

Board of Control Meeting
April 20, 2018
8:30 A.M.

Members in attendance: Administrator Patrick DeOrio
Finance Director Laura Brown
Director of Law Tim Fox

Clerk: We are now recording.

Patrick DeOrio: Good morning. It is April 20th, 2018. It's 8:30 AM. We're in the city Council Chambers, North Canton City Hall for uh, meeting of the Board of Control. We will, uh, call the role. Clerk please.

Clerk: Thank you, Board of Control member DeOrio.

Patrick De Orio: Here.

Clerk: Board of Control member Mr. Fox, Law Director

Tim Fox: Here.

Clerk: and Board of Control member, Finance director, Ms. Brown.

Laura Brown: Here.

Clerk: Mayor David Held is not able to make it this morning. He had another engagement.

Patrick De Orio: Very good. We have a quorum. We have one item on the agenda, uh, authorizing the Mayor of the City of North Canton through the board of control to enter into a contract for cleaning janitorial services for city owned buildings, per Ordinance Number 98-17. Uh, so I liked to start off, uh, this has been, uh, on a previous board of control meeting a few weeks back. Uh, we had reviewed the um, the bids, determined uh, the lowest and best bid uh, out of that, and then uh, notified the um, um, potential uh, recipient of that. That there were requirements uh, with the city uh, regarding insurances. And so the city had undertaken a comprehensive insurance review, not just with this contract but with all contracts, and found that additional limits and coverages were necessary in order to be in compliance with that review. Uh, we notified the business owner. Uh, I've received confirmation directly from uh, the insurance agency with Certificates of Liability for all the coverages that we had requested. Uh, there was then still one item that was outstanding that was a little more uh, uh ... required a little bit more work on the, on the business owners part. Uh, to obtain a surety bonds, so the

other coverages that we had were just increasing the limits for most part but ... We required 50 thousand dollar a surety bond and received confirmation that, that has been obtained and ... and we have that information in the file. So all the outstanding uh, requirements that were necessary to award this bid have been now met. Members Brown or Members Fox?

Tim Fox: Uh, yes, sir. We ... As well as the prior meeting, and it was a result of the bid packages that we received, what appear to be the lowest and best bidder. There, there was, I guess, some confusion on our part with exactly which entity, or the proper name of the entity, that had submitted the bid. And that's a result of uh, research that we had completed through the Ohio Secretary of State. Where those that intend to do business in the State of Ohio, unless you're going to do that under your proper name, such as Joe Smith, but if you're going to use a separate name other than your own, you're required to register that name and give information about how someone may contact. You can appoint an agent of service for that, and it's, what's behind that is.... If there's a reason to contact that business under that name, you'll have a spot and a name, address, contact information. And that's part of an obligation to do business in the state of Ohio under a name other than your own. And what we had received in some documents, we were unable to narrow that down. We notified the applicant and we were able to put in the documentation the name by which they wish to contract with. So, that was resolved in the interim sufficient to, uh certainly protect us and anyone that might be in contact, or wish to be in contact with, the vendor to provide the cleaning contract for the city, so that parts were satisfied.

Patrick De Orio: Very good. Member Brown?

Laura Brown: The only thing I've noticed, the insurance policies of the existing ones that they have, expire July '19. This contract goes through March of 2020. We just want to make note to obtain coverages for this contract when they expire.

Patrick De Orio: Yes and in fact, to assure that what we're looking at is, of course, insurance policies, and they have different dates based on when coverage afforded by their insurance carrier. They won't necessarily, uh, correspond to, to a contract that we have. But one of the provisions that we put into place was to require that uh on all contracts in the future, that the City of North Canton be named as an additional insured under the policy. And, what that does, is that gives us, uh, as long as we have a contract with them, that gives us rights under that policy to be notified in the event there is a termination of that policy. A traditional certificate of insurance doesn't do that. It just notifies you that at some moment in time, somebody obtained coverage. That policy could have been canceled 30 days later. With the additional insured endorsement added in, we have the protection, should that ever happen. So that's ... I'm glad you brought that up. That's something that we've been, uh, working hard to make sure this city is protected. Very good. If that covers it for the most part, I guess we'd be looking for a motion to ... on this matter.

Tim Fox: I believe that from the documentation that we had from the bid opening that, make sure I have it correct, um, Dust & Clean, is the lowest and best bidder of those that submitted bids. And they were submitted both, comprehensive for all of the locations throughout the city as well as the separate locations. It appears that it would be in the city's best interest to award the contract in the comprehensive manner for all of those, than to, to, to break it out. So I recommend that the board approve the contract for Dust&Clean as the lowest and best bidder for this contract term.

Patrick De Orio: Is that recommendation in the form of a motion?

Tim Fox: I move that the board approve its contract with Dust&Clean for the advertising of the cleaning contract.

Patrick De Orio: It's been moved. Is there a second?

Laura Brown I'll second it.

Patrick DeOrio: Seconded by Member Brown. All those in favor of approving the motion, awarding the contract to Dust&Clean, please signify by saying "Aye".

Group: Aye.

Patrick De Orio: The ayes have it. Being that there are no other items on the agenda, and then I would look for, entertain a motion to adjourn.

Tim Fox: Motion.

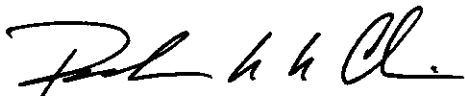
Patrick De Orio: Moved.

Laura Brown: Second.

Patrick De Orio: Seconded. All those in favor of adjourning, please signify by saying "Aye".

Group: Aye

Patrick De Orio: All opposed. We are adjourned. Time is 8:38.



Patrick DeOrio
Director of Administration