

CLEVELAND METROPARKS
Inter-Office Memorandum

PURCHASING DIVISION
Ron Ciancutti, Purchasing Manager
Gus Katsas, Buyer
Charlie Rosol, Buyer
Sharon Simon, Purchasing Clerk

April 4, 2013

TO: All Park & Golf Course Managers
FROM: Gus Katsas, Buyer
RE: PORTABLE TOILET RENTAL SERVICES

Bid #5897 (Portable Toilet Rental Services) has been awarded to Superior-Speedie Portable Services, Inc. If you already have toilets through Waid's Rainbow Rentals, you **do not** need to contact them to remove their equipment as they have been purchased by Superior-Speedie.

To order additional toilets, you would contact **Superior-Speedie Portable Services at (800) 475-0049**. Our contact there is Pat Flynn but any of the office staff answering the phone can assist you. Their award is for two years beginning April 16th, 2013 and expiring April 15th, 2015.

Upon delivery, send the Superior-Speedie Portable Services delivery receipts to me directly with a completed stamp (see sample document stamp on the P.O. copy). **Do not sign anything!**

When terminating your rental (or discontinuing for the season), **please notify me so that I make sure they've discontinued billing us per your stop date.**

If you need clarification or have any further questions, please contact me at (216) 635-3223 or e-mail me at gwk@clevelandmetroparks.com.

INVOICE TO:
CLEVELAND METROPARKS
4101 FULTON PARKWAY
CLEVELAND, OHIO 44144
ATTN: ACCOUNTS PAYABLE
(216) 635-3200
FAX: (216) 635-3286



**Cleveland
Metroparks**

PURCHASE ORDER

No. 007543

**INVOICE IN
DUPLICATE**

**TAX EXEMPT
FEDERAL TAX ID# 34-6000-704**

DATE 03/29/13

7233 SUPERIOR-SPEEDIE PORTABLE
SERVICES, INC
1175 GEORGE WASHINGTON BL
AKRON, OH
44312

- Original Order
- Confirming Do Not Duplicate
- Modification Order

This order is subject to terms and conditions shown on both sides of this form. Unless Purchasing Department receives written notification of any exception within 10 days, this purchase order will be considered accepted by Vendor.

TERMS OF DELIVERY
F.O.B. DESTINATION
UNLESS OTHERWISE NOTED

QUANTITY	UNITS OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL PRICE	CHARGE CODE
01 1.00	LOT	PORTABLE TOILET RENTALS provided "As Needed" for a two (2) year period as specified in Bid #5897 4/16/13 through 4/15/15 Not to Exceed \$52,790.00 Monthly Rental \$64.00 Monthly Handicap \$93.00 2x a week clean add. \$15/week Special Event \$64.00 Special Event Handicap \$93.00 Hand Sanitizer No Charge <i>Example</i> CLEVELAND METROPARKS INVOICE DOCUMENTATION Location <u>Garfield Park</u> Date <u>4/16/13</u> Lot # <u>1535</u> Acct. # <u>60428</u> Ord. # <u>5897</u> Project Description and/or Project Name <u>Toilet Rental Service</u> Company Received Check <u>Stand</u> P.O. No. <u>007543</u> Vendor No. <u>7233</u> Bid. No. <u>5897</u> Manager Approval <u>Jerry C</u> Office Use Only Price & Qty. Extension Check to P.O. _____	1.0000	1.00	1241-60428-00PARK

DELIVER TO

VARIOUS LOCATIONS THROUGH
OUT CLEVELAND METROPARKS
(BOARD APPROVED 03/29/13)

TOTAL

1.00 C/m

Vendor Acknowledgement

Purchasing Manager

ORDER VOID UNLESS SIGNED BY TREASURER The Cleveland Metroparks will not, in any manner, be responsible for goods delivered or work done on its account unless certified.

FISCAL OFFICER'S CERTIFICATE

The undersigned, Treasurer of the Board of Park Commissioners of the Cleveland Metropolitan Park District (the "Board"), hereby certifies that funds required to meet the obligation of this agreement (or, in the case of a continuing agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the present year, being the fiscal year in which the agreement is made) have been lawfully appropriated by the Board for such purpose and is in the treasury of the Board or is in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given pursuant to Sections 5705.41 and 5705.44 of the Ohio Revised Code.

Treasurer / Board of Park Commissioners
of the Cleveland Metropolitan Park District