

*Amended under 3rd Reading - Vote by Council
to suspend with Rule 12.5*

P/C _____
CA _____
1st R 9-12-17 SP Council
2nd R 9-16-17 SP Council
3rd R 9-20-17 SP Council
B/C _____

CITY OF BROOK PARK, OHIO

ORDINANCE NO: 10096-2017

INTRODUCED BY: MAYOR COYNE

AN ORDINANCE
AUTHORIZING AND APPROVING THE MAYOR TO ENTER INTO
A PERSONAL SERVICES CONTRACT WITH PRO ONCALL
FOR PROFESSIONAL SERVICES
AND DECLARING AN EMERGENCY

WHEREAS, Council deems it necessary for the City to enter into a contract with a specialist in order to provide for the purchase and installation of a municipal telephone system to be installed in our buildings; and

WHEREAS, the City advertised for proposals for a municipal telephone system and held a proposal meeting which consisted of a walk-through of all City buildings; and

WHEREAS, seven vendors attended the mandatory meeting and walk through, but only two vendors submitted a proposals; and

WHEREAS, a communications team consisting of Jen Sinatra, Human Resource Commissioner, Sergeant Jim Stopiak and IT Consultant Zach Ellis chose PRO OnCall as the best provider for the City's telephone system, as set forth herein as Exhibit "A;" and

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: That the Mayor is hereby authorized and directed to enter into a contract with PRO OnCall in order to purchase a new telephone system that would be provided and installed in all City buildings.

SECTION 2: That the funds for the purpose of the aforesaid expenditure have been appropriated or to be appropriated and shall be paid from the General Capital Improvement Fund No. 401 in the amount of \$85,858.84.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this 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.

SECTION 4: This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason that Council deems it necessary for the Mayor to enter into said contract with PRO OnCall without undue delay; therefore provided this ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: Michelle Blazak
Special Counsel

Jim Astor
PRESIDENT OF COUNCIL

ATTEST: September 26, 2017
Clerk of Council

APPROVED: [Signature]
MAYOR

9/26/17
DATE

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS
[Signature]
DIRECTOR OF LAW

CERTIFICATE

Michelle Blazak, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance/Resolution No. 10096-2017 passed on the 26th day of SEPTEMBER 2017 by said council.
Michelle Blazak
Clerk of Council

I, Michelle Blazak, Clerk of Council for the City of Brook Park, State of Ohio, do hereby certify that there is no newspaper of general circulation in the municipality and that publication of the foregoing ordinances/resolutions was made by posting true copies at six of the most public places in said municipality as determined by Ordinance No. 4838-1975: location City Hall, 6161 Engle Road, Police Station 17401 Holland Road, #1 Fire Station 5590 Smith Road, #2 Fire Station 22530 Purple Parkway, #3 Fire Station 17401 Holland Road, Brook Park Library, 6165 Engle Road, for a period of fifteen days.
Commencing September 28, 2017
Michelle Blazak
MICHELLE BLAZAK
Clerk of Council

	Yea	Nay
Troyer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mencini	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Powers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Burgio	<input checked="" type="checkbox"/>	<input type="checkbox"/>
McDonnell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salvatore	<input checked="" type="checkbox"/>	<input type="checkbox"/>



memo

To: Thomas J. Coyne, Jr., Mayor

From: Communications Team (Jen Sinatra, Human Resource Commissioner; Sergeant Jim Stopiak and IT Consultant Zach Ellis)

Date: August 29, 2017

Re: Telephone RFP recommendation

History:

On July 2, 2017 and again on July 6, 2017, a Public Notice was issued in the Cleveland Plain Dealer requesting a proposal for a municipal telephone system. As noted in the RFP advertisement, a mandatory pre-proposal meeting took place in Council Chambers on July 11, 2017. Seven vendors attended the mandatory meeting and subsequent walk through of all City buildings. Following the mandatory meeting, vendors were encouraged to submit questions via email. All questions received and the responses were copied to all seven vendors so everyone had identical information.

Proposals were due no later than noon on August 1, 2017. Only two vendors, PRO OnCall Technologies and Warwick Communications, submitted proposals. Both bids lacked certain required information so our team reached out to both vendors for a second meeting; these meetings were held on August 10th (separate times for each vendor). Sergeant Stopiak and Zach Ellis walked PRO OnCall through our buildings again the morning of August 15th. Warwick was walked through by Sergeant Stopiak and Zach Ellis in the afternoon of August 15th. Final amended bids were due by noon on August 21st.

Recommendation:

Based on a 5 point rating system, the graph below shows total points received from Sergeant Stopiak and Zach Ellis's evaluation. Both vendors are excellent but based on all criteria as outlined below, the team feels PRO On Call is the best solution for the City of Brook Park's telephone system.

	PRO OnCall	Warwick
Price	10	8
Format/compliancy with RFP process	10	10
Equipment	10	8
Maintenance, support, & warranties	9	9
Suitability of needs	10	9
Totals	49	44

Considerations for these ratings follow:



Price: Including the required \$5,000 contingency plus maintenance, PRO OnCall's total is \$98,382.46 and Warwick came in at \$99,996.54 -- a difference of \$1,614.08. These prices exclude the new City Hall wiring which will be done by another vendor.

Format/compliancy with RFP process: Both PRO OnCall and Warwick complied with the process. The team feels both met this request.

Equipment: The team rated each vendor based on hardware, layout and type of equipment as well as reputation of equipment. The team feels confident in both companies' hardware. Layout of equipment rated better for PRO OnCall, particularly in the Service garage because PRO OnCall uses a device to plug into the network port that interfaces their digital phones to the network. This type of system is more localized and scalable so modifications, additions, deletions, etc., require only a network port. Warwick will require the installation of a control unit which is less favorable. Both systems have solid reputations in the industry.

Maintenance, support and warranties: Both vendors cover maintenance over a five year period, as requested. Warwick charges \$2,702.70 (a 12% discount if prepaid with initial purchase), for a five year total of \$10,810.80. PRO OnCall has a rate of \$8,000.00 total or \$2,000.00 per year (for 4 years as the first year is already built into the total contract). Therefore, a difference of \$2,810.80 making PRO OnCall the more affordable of the two.

Suitability of needs: Both systems and both vendors are well suited for this new telephone system.