

# CHIEF CLERK AGENDA

October 6, 2021

## SPECIAL ORDER OF BUSINESS:

Proclamation – Domestic Violence Awareness Month

Alexandra Brooks  
Director of Prevention

## NEW BUSINESS:

None.

# MEMORANDUM

October 6, 2021

**TO:** Commissioner Irey Vaughn  
Commissioner Maggi  
Commissioner Sherman

**FROM:** Lisa L. Cessna, Planning Director

**SUBJECT:** Agenda Meeting – October 6, 2021

**1. Parks and Recreation – Division Order**

Planning recommends approval of an amended division order with Range Resources for the Galaran Unit 4H in Jefferson Township as associated with the Panhandle Trail. The amendment revises the unit acreage from 500.1543 acres to 613.1863 acres and maintains the decimal interest of 0.00063603

**2. Liquid Fuels – Cross Creek 5 paving**

Planning recommends approval of a contract with Morgan Excavating LP/Pompei, Inc in an amount not to exceed \$22,000 for paving the approach roadway on the Cross Creek #5 bridge in Cross Creek and Independence Townships. The paving is the final repair required from flood damage incurred during the September 1 flooding event in Avella. Costs will be paid from Act 44 bridge funds.



BOARD OF COMMISSIONERS  
**DIANA IREY VAUGHAN**  
CHAIR  
**LARRY MAGGI**  
VICE CHAIR  
**NICK SHERMAN**  
PHONE: 724-228-6724

# County of Washington

## FINANCE DEPARTMENT

COMMONWEALTH OF PENNSYLVANIA  
95 WEST BEAU STREET – SUITE 430  
WASHINGTON, PENNSYLVANIA 15301



**JOSHUA J. HATFIELD**  
FINANCE DIRECTOR

PHONE: 724-228-6894  
FAX: 724-228-6941

## AGENDA MEETING – October 6, 2021

1. Finance, on behalf of Behavioral Health and Developmental Services, respectfully requests the Board of Commissioners ratify a grant application with the Commonwealth of Pennsylvania, Pennsylvania Commission on Crime and Delinquency for the Prevention and Diversion Care Manager project. The grant application is in the amount of \$145,824 and will be for the period of January 1, 2022 through December 31, 2023.

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**HUMAN RESOURCES**  
**INTEROFFICE MEMORANDUM**

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**TO:** CINDY GRIFFIN

**FROM:** SHELLI ARNOLD  
DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** AGENDA ITEMS FOR 10/7/21 MEETING

**DATE:** OCTOBER 1, 2021

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Human Resources respectfully requests the Board of Commissioners approve a revision to the Public Comment Policy. The policy will now permit that in the event that a large number of residents attend in concert to comment on a particular matter, a designated spokesperson will be afforded five (5) minutes to speak on behalf of the group. All other provisions of the policy will remain the same.

# MEMORANDUM

**TO:** Commissioner Irey Vaughan, Chair  
Commissioner Maggi, Vice Chair  
Commissioner Sherman

**FROM:** Department of Human Services

**SUBJECT:** Agenda Meeting October 6, 2021

1. **Behavioral Health and Developmental Services – Provider Agreement Addendums**  
Behavioral Health and Developmental Services is requesting approval of the following provider agreement addendums for the period July 1, 2020 through June 30, 2021. No additional county funds are required.

<u>PROVIDER</u>	<u>ORIGINAL AMOUNT</u>	<u>ADJUSTED AMOUNT</u>
Global Wordsmiths	\$ 789.00	\$ 798.00
Pediatric Therapy Professionals	\$ 40,614.00	\$ 52,899.00

2. **Behavioral Health and Developmental Services – Letter of Agreement Addendum**  
Behavioral Health and Developmental Services is requesting approval of a letter of agreement addendum with Susquehanna Software, Inc. for the period of July 1, 2021 through December 31, 2021. The quarterly maintenance cost will increase from \$700 to \$750 and all other provisions will remain unchanged. No additional county funds are required.

3. **Children and Youth Services – Provider Agreements**  
Children and Youth Services is requesting approval of the following provider agreements for the period July 1, 2021 through June 30, 2022. No additional county funds are required.

<u>PROVIDER</u>	<u>AMOUNT</u>
Alternative Living Solutions	300,000.00
Family Care for Children and Youth, Inc.	200,000.00
Dr. Eric Bernstein	100,000.00
Every Child Inc.	20,000.00
Blueprints – Parents as Teachers	100,000.00
Life Span Family Services	400,000.00
Taylor Diversion Programs, Inc.	250,000.00
Adelphoi Village – MST	140,000.00
Adelphoi Village – Sex Offender Assessment	25,000.00
Adelphoi Village – IHPTA	425,000.00
Adelphoi Village - FGDM	200,000.00
Adelphoi Village -ART	50,000.00
<b>Total</b>	<b>\$ 2,210,000.00</b>

BOARD OF COUNTY COMMISSIONERS:  
DIANA IREY VAUGHAN, CHAIR,  
LARRY MAGGI, VICE CHAIR,  
NICK SHERMAN

(724) 228-6724



Randy K. Vankirk  
Director of Purchasing

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## COUNTY OF WASHINGTON

PURCHASING DEPARTMENT  
COMMONWEALTH OF PENNSYLVANIA  
100 WEST BEAU STREET, SUITE 402  
WASHINGTON, PA 15301

**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** RANDY VANKIRK, DIRECTOR OF PURCHASING  
**DATE:** OCTOBER 1, 2021  
**SUBJECT:** AGENDA ITEMS FOR OCTOBER 06, 2021-MIN#1137 - REV #4

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### I. BIDS/BID CONTRACT/EXTENSIONS

#### A. Bid/RFP/RFQ Award

##### 1. WCCF Facility Needs Assessment – Contract #092221-Assessment RFQ

The Purchasing Department, respectfully requests Board of County Commissioners award the RFQ contract for the Facility Needs Assessment for the Correctional Facility to Justice Planners, Columbia, SC, at a total cost of \$70,618.00.

Total cost will be funded from the American Rescue Plan Act Fund.

##### 2. Bid Award - JMPP – Contract #092221-JMPP

Purchasing, respectfully requests the Board of County Commissioners award the bid for products under the “Joint Municipal Purchasing Program” for Washington County to the following vendors based on their per unit cost as submitted in their bid proposals:

- A-Z Janitorial, Washington, PA
- Compass Minerals America Inc, Overland Park KS

All items have been awarded to the lowest most responsive and responsible bidders meeting specifications. If approved, this contract will be effective date of approval through September 30, 2022, at a total yearly cost of approximately \$10,000.

##### 3. RFP Award - Psychologist – Contract #070721-Psychologist & 092221-Psychologist

Purchasing, on behalf of Kim Rogers, HS Director, Shelli Arnold, HR Director, and Anne Schlegel, CYS Director respectfully requests the Board of County Commissioners award the request for psychological services to the following vendors based on their per hourly rates and expertise:

- Michael Crabtree Ph.D., Washington PA
- Terry O'Hara Ph.D., Pittsburgh PA
- Dr Eric Berstein, Pittsburgh PA
- Dr Rosenblum, Pittsburgh PA

**B. Bid Contract Purchases**

**1. RAME – Contract #071019-Roof**

Purchasing, on behalf of **Warden Fewell**, respectfully requests the Board of County Commissioners authorize **R.A.M.E. Inc., Washington, PA**, our contract of record, to perform work including all labor, material, equipment and supervision to complete the following scope of work at a cost of \$66,000.00. Act 13 funding has been recommended.

- Remove & dispose existing insulation and membrane.
- Supply and install a new mechanically attached layer of 1.5” poly, installations on top and both sides of ductwork.
- Supply and install new 060 Johns Manville black EPDM on top and both sides of ductwork with associated flashings and trims on the Correctional Facility Roof

**C. Authorization to Bid/Request Proposals/Qualifications**

**1. Cloud phone system**

Purchasing, on behalf of Ryan Anderson, **IT**, respectfully requests the Board of County Commissioners authorize the **advertising for Proposals** for a cloud phone system.

**II. AGREEMENTS & CONTRACTS/ADDENDUM**

**A. Professional Service Agreements**

**1. Document Scanning Services**

Purchasing, on behalf of Debbie Bardella, **Recorder of Deeds**, respectfully requests the Board of County Commissioners approve a **Document Scanning Services Agreement with Reynolds Business Systems, Emmaus, PA.**, at an estimated cost of \$15,508.75 to be funded from the Recorder of Deeds Records Improvement Fund.

**Note:** This agreement includes scanning, indexing, adobe PDF formatting and conversion into their current operating system, “Landex.” It will include the 1781 to 1924 and 1925 to 1951 Mortgage indices. This will conclude all such indices being a permanent part of their operating system.

Additionally, neither Scantek, Inc. nor Kofile are able to perform the scanning, indexing, adobe PDF formatting and conversion into our current operating system utilizing the Russell Key System.

**2. Professional Services**

Purchasing, on behalf of Shelli Arnold, **Human Resources**, respectfully requests the Board of County Commissioners authorize a **professional services agreement with CBY Systems, Inc., York, PA** for the purpose of providing **pre-employment services** for law enforcement employees related to PA Act 57. Membership fee per year is \$45.00 with respective fees for applicants not to exceed \$125.00 per applicant.

**3. Satellite Phone Service**

Purchasing on behalf of **Public Safety**, respectfully requests Board of County Commissioners approve an annual **Satellite phone service agreement with SatphoneStore, Miami Florida**

for the total amount of \$595.00/year which includes 20 free minutes per month after which per minute charges will apply.

The service on their handheld satellite phone is currently invalid/expired. This phone was traditionally equipped with a prepaid SIM that would have a bank of minutes available that expired after a certain time period. Public Safety would like to proceed with this postpaid option, since it is cache equipment that is not regularly used.

**4. Payment Processing Software/Services – Professional Services**

Purchasing on behalf of Tom Flickinger, **Treasurer** respectfully requests the Board of County Commissioners **enter into an agreement for an on-premise Payment Processing Software /Services with Creditron Corporation, Rockville MD** for the following amounts:

Purchase price - \$32,540.00  
Annual Subscription/Maintenance - \$8,325.00  
Hosting Fee - \$1200.00/month

If approved, this agreement is for one (1) year from execution and shall automatically renew yearly thereafter unless terminated by either party with ninety (90) days written notice prior to the contract renewal date. This proposal was reviewed and recommended for award by Tom Flickinger and Purchasing.

**Note:** We are agreeing to the 90 days as it will take this long to award and implement a new system. The Treasurer's office cannot be without a system.

**III. STATE CONTRACT/COSTARS PURCHASES**

**1. CoStars 3 – Pure Storage Solution**

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners approve the purchase of a **Pure Storage Flash Array**, Extended Service Agreement, including install. The total cost is \$31,095.52, and the proposed vendor is **AEC Group** of Oakdale, PA. If approved, the proposed purchase would be paid via ACT-13 funding. The proposed purchase is covered under the Costars 3 contract, and therefore does not require bidding.

**MIN #1137, Dated 10/07/2021**