

**MINUTES OF THE
BOARD OF PARK COMMISSIONERS
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

JULY 7, 2016

The Board of Park Commissioners met on this date, Thursday, July 7, 2016, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Debra K. Berry, Vice President Dan T. Moore, and Vice President Bruce G. Rinker, to be present. It was determined there was a quorum. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, Karen Fegan, and Chief Legal and Ethics Officer, Rosalina M. Fini, were also in attendance.

APPROVAL OF MINUTES.

No. 16-07-113: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve the minutes from the Regular Meeting of June 17, 2016, which were previously submitted to the members of the Board, and by them read.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

ACTION ITEMS.

- (a) ***Authorization and Revision to Change Fund and Petty Cash Fund***
(*Originating Source: Karen Fegan, Chief Financial Officer*)

State auditors require that the Board of Park Commissioners reauthorize existing, and approve revisions to, Change/Petty Funds amounts; and

WHEREAS, Cleveland Metroparks, to be able to operate revenue-producing operations, has a need for a Change Fund; and

ACTION ITEMS (cont.)

WHEREAS, the Park District, to be able to make emergency cash purchases and necessary purchases in accordance with the Petty Cash Administrative Procedure, has a need for a Petty Cash Fund.

THEREFORE, BE IT RESOLVED, that the Board of Park Commissioners authorize a revised **Change Fund** of \$74,000 distributed as follows:

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
Administrative Deposit Account, Finance Department	1210	C. Hunter, Accounting Manager; K. Fegan, Controller	\$ 50	\$ 50
Retail - Special Events Off-Site	1330	K. Johnson, Manager of Retail	100	100
Nature Shops - North Chagrin	1331	K. Johnson, Manager of Retail; C. Duffy, Assistant Manager Nature Shops	200	200
Nature Shops - Rocky River	1333	K. Johnson, Manager of Retail; N. Pagan, Warehouse Specialist	250	250
Nature Shops - West Creek	1334	K. Johnson, Manager of Retail; A. Ault, Retail Assistant	200	200
Nature Shops - Hinckley Lake	1335	K. Johnson, Manager of Retail; D. Heckathorn M. Pinto , Manager of Hinckley Lake Boathouse and Store	900	900
Beachwood Mall Kiosk	1337	K. Johnson, Manager of Retail	200	200
Southpark Mall Kiosk	1338	K. Johnson, Manager of Retail	200	200
Special Events/ Experience	1370	S. Cario, General Manager Events and Experiences; T. Robatin, Manager	300	300
North Chagrin Nature Center	1552	M. Keung, Center Manager; L. Barron, Information Specialist	50	50
Look-About-Lodge	1552	M. Keung, Nature Center Manager;	50	50
Brecksville Nature Center	1554	S. Hosko, Center Manager; J. Jaeger, Information Specialist	50	50

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
Rocky River Outdoor Education	1555	V. Fetzer, Nature Center Manager; S. McCarthy, Information Specialist	50	50
Outdoor Recreation	1558	R. Nagle, Outdoor Recreation Manager	200	200
Chalet (includes hayrides)	1572	A. McRitchie, Concession Manager	3,000	3,000
Wallace Lake Concessions	1573	A. McRitchie, Concession Manager	500	500
Merwin's Wharf	1574	B. VanLoan, General Manager of Food and Beverage Operations	6,000	6,000
Huntington Concessions	1575	A. McRitchie, Concession Manager	2,000	2,000
Aquatics (includes Ledge, Rock Cafe, and Aquatics Admin.)	1577	C. Szoke, Aquatics/Facilities Manager	750	700
East 55 th Restaurant	1578	B. VanLoan, General Manager of Food and Beverage Operations	5,000	5,000
Edgewater Concessions	1579	A. McRitchie, Concession Manager	2,000	2,000
Canalway Visitor Center	1591	S. Allen, Center Manager; J. Kubicki, Information Specialist	150	150
Westcreek Stewardship Center	1592	G. Albers, Center Manager; T. Martincic, Information Specialist	50	50
Zoo	1710	T. Savona, Director of Revenue; T. Moore, Admissions Manager Zoo Guest Services	20,000	20,000
Big Met Clubhouse	3101	M. Pucky, Golf Course General Manager; J. Dorsey, Golf Clubhouse Manager/Pro	1,500	1,500
Little Met Clubhouse	3102	M. Pucky, Golf Course General Manager; B. Madden, Clubhouse Supervisor	800	800

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
Mastick Woods Clubhouse	3103	M. Pucky, Golf Course General Manager; M. Inman, Assistant Clubhouse Supervisor	800	800
Manakiki Clubhouse	3104	B. Roeder, Golf Course General Manager; T. Kochensparger, Golf Clubhouse Manager/Pro	1,500	1,500
Sleepy Hollow Clubhouse	3105	C. Lewanski, Golf Course General Manager; J. Fiander, Golf Clubhouse Manager/Pro	1,500	1,500
Shawnee Hills Clubhouse	3106	M. Douglas, Golf Course General Manager; R. Short, Clubhouse Supervisor/Pro	1,500	1,500
Washington Golf Learning Center Clubhouse	3107	B. Vecchio, Golf Course General Manager; <i>M. Johnson, Golf Professional/Instructor & Special Events Manager</i>	1,200	1,200
Seneca Clubhouse	3108	D. Donner, Golf Course General Manager; G. Koller, Golf Clubhouse Manager/Pro	1,500	1,500
Big Met Concessions	3201	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	1,000	1,000
Sleepy Hollow Concessions	3205	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	1,000	1,000
Shawnee Hills Concessions	3206	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	1,000	1,000
Seneca Concessions	3208	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	1,000	1,000
Double Eagle Concessions	3251	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	500	500
Hinckley Spillway Concessions	8537	B. VanLoan, General Manager of Food and Beverage Operations	1,000	1,000
Park Operations Mobile Concessions	8574	B. VanLoan, General Manager of Food and Beverage Operations	8,000	8,000

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
East 55 th Marina	8578	L. Buie, Marina Manager	1,500	1,500
The Pier Edgewater Concessions	8579	A. McRitchie, Concession Manager; L. Buie, Marina Manager	1,500	1,500
Emerald Necklace Marina	8580	L. Buie, Marina Manager	3,000	3,000
EN Marina Restaurant	8581	K. Marshall, Supervisor – Park Operations/Rivergate	2,000	2,000
Total			\$ 74,050	\$ 74,000

FURTHER, BE IT RESOLVED, That the Board of Park Commissioners authorize a revised Petty Cash Fund of \$48,950, distributed as follows:

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
Administrative Deposit Account, Finance Department	1210	C. Hunter, Accounting, Manager; K. Fegan, Controller	\$ 12,000	\$ 12,000
Special Purchase Account, Finance Department	1210	C. Hunter, Accounting, Manager; K. Fegan, Controller	20,000	20,000
Nature Shops - North Chagrin	1331	K. Johnson, Manager of Retail; C. Duffy, Assistant Manager Nature Shops	50	50
Nature Shops - Rocky River	1333	K. Johnson, Manager of Retail; N. Pagan, Warehouse Specialist	50	50
Nature Shops - Hinckley Lake	1335	K. Johnson, Manager of Retail; D. Heckathorn M. Pinto , Manager of Hinckley Lake Boathouse and Store	50	50
Chalet	1572	A. McRitchie, Concession Manager	300	300
Merwin's Wharf	1574	B. VanLoan, General Manager of Food and Beverage Operations	2,000	2,000

ACTION ITEMS (cont.)

Location	Division Number	Custodian/Title	Current 2016	Proposed 2016
East 55 th Restaurant	1578	B. VanLoan, General Manager of Food and Beverage Operations	2,000	2,000
Little Met Clubhouse	3102	M. Pucky, Golf Course General Manager; B. Madden, Clubhouse Supervisor	500	500
Mastick Woods Clubhouse	3103	M. Pucky, Golf Course General Manager; M. Inman, Assistant Clubhouse Supervisor	1,000	1,000
Washington Golf Learning Center Clubhouse	3107	B. Vecchio, Golf Course General Manager;	500	500
Big Met Concessions	3201	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	2,000	2,000
Sleepy Hollow Concessions	3205	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	2,500	2,500
Shawnee Hills Concessions	3206	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	2,000	2,000
Seneca Concessions	3208	K. Vitrano, General Manager of Restaurant, Food & Beverage – Golf	2,000	2,000
<i>East 55th Marina</i>	<i>8578</i>	<i>L. Buie, Marina Manager</i>	-	<i>500</i>
<i>Emerald Necklace Marina</i>	<i>8580</i>	<i>L. Buie, Marina Manager</i>	-	<i>500</i>
EN Marina Restaurant	8581	K. Marshal, Supervisor – Park Operations/Rivergate	1,000	1,000
Total Petty Cash Funds			\$ 47,950	\$ 48,950

No. 16-07-114: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize a revised Change/Petty Fund as listed above.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

ACTION ITEMS (cont.)

- (b) ***Authorization to Submit a Request to the Ohio Department of Transportation (ODOT) for Repurposed Federal Highway Administration (FHWA) Earmark Funds***
(Originating Sources: Brian M. Zimmerman, Chief Executive Officer / Sean E. McDermott, P.E., Chief Planning & Design Officer / Sara Byrnes Maier, Senior Strategic Park Planner)

Background:

On June 10, 2016, the Northeast Ohio Areawide Coordinating Agency (NOACA), the region's Metropolitan Planning Organization, posted on its website instructions to request funds that may become available from certain dormant transportation earmarks. The Ohio Department of Transportation (ODOT) required that requests for these funds, consisting of a project description, location, and cost, had to be made to the applicant's respective district office by June 15.

Cleveland Metroparks requested repurposed earmark funding in the following amounts (see reference map, page **81926**):

Wendy Park Bridge (construction):	\$2,000,000
Whiskey Island Connector (construction):	\$1,500,000
<u>Red Line Greenway, Phases I & II (design/engineering):</u>	<u>\$480,000</u>
Total:	\$3,980,000

According to a Federal Highway Administration (FHWA) guidance memorandum, "Section 125 of the Department of Transportation Appropriations Act, 2016 (Pub. L. No. 114- 113, Division L, Title I, hereinafter "Repurposing Provision") provides the authority for a State or territory...to repurpose any earmark that was designated on or before September 30, 2005, and is less than 10 percent obligated or final vouchered and closed." To be eligible for repurposed funds, a new or existing project must be within 50 miles of the original earmark and within the same state. Additionally, for Ohio, the project must be eligible under the Surface Transportation Block Grant Program (STBG) (23 U.S.C. 133(b)).

Details of the process that ODOT will use to evaluate such requests have not been published or otherwise described. Per FHWA guidance, states are required to transmit recommendations for repurposing to the Federal Highway Administration by Aug. 29 for projects to start this fiscal year, and by Sept. 12 for all other projects.

There is overlap in this request for repurposed earmark funds with the application to the highly competitive Transportation Investment Generating Economic Recovery (TIGER) Discretionary grant program through the US Department of Transportation that Cleveland Metroparks, working with partners The Trust for Public Land and L.A.N.D. studio, Inc., submitted on April 29, 2016. The pending TIGER project request is for \$9,450,000 (57.4%) of the total \$16,450,000 project cost for construction of the Wendy Park Bridge, Whiskey Island Connector trail, Red Line Greenway trail, and Cleveland Foundation

ACTION ITEMS (cont.)

Centennial Trail connectors to the Cleveland Lakefront Bikeway and Canal Basin Park. The TIGER request also included design funds for the Whiskey Island Connector and Red Line Greenway. Local match totaling \$4,920,000 (29.9%) for the TIGER application would be provided by The Trust for Public Land through their fundraising efforts, state capital funds for Wendy Park Bridge, a pending request to the Clean Ohio Trails Fund for the Whiskey Island Connector, and through other fundraising efforts. These same sources are assumed for the repurposed earmark request. Successful applicants for the TIGER program will likely be notified in fall of this year.

No. 16-07-115: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the submittal of the request to the Ohio Department of Transportation for funding assistance from repurposed earmarks in the amount of \$3,980,000 for the Wendy Park Bridge, Whiskey Island Connector, and Red Line Greenway; with the local match component provided by fundraising efforts of The Trust for Public Land, state capital funds, an anticipated award from the Clean Ohio Trails Fund, and contributions from project partners including the Cleveland Metroparks; and further that the Board authorizes the funds to be made available as needed until reimbursement is received from ODOT; and further that the Board authorizes the Chief Executive Officer to enter into agreements and execute any documents as may be required to accept the grant award; form of agreements to be approved by the Chief Legal & Ethics Officer.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

AWARD OF BIDS:**No. 16-07-116:**

It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to authorize the following bid awards:

- (a) **RFP #6165-b:** **Valley Parkway Connector Trail Phase 2**
(see page **81910**);
- (b) **RFP #6196:** **Automated Teller Machines (ATMs)**
(see page **81912**);
- (c) **Bid #6198:** **2016 Asphalt Parking Lot Improvements**
(see page **81914**);
- (d) **AZA Co-Op/** **Garfield Park Maintenance Buildings/**
ORC 125.04 #6209: **Timberlane Stables Metal Roof Coating**
(see page **81915**);
- (e) **GSA Co-Op** **Data Center Power, Cooling, Racks**
ORC 125.04 #6210: (see page **81917**); and
- (f) **ORC 125.04 #6211:** **Audio Visual Additions - Administration**
Building Addition/Renovation
(see page **81918**).

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

AWARD OF BIDS (cont.):

AWARD RFP #6165-b: VALLEY PARKWAY CONNECTOR TRAIL PHASE 2

(Originating Sources: Sean E. McDermott, P.E., Chief Planning and Design Officer, Tammy Oliver, Director of Project Development)

Background:

On January 29, 2015 Cleveland Metroparks issued an RFQ for design-build teams to submit qualifications for the design and construction of the Valley Parkway Connector Trail Phase 2 within Brecksville Reservation. This 2.8 mile all-purpose trail along Valley Parkway will complete the second half of the “missing link” from Broadview Road to Ridge Road in the Brecksville Reservation. The Board previously approved a contract award for Phase 1 of the Valley Parkway Connector Trail on May 26, 2016, which includes construction of 3.1 miles of the all-purpose trail between Brecksville Road and Broadview Road. Phase I is expected to complete by summer of 2017.

The RFQ for Phase 2 yielded nine (9) responding design-build teams. The team’s statements of qualifications were reviewed by a panel of Cleveland Metroparks staff, including Sean McDermott, Tammy Oliver, John Cardwell, John Kilgore and Bob Burichin.

The review panel determined a short list of three teams and requested proposals from each. Following receipt of the proposal each short listed team was then interviewed. Following the interviews the proposals from each short listed design-build team were then ranked by the review panel in compliance with the Ohio Revised Code (“ORC”). As permitted by the ORC, both the qualifications of the firm and their proposed price are blended to produce a “best value” score. At Cleveland Metroparks election, qualifications are weighted at 80% and price at 20%. Below is a listing of the three short listed teams, and their correlating “best value” score.

Cleveland Metroparks Valley Parkway Connector Trail Phase 2 Brecksville Reservation - RFP# 6165-b	
<i>Design-Builder</i>	<i>Short List</i>
Burton Scot Contractors	
Cavanaugh Building Corporation	
Engineered Technical Solutions	
F. Buddie Contracting, Ltd.	x
Mark Haynes Construction	x
Nerone and Sons, Inc.	
R.J. Platten Contracting Co.	
Schirmer Construction LLC	x
Vizmeg Landscape	

RFP# 6165-b Results:

Ranking	Design-Build Team	Price (sum)	(1) Price Component	(2) Qualifications Component	(1)+(2) Best Value Score
1	Schirmer Construction LLC	\$267,400	20.0	76.8	96.8
2	Mark Haynes Construction	\$367,740	12.5	76.0	88.5
3	F. Buddie Contracting, Ltd.	\$443,000	6.9	78.4	85.3

AWARD OF BIDS (cont.):

The price reflected in the above table includes the preconstruction services fee, the due diligence and design fees, the preconstruction expenses, estimated general conditions costs (based on percentage of construction cost), construction stage design fees (based on percentage of construction cost), and the design-builder fee (based on percentage of construction cost). Once construction documents are nearing finalization, staff will return to the Board to set a Guaranteed Maximum Price, at which time, inclusive of construction costs, the general conditions costs, construction stage design fees, and the design-builder fee will be finalized. Upon the negotiation of a contract with the recommended design-build firm, Schirmer Construction LLC, the preconstruction services fee, due diligence and design fee, and preconstruction expenses will be established at \$72,700.

RFP Analysis:

Staff recommends the design-build contract be negotiated and awarded to **Schirmer Construction LLC** (“Schirmer”) of North Olmsted, Ohio. Schirmer has design-build experience with several projects throughout Northeast Ohio and has put together a team with the project experience to deliver a first-class final product. Schirmer has performed positively for the Metroparks in the past on several projects, including replacement of the Old Lorain Road Bridge in 2010 and the Rockcliff Wall modifications in 2016. Schirmer is currently constructing the replacement Fort Hill Steps and was awarded Phase I of Valley Parkway Connector Trail as the lowest and best bidder.

Schirmer’s design-build team consists of E.L. Robinson Engineering of Ohio, Terracon Consultants, Inc., and Soil and Materials Engineers Inc., all familiar firms to Northeast Ohio.

Due to Schirmer team’s experience with complimentary projects, their approach and commitment to constructing the project for the available funds, and their competitive price associated with their services, staff has determined that the Schirmer team is the “best value” when ranked against the other short listed design-build teams. Notwithstanding, the Mark Haynes Construction and F. Buddie Contracting, Ltd. teams also submitted thorough proposals.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a Guaranteed Maximum Price contract with **Schirmer Construction LLC**, being ranked as the “best value” for **RFP# 6165-b, Design-Building for Valley Parkway Connector Trail Phase 2**, Brecksville Reservation, inclusive of \$72,700 for preconstruction services fee, the due diligence and design fees, the preconstruction expenses. In the event that a GMP contract cannot be negotiated with the design-builder, a contract would then be negotiated, per Ohio Revised Code, with the next ranked design-builder, who the Board, in its discretion, has reflected in the minutes as being the next ranked design-builder. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

AWARD OF BIDS (cont.):

RFP #6196 SUMMARY: AUTOMATED TELLER MACHINES (ATMS)

<i>--- Highlights at a Glance ---</i>	
Current:	<u>Nine</u> cash dispensing ATMs at specific locations with a remittance to Cleveland Metroparks of \$1,578 in 2015.
Proposed:	<u>Nine</u> cash dispensing ATMs at specific locations with an annual remittance to Cleveland Metroparks of an estimated \$1,584 annually (based on 2015 transaction volumes).

Background:

Carroll Companies currently provides nine Automated Teller Machines (ATM) for Cleveland Metroparks as originally awarded by the Board of Park Commissioners on June 30, 2011. The current agreement provides for a \$2.00 customer convenience charge at two locations in Cleveland Metroparks Zoo (box office and food court), a \$2.50 customer convenience charge at five golf courses (Big Met, Manakiki, Sleepy Hollow, Seneca and Shawnee) and two marinas (Emerald Necklace and Whiskey Island) with \$0.25 per transaction being remitted monthly to Cleveland Metroparks.

Proposals

Cleveland Metroparks requested proposals for ATM placements at the current locations and special events (Edgewater Live). The proposals included installation, servicing, repair, maintenance and 24-hour technical assistance at no cost to Cleveland Metroparks. Cleveland Metroparks agreed to provide a Wi-Fi connection or standard telephone line and grounded electrical outlet at each location and assume related utilities. Of the 29 companies invited to submit proposals, Carroll Companies was the only vendor to respond.

Carroll Companies proposal included:

- a cash dispensing machine at all nine locations
- a \$2.00 customer convenience charge at both Zoo locations, a \$2.50 customer convenience charge at the golf courses and marinas and a \$4.00 customer convenience charge at special events with \$0.25 per transaction being remitted monthly to Cleveland Metroparks

Based on historical transaction volumes it is estimated that nine ATMs would produce an average of 528 transactions monthly. Under the **Carroll Companies** proposal this would generate \$132 monthly or \$1,584 annually to Cleveland Metroparks, not including special events.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into an agreement, in a form approved by the Chief Legal & Ethics Officer, between Cleveland Metroparks and **Carroll Companies**, for ATM Machines at Cleveland Metroparks Zoo (2), golf courses (5), marina (2), and special event locations, as summarized above, for a five year term, commencing August 1, 2016 through July 31, 2021.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

AWARD OF BIDS (cont.):

BID #6198: 2016 ASPHALT PARKING LOT IMPROVEMENTS

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

Cleveland Metroparks Park Operations Department has taken inventory and condition assessments of degraded asphalt parking lots throughout the Park District. Based on those assessments, seven existing parking lots were identified which warrant repairs followed by a new 1-1/2” thick asphalt surface course. This site improvement project includes the resurfacing and paving of approximately 9,800 square yards total of existing asphalt parking lots throughout Brecksville, Hinckley, Mill Stream Run, and Rocky River Reservations.

The scope of work includes the repair and resurfacing of the following asphalt parking lots:

Base Bid:

1. Chippewa Picnic Area-Brecksville Reservation
2. Plateau Picnic Area-Brecksville Reservation
3. Judge’s Lake-Hinckley Reservation
4. WJ Green Picnic Area-Mill Stream Run Reservation
5. Willow Bend Picnic Area-Rocky River Reservation

Alternates:

6. Alternate A-Paw Paw Picnic Area-Mill Stream Run Reservation
7. Alternate B-Brooklyn Exchange Cabin-Hinckley Reservation

Bids were received on June 23, 2016 and are tabulated below:

Bidder	Base Bid	Add Alternate A	Add Alternate B	Total Lump Sum Bid
Barbicas Construction Co.	\$125,984.70	\$24,784.60	\$19,048.90	\$169,818.20
Chagrin Valley Paving	\$131,470.00	\$23,400.00	\$17,300.00	\$172,170.00
Perrin Asphalt and Concrete	\$138,358.00	\$24,000.00	\$16,834.00	\$179,192.00
Crossroads Asphalt	\$139,330.00	\$25,525.00	\$14,650.00	\$179,505.00
Carron Asphalt Paving, Inc.	\$140,900.00	\$26,000.00	\$15,000.00	\$181,900.00
Northcoast Paving, Inc.	\$142,500.00	\$26,000.00	\$19,500.00	\$188,000.00
Specialized Construction, Inc.	\$147,000.00	\$25,000.00	\$28,000.00	\$200,000.00
Burton Scot Contractors	\$159,800.00	\$30,200.00	\$19,500.00	\$209,500.00
DD Mitchell Construction	\$162,000.00	\$22,000.00	\$20,000.00	\$204,000.00
Protect-A-Cote, Inc.	DID NOT MEET SPECIFICATIONS FOR BOND.			
Engineer’s Estimate (Base Bid Only)	\$135,000.00			

2016 Budget Code: 1510-73462-A15001

AWARD OF BIDS (cont.):

Staff recommends awarding the **Lump Sum Base Bid plus Add Alternates A and B** to the lowest and best bidder, **Barbicas Construction, Inc.** Barbicas has not completed any projects as the prime contractor for Cleveland Metroparks in the past; however, they have successfully completed similar projects for other northeast Ohio public agencies. In addition, they are ODOT prequalified for asphalt paving work. They have been in business for 26 years and they specialize in county, municipal, and commercial paving as well as ODOT projects.

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with **Barbicas Construction, Inc.** as the lowest and best bidder for Bid #6198, 2016 Asphalt Parking Lot Improvements for the lump sum base bid amount of **\$125,984.70**, plus add Alternate A lump sum bid amount of **\$24,784.60**, plus add Alternate B lump sum bid amount of **\$19,048.90** for a **total, contract amount of \$169,818.20**. In the event that the bidder cannot satisfy their bid, the award will be given to the next successive bidder who the Board, in its discretion, has reflected in the minutes as being the next lowest and best bidder who can satisfy the bid. The difference in cost and all related costs to the difference will be assumed by the original bidder and/or surety. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

AWARD OF BIDS (cont.):**AZA CO-OP ORC #125.04 SUMMARY #6209:****GARFIELD PARK MAINTENANCE BUILDINGS/TIMBERLANE STABLES
METAL ROOF COATING**

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Jim Rodstrom, Director of Construction)

Background

The existing metal corrugated roofs on the two Garfield Park maintenance buildings and the Timberlane Stables building have surface deterioration and are beginning to have water leaks during heavy rain. While the overall structural condition of the roofs is deemed to be adequate, the leaks most likely are the result of fastener/washer failure and seam material failure. Cleveland Metroparks staff compared different options of rectifying the problems with each roof ranging from simple fastener replacement, all the way up to full tear off and replacement of each roof. Throughout that process, it was determined that fastener/washer replacement, seam material replacement, and a new synthetic rubber membrane application would be the most cost effective option.

Recommendation

All services for this project will be contracted utilizing the Association of Zoos and Aquariums AZA Smart Source national purchasing agreement. Garland/DBS, Inc. was contacted to facilitate the process in conjunction with the AZA Smart Choice purchasing master agreement number 09-5408.

The scope of work for this roofing project includes the following:

1. Surface preparation, power washing, and cleaning of Building A and Building B at Garfield Park maintenance facility (7,100 sf each building) and a portion of the Timberlane Stables building (25,000 sf).
2. Secure gaped and loose panels with fastener and washer replacement as required.
3. Metal flashing and pitch pocket flashing repair and replacement as necessary.
4. Ridge cap replacement on all three buildings.
5. Apply CPR seam sealer on seams, fasteners, and around all penetrations.
6. Application of CPR Base Coat product over entire roof surface at the rate of 1.5 gallons/sf.
7. Application of CPR Topping Coat product over entire roof surface at the rate of 1.5 gallons/sf.
8. Provide on-site quality control inspection throughout entire process.
9. Provide 10 year manufacturer's warrantee on each roof.

Garland/DBS, Inc. facilitated an independent quoting process with three qualified local contractors for the proposed recoating system based on the above scope of work. The low bid of those proposals was submitted as **\$293,687.00, which is less than the costs allowable through the AZA Smart Choice purchasing agreement of \$350,174.00, a savings of \$56,487.00.** Garland has agreed to pass the savings of the actual quotes vs. the allowable AZA cost on to Cleveland Metroparks.

AWARD OF BIDS (cont.):

2016 Budget Code: 1535-73470-J16001 (\$149,668.00)
 1538-73470-S15001 (\$144,019.00)

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to enter into a contract with Garland/DBS, Inc. for AZA Co-Op ORC 125.04 #6209, Garfield Park Maintenance Buildings and Timberlane Stables Metal Roof Coating for the **total, lump sum amount of \$293,687.00** in full utilization of the AZA Smart Choice National Purchasing Cooperative agreement. Form of contract to be approved by the Chief Legal and Ethics Officer.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

AWARD OF BIDS (cont.):

GSA CO-OP/ORC 125.04 #6210 SUMMARY: DATA CENTER, POWER COOLING, RACKS

Background:

The following represents the **2016 purchase for power, cooling, and racks in the renovated Data Center Room in the Administration Building**. This purchase is made pursuant to the Park District Strategic Information Systems Guideline (available from the ITS Department) with regard to district-wide technology improvement.

To verify the value of the recommended quote, another competitive quote was sought from Liebert (also under State of Ohio terms) but the overall cost was significantly higher at \$267,483. Upon looking at both prices and benefits, it is recommended that the equipment recommended below fulfills the intended need at a substantial savings, ensures growth for future systems and adds redundancy for critical systems and sites (Zoo, Off-Site Locations, and the various 42 site infrastructure).

Recommended 2016 Data Center Power, Cooling, and Racks:

This equipment consisting of Eaton Power, Stulz Air Conditioning, and Rittal racks will be purchased through the GSA contract number GS-07F-9460G, kept on file in the Procurement Division, and purchased based upon standard Cleveland Metroparks purchasing policies.

The following items are recommended for purchase from GSA supplier, specifically Logically, in full cooperation of GSA cooperative agreement and ORC 125.04.

Data Center Power, Cooling, & Racks
Charge Codes: 1810-73480-A15009

Item	Cost	Purpose
8 Rittal Enclosures with Stulz Cooling at Dual 7 ton capacity	\$100,804.47	To provide enclosures for the servers in a hot aisle/cold aisle capacity providing direct airflow upon equipment
Eaton Power Components	\$65,910.89	Dual UPS & Busway system to provide redundant power to key systems and processes
Total	\$166,715.36	

RECOMMENDED ACTION:

That the Board authorize an award of GSA Co-Op ORC 125.04 #6210 for the purchase of Power, Cooling, and Racks in the renovated Data Center for an amount not to exceed **\$166,715.36** as specified in the summary and maintained in the Procurement Office files in full cooperation with ORC 125.04 GSA Cooperative Purchasing Agreement Number GS-07F-9460G and Cleveland Metroparks purchasing policies.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

AWARD OF BIDS (cont.):

ORC 125.04 #6211 SUMMARY: AUDIO/VISUAL – ADMINISTRATION BUILDING ADDITION/RENOVATION

Background:

The following represents the **Audio/Visual Upgrades for all phases of the Administration Building addition/renovation**. This purchase is made pursuant to the Park District Strategic Information Systems Guideline (available from the ITS Department), with regard to district-wide technology improvement. The below equipment fulfills the following needs: Video conferencing ability with other buildings/locations, enhanced collaborative, digital signage, various displays for roundtable discussion.

Recommended Audio/Visual Upgrades for all Phases of the Administration Building Addition/Renovation:

All audio/visual and related equipment are purchased through the State of Ohio cooperative purchasing program, kept on file in the Purchasing Division, and purchased based upon standard Cleveland Metroparks purchasing policies.

The following items are recommended for purchase from Ohio State supplier, specifically AVI/SPL (State of Ohio contract STS-800360, in full cooperation of ORC 125.04).

Audio/Visual Upgrades for Administration Building Addition/Renovation

Item	Cost	Purpose
Equipment Costs	\$68,065.42	Equipment costs for: Hub 1 & 2, Digital Signage (2), Marketing (2), Medium Conference Room, Large Conference room with video conferencing capabilities
Professional Integration Services	\$25,008.00	Programming, etc.
Add-On for Audio-DSP	\$4,840.76	Audio controls, management
Total	\$97,914.18	

RECOMMENDED ACTION:

That the Board authorize an award of ORC 125.04 #6203 for the purchase of various Audio/Visual Additions & Upgrades for all phases in the Administration Building Addition/Renovation for an amount not to exceed **\$97,914.18** as specified in the summary and maintained in the Procurement Office files in full cooperation of ORC 125.04 State of Ohio Purchasing Program and Cleveland Metroparks purchasing policies.

(See Approval of this Item by Resolution No. 16-07-116 on Page 81909)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 07/07/16)

Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (a), as revised and approved by the Board of Park Commissioners on January 10, 2013, *"The CEO is authorized to enter into contracts and contract amendments for construction, change orders, and to purchase equipment, goods and services, and real estate, without prior approval of the Board in each instance, if the cost of the contract or contract amendment, for any single project, or the amount of the purchase, does not exceed \$50,000. Any contracts where the cost exceeds \$10,000 or any purchase where the amount exceeds \$10,000, and approved by the CEO, shall be reported to the Board at its next regularly scheduled meeting following the execution of said contract or said purchase,"* the following is provided:

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
New hire assessments, interviews, psychological testing and feedback sessions for Human Resources. Last seen by Board on February 18, 2016. Shown here to include six additional tests at \$130/each.	P R A D C O	\$35,300.00 <u>780.00</u> \$36,080.00	(5)
Mobile LED Trailer including audio, labor and travel.	LED 3, LLC	\$16,040.00	(7)
Additional fire alarms beyond original electrical installation at Merwin’s Wharf Paddler’s Point.	L. E. Scott Electrical	\$15,713.00 <u>2,195.00</u> \$17,908.00	(7)
Microsoft Office open shared subscription renewal.	Dell	\$11,762.40	(2)
Used 2010 Ford E350-26 passenger bus with 116,000 miles (purchased through Gov Deals).	Huron County Board of Development	\$11,061.00	(3)
Pool chemicals, granular chlorine, muriatic acid, etc. for a one year period beginning June 15, 2016.	Ohio Pool Equipment	\$15,488.25	(1)
Additional professional design services related to the Sleepy Hollow Golf Course Irrigation System.	A.S. Altum and Associates	\$34,750.00 <u>6,498.74</u> \$41,248.74	(5)
Rental of bike rack barricades for fourth of July weekend.	Tenable Protective Services	\$16,500.00	(7)

SERVICES (\$10,000 - \$50,000) ACQUIRED (cont.)

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Replacement pumps for lift stations at East 55 th , upper Edgewater, Edgewater yacht club and Edgewater bath house.	Gerow Equipment Company	\$12,865.00	(7)
Video surveillance camera replacements and upgrades at Ranger Headquarters.	Integrated Precision Systems	\$20,302.67	(2)
Additional work on Zoo gift shop renovations – including finish carpentry to accomplish a split wall to divide the first aide station/shop.	McPhillips	\$17,080.00	(7)
	Plumbing and	<u>5,785.00</u>	
	HVAC Company	\$22,865.00	
Columns, beams, rafters and gun barrel/no taper posts for owl aviary at North Chagrin Reservation.	Building Products Plus	\$13,850.50	(3)
Labor to install KalWall translucent roofing system at Wallace Lake Women’s Restroom. Shown here to add labor costs to complete job.	Johnson Erection	\$ 9,760.00	(7)
		<u>950.00</u>	
		\$10,710.00	
Three year renewal of “Raiser’s Edge” software/data management for endowments, etc.	Blackbaud	\$13,772.37	(3)
Professional engineering services for design of hay barn construction documents. Additional charges (first amendment) to design re-bid.	GPD Associates	\$31,950.00	(5)
		<u>1,500.00</u>	
		\$33,450.00	
Ice cream sold at park marinas and beaches – adding for consumption beyond estimate at Spillway.	Peck Food Service	\$19,500.00	(3)
		<u>800.00</u>	
		\$20,300.00	

===== **KEY TO TERMS** =====

- (1) “**BID**” – Formal bid invitations sent and advertised in *The Plain Dealer* 15 days preceding the bid opening.
- (2) “**COOPERATIVE**” – Purchased through cooperative purchasing programs i.e. – State of Ohio, US Communities, etc.
- (3) “**SOLE SOURCE**” – Purchased from one source as competitive alternatives are not available.
- (4) “**PROPRIETARY**” – Merchandise purchased for resale directly from the brand’s manufacturer.
- (5) “**PROFESSIONAL SERVICE**” – Services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor or appraiser as outlined under Article 5, Sections 1-4 of the Board By Laws and defined by ORC 307.86.
- (6) “**COMPETITIVE QUOTE (up to \$10,000)**” – Originally estimated \$10,000 or less, quoted by three vendors.
- (7) “**COMPETITIVE QUOTE (over \$10,000 to \$50,000)**” – Chosen through the accumulation of three written quotes.

CONSTRUCTION CHANGE ORDERS (07/07/16)

Pursuant to Cleveland Metroparks By-Laws, Article 5 (Procurement), Section 4 (b) and (c), as revised and approved by the Board of Park Commissioners on January 10, 2013, "...the CEO is not authorized to enter into any change orders to construction contracts, without prior approval of the Board in each instance, except that the CEO is authorized to enter into change orders to construction contracts, without prior approval of the Board in each instance, where the additional cost is less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the contract. Each change order by the CEO under this Article shall be reported to the Board at the next meeting of the Board following the execution of said change order."

(c). "Amendment to Professional Service Contract. For professional service contracts greater than \$50,000, the CEO is not authorized to enter into any amendment to professional services or other special services agreement, without prior approval of the Board in each instance, except that the CEO is authorized to enter into amendments to professional services and other special services agreements for additional fees, without prior approval by the Board in each instance, where the additional fees for the agreement by the CEO pursuant to this Section, aggregate less than THE LESSER OF: (i) \$50,000, or (ii) ten percent (10%) of the cost of the agreement. Each amendment by the CEO under this Section shall be reported to the Board at the next meeting of the Board following the execution of said amendment.", the following is provided:

<u>Contract</u>	<u>Item/Service</u>	<u>Vendor</u>	<u>Change Order No.</u>
<p><u>Canal Basin Park Greening</u> \$284,836.00 Revised Contract Amount: Amendment #1 Added \$4,740.00 Total revised to \$289,576.00</p>	<p>Removal of old concrete walk on east side of West Street – grade to ADA compliance with new ramp, etc.</p>	<p>F.Buddie Contracting, LTD</p>	<p>Amendment No. 1</p>
<p><u>Upper Edgewater Pavilion</u> \$237,036.00 Revised Contract Amount: Change orders #2 and #3 Added \$4,200 / \$1,500 resp. Total revised to \$242,736.00</p>	<p>Terra Cotta brick replacement, adjust sink countertop install wood blocking, etc.</p>	<p>JADCO Construction Services</p>	<p>Change Orders No. 2 & 3</p>

INFORMATION/BRIEFING ITEMS/POLICY.

- a. ***Chief Executive Officer's Employee Guests***
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

Joshua Kovach, Grounds Maintenance – South Chagrin Reservation

Joshua Kovach's career at Cleveland Metroparks dates back to 2013 when he was hired as a seasonal Maintenance Specialist at South Chagrin Reservation. From 2013 to 2015 he worked for Cleveland Metroparks for both South Chagrin and the Natural Resources division. During his time as a seasonal, Joshua helped maintain the park's lawns, planters, trails, roads and facilities. While working for Natural Resources, he worked as part of the deer management program. Joshua gained field experience when he worked as a Wildlife Technician at Hocking College performing fisheries research for Haliburton Forest in Ontario, Canada; conducted fishing surveys using fyke nets, gill nets, tackle and electrofishing; and taught students how to survey trees for the woodland study. Joshua holds Associate degrees from Hocking College in Wildlife Management and Fish Management and Aquaculture.

David Schwind, Grounds Maintenance – South Chagrin Reservation

David Schwind actually joined the staff of Cleveland Metroparks in July 2015 as a seasonal Maintenance Specialist at South Chagrin Reservation. In November 2015, he was promoted to the full-time position of Grounds Maintenance. David's previous experience includes home remodeling where he was self-employed for 4 years, approximately 8 years as a Maintenance/Groundskeeper for Boyle Ground Landscaping in Twinsburg, Ohio; approximately 5 years as a Manager/Department Lead for Window and Door Factory in Walton Hills, Ohio; an Assistant Manager for Wendy's; and a Manager for Pet Supplies Plus. David is also proficient in the operation and maintenance of trucks, tractors, 910/930 loaders, backhoes, hydraulic mowing equipment, utility vehicles, small engine equipment, lift trucks, plows, Bobcat, C4 bulldozer, and landscape equipment – just to name a few! He is also skilled in roofing, plumbing, electrical, masonry, painting, demolition and construction.

- b. ***Grants Update: 2015 and First Half 2016***
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Kristen Trolio, Grant and Outreach Coordinator)

Cleveland Metroparks regularly applies and receives grants from a variety of private and corporate foundations and federal, state, and local grant programs. These grants support projects and purchases throughout the Park District including trail projects such as Valley Parkway and Johnson's Bridle Trail; park improvement projects such as the York Road Archery Range, fishing access at Strawberry Pond, and renovations at the U.S. Coast Guard Station; natural resource projects such as expanded detection and control of

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

Hydrilla and dam removal at Marrek Pond; and education-related programs such as the owl aviary at North Chagrin Nature Center and EcoExplorers. Additionally, the Park District consistently seeks new sources of funds and has received grants from 12 new sources in the past 18 months, including the Local Government Efficiency Program, Port Security Grant Program, and Congestion Mitigation and Air Quality (CMAQ) Improvement Program.

c. ***Grafton Correctional Institution Fish Breeding Program: A Mutually Beneficial Collaboration***

(Originating Sources: Joseph V. Roszak, Chief Operating Officer/ Terry L. Robison, PhD, Director of Natural Resources / Mike Durkalec, Aquatic Biologist)

Cleveland Metroparks has embarked on a unique and exciting partnership with the Grafton Correctional Institution to benefit our public fishing program as well as one of their vocational programs. This relationship was born in spring 2014 when the Grafton Aquatics Program reached out for technical guidance and help in acquiring donations of aquarium equipment. One inmate and two tanks blossomed into 42 inmates assisting with 30 pet fish breeding tanks, as well as therapeutic viewing tanks located at several places throughout the prison.

In February 2015, Park District staff had the opportunity to meet with Grafton Correctional Unit Management Chief Adam Kastler to tour the fish rearing facility and meet some of the inmates involved. Since then, Cleveland Metroparks has assisted with the donation and delivery of 26 aquariums and 76 pieces of aquarium gear that has allowed expansion of the program to a second nearby building.

The prison requires that 51% of proceeds, which are obtained through the sale of fish to retail stores, go to a non-profit community partner. The Grafton Aquatics Program selected Cleveland Metroparks Fishing Fund to receive the donations, and since April 2016, the program has donated \$2,055. The Fishing Fund is used to purchase sport fish for stocking the Park District's fishing areas and obtain related supplies. Cleveland Metroparks is pleased to have this mutually beneficial opportunity to work with Grafton Correctional Institution to serve the fishing community!

AWARD OF BIDS; CONSTRUCTION CHANGE ORDERS; STATUS RE: CAPITAL PROJECTS.

The following were presented to the Board for award/acknowledgment: bid tabulations, as shown on pages **81909** through **81918**; \$10,000 to \$50,000 purchased items/services report, pages **81919** through **81920**; and construction change orders, page **81921**.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 16-07-112: It was moved by Vice President Moore, seconded by Vice President Rinker and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages **81927** to **82014**.

Vote on the motion was as follows:

Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

PUBLIC COMMENTS.

Ms. Marty Lesher of Olmsted Township read from a prepared statement. Ms. Lesher's comments can be heard in their entirety by accessing the "About Us" section of Cleveland Metroparks website under "Board Meetings/Board Meeting Archives."

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, July 28, 2016, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 16-07-117: At 8:52 a.m., upon motion by Vice President Moore, seconded by Vice President Rinker and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Property and Security, as stated by Chief Legal and Ethics Officer, Rose Fini.

Vote on the motion was as follows:

Aye: Ms. Berry

Aye: Mr. Rinker

Aye: Mr. Moore

Nays: None.

No action was taken as a result of the Executive Session.

ADJOURNMENT.

No. 16-07-118: There being no further matters to come before the Board, upon motion by Vice President Moore, seconded by Vice President Rinker, and carried, President Berry adjourned the meeting at 9:48 a.m.

Vote on the motion was as follows:

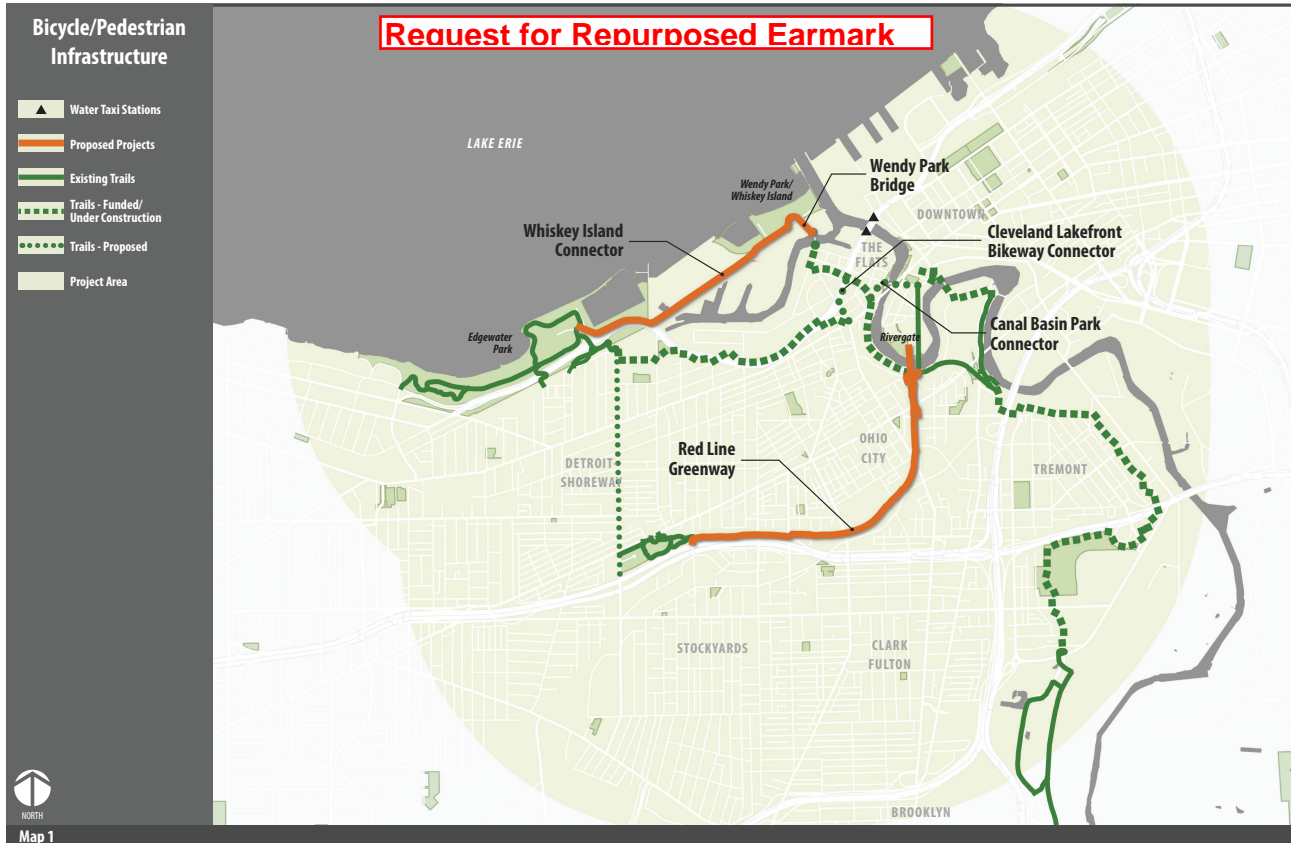
Ayes: Ms. Berry, Messrs. Moore and Rinker.

Nays: None.

President.

Attest:

Secretary.



RESOLUTION NO. 16-07-112

The following vouchers have been reviewed as to legality of expenditure and conformity with the Ohio Revised Code.

Attest: _____
 Chief Financial Officer

BE IT RESOLVED, that the following **Checks** dated June 15, 2016 in the amount of \$74,855.41; and **Checks** dated June 17, 2016 in the amount of \$598,595.28; and **Checks** dated June 22, 2016 in the amount of \$268,681.38; **Checks** dated July 1, 2016 in the amount of \$608,310.72; and **Checks** dated July 7, 2016 in the amount of \$2,665,102.12; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated June 5, 2016 to June 25, 2016 in the amount of \$294,784.82; and **Visa Travel Card** purchases dated June 5, 2016 to June 25, 2016 in the amount of \$17,735.96; and **Purchases**, including but not limited to purchases of \$1,000.00 or more, as listed on the voucher summary for which certification of funds was not obtained before the purchase, be approved.

PASSED: July 7, 2016

Attest: _____
 President of the Board of Park Commissioners

 Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Average Vendor Amount	Average Purchase Amount	Code
Bid Items	40	235	\$ 1,234,116.15	\$ 30,852.90	C Bid Items
Board Authorized Payments	51	334	\$ 882,690.57	\$ 17,307.66	A Board Authorized Payments
Director Approved Payments	60	240	\$ 326,035.59	\$ 5,433.93	D Director Approved Payments
Telephone-Written Quote Items	22	40	\$ 70,826.95	\$ 3,219.41	P Telephone-Written Quote Items
Telephone Quote Items	49	62	\$ 81,141.47	\$ 1,655.95	T Telephone Quote Items
Utilities	28	243	\$ 175,982.96	\$ 6,285.11	U Utilities
Health Insurance	3	6	\$ 145,163.60	\$ 48,387.87	H Health Insurance
Other Exempt Items	75	85	\$ 1,246,794.26	\$ 16,623.92	E Other Exempt Items
Non-Bid Items less than \$1,000	104	191	\$ 43,910.48	\$ 422.22	N Non-Bid Items less than \$1,000
Purchases Obtained w/o Cert.	3	6	\$ 8,882.88	\$ 2,960.96	S Purchases Obtained w/o Cert.
	435	1442	\$ 4,215,544.91	\$ 9,690.91	\$ 2,923.40

- N - Purchases less than \$1,000 for vendors who do not accept a credit card; purchase order is printed
- T - Telephone quoted items from \$1,000 to \$5,000 (Various vendors of our choice are contacted to provide a verbal quotation on a specific item. A minimum of three phone quotes are observed.)
- P - Telephone quoted items from \$5,001 to \$10,000 (The lowest of three phone quotes must submit a written quote.)
- D - Items from \$10,001 to \$50,000 approved by Chief Executive Officer including Article XII purchases.
- E - Exempt items - (Taxes, assessments, credit card payments and permit fees which require timely payments, employee reimbursements, prisoner housing, court costs, refunds, petty cash, special purchase account, land acquisition expense up to \$5,000 to secure closing transactions and legal obligations of the board.)
- C - A complete descriptive bid specification is developed, advertised for public notice and awarded to the lowest and/or best bidder including Article XII purchases.
- A - Board authorized payments.
- U - Utilities
- H - Health insurance purchase in accordance with our negotiated bargaining agreements and other employee/group insurance premiums.
- S - Purchases obtained without certifications of funds.

RECOMMENDED ACTION:

That The Board of Park Commissioners approves **Resolution No. 16-07-112** listed above.