



AGENDA
CUYAHOGA COUNTY COUNCIL OPERATIONS, INFORMATION TECHNOLOGY
& PUBLIC TRANSPORTATION COMMITTEE MEETING
TUESDAY, FEBRUARY 18, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

Committee Members:

Robert Schleper, Jr., Chair – District 6
Sunny M. Simon, Vice Chair – District 11
Mark Casselberry – District 4
Michael J. Gallagher – District 5
Martin J. Sweeney – District 3

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE JANUARY 21, 2025 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0078: A Resolution authorizing a contract with Root Integrated Systems LLC in the amount not-to-exceed \$1,179,260.50 for service, maintenance, support, and hardware coverage on Audio Visual/Conference Room System in various rooms throughout Cuyahoga County buildings for the period 1/1/2025 – 12/31/2027; authorizing the County Executive to execute Contract No. 5140 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY COUNCIL OPERATIONS, INTERGOVERNMENTAL
RELATIONS & PUBLIC TRANSPORTATION COMMITTEE MEETING
TUESDAY, JANUARY 21, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

1. CALL TO ORDER

Chairman Schleper called the meeting to order at 3:03 p.m.

2. ROLL CALL

Mr. Schleper asked Deputy Clerk Carter to call the roll. Committee members Schleper, Casselberry and Sweeney were in attendance and a quorum was determined. Committee members Simon and Gallagher were absent from the meeting. Council President Miller was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE NOVEMBER 19, 2024 MEETING

A motion was made by Mr. Schleper, seconded by Mr. Casselberry and approved by unanimous vote to approve the minutes from the November 19, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0020: A Resolution amending Rules 12E, 12F, and 12G of the Cuyahoga County Rules of Council pertaining to Committees of the Council, and declaring the necessity that this Resolution become immediately effective.

Mr. Trevor McAleer, Legislative and Budget Advisor, addressed the Committee regarding Resolution No. R2025-0020. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. McAleer pertaining to the item, which he answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Casselberry, Resolution No. R2025-0020 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2025-0042: A Resolution authorizing an amendment to Contract No. 3038 (fka Contract No. 870) with W.B. Mason Co., Inc. for general office supplies and related services for the period 4/1/2021 – 3/31/2025 to extend the time period to 3/31/2026, to change the pricing list, and for additional funds in the amount not-to-exceed \$550,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Paul Porter, Director of the Office of Procurement and Diversity, addressed the Committee regarding Resolution No. R2025-0042. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Porter pertaining to the item, which he answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Casselberry, Resolution No. R2025-0042 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Schleper with a second by Mr. Sweeney, the meeting was adjourned at 3:30 p.m. without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0078

Sponsored by: County Executive Ronayne/Department of Information Technology	A Resolution authorizing a contract with Root Integrated Systems LLC in the amount not-to-exceed \$1,179,260.50 for service, maintenance, support, and hardware coverage on Audio Visual/Conference Room System in various rooms throughout Cuyahoga County buildings for the period 1/1/2025 – 12/31/2027; authorizing the County Executive to execute Contract No. 5140 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Information Technology recommends entering into a contract with Root Integrated Systems LLC in the amount not-to-exceed \$1,179,260.50 for service, maintenance, support, and hardware coverage on Audio Visual/Conference Room System in various rooms throughout Cuyahoga County buildings for the period 1/1/2025 – 12/31/2027; and

WHEREAS, the primary goal of this project is for audio/visual support, design and implementation services for various rooms and spaces across County facilities; and

WHEREAS, this project is funded 100% General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes entering into a contract with Root Integrated Systems LLC in the amount not-to-exceed \$1,179,260.50 for service, maintenance, support, and hardware coverage on Audio Visual/Conference Room System in various rooms throughout Cuyahoga County buildings for the period 1/1/2025 – 12/31/2027.

SECTION 2. That the County Executive is authorized to execute Contract No. 5140 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and

contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 11, 2025

Committee(s) Assigned: Council Operations, Information Technology, & Transportation

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Service, Maintenance, Support and Hardware Coverage of County Rooms and Systems
Department or Agency Name	Department of Information Technology
Requested Action	☒ Contract ☐ Agreement ☐ Lease ☐ Amendment ☐ Revenue Generating ☐ Purchase Order ☐ Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
	5140	Root Integrated Systems, LLC	01/01/2025 – 12/31/2027	\$1,179,260.50	PENDING	PENDING

Service/Item Description (include quantity if applicable). The Department of Information Technology plans to contract with Root Integrated Systems, LLC., from January 1, 2025 – December 31, 2027 for Service, Maintenance, Support and Hardware Coverage of County Rooms and Systems in the amount of \$1,179,260.50.
Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above) The last contract with Root was done in 2020/2021.
For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement Age of items being replaced: How will replaced items be disposed of?
Project Goals, Outcomes or Purpose (list 3): Root will provide Audio/visual support, design and implementation services for various rooms and spaces across County facilities. These services include providing and designing modern technology to enable a seamless blended meeting experience.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
Root Integrated Systems, LLC 8400 Sweet Valley Drive, Suite 401 Cleveland, Ohio 44125	Kevin Wenderoth Account Representative
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) ☐ RFB ☐ RFP ☐ RFQ ☐ Informal ☐ Formal Closing Date: _____	Provide a short summary for not using competitive bid process. An exemption is being used as these services were previously competitively bid during the building/facilities modification project in 2020-21. Root is familiar with County facilities and AV rooms. *See Justification for additional information.
The total value of the solicitation: _____	☒ Exemption
Number of Solicitations (sent/received) _____ / _____	☐ State Contract, list STS number and expiration date ☐ Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? ☐ Yes ☐ No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	☐ Sole Source ☐ Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: ☐ Yes ☐ No, please explain:	☐ Government Purchase ☐ Alternative Procurement Process
How did pricing compare among bids received?	☐ Contract Amendment - (list original procurement) ☐ Other Procurement Method, please describe:

Is Purchase/Services technology related ☐ Yes ☐ No. If yes, complete section below:	
☐ Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval: CTO Approval
Is the item ERP related? ☒ No ☐ Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? ☐ Yes ☐ No, please explain.	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. 100% General Fund
Is funding for this included in the approved budget? ☒ Yes ☐ No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. 53.65% PW600120 55200 CFSUP0000101 General Fund, 46.35% PW100110 55200 General Fund

Payment Schedule: ☒ Invoiced ☐ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

Provide status of project.

Root was ultimately selected based on a proven track record of reliability and compatibility with our existing systems, as well as its alignment with our operational needs. The recommended vendor was chosen due to their extensive experience, expertise, and successful performance in similar projects, including their prior work under the building/facilities modification project. The anticipated cost was determined to be fair and reasonable by benchmarking against industry standards, reviewing comparable pricing for similar services, and considering the scope of work and the vendor's unique qualifications. Additionally, the pricing aligns with the previously competitively bid rates from the 2020-21 project, ensuring consistency and value.

DoIT is respectfully requesting Council approval upon 2nd reading.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

Reason: This submission is delayed due to extended contract negotiations, which were necessary to ensure continued support for the systems, along with making sure the appropriate county facilities were included.

Timeline

Project/Procurement Start Date (date your team started working on this item):	11/21/2024 Business Team received TPR Request
---	---

Date documents were requested from vendor:	11/21/2024
--	------------

Date of insurance approval from risk manager:	12/30/2024
---	------------

Date Department of Law approved Contract:	12/30/2024
---	------------

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) Contract time started January 1, but no services have been performed.

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	5146

Late Submittal Required:	Yes ☒	No ☐
Why is the contract being submitted late?	Contract negotiations	
What is being done to prevent this from reoccurring?	Negotiations are complete for future contracts	

TAC or CTO Required or Authorized IT Standard	Yes ☒	No ☐
---	---	-----------------------------

OTHER THAN FULL AND OPEN COMPETITION Exemptions (Contract) Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			KK	Attached
Justification Form			KK	OK
IG#	23-0094		KK	OK
Annual Non-Competitive Bid Contract Statement <i>(Not required if item was competitively bid. Form is also not required if going to BOC or Council for approval)</i>	Date:			N/A
Debarment/Suspension Verified	Date:	01/09/2025	KK	OK
Auditor's Findings	Date:	01/21/2025	KK	OK
Vendor's Submission			KK	OK
Independent Contractor (I.C.) Form	Date:	11/08/2024	KK	OK
Cover - Master contracts only				OK
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)				N/A
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			KK	CTO Approval
Checklist Verification			KK	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	KK
Matrix Law Screen shot	KK
COI	KK
Workers' Compensation Insurance	KK

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
01/01/2025 – 12/31/2025	PW100110	55200			\$152,005.00
01/01/2025 – 12/31/2025	PW600120	55200	CFSUP0000101	55200	\$632,803.50
01/01/2026 – 12/31/2026	PW100110	55200			\$197,226.00
01/01/2027 – 12/31/2027	PW100110	55200			\$197,226.00
			TOTAL		\$1,179,260.50

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		EXMT			
Lawson RQ# (if applicable)					
CM Contract#		5140			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,179,260.50		01/01/2025 – 12/1/2027	PENDING	PENDING
Prior Amendment Amounts (list separately) (A-#)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contract Amount		\$1,179,260.50			

PURCHASING USE ONLY

Prior Resolutions:	
CM#:	5140
Vendor Name:	Root Integrated Systems LLC
Time Period:	1/1/2025-12/31/2027
Amount:	\$1,179,260.50mm
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	OK, ssp 1/23/2025