

# CUYAHOGA COUNTY BOARD OF HEALTH

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## *CONTRACT REVIEW COMMITTEE*

*MINUTES – June 7, 2016*

Meeting called to order by Terry Allan, Chair of the CRC at 1:33 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on June 7, 2016.

Roll Call: The following members were present: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn 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 – May 13, 2016.

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

CRC 2016-17 Epidemiology Surveillance and Informatics Services submitting a Mutual Aid Agreement with the Northeast Ohio Region to provide additional environmental health, nursing and other public health services to one another when responding to a public health threat effective June 7, 2016. No exchange of funds.

CRC 2016-18 Environmental Public Health Services submitting an addendum to the contract with Moss-Card Consulting, Inc. (Resolution 2016-67) under the FDA Voluntary Standards grant to extend the end of the contract period from June 30, 2016 to August 31, 2016. Amount to be paid to Moss-Card Consulting, Inc. to remain the same.

5550 Venture Drive ♦ Parma, Ohio 44130

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

It was moved by Judy Wirsching, seconded by Claire Boettler, that the consent agenda, including the minutes of the May 13, 2016 Regular CRC, meeting be approved:

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

### **CONTRACTS AND AWARDS:**

Tabled Items

None

New Items For Review

Bid/Quote Openings

Lead program contract recommendations presented by: Stephanie McConoughey

It was moved by John Sobolewski, seconded by Claire Boettler that the following quote (CRC 2016-19) for 3306 Liggett Dr., Parma, OH 44134 be accepted as the lowest and best, and a contract be awarded to BDL General Contracting in the amount of \$4,985.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

It was moved by Judy Wirsching, seconded by Amy Wanchisn that the following quote (CRC 2016-20) for 13607 Sixth Ave., East Cleveland, OH 44112 be accepted as the lowest and best, and a contract be awarded to Paragon CMS in the amount of \$8,925.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

It was moved by Claire Boettler, seconded by Amy Wanchisn that the following quote (CRC 2016-11) for 19850 S. Lakeshore Blvd., Euclid, OH 44119 be accepted as the lowest and best, and a contract be awarded to BDL General Contracting in the amount of \$3,690.00 (ref. enclosed).

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The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

Following the May 13, 2016 CRC meeting, Paragon CMS notified CCBH that they were withdrawing from entering into a contract for the property at 19850 S. Lakeshore Blvd., Euclid OH 44119 due to their inability to execute a contract at that time. The quotes for this property were reviewed a second time by the CRC. The next lowest and best quote received for the property address was received from BDL General Contracting. Written notification of the change in contract award will be sent to both contractors.

Expenditures: Contracts up to \$25,000

It was moved by Amy Wanchisn, seconded by Claire Boettler that the addendum (CRC 2016-21) to the contract with The Centers for Families and Children (Resolution 2015-123) under the Child and Family Health Services (CFHS) grant to extend the end of the contract period from June 30, 2016 to September 30, 2016 and increase the amount paid to The Centers for Families and Children from \$40,000.00 to \$50,000.00 be approved.

Presented by: Alison Patrick

Purpose: For the continuation of grant deliverables through the extension period funded by ODH for the FY2016 CFHS grant year that was Board approved on April 27, 2016.

Funding Source: 100% reimbursable through the FY2016 CFHS grant.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

It was moved by Claire Boettler, seconded by John Sobolewski that the addendum (CRC 2016-22) to the contract with Jerrold Nash (Resolution 2015-161) under the Prevent Premature Fatherhood (PPF) grant to increase the amount paid to Jerrold Nash from \$4,000.00 to \$4,250.00 be approved.

Presented by: Brandy Eaton

Purpose: To enable Jerrold Nash to facilitate one (1) additional educational session with youth under the current PPF grant cycle.

Funding Source: 100% reimbursable through the FY2016 PPF grant.

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The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

It was moved by Judy Wirsching, seconded by Amy Wanchisn that the agreement (CRC 2016-23) with Audio Visual Innovations, Inc. (AVI) for the purchase and installation of Smartboard System in the amount of \$10,492.09 be approved.

Presented by: Rebecca Burke

Purpose: To enhance technological capacity in the CCBH Community Room by installing a Smartboard System for use during internal trainings, meetings and grant required webinars.

Funding Source: 43% reimbursable through the FY2016 TPP grant, 57% funded by CCBH General Revenue.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

Revenue Generating Agreements up to \$25,000

None

Contract Rescissions

None

Public Comment – N/A.

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

BE IT RESOLVED that the meeting be adjourned at 2:00 p.m.

The Secretary called the roll:

Ayes: Terry Allan, Claire Boettler, John Sobolewski, Amy Wanchisn and Judy Wirsching

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

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Committee Chair

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Clerk

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

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**QUOTE RESULTS**

**Project Address**

**Name:**

**Address:** 3306 Liggett Dr.

**City, State, Zip:** Parma, OH, 44134

**CRC No:** CRC 2016-19

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>
BDL General Contracting	\$4,985
CB Mullins	\$5,740
MCM Homeservices	\$6,200
Allenbey Const Co LLC	\$6,860
Trademark Industries LLC	\$9,195

**ESTIMATE:**      \$7,200.00

Recommended award: BDL General Contracting

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**QUOTE RESULTS**

**Project Address**

**Name:**

**Address:** 13607 Sixth Ave.

**City, State, Zip:** East Cleveland, OH, 44112

**CRC No:** CRC 2016-20

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>
Paragon CMS	\$8,925
Trademark Industries LLC	\$9,195
CB Mullins	\$10,875
Allenbey Const. Co. LLC	\$11,130
Green Home Solutions	\$13,375

**ESTIMATE:**      \$9,312.50

**Recommended award: Paragon CMS**

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**QUOTE RESULTS**

**Project Address**

**Name:**  
**Address:** 19850 S. Lakeshore Blvd.  
**City, State, Zip:** Euclid, OH, 44119  
**CRC No:** CRC 2016-11

The following quotes were received and opened:

<b>NAME OF CONTRACTOR</b>	<b>QUOTE</b>
Paragon	\$3,354.00
<b>BDL</b>	<b>\$3,690.00</b>
Trademark	<b>\$3,972.00</b>
Mullins	<b>\$4,025.00</b>
MCM Home Services	<b>\$4,960.00</b>
Green Home	<b>\$5,100.00</b>

**ESTIMATE:**        \$4,887.75

**Recommended award: BDL General Contracting**