100% reimbursable through the FY2017 PHEP grant.

The Secretary called the roll:

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

It was moved by Terry Allan, seconded by Chris Kippes that the addendum (CRC 2017-82) to the contract with Family Planning Association of Northeast Ohio (Resolution 2016-94) under the 2016/2017 Personal Responsibility Education Program (PREP) grant to change the end of the contract period from July 31, 2017 to April 30, 2017 and decrease the amount to be paid to Family Planning Association of Northeast Ohio from \$17,000.00 to \$9,180.00 be approved.

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

Presented by: Brandy Eaton

Purpose: To reallocate funds in order to meet grant deliverables.

Funding Source: 100% reimbursable through the FY2017 PREP grant.

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

None

Contract Rescissions

None

Other Business

None

Public Comment – N/A.

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

BE IT RESOLVED that the meeting be adjourned at 1:59 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

RFQ RESULTS

Program: Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga)
Title: Evaluation Services
RFQ No: 2017-04 (formerly 12-16-16)
CRC No: 2017-41

The following quotes were received and opened on:

| NAME OF CONTRACTOR | RECEIVED | QUOTE |
|---|-----------------|--------------|
| Measurement Resources Company (& Dr. Jason Reece) | 4-7-17 9:05am | \$19,937.52 |
| Conduent/Healthy Communities Institute | 4-7-17 3:56pm | \$20,000.00 |
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Recommended award: Measurement Resources Company

Brief Justification:

Five members of the HIP-Cuyahoga Shared Measurement and Evaluation (SME) Workgroup scored the proposals. Results were shared with the entire SME workgroup. SME workgroup members (via a voting process) recommended moving forward with MRC. The MRC proposal represents the lowest and best proposal based on the scoring.

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Narsina G. Jones
Address: 19770 Delaware Dr.
City, State, Zip: Euclid, OH 44117
CRC No: CRC 2017-76

The following quotes were received and opened:

| NAME OF CONTRACTOR | QUOTE |
|---------------------------------|--------------|
| Allenbey | \$13,730.00 |
| American Builders & Applicators | \$16,550.00 |
| Green Home Solutions | \$13,690.00 |
| MCM | \$12,500.00 |
| Mullins | \$15,500.00 |
| Paragon | \$14,926.00 |
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ESTIMATE: \$14,050.00

Recommended award: MCM Home Services

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Stanley McKee
Address: 3586 Hildana Up & Dn
City, State, Zip: Shaker Hts., OH 44120
CRC No: CRC 2017-77

The following quotes were received and opened:

| NAME OF CONTRACTOR | QUOTE |
|---------------------------|--------------|
| American Builders | \$18,600.00 |
| Allenbey Construction | \$23,450.00 |
| Green Home Solutions | \$24,950.00 |
| BDL | \$18,600.00 |
| MCM | \$22,800.00 |
| Paragon | \$22,295.00 |
| Mullins | \$25,450.00 |
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ESTIMATE: \$23,650.00

Recommended award: BDL General Contracting

Notes: American Builders & Applicators and BDL General Contracting were notified by CCBH Program staff that their quotes for this property were for the same dollar amount. Both Contractors were asked if they wanted to still be considered for the job or withdraw their bid on the property due to current work volume. Both Contractors indicated that they wanted their bid considered. CCBH informed both Contractors that the bid for the property would be selected by coin toss during the CRC meeting on May 2, 2017. The Contractors were informed that they could choose to be present during the meeting to witness the coin toss if so desired. Both Contractors agreed to the coin toss and stated that they did not care to be present for the meeting.

At the CRC meeting, the quotes received for this property were reviewed and the Committee was asked to witness a coin toss between the two lowest bidding Contractors in order to award a contract. The CFO, Judy Wirsching, verified that the coin was two-sided, one heads and one tails. Heads was assigned to American Builders & Applicators, Tails was assigned to BDL General Contracting. The Chair of the CRC, Terry Allan, flipped the coin and the Committee verified that it landed on Tails. The Committee moved to award a contract to BDL General Contracting for \$18,600.00.

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Ronald Lovelace
Address: 1994-1996 Hayden Ave.
City, State, Zip: East Cleveland, OH 44112
CRC No: CRC 2017-78

The following quotes were received and opened:

| NAME OF CONTRACTOR | QUOTE |
|---------------------------------|--------------|
| Allenbey | \$18,675 |
| American Builders & Applicators | \$15,675 |
| Green Home Solutions | \$20,650 |
| MCM | \$16,900 |
| Mullins | \$18,975 |
| Paragon | \$15,556 |
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ESTIMATE: \$19,275.00

Recommended award: Paragon CMS

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Ben Boyd
Address: 2073 Robin St., Units 1, 2, 3, 4
City, State, Zip: Lakewood, OH 44107
CRC No: CRC 2017-79

The following quotes were received and opened:

| NAME OF CONTRACTOR | QUOTE |
|---------------------------------|--------------|
| Allenbey | \$24,910.00 |
| American Builders & Applicators | \$23,600.00 |
| BDL | \$22,075.00 |
| Green Home Solutions | \$27,000.00 |
| MCM | \$24,575.00 |
| Mullins | \$28,200.00 |
| Paragon | \$23,585.00 |
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ESTIMATE: \$24,971.00

Recommended award: BDL General Contracting

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

QUOTE RESULTS

Project Address

Name: Lakisha Hasan
Address: 1838 Farmington
City, State, Zip: East Cleveland, OH 44112
CRC No: CRC 2017-80

The following quotes were received and opened:

| NAME OF CONTRACTOR | QUOTE |
|-----------------------------------|--------------|
| Allenbey | \$21,760.00 |
| American Builders and Applicators | \$22,775.00 |
| Green Home Solutions | \$23,775.00 |
| MCM Home Services | \$26,225.00 |
| Mullins | \$28,900.00 |
| Paragon | \$23,231.00 |
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ESTIMATE: \$21,000.00

Recommended award: Allenbey Construction