

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

DECEMBER 4, 2014**

The Board of Park Commissioners met on this date, Thursday, December 4, 2014, 8:00 a.m., at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed President Bruce G. Rinker, Vice President Debra K. Berry, and Vice President Dan T. Moore to be present. It was determined there was a quorum. Chief Executive Officer, Brian M. Zimmerman, Chief Financial Officer, David J. Kuntz, and Assistant Legal Counsel, Kyle G. Baker, were also in attendance.

APPROVAL OF MINUTES.

No. 14-12-197: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the minutes from the Regular Meeting of November 13, 2014, 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.

No. 14-12-198: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve the minutes from the Special Meeting of November 24, 2014, 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.

PUBLIC COMMENTS.

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

INFORMATION/BRIEFING ITEMS/POLICY.

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

Valerie J. Carter-Stone, Natural Resources Area Manager

Valerie Carter-Stone joined the staff of Cleveland Metroparks in April 2014 in the position of Natural Resources Area Manager. Valerie was most recently employed with the South Carolina Park Service where she worked from 2004 to 2014. In her most recent position as Resource Management Biologist, she was responsible for overseeing the agency's statewide wildlife management program, including federally threatened and endangered game, nuisance, and feral wildlife species, and longleaf pine forest restoration efforts. Valerie had the opportunity to work closely with many South Carolina conservation groups which are committed to restoring the longleaf pine ecosystem, battling invasive species and protecting the red-cockaded woodpecker. She served two terms on the Board of Directors for the South Carolina Wildlife Federation and was an active member of the South Carolina Prescribed Fire Council and the South Carolina State Chapter of The Wildlife Society (presenting at their 2012 meeting). Valerie holds a Bachelor's degree from the University of Massachusetts in Wildlife Conservation with a minor in Forestry, and a Master's degree from Southern Illinois University in Forestry.

Jonathon D. Cepek, Wildlife Ecologist

Jonathon Cepek began his career with Cleveland Metroparks in August 2014 in the position of Wildlife Ecologist. Before joining the staff of Cleveland Metroparks Jon was the District Supervisor (Wildlife Biologist) of 39 counties in northern Ohio for USDA Wildlife Services. Jon had strong ties to Cleveland Metroparks even before joining the staff. He grew up in and around Cleveland Metroparks and was involved with Cleveland Metroparks Zoo through participation in its joint educational and research efforts with Cleveland State University and the University of Andes in Venezuela. He assisted with research at Cleveland Metroparks Zoo. His graduate research on coyotes was conducted in the Cuyahoga Valley which included areas of the Brecksville and Bedford Reservations. In addition, he has surveyed many of the streams in the watershed for a salamander research project while working for the Cuyahoga River Watershed Program. Jon holds both a Bachelor of Science and a Master of Science degree in Biology from Cleveland State University.

INFORMATION/BRIEFING ITEMS/POLICY (cont.)**Patrick D. Lorch – Manager of Field Research**

Patrick Lorch started his career at Cleveland Metroparks in July 2014 as the Manager of Field Research. He brings to the position a broad base of experience, both regionally and scientifically, and in research and teaching. Originally from San Diego, Pat obtained his PhD in Zoology from the University of Toronto after attending the University of Maryland for his MS and Notre Dame for his undergraduate degree. He has been an Assistant Professor for the Biological Sciences Department at Kent State for the past 7 years with a major research emphasis on radio tracking swarming insects. He co-founded the university's Center for Ecology and Natural Resource Sustainability and obtained funding from the National Science Foundation to bring undergraduate students to Kent State to work side by side with faculty on ecological research projects. Some of Pat's current responsibilities include working with university researchers on projects in the Park District, and using data collected by staff and citizen scientists to build reports to help guide natural resource management activities.

b. *Lakefront In-Park Survey Results*

(Originating Sources: Donna L. Studniarz, Chief of Strategic Initiatives/Sara Byrnes Maier, Senior Strategic Park Planner/Kelly Coffman, Senior Strategic Park Planner)

From late July through mid-September 2014, Cleveland Metroparks staff, interns and volunteers captured 381 in-person Lakefront Visitor Surveys at various locations in the Lakefront Reservation and lakefront portion of Euclid Creek Reservation. These surveys were conducted as part of the overall engagement and outreach plan for the lakefront master planning process, and build on prior public input from the March 2014 public Open Houses. The surveys were compiled and analyzed by Marketing's Research & Analytics staff. A summary of the survey results was shared today by Chief of Strategic Initiatives, Donna L. Studniarz, and Senior Strategic Park Planner, Sara Byrnes Maier.

c. *Marketing Events – Year in Review*

(Originating Source: Sanaa M. Julien, Chief of Marketing)

Cleveland Metroparks engaged the community through numerous events and program efforts throughout 2014. Chief Marketing Officer Sanaa M. Julien and Director of Outdoor Experiences Wendy Weirich presented a recap of many of these events and programs, as well as a video recap of the year.

Events and Programs Include:

Zoo

Lakefront Strategy – review of plan and recap of events

Golf/Foot Golf

Social Media – Tweet Up

Cleveland Foundation

Nature Centers/Eco Explorers/Youth Outdoors

Brecksville Nature Center 75th Anniversary

North Chagrin Nature Center 30th Anniversary

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- d. **2014 Distribution of The RainForest and Primate, Cat and Aquatics Visitor Donations**
(Originating Source: Christopher W. Kuhar, Ph.D., Zoo Executive Director)

In November 1992, the Board approved the conservation visitor donation program at The RainForest and Primate, Cat and Aquatics building to provide an opportunity for individuals to contribute to rain forest and aquatic education and preservation. On June 29, 2000, by way of Resolution No. 00-06-181, the Board approved the distribution of The RainForest and Primate, Cat and Aquatics donations for 2000 and beyond for education/conservation organizations deemed appropriate by the Zoo Director, provided that such distributions shall be reported to the Board as informational items in regular board meetings, prior to said distributions.

The following is a list of the Zoo's distributions proposed by the Zoo Director for 2014:

ORGANIZATION	2014 RAINFOREST and PRIMATE, CAT AND AQUATICS VISITOR DONATIONS
CONAPAC <i>The Amazon Rainforest Adopt-A-School Program</i>	\$390
Amazon Center for Environmental Education and Research (ACEER) <i>Environmental Education Programs and Research</i>	\$1,740
Wildlife Conservation Society (WCS) <i>Mbeli Bai: "Club Ebobo" Education Project in Congo</i>	\$870
Wider Caribbean Sea Turtle Network (Wide Cast) <i>Supporting work with Hedelvy Guada</i>	\$900
Grand Total:	\$3,900

INFORMATION/BRIEFING ITEMS/POLICY (cont.)

- e. ***Emerald Necklace Endowment and Designated Fund Summary***
(Originating Source: Karen J. Kannenberg, CFRE, Manager of Gift and Donor Development)

The Emerald Necklace Endowment Fund was established as an organizational endowment within The Cleveland Foundation in 2001 to preserve and protect Cleveland Metroparks. The current value of the fund is approximately \$3 million. As a result of these gifts, \$577,000 has been re-invested in the Park District to fund research and education programs, capital projects, trail improvements and other special initiatives. In addition, approximately \$3.7 million has been committed to the fund from individuals through planned gifts.

Cleveland Metroparks designated funds provide donors with the opportunity to directly support programs or facilities based on their personal preferences including the Golf Education, Field Trip Transportation, Fishing, Legacy, Ranger K-9 Unit, Ranger Mounted Unit, Outdoor Education and Trails Funds. Since 2002 approximately \$700,000 has been donated to these funds from more than 600 individuals, representing an increase of 218% of the total contributions and 270% of the total number of donors. Equally as important, these funds have created an individual donor base for Cleveland Metroparks.

Karen J. Kannenberg, CFRE, Manager of Gift and Donor Development, provided the Board with a detailed update.

- f. ***Information Technology Services – Strategic Plan***
(Originating Source: Anthony M. Joy, Chief Information Officer)

Since the Information Technology Services (ITS) department became its own entity within Cleveland Metroparks in June 2014, it has built a strategic plan that utilizes a wide variety of methods, both technical and interpersonal, to meet its objectives of mobility, connectivity, collaboration, and integration. The 2014 infrastructure bid will enable Cleveland Metroparks to upgrade our phone system and other obsolete technological infrastructure. The bid & plan will also enable the organization to provide other IT-related productivity tools in 2015; setting the foundation for application/web development and park-wide collaboration services for 2016 and 2017.

Chief Information Officer, Anthony M. Joy, provided the Board with a very detailed presentation related to this initiative.

ACTION ITEMS.

- (a) ***RFP #6010: Management Services for Sleepy Hollow Golf Clubhouse Food/Beverage/Catering Operations***
(Originating Source: Brian M. Zimmerman, Chief Executive Officer)

Background

Sleepy Hollow Golf Course opened in 1925 as a private country club on land leased from Cleveland Metroparks and was opened to public play in 1963. It features spectacular views of the Cuyahoga River Valley and a classic layout, ranking as one of the great golf challenges in Cleveland.

Bill Loizos, President of Theo’s Restaurant, Inc., is the current operator of Sleepy Hollow Golf Clubhouse Food/Beverage/Catering Services in Brecksville Reservation, and has been the operator since 1991. Most recently, on December 17, 2009, the Board authorized a three (3) year concession agreement with Theo’s Restaurant and Catering, to provide food concession services at Sleepy Hollow Golf Course Clubhouse for a period commencing January 1, 2010 through December 31, 2012 with the option to extend the term, at the sole discretion of the Grantor, for up to two (2) additional years, i.e., through December 31, 2014. On June 22, 2012, the Board approved extending the concession agreement with Theo’s Restaurant and Catering at Sleepy Hollow Golf Course one (1) additional year, through December 31, 2013. On September 18, 2013, the Board approved extending the concession agreement with Theo’s Restaurant and Catering at Sleepy Hollow Golf Course the final additional year, through December 31, 2014.

On Friday, October 17, 2014, a Request for Proposals went out for Management Services at Sleepy Hollow Golf Clubhouse for the Food, Beverage, and Catering Operations. Cleveland Metroparks proposed to grant a management service agreement for one (1) year from January 1, 2015, through December 31, 2015, for the operations at this facility, with the possibility of three (3) one-year renewal options, as Cleveland Metroparks continues its monitoring, assessing, and planning for Cleveland Metroparks Golf Clubhouses.

One proposal was received from the current operator, Theo’s Restaurant, Inc., d/b/a Theo’s Restaurant and Catering, c/o Bill Loizos, President, and is summarized as follows:

	2015
Annual Remittance	\$24,000.00
Capital Commitment of Current Equipment	±\$26,000.00
	Equipment transferring to Cleveland Metroparks: 2 Cres-Cor Ovens 1 Single Door Stainless Steel Beverage Air Cooler 1 Nuova Simonellie Grill (Panini Grill) 2 Mobile Dish Storage Racks 2 Mobile Glass Racks Chafing dishes, work tables, work carts, dishes, glassware (including coffee cups, water, champagne and wine glasses), flatware, shelving, cooking pots and pans
TOTAL VALUE TO CLEVELAND METROPARKS	±\$50,000.00

ACTION ITEMS (cont.)

In review of the single proposal, Cleveland Metroparks staff is recommending Theo's Restaurant, Inc. as the Management Service for Sleepy Hollow Golf Clubhouse for the following reasons:

- Background, experience, and professional capability are very strong. Bill Loizos has managed Sleepy Hollow Golf Clubhouse Food/Beverage/Catering Operations for over 20 years.
- Demonstrates a strong commitment to Cleveland Metroparks, its mission, and the golf clubhouse operations.

No. 14-12-199: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the Chief Executive Officer, in a form approved by the Chief Legal and Ethics Officer, to enter into a one (1) year Management Services Agreement between Cleveland Metroparks and **Theo's Restaurant, Inc., d/b/a Theo's Restaurant and Catering, c/o Bill Loizos, President**, to manage the Food/Beverage/Catering Services at Sleepy Hollow Golf Clubhouse for the term period beginning January 1, 2015 and ending December 31, 2015, with an option to renew for three one-year terms at the sole discretion of Cleveland Metroparks. The negotiated 2015 management services fee is **\$24,000.00 with an additional capital commitment to transfer ownership from Theo's to Cleveland Metroparks of current equipment at Sleepy Hollow Golf Clubhouse valued at approximately \$26,000.00.**

(b) *Increase to Sysco Food Service Purchase Order*
(Originating Source: Ronald D. Ciancutti, Director of Procurement)

ORIGINAL ESTIMATE \$150,000 (90% = \$135,000)

The estimated encumbrance was based upon a one (1) year spend of various snack and food items to be supplied throughout Cleveland Metroparks. That estimate was particularly difficult to gauge since history of self-operating the new concessions (golf courses, lakefront, etc.) and restaurant was non-existent, especially at Merwin's Wharf. The requested commodity adjustment pays current invoices and anticipates remaining orders through June 30, 2015.

The original action for ~~\$50,000~~ \$25,000 was increased by the Board to ~~\$150,000~~ \$75,000 soon after opening Merwin's Wharf. The restaurant's popularity continued to stay strong and an additional \$100,000 was envisioned to complete the contract period through June 30, 2015. However, continued popularity now forces the estimate to increase by another \$275,000 to reach the contract period ending date of June 30, 2015.

ORIGINAL AWARD (May 8, 2014)	\$ 25,000
Additional Consumption Estimate (July 10, 2014)	50,000
Additional Consumption Estimate (August 1, 2014)	100,000
Additional Consumption Estimate through June 30, 2015	<u>275,000</u>
REVISED TOTAL AWARD:	\$450,000

ACTION ITEMS (cont.)

Clearly, the July 2015 estimate for these services will be justified at ±\$500,000.

No. 14-12-200: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to amend Resolution No. 14-08-117 to accommodate usage in excess of the original estimate as follows:

No. 14-08-117: It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize the increase of various snack and food items to Sysco Food Service pursuant to the agenda originally approved on May 8, 2014, for a revised total estimate not to exceed ~~\$100,000~~ \$450,000. This closes out final invoices from the original Ohio Schools Co-Op agreement ending June 30, ~~2014~~ 2015;

Further, that the Board authorize an increase of ~~\$100,000~~ \$275,000 to the ~~second~~ Sysco purchase order for ~~\$50,000~~ \$175,000 originally approved on ~~July 10~~ May 8, 2014, creating a total revised estimate of ~~\$150,000~~ \$450,000 for the new contract with Sysco (through Ohio Schools Co-Op) beginning July 1, 2014 and ending June 30, 2015; and

Similarly, that the Board authorize an increase of \$100,000 to the GFS Marketplace purchase order for \$50,000 originally approved on July 10, 2014 creating a total revised estimate of \$150,000 for the new contract with GFS Marketplace (through Ohio Schools Co-Op) beginning July 1, 2014 and ending June 30, 2015.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.

Nays: None.

(c) ***Authorization of 2015 Performance Merit Wage Adjustments for Non Union Staff***
(Originating Source: Harold Harrison, Chief Human Resources Officer)

It is recommended that the Board of Park Commissioners approve a 3.00% aggregate performance merit adjustment in 2015. Performance merit wage adjustments (range from 1% - 4%) are based on the forced distribution evaluation method. The total cost to implement the adjustments for the 397 non-union employees (259 full-time and 138 part-time) is ±\$548,281.

The State of Ohio minimum wage will increase 15 cents per hour, from \$7.95 to \$8.10 per hour, effective January 1, 2015, which is reflected in the 2015 Variable/Seasonal and Intern Wage Structure.

ACTION ITEMS (cont.)**No. 14-12-201:**

It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize a 3.00% aggregate performance merit adjustment in 2015 for all full-time and part-time non-union employees;

That the Board authorize an increase to the Variable/Seasonal and Intern Wage Structure to comply with the 2015 Ohio minimum wage adjustment of \$8.10, effective January 1, 2015;

That the Board authorize the President of the Board to execute a three (3) year employment contract with the Chief Executive Officer, effective December 14, 2014. The employment contract shall provide a salary not to exceed \$185,031 for 2015 and annual merit salary increases not to exceed 3.95%;

That the Board adopt the Ohio Public Employees Retirement System Fringe Benefit Pick Up Plan for the Chief Executive Officer effective December 14, 2014, pursuant to the Resolution found at pages 78822 to 78823; and

Further, that the Board authorizes the President of the Board to execute a one (1) year employment contract with the Chief Financial Officer, effective December 14, 2014. The employment contract shall provide a salary not to exceed \$144,040 for 2015.

AWARD OF BIDS:

No. 14-12-202: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the following bid awards:

Bid #5950: (Renewal) Janitorial and Carpet Cleaning Services (see page **78808**);

Commodities Usage Report:

- **Bid #5965:** Concrete (see page **78809**);

Co-Op #6045: Various Office Supplies and Services (see page **78812**);

Sole Source #6046: Estimated 2015 Postage (see page **78813**); and

ORC 125.04 #6047: Computers (48 Replacements, 1 New) (see page **78814**).

Vote on the motion was as follows:

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

Nays: None.

Due to a potential conflict, President Rinker recused himself from the discussion of and vote related to RFP #6031 for Infrastructure & Services Upgrade (Switches, Phones, Wireless, Network).

No. 14-12-203: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to authorize the following bid award:

RFP #6031: Infrastructure & Services Upgrade (Switches, Phones, Wireless, Network) (see page **78810**).

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Moore.

Recused: Mr. Rinker

Nays: None.

AWARD OF BIDS (cont.):

BID #5950 SUMMARY: **(RENEWAL) JANITORIAL and CARPET CLEANING SERVICES** at various locations for a one-year period beginning January 1, 2014 and extending through December 31, 2014 with an option to extend for a second year (2015)

This bid requires the successful bidder(s) to perform scheduled, routine janitorial services at Garfield Park Nature Center, Visual Communications facility in Brecksville, and Washington Golf Learning Center. "As needed" carpet cleaning services are specified for the above locations, as well as general service at unit prices to clean carpet in any Cleveland Metroparks facility on an "as needed" basis.

The recommended action authorizes the second year renewal through December 31, 2015 due to acceptable performance of both vendors throughout 2014.

RECOMMENDED ACTION:

That the Board authorize the renewal of the award of Bid #5950 to the lowest and best bidder as follows: **CleanNet Cleveland** for janitorial cleaning services at a **total two (2) year cost of \$33,696**, and **Antonius Brothers, Inc.** for carpet cleaning services on an "as needed" basis at \$.09 per square foot (\$99 minimum charge per cleaning) for an amount **not to exceed a two (2) year cost of \$8,400**, both for a one year period beginning January 1, 2014 and extending through December 31, 2014 for a **total two (2) year cost not to exceed \$42,096 utilizing the option to extend for a second year**, based on positive staff recommendation of work and vendor's ability to hold prices. In the event these vendors cannot satisfy the bid, the award will be given to the 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.

See Approval of this Item by Resolution No. 14-12-202 on Page 78807)

AWARD OF BIDS (cont.):

COMMODITIES USAGE REPORT - *“In the event the original estimate exceeds 90% consumption, an action item will be presented to the Board.”*

BID #5965 SUMMARY: **Concrete** to be supplied on an “as needed” basis through December 31, 2014

ORIGINAL ESTIMATE \$50,000 (90% = \$45,000)

The estimated encumbrance was based upon a one (1) year spend of concrete throughout the park district. With the acquisition of Lakefront properties; in particular the patio, boardwalk and sidewalk at Merwin’s Wharf and upcoming December projects at Cleveland Metroparks Zoo (Polar Bear and Tiger Deck) additional funding is required. The requested commodity adjustment pays current invoices and anticipates remaining orders through December 31, 2014.

ORIGINAL AWARD (February 20, 2014)	\$50,000.00
Additional Consumption/Final “Close-out” Estimate	<u>\$20,000.00</u>
REVISED TOTAL AWARD:	\$70,000.00

RECOMMENDED ACTION:

That the Board authorize the Chief Executive Officer to amend Resolution No. 14-02-035 to accommodate usage in excess of the original estimate as follows:

No. 14-02-035: It was moved by Vice President Berry, seconded by President Rinker and carried, to authorize an award of Bid #5965 to the lowest and best bidder, **Medina Supply Company**, for the supply of concrete for the period beginning February 20, 2014 extending through December 31, 2014, at the unit costs specified in the summary and bid file, **for a total cost not to exceed \$50,000.00 \$70,000.00**. In the event this vendor cannot satisfy the bid, the award will be given to the next 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. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

Vote on the motion was as follows:

Ayes: Ms. Berry and Mr. Rinker.
Nays: None.

See Approval of this Item by Resolution No. 14-12-202 on Page 78807)

AWARD OF BIDS (cont.):

**RFP #6031 SUMMARY: **INFRASTRUCTURE & SERVICES UPGRADE
(SWITCHES, PHONES, WIRELESS, NETWORK)****

Background

Cleveland Metroparks solicited proposals from qualified suppliers interested in entering into a multi-year contract for providing various equipment and services to upgrade the infrastructure within the park district. This included: network edge equipment for internet, network backbone, Voice Over IP, Wireless, remote sites, and related video and collaboration equipment and services.

Proposals Received

On October 20, 2014, Cleveland Metroparks issued a proposal for Infrastructure Upgrades. The proposal concluded on November 13, 2014 at 2:00 PM EST.

Responsive suppliers are listed below with a table showing cost, ranking, and value added. The proposal included a Total Score Percentage (TSC) which was used to benchmark the most beneficial proposal.

	Total Cost w/5 year maintenance	Total Score Percentage (as documented in the RFP)	Value Add
Acuattive	\$1,272,758.72	69%	<ul style="list-style-type: none"> • All in one vendor solution • Streamlined application & use for CM Parks infrastructure plans • Local Office Presence (HQ in New Jersey)
CBTS	\$1,257,709.34	63%	<ul style="list-style-type: none"> • Utilizes NGTS (State of Ohio) Solution for VoIP • Local Office Presence (HQ in Columbus, HQ in Cincinnati)
CentraComm	\$719,653.00	73%	<ul style="list-style-type: none"> • Low initial cost • Maintenance costs lower (TCO)
MCPc	\$1,099,955.00	90%	<ul style="list-style-type: none"> • All in one vendor solution • Local Presence • Streamlined application & use for CM Parks infrastructure plans • Added additional components while keeping costs lower (4500x, phones) • Added additional contracting services for Wireless & Security while maintaining total costs • Media-Case Study • Partnership with Tri-C for Cisco Educational Partnership
NeTech	\$1,321,636.85	60%	<ul style="list-style-type: none"> • All in one vendor solution • Streamlined application & use for CM Parks infrastructure plans • Local Office Presence (HQ in Columbus)

AWARD OF BIDS (cont.):

Task	Weight	Acuattive	CBTS	CentraComm	MCPc	Netech
Ability of vendor to deliver product or service in accordance to specs. Firm's history of innovations in cost and implementation.	40%	27%	30%	25%	35%	25%
Best Cost of the solution	30%	15%	20%	30%	25%	10%
Vendors implementation plan	10%	10%	3%	5%	10%	10%
Vendor & vendor's stability, experience	10%	8%	5%	5%	10%	10%
Local Presence	10%	9%	5%	8%	10%	5%
	100%	69%	63%	73%	90%	60%
Equipment Presented		Cisco	Juniper, Aruba, NGTS	Juniper, Aruba, ShoreTel	Cisco	Cisco

Evaluation of Proposal

Cleveland Metroparks staff considered the following criteria:

- Ability of supplier to deliver product and service in accordance to specifications and their history of innovations in cost and implementation.
- Overall cost of the solution taking into account:
 - Total equipment cost
 - Total maintenance cost
 - Total consulting cost
 - Total Cost of Ownership (TCO) over the span of 10 years.
- Local Presence (for both local vendors and proximity of key technicians)
- Supplier's implementation and selection plan (type of equipment, etc.)
- Supplier's stability & experience

Based upon the selection criteria regarding innovation, cost, presence, references, plan, and implementation, Cleveland Metroparks staff recommends MCPc as the supplier for Infrastructure Upgrade services as the overall best solution.

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 **MCPc** for the lowest and best proposal, as summarized above and maintained in the bid/proposal file for RFP #6031, for the Infrastructure & Services Upgrade (Switches, Phones, Wireless, Network) for a total investment cost of **\$1,099,955.00 (including five (5) year maintenance)**.

See Approval of this Item by Resolution No. 14-12-203 on Page 78807)

AWARD OF BIDS (cont.):

CO-OP #6045 SUMMARY: **VARIOUS OFFICE SUPPLIES AND SERVICES** for various locations throughout Cleveland Metroparks to be supplied on an “as needed” basis beginning January 1, 2015 through December 31, 2016, with an option to renew for an additional two (2) years.

--- HIGHLIGHTS AT A GLANCE ---
2014 Expenditure = \$105,000 (1 year)
2015 and 2016 Estimate = \$225,000 (2 years)

Background

Independence Business Supply is the current supplier of office supplies throughout Cleveland Metroparks. Staff utilizes a web-based electronic catalog concept for procurement of such supplies with a net-priced catalog custom-tailored for Cleveland Metroparks, which is protected by a user name and password for an online security system. Independence Business Supply provides Just-In-Time/next day (24-hour) delivery for all items in the custom catalog to various locations throughout Cleveland Metroparks. The new contract term is for a two (2) year period beginning January 1, 2015 through December 31, 2016, with an option to renew for an additional two (2) year period.

Independence Business Supply leveraged the National Cooperative Purchasing Alliance (NCPA) contract number NCPA11-01 to provide the best overall value. Staff compared the overall pricing structure and value added (online services, sustainability program, rebates) offered by Independence Business Supply to the State of Ohio Contract – Staples Inc. and Ritter’s Office Outfitters (not on a cooperative agreement). Cleveland Metroparks staff recommends Independence Business Supply as the supplier of office supplies to Cleveland Metroparks.

RECOMMENDED ACTION:

That the Board authorize the purchase of various office supplies and services, as specified in the above summary, for Co-Op #6045, to **Independence Business Supply (IBS)** to be purchased on an “as needed” basis for a two (2) year period, beginning January 1, 2015 through December 31, 2016, **for a total cost not to exceed \$225,000**, with an option to renew for an additional two (2) year period, in full utilization of the National Cooperative Purchasing Alliance (NCPA) contract number NCPA11-01 and ORC §125.04.

See Approval of this Item by Resolution No. 14-12-202 on Page 78807)

AWARD OF BIDS (cont.):

SOLE SOURCE #6046 SUMMARY: **ESTIMATED 2015 POSTAGE** for Presort and First Class mailing from U.S. Postmaster

<i>---- HIGHLIGHTS AT A GLANCE ----</i>
2014 Expenditure -- \$120,300
2015 Estimate -- \$132,800

Cleveland Metroparks currently uses the services of the United States Postmaster for the mailing of both presort and first class mail.

Presort Mail Postage

A total of \$79,000 is estimated for the Park District's 2015 Presort Mail expenses to accommodate the mailing of publications offered by Cleveland Metroparks (primarily the "Emerald Necklace [monthly] Newsletter").

First Class Postage

First Class postage for the Park District is estimated at \$53,800 (\$45,000 Administration; \$8,000 Zoo; \$800 Rangers) for 2015. First Class postage is used primarily for outgoing office mail including daily correspondence, bid specifications, vendor payments, news releases and reservation confirmations.

1305 – (Presort Mail) Administration Office	\$ 79,000.00
1305 – (First Class) Administration Office	45,000.00
1710 – (First Class) Zoo Administration	8,000.00
1630 – (First Class) Ranger Department	<u>800.00</u>
TOTAL BUDGET ALLOCATION	\$132,800.00

RECOMMENDED ACTION:

That the Board approve **U.S. Postmaster** as a Sole Source supplier of Presort and First Class Postage during 2015, for a total cost not to exceed **\$132,800** as itemized in the Sole Source #6046 Summary. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.

See Approval of this Item by Resolution No. 14-12-202 on Page 78807)

ORC 125.04 #6047 SUMMARY: COMPUTERS (48 Replacements, 1 New)**Background:**

The following represents the replacement computer purchases for Cleveland Metroparks Human Resource, Ranger and Golf Departments. This purchase is made pursuant to the Park District Strategic Information Systems Guideline (available from the Finance Department), with regard to district-wide technology improvement.

Recommended Purchases:

Computers are purchased through the Ohio Cooperative Purchasing Program/WSCA/NASPO while other items for use with the desktop systems (i.e., software) are competitively quoted, kept on file in the Purchasing Division, and purchased based upon standard Cleveland Metroparks purchasing policies.

The following items are recommended for purchase from Dell who has quoted pricing below the State of Ohio contract number 45ABZ.

Dell Purchases:

Qty	Item	Unit Cost	Total Cost
45	Desktop with 22" monitor & no UPS	\$651.77	29,329.65
2	Dell PowerEdge T420 servers	3,847.02	7,694.04
2	Dell VRTX virtual platform servers & chassis		20,962.35
49	(48 Replacements, 1 New)	Total	\$57,986.04

RECOMMENDED ACTION:

That the Board authorize an award for the purchase of various computers and computer hardware and software with peripherals from the lowest and best suppliers for ORC 125.04 #6047 from **Dell** in the sum of **\$57,986.04** as specified in the summary and maintained in the bid file in utilization of the State of Ohio contract number 45ABZ and Cleveland Metroparks purchasing policies.

See Approval of this Item by Resolution No. 14-12-202 on Page 78807)

SERVICES (\$10,000 - \$50,000) ACQUIRED
SINCE LAST BOARD MEETING (Presented 12/04/14)

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>
Preparation, spot priming and painting of the eastern and western sides of Manakiki Clubhouse and touch up of remainder including doors and window trim. Originally seen by Board on October 31, 2013. Shown here to add the painting of the exterior ballroom doors, and rehab of all wood siding on snack bar.	Alfa Construction Service	\$25,400.00	(7)
		<u>6,937.00</u>	
		\$32,337.00	
Northwest Ohio Regional Information Systems (NORIS) services for Cleveland Metroparks Rangers from April 2014 through December 31, 2014.	Criminal Justice Coordinating Council	\$13,256.01	(3)
Additional charges to install occupancy detectors and timers with power packs on bathrooms at Edgewater and Euclid Beach, Villa Angela, and Wildwood. Both PO's originally seen by the Board in May and June of 2014.	Scott Electrical Service, LLC (at Edgewater)	\$29,847.00	(7)
		<u>980.00</u>	
	(at Wildwood)	\$10,256.00	
		<u>830.00</u>	
Shown collectively here to close out both purchase orders.		\$41,913.00	
Open drone map project for texture mapping updates.	Spotscale AB	\$49,490.00	(5)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Engineering services for pump station rehabilitations and upgrades at Lakefront and Euclid Creek Reservations.	CT Consultants	\$48,950.00	(5)
Engineering and surveying services for Strawberry Pond rehabilitation study at North Chagrin Reservation.	Stephen Hovanscek and Associate, Inc.	\$27,238.00	(5)
Geotechnical and structural engineering support – soil retention and guard rail support regarding Rockcliff retaining wall in Rocky River Reservation.	Soil and Materials Engineers	\$32,000.00	(5)
New parking meters and ticket dispensers for Heritage Park (includes installation).	Signature Control Systems	\$44,990.00	(7)
Rental of straight man lift for work at Manakiki Clubhouse. Last seen by the Board on October 15, 2014, shown here to accommodate additional rental time deemed necessary.	Sunbelt Rentals	\$20,106.00 <u>2,578.40</u> \$22,684.40	(6)
Installation of new boiler at Sleepy Hollow Golf Course Clubhouse.	Gardiner Trane Service	\$19,341.00	(2)
Professional engineering services and hay barn construction documents for zoo.	GPD Associates	\$31,950.00	(5)
Labor, engineering, programming, design and materials to custom build a timing system for toboggan runs at the Chalet.	Sound Com	\$17,526.00	(3)
Conservation fund initiatives including the Ape Tag Initiative for AZA, the fund for the Madagascar Fauna Group and the Conservation Breeding Group Fund for 2014.	AZA Madagascar Fauna Group Conservation Breeding Group	\$ 5,000.00 5,000.00 <u>4,000.00</u> \$14,000.00	(3)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
“Come out and Play” banners to be supplied for a one-year period beginning April 25, 2014 through April 24, 2015 with an option to renew for second year. Last seen by the Board on October 15, 2014. Shown here to include more replacement banners than anticipated.	Third Dimension, Inc.	\$21,000.00 <u>8,773.00</u> \$29,773.00	(7)
Various lamps and ballasts to be supplied on an “as needed” basis for a one year period beginning November 22, 2014 and ending November 21, 2015.	Rexel	\$35,000.00	(7)
Aerial Infrared deer survey beginning December 1, 2014 and ending January 31, 2015 at a cost of \$2.50 per acre in Hinckley and North, Central and South Rocky River Reservation.	Davis Aviation	\$24,345.00	(3)
Ultra cold freezer 27.5 cubic feet with 2 year warranty for zoo.	Stirling Ultra Cold	\$13,870.00	(7)
2014 and 2015 financial statement conversion for a two year period.	Treasurer of State of Ohio	\$30,000.00	(3)
Furnish and install type B Corten Steel backed timber guardrail for Perkins Beach (approximately 270’ with 5’ post spacing).	Petty Group, LLC	\$23,850.00	(7)
Roof replacement at Rocky River Scenic Park Pavilion, Huntington Lake Shelter, Albion Woods Shelter and Pavilion. First seen by the Board September 25, 2014. Shown here to add an allowance for deteriorated decking as needed.	Absolute Roofing and Construction	\$27,900.00 <u>2,000.00</u> \$29,900.00	(7)
Edgewater, Perkins Stables tuck-pointing, pressure washing and window sill replacement.	HMH Restoration	\$35,622.00	(7)

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

<u>REF. NO. / ITEM – SERVICE</u>	<u>VENDOR</u>	<u>COST</u>	<u>PROCEDURE</u>
Boiler feed water tank and controls for zoo facilities.	EPS Supply, Inc.	\$20,856.06	(7)
West Creek Reservation storm water retrofit.	Brookside Construction	\$49,935.00	(7)

===== **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

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:

There are no change orders to report for this period.

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 78807 through 78814; \$10,000 to \$50,000 purchased items/services report, pages 78815 through 78818; and construction change orders, page 78819.

APPROVAL OF VOUCHERS AND PAYROLL.

No. 14-12-196: It was moved by Vice President Berry, seconded by Vice President Moore and carried, to approve payroll and vouchers, employee withholding taxes, and ADP payroll, as identified on pages 78824 to 78887.

Vote on the motion was as follows:

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

Nays: None.

DATE OF NEXT MEETING.

The next Regular Meeting of the Board of Park Commissioners was scheduled by the Board for Thursday, December 18, 2014, 8:00 a.m. at the Board's office, 4101 Fulton Parkway, Cleveland, Ohio.

ADJOURNMENT TO EXECUTIVE SESSION.

No. 14-12-204: At 9:16 a.m., upon motion by Vice President Berry, seconded by Vice President Moore and carried, the meeting adjourned to an Executive Session for the purpose of discussing the Acquisition/Purchase of Real Estate and Collective Bargaining Matters, as stated by Assistant Legal Counsel, Kyle G. Baker.

Vote and roll call 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 TO WORK SESSION.

No. 14-12-205: There being no further matters to come before the Board, upon motion by Vice President Berry, seconded by Vice President Moore, and carried, President Rinker adjourned the meeting into a Work Session at 9:55 a.m. regarding Recent Highlights and Future Direction of the Natural Resources Division.

Vote on the motion was as follows:

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

Nays: None.

President.

Attest:

Secretary.

Note: President Rinker was not present during the Work Session as he had to leave due to an unforeseen commitment.

WORK SESSION.

Natural Resources Division – Recent Highlights and Future Direction
(Originating Sources: Joseph V. Roszak, Chief Operating Officer/Terry L. Robison, PhD, Director of Natural Resources)

Cleveland Metroparks Natural Resources Division is charged with conserving healthy, functioning ecosystems in the face of both current and future stressors. The division's focus is to monitor and manage species, processes and landscape features that are important to the integrity of our natural resources. Our staff utilizes a variety of tools including prescribed fire, wildlife management, native plantings, invasive species control, and aquatic resource management to ensure healthy, resilient natural systems. We develop research projects and technology to provide current, local data on our plant communities, streams, wetlands and wildlife. We also collaborate with universities, NGOs and other partners to obtain additional information that assists us with management decisions. Today's presentations will provide a tour of the Park District highlighting recent progress and milestones as well as new projects under development.

The following members of the Natural Resources staff were in attendance to provide a presentation to the Board: Terry L. Robison, PhD., Director of Natural Resources, Constance Hausman, PhD, Plant and Restoration Ecologist, Patrick Lorch, PhD, Manager of Field Research, Jonathan Cepek, Wildlife Ecologist, and Jennifer Hillmer, Invasive Plant Coordinator.

A RESOLUTION AUTHORIZING THE BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT TO PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE CHIEF EXECUTIVE OFFICER OF THE BOARD OF PARK COMMISSIONERS OF THE CLEVELAND METROPOLITAN PARK DISTRICT PURSUANT TO IRC SECTION 414(h)(2).

WHEREAS, pursuant to federal and Ohio laws, the Board of Park Commissioners of the Cleveland Metropolitan Park District ("Park Board") may offset future salary increases and "pick up" (assume and pay) the contributions statutorily required by such covered employees to the Ohio Public Employees Retirement System ("OPERS") and such individuals will not be required to pay federal and state income taxes on such contributions;

WHEREAS, pursuant to Park Board Resolution Number 13-12-195, the Park Board agreed to "pick up" 5.6% of the statutorily required employee contributions to OPERS as a fringe benefit for each person within the classification of Chief Executive Officer; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Cleveland Metropolitan Park District:

Section 1. Effective December 14, 2014, the full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Park Board for each person within any of the classes established in Section 2 herein. The "pick up" shall be an offset against future salary increases. This "pick up" by the Park Board shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this "pick up" shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it "picked up" by the Park Board or of being excluded from the "pick up." The Park Board shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this "pick up" has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

Section 2. The "pick up" by the Park Board provided by this Resolution shall apply to all persons that are employees of the Park Board within the classification of Chief Executive Officer who are or become contributing members of OPERS.

Section 3. Under the fringe-benefit method of employer pick up, salary is not modified; however, the employer will pay the employees' statutorily required contributions to OPERS.

Section 4. The Treasurer/Chief Financial Officer are hereby authorized and directed to implement the provisions of this Resolution to institute the "pick up" of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to have their employee contributions paid by their employer.

Section 5. This Board finds and determines that all formal actions of the Board concerning and relating to the adoption of the changes to regulations were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. This resolution shall be effective immediately upon its adoption by this Board, provided that the fringe benefit "pick up" plan authorized by this resolution shall become and be effective from and after 12:00 a.m. Eastern Standard Time on December 14, 2014.

Adopted,

Bruce G. Rinker
President of the Board

Date

I hereby certify the forgoing to be a true and correct copy of the Resolution which was duly adopted by the Board of Park Commissioners of the Cleveland Metropolitan Park District of Cleveland, Cuyahoga County, Ohio, on the 4th day of December, 2014.

Secretary to the Board

Date

RESOLUTION NO. 14-12-196

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 November 14, 2014 in the amount of \$67,680.49; and **Checks** dated November 20, 2014 in the amount of \$224,437.46; and **Checks** dated November 21, 2014 in the amount of \$480,877.91; and **Checks** dated December 4, 2014 in the amount of \$1,061,865.84; and **Net Payroll** dated September 21, 2014 to October 4, 2014 in the amount of \$1,104,438.09; and **Withholding Taxes** in the amount of \$270,259.51; and **Net Payroll** dated October 5, 2014 to October 18, 2014 in the amount of \$1,103,852.60; and **Withholding Taxes** in the amount of \$272,450.52; and **Bank Fees/ADP Fees** in the amount of \$24,079.95; and **ACH Debits (FirstEnergy; Sales Tax)** in the amount of \$64,561.65; and **“Then and Now Certificates”** including **Visa Purchasing Card** purchases dated November 2, 2014 to November 22, 2014 in the amount of \$220,229.38; and **Visa Travel Card** purchases dated November 2, 2014 to November 22, 2014 in the amount of \$19,215.77; 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: December 4, 2014

Attest: _____
President of the Board of Park Commissioners

Chief Executive Officer

VOUCHER SUMMARY

	No. of Vendors	No. of Purchases	Amount	Average Vendor Amount	Average Purchase Amount	Code
Bid Items	28	157	\$ 477,367.01	\$ 17,048.82	\$ 3,040.55	C
Board Authorized Payments	16	64	\$ 151,082.61	\$ 9,442.66	\$ 2,360.67	A
Director Approved Payments	49	121	\$ 248,054.89	\$ 5,062.34	\$ 2,050.04	D
Telephone-Written Quote Items	20	26	\$ 51,746.50	\$ 2,587.33	\$ 1,990.25	P
Telephone Quote Items	55	67	\$ 110,974.25	\$ 2,017.71	\$ 1,656.33	T
Utilities	27	258	\$ 272,109.94	\$ 10,078.15	\$ 1,054.69	U
Health Insurance	0	0	\$ -	\$ 00.00	\$ 00.00	H
Other Exempt Items	55	64	\$ 498,129.51	\$ 9,056.90	\$ 7,783.27	E
Non-Bid Items less than \$1,000	60	87	\$ 13,375.05	\$ 222.92	\$ 153.74	N
Purchases Obtained w/o Cert.	3	4	\$ 12,021.94	\$ 4,007.31	\$ 3,005.49	S
	313	848	\$ 1,834,861.70	\$ 5,862.18	\$ 2,163.75	

CODE LEGEND

- 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. 14-12-196** listed above.