



CUYAHOGA COUNTY COUNCIL

PUBLIC WORKS, PROCUREMENT & CONTRACTING COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
4th FLOOR

MEETING AGENDA

WEDNESDAY, FEBRUARY 4, 2026 — 10:00 A.M.

Committee Members

Pernel Jones, Jr., Chair | Dist. 8
Mark Casselberry, Vice Chair | Dist. 4
Yvonne M. Conwell | Dist. 7
Dale Miller | Dist. 2
Martin J. Sweeney | Dist. 3

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE JANUARY 21, 2026 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0023: A Resolution amending Resolution No. R2022-0221 dated 9/13/2022, which awarded a total sum, not to exceed \$1,000,000, to the City of Fairview Park for the Public Facility Regional Environmental Improvement Project, by changing the purpose to the City Hall Campus Improvement Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
- b) R2026-0038: A Resolution making an award on RQ16255 to Schirmer Construction in the amount not-to-exceed \$2,316,572.50 for replacement of existing Ridgewood Drive Bridge No. 03.50 over West Creek in the City of Parma, effective upon signatures of all parties through project completion; authorizing the County Executive to execute Contract No. 5848 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- c) R2026-0039: A Resolution authorizing a grant agreement with U.S. Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$7,998,351.00 for the Taxiways Shifting Phase I (Construction) Project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; authorizing the County Executive to execute the Grant Agreement and all other documents consistent with said agreements and this Resolution; authorizing the County Executive to execute the Grant Agreement and all other documents consistent with said agreements and this Resolution; and declaring the necessity that this Resolution become immediately effective.

- d) R2026-0040: A Resolution authorizing a grant agreement with U.S Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$2,611,694.00 for the Taxiway B reconstruction Project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; authorizing the County Executive to execute the Grant Agreement and all other documents consistent with said agreements and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- e) R2026-0041: A Resolution authorizing a Revenue Generating Agreement with Vocational Guidance Services in the amount not-to-exceed \$345,711.00 for lease of 14,601 square feet of space at the Southwest Adult Activities Center located at 4720 Hinckley Industrial Parkway, Cleveland, for the period 1/1/2026 – 12/31/2028; authorizing the County Executive to execute Contract No. 5814 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- f) R2026-0042: A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$313,422.00 for lease of 17,609 square feet of space at the Beachwood Adult Activities Center located at 23750 Mercantile Road, Beachwood, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5820 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- g) R2026-0043: A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$111,389.00 for lease of 16,171 square feet of space at the Maple Heights Adult Activities Center located at 14775 Broadway Avenue, Maple Heights, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5824 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- h) R2026-0044: A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$263,880.00 for lease of 17,609 square feet of space at the Parma Adult Activities Center located at 12660 Plaza Drive, Parma, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5825 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.
- i) R2026-0045: A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$121,487.00 for lease of 12,504 square feet of space at the Rocky River Adult Activities Center located at 20120 Detroit Road, Rocky River, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5826 and all other documents consistent with said agreement and this Resolution; and declaring the

necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

** Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Download the Metropolis smartphone app and create an account to have parking validated at meetings. Please scan the QR code posted in Council Chambers to input your license plate information for parking to be validated by Metropolis, a non-County entity. You will be responsible for the cost of parking if you are unable to utilize this online parking service.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



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MEETING MINUTES

WEDNESDAY, JANUARY 21, 2026 — 10:00 A.M.

1. CALL TO ORDER

Chairman Jones called the meeting to order at 10:08 a.m.

2. ROLL CALL

Mr. Jones asked Deputy Clerk Carter to call the roll. Committee members Jones, Casselberry, Conwell, Miller and Sweeney were in attendance and a quorum was determined. Councilmember Schleper was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE DECEMBER 3, 2025 MEETING

A motion was made by Mr. Sweeney, seconded by Mr. Casselberry and approved by unanimous vote to approve the minutes from the December 3, 2025 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2026-0010: A Resolution declaring that public convenience and welfare requires the rehabilitation of Falls Road Bridge No. 01.72 over Griswold Creek in the Village of Hunting Valley; total estimated project cost \$2,000,000.00 finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; requesting authority for the County Executive to enter into and execute the necessary agreements of cooperation; and declaring the necessity that this Resolution become immediately effective.

Mr. Eric Mack, Section Chief Engineer, addressed the Committee regarding Resolution No. R2026-0010. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Mack pertaining to the item, which he answered accordingly.

On a motion by Mr. Miller with a second by Mr. Casselberry, Resolution No. R2026-0010 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Mr. Schleper requested to have his name added as a co-sponsor to the legislation.

- b) R2026-0011: A Resolution declaring that public convenience and welfare requires the rehabilitation of Ridgewood Drive Bridge No. 00.15 over Countryman's Creek in the City of Parma Heights; total estimated project cost \$2,700,000.00 finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; requesting authority for the County Executive to enter into and execute the necessary agreements of cooperation; and declaring the necessity that this Resolution become immediately effective.

Mr. Mack addressed the Committee regarding Resolution No. R2026-0011. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Mack pertaining to the item, which he answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Casselberry, Resolution No. R2026-0011 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2026-0012: A Resolution amending Resolution No. R2016-0080 dated 4/26/2016, which authorized the transfer of real property located at E. 79th Street and Hillside Road, Cleveland, also known as Hillside Community Park, Permanent Parcel No. 124-29-010 to Burten, Bell, Carr Development, Inc., to remove a restrictive covenant requiring that the property be maintained as a public park in order to incorporate part of the land into the Greater Cleveland Regional Transit Authority's East 79th Street Station project while incorporating the other part of the land into the existing park and releasing its use restriction recorded in Document No. 201605120228 of Cuyahoga County Records in Transfer Area "A"; and declaring the necessity that this Resolution become immediately effective.

Mr. John Myers, Property Management Administrator, addressed the Committee regarding Resolution No. R2026-0012. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Mack pertaining to the item, which he answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Casselberry, Resolution No. R2026-0012 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- d) R2026-0013: A Resolution authorizing an amendment to Revenue Generating Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22nd Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period 12/15/2021 – 12/31/2025 to extend the time period to 12/31/2027, to change the terms, and to update insurance requirements, no additional revenue anticipated, effective 1/1/2026; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Myers and Mr. Michael Dever, Director of the Department of Public Works, addressed the Committee regarding Resolution No. R2026-0013. Discussion ensued.

Committee members and Councilmembers asked questions of Messrs. Myers and Dever pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Casselberry, Resolution No. R2026-0013 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Mr. Jones and Ms. Conwell requested to have their names added as co-sponsors to the legislation.

- e) R2026-0014: A Resolution authorizing an amendment to Revenue Generating Agreement No. 3019 with The Cleveland Police Historical Society for lease of 4,000 square feet of space in the City of Cleveland Police Department Headquarters Building located at 1300 Ontario Street, Cleveland, for the Cleveland Police Museum for the period 1/1/2023 – 12/31/2025 to extend the time period to 12/31/2028, to update insurance requirements, and for additional revenue in the amount not-to-exceed \$10.00, effective 1/1/2026; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Myers addressed the Committee regarding Resolution No. R2026-0014. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Myers pertaining to the item, which he answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Casselberry, Resolution No. R2026-0014 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- f) R2026-0016: A Resolution making an award on RQ16270 to Perk Company, Inc., in the amount not-to-exceed \$12,313,895.62 for the construction of the Lake Clifton connector shared use path and lane reduction from Linda Street to Webb Road in the Cities of Rocky River and Lakewood, Ohio, effective upon signatures of all parties through project completion; authorizing the County Executive to execute Contract No. 5742 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Mack; Mr. James DeFeo, Assistant Law Director; and Ms. Lenora Lockett, Director of the Department of Equity, addressed the Committee regarding Resolution No. R2026-0016. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Mack, Mr. DeFeo and Ms. Lockett pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Casselberry, Resolution No. R2026-0016 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- g) R2026-0018: A Resolution making an award on RQ16122 to APG Office Furnishings, Inc., in the amount not-to-exceed \$2,221,022.87 for comprehensive furniture design, specification, procurement and installation services for the 1801 Superior Avenue Project, effective upon signatures of all parties through project completion; authorizing the County Executive to execute Contract No. 5753 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Matthew Rymer, Facilities Maintenance Administrator, addressed the Committee regarding Resolution No. R2026-0018. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Rymer pertaining to the item, which he answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Casselberry, Resolution No. R2026-0018 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Conwell requested to have her name added as a co-sponsor to the legislation.

- h) R2026-0019: A Resolution making an award on RQ16271 to Tri Mor Corp., in the amount not-to-exceed \$7,143,495.75 for Fitch Road (CR-170) sanitary sewer extension, reconstruction, and rehabilitation of existing roadway from The First Energy Right-of-Way to the Olmsted Township North Corporation Line in Olmsted Township, effective upon signatures of all parties through project completion; authorizing the County Executive to execute Contract No. 5780 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an allocation from County Motor Vehicle \$7.50 License Tax Funds in the amount of \$983,420.07 to fund said contract; and declaring the necessity that this Resolution become immediately effective.

Mr. Mack addressed the Committee regarding Resolution No. R2026-0019. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Mack pertaining to the item, which he answered accordingly.

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2026-0019 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairman Jones adjourned the meeting at 11:20 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0023

Sponsored by: Councilmember Kelly	A Resolution amending Resolution No. R2022-0221 dated 9/13/2022, which awarded a total sum, not to exceed \$1,000,000, to the City of Fairview Park for the Public Facility Regional Environmental Improvement Project, by changing the purpose to the City Hall Campus Improvement Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, on September 13, 2022, County Council approved R2022-0221. which awarded a total sum, not to exceed \$1,000,000, to the City of Fairview Park, for the Public Facility Regional Environmental Improvement Project, and

WHEREAS, the City of Fairview Park asked to change the purpose of R2022-0221 from the Public Facility Regional Environmental Improvement Project to the City Hall Campus Improvement Project from the District 1 ARPA Community Grant Fund; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 1 ARPA Community Grant Fund in the amount of \$1,000,000 to the City of Fairview Park for the City Hall Campus Improvement Project; and

WHEREAS, the City of Fairview Park estimates approximately 25,000 people will be served annually through this award; and

WHEREAS, the City of Fairview Park estimates approximately 31 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the City of Fairview Park estimates the total cost of the project is \$1,300,000; and

WHEREAS, the City of Fairview Park indicates the other funding source(s) for this project includes \$300,000 from the City of Fairview Park; and

WHEREAS, the City of Fairview Park is estimating the start date of the project will be February 2026 and the project will be completed by November 2027; and

WHEREAS, the City of Fairview Park requested \$1,000,000 from the District 1 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$1,000,000 to the City of Fairview Park to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Resolution No. R2022-0221 dated 9/13/2022 to change the purpose from the Public Facility Regional Environmental Improvement Project to the City Hall Campus Improvement Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____



Cuyahoga County Council

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): City of Fairview Park	
Address of Requesting Entity: 20777 Lorain Road, Fairview Park, OH 44126	
County Council District # of Requesting Entity: 1	
Address or Location of Project if Different than Requesting Entity: 22100 Mastick Road, Fairview Park, OH 44126	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
Contact Name of Person Filling out This Request: Megan Otter, Assistant Development Director	
Contact Address if different than Requesting Entity:	
Email: Megan.Otter@fairviewparkohio.gov	Phone: 440-356-4499
Federal IRS Tax Exempt No.: 34-600098	Date: January 8, 2026

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

The City Hall Campus Improvement Project (“Project”) is a comprehensive infrastructure initiative designed to modernize municipal operations, strengthen regional resilience, and improve service delivery for residents and neighboring communities. A key component of the Project is the construction of a new, centralized public service garage on Mastick Road in the City of Fairview Park (“City”). This modern, multifunctional facility will replace outdated and inefficient infrastructure and serve as a centralized hub for sewer maintenance, public works operations, fleet storage, and emergency response functions.

The new service garage will be designed to support day-to-day municipal operations while also enhancing the City’s ability to respond to emergencies and regional needs. The facility will provide expanded and secure indoor storage for critical equipment, vehicles, and shared public safety assets, reducing equipment deterioration and ensuring faster deployment during severe weather events, infrastructure failures, or other emergencies. By consolidating multiple departments into a single location, the City will significantly reduce travel time between facilities, improve interdepartmental coordination, and increase overall operational efficiency.

Sustainability and long-term cost savings are central to the Project’s design. The service garage will incorporate energy-efficient building systems and on-site solar panels to reduce reliance on fossil fuels, lower utility costs, and minimize greenhouse gas emissions. These improvements will allow the City to redirect operational savings toward core services while supporting broader environmental goals. Additionally, modernized workspaces will improve safety, functionality, and morale for City employees, enabling crews to operate more efficiently and effectively.

The centralized service garage will also strengthen regional collaboration by providing infrastructure capable of supporting shared services and mutual aid with neighboring communities. This investment directly advances Cuyahoga County’s Strategic Plan objectives, including Goal 1.3: Deploy sustainability practices to support our competitive advantage through the use of renewable energy and green infrastructure, and Goal 3.2: Target infrastructure improvements and other investments to spur community development by creating a modern, resilient public facility that supports economic stability, emergency preparedness, and high-quality municipal services across the region.

The City is currently working with RE Warner on potential designs of the new service garage.

The City currently operates out of the existing service garage located at Fairview Park City Hall. However, this facility is no longer ideal for meeting operational needs. Its limited size and layout restrict equipment storage, staging, and workflow efficiency, which impacts the ability to optimize public works and emergency response operations. Additionally, the current location offers little room for future expansion or modernization.

Relocating to Mastick Road provides a strategic advantage: the site offers sufficient space for a larger, multifunctional facility that can accommodate current and future demands. This location also improves accessibility for regional coordination, enhances emergency preparedness, and allows for the integration of sustainable design features such as solar panels. By moving to Mastick Road, the city can consolidate operations, reduce inefficiencies, and create a modernized hub that better serves the community and neighboring municipalities.

Grant funds will be used to purchase the new Mastick Road site, providing a long-term solution to operational challenges and support the city's commitment to sustainability and improved public service delivery.

The project timeframe can be modified to accommodate funding requirements. It is anticipated that the City will purchase the new property in February 2026. Design and engineering will be from March 2026 until August 2026. The project will be bid from August 2026 through October 2026. Construction will be scheduled from November 2026 until November 2027.

Project Start Date: February 2026

Project End Date: November 2027

IMPACT OF PROJECT:

Who will be served:

Relocating the Service Department to a larger facility on Mastick Road will allow the City of Fairview Park to provide more efficient and reliable services to residents. The new service garage will house the entire fleet, including service vans, excavators, leaf collection trucks, and snowplows, in a secure, organized environment that supports proper maintenance and readiness. This upgrade will improve response times for critical operations such as snow removal, leaf collection, and infrastructure repairs while reducing equipment downtime and extending the lifespan of City assets. By consolidating resources in a facility designed for current and future needs, the City can streamline operations, enhance safety standards, and ensure compliance with environmental regulations. Ultimately, this project strengthens the City's ability to deliver essential services year-round, benefiting every resident and supporting the long-term sustainability of municipal operations.

How many people will be served annually:

The new centralized service garage will directly and indirectly serve approximately 20,000–25,000 people annually. The City Park has a population of approximately 17,000 residents, all of whom rely on the City's public works, sewer maintenance, fleet operations, and emergency response services supported by this facility. The facility will also support regional collaboration and mutual aid, benefiting residents in neighboring communities through shared equipment, coordinated emergency response, and infrastructure support. This regional function reasonably expands the population served to an estimated 3,000–8,000 additional individuals annually. In addition to residents, the facility will serve City employees, contractors, and partner agencies who utilize the space for operations, training, and emergency coordination.

Will low/moderate income people be served; if so how:

The new service garage will directly support this goal by improving operational efficiency and response times for critical sewer maintenance and emergency repairs. Low/Moderate Income ("LMI") households are disproportionately impacted by infrastructure failures because they often lack the financial resources to address property damage or temporary displacement caused by sewer backups or flooding. By centralizing equipment and staff in a modern facility, the garage will enable faster deployment of crews to the City's LMI neighborhoods, reducing the risk of prolonged service disruptions and mitigating costly damage for vulnerable residents.

Additionally, the garage will house specialized equipment for energy-efficient and environmentally sustainable operations, which ensures that improvements are not only functional but also forward-looking, reducing long-term costs for the community. The proximity of the garage to LMI areas means that these neighborhoods will be prioritized for preventive maintenance and emergency response, helping to safeguard public health and property values in areas where residents have limited economic resilience.

How does the project fit with the community and with other ongoing projects:

The City has taken numerous actionable steps to address failing sewer infrastructure. The City currently has two major sewer improvement projects underway. One is the Woodstock Avenue Project which was made possible through a \$3.5 million congressional earmark, sewer replacements are being implemented. The second is the Stanford Avenue Project which was made possible through a loan and grant from Ohio Public Works Commission. The new service garage directly complements these efforts by providing a centralized facility for equipment and personnel, ensuring that ongoing sewer rehabilitation projects are supported with efficient maintenance and emergency response capabilities.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

It is estimated that approximately 31 temporary construction jobs will be created during the development of the new service facility. These positions include roughly 6 Operators, 15 Labor Foremen, 3 Drivers, 3 Apprentices, 3 Project Managers, and 1 Water Resource Engineer. These roles will primarily be filled by skilled trades and construction professionals during the building phase.

In addition to temporary construction employment, the project will help retain existing city maintenance staff by providing them with a modern, efficient workspace and equipment storage facility. This ensures long-term operational stability and supports the City's ability to maintain critical sewer infrastructure.

If applicable, what environmental issues or benefits will there be:

The project will provide significant environmental benefits for Fairview Park and the surrounding region. Sewer improvements will reduce the concentration of solids treated at the Rocky River and North Olmsted Wastewater Treatment Plants, lowering sludge volumes and easing the burden on already overtaxed treatment plants. This will improve the water quality of Lake Erie, a critical regional resource.

Relocating the existing salt dome and fuel storage from the current service garage to the new Mastick Road site will reduce environmental risks and help to protect Coe Creek, which runs alongside the current service garage. This move will prevent contaminants from entering the creek and ultimately Lake Erie, enhancing aquatic habitat health and reduce pollutant loads in local waterways.

Beyond water quality improvements, the project will incorporate energy-efficient design features, including solar panels, which will reduce reliance on nonrenewable energy sources and lower greenhouse gas emissions. Centralizing operations will also reduce vehicle travel for maintenance crews, cutting fuel consumption, and improving air quality. Sustainable construction practices, such as erosion control and dust mitigation, will be implemented to minimize temporary impacts during construction.

Overall, the project aligns with regional sustainability goals and contributes to long-term environmental resilience by improving water quality, reducing energy consumption, and supporting renewable energy

If applicable, how does this project serve as a catalyst for future initiatives:

The proposed funding will serve as a force multiplier, addressing critical public health, safety, and welfare concerns associated with failing sewer infrastructure and high energy consumption. By constructing a modern service facility, the City will establish the foundation for future sewer system upgrades, enabling more efficient maintenance and emergency response. This investment will position Fairview Park to leverage additional state and federal grant opportunities for infrastructure resilience.

FINANCIAL INFORMATION:**Total Budget of Project:**

The total project cost is one million three hundred thousand dollars (\$1,300,00.00).

Other Funding Sources of Project (list each source and dollar amount separately):

The City of Fairview Park will provide three hundred thousand dollars (\$300,000.00) for the Project.

Total amount requested of County Council American Resource Act Dollars:

Funding in the amount of one million dollars (\$1,000,000.00) is requested for the Project.

Since these are one-time dollars, how will the Project be sustained moving forward:

Upon completion of the proposed project, all maintenance and operational responsibilities for the new service facility will be managed by the City of Fairview Park within its existing Public Service Department budget. No additional capital funding will be required to sustain the facility, as the design incorporates durable materials and efficient systems to minimize long-term costs.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

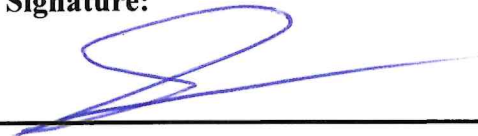
I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name: Bill Schneider

Signature:



Date: 01/08/2026

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

- Map of the anticipated purchased property
- Draft design of the new service garage
- Contract with RE Warner for the City Hall Campus Project

CITY OF FAIRVIEW PARK

ORDINANCE NO.: 25-48

ORIGINATED BY: MEGAN OTTER, ASSISTANT DEVELOPMENT DIRECTOR

REQUESTED BY: MAYOR BILL SCHNEIDER

SPONSORED BY: COUNCILWOMAN KING and COUNCILMAN MINEK

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AGREEMENT WITH R.E. WARNER FOR THE CITY HALL CAMPUS PROJECT PHASE 2 AND DECLARING AN EMERGENCY

WHEREAS, Council passed Ordinance 25-15 on April 7, 2025 authorizing the Mayor to enter into an agreement with R.E. Warner to evaluate the existing City Hall Administration Building, Police and Fire Stations for the City of Fairview Park ("City") and to develop a new design for the City Hall Administration Building, Police and Fire Stations ("City Hall Campus Project") based on assessment and programming; and

WHEREAS, R.E. Warner will be doing a comprehensive municipal campus improvement that will include a new service garage, City Hall Administration Building, Police and Fire Stations and site improvements to the parking lot; and

WHEREAS, R.E. Warner has completed Phase 1 of the City Hall Campus Project which was the development and design, based on assessment and programming, to upgrade the City Hall Administration Building, Police and Fire Stations which include full redesigned layout, addition of a new vestibule for City Hall, and a new addition for the Police Department; and

WHEREAS, the R.E. Warner proposal for Phase 2 of the City Hall Campus Project will provide design and drawings for the following disciplines: Survey, Landscape, Demolition, Architectural, Civil, Structural, HVAC, Plumbing, Fire Protection and Electrical (Exhibit A); and

WHEREAS, Phase 2 of the City Hall Campus Project will prepare the City for construction.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FAIRVIEW PARK, COUNTY OF CUYAHOGA AND STATE OF OHIO:


SECTION 1. That the Mayor is hereby authorized to enter into an agreement with R.E. Warner at a cost of eight hundred thirty-nine thousand dollars (\$839,000.00) which is to be paid from the Capital Projects Fund (Fund 811).


SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its Committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

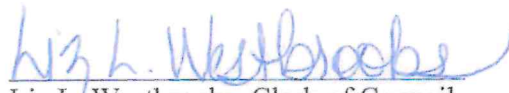
SECTION 3. That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety and welfare; and for the further reason that R.E. Warner can get started on design and drawings for the City Hall Campus Project and provided it receives the affirmative vote of a majority plus one of the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 10.06.25
APPROVED: 10.07.25

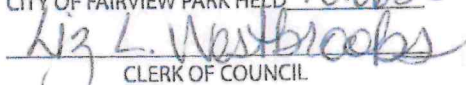
1st reading: 09.02.25
2nd reading: 09.15.25
3rd reading: 10.06.25


Bridget C. King, Council President


Bill Schneider, Mayor


Liz L. Westbrook, Clerk of Council

LIZ L. WESTBROOKS, CLERK OF THE COUNCIL
OF THE CITY OF FAIRVIEW PARK, OHIO, DOES
HEREBY CERTIFY THAT THE ABOVE IS A TRUE
COPY OF ORDINANCE / RESOLUTION NO.

25-48
AT A MEETING OF THE COUNCIL OF THE
CITY OF FAIRVIEW PARK HELD 10.06.25

CLERK OF COUNCIL



R. E. WARNER

ENGINEERS | ARCHITECTS | SURVEYORS

VIA--E-MAIL

megan.otter@fairviewparkohio.gov

August 27, 2025

Megan Otter
City of Fairview Park
20777 Lorain Road
Fairview Park, OH 44126

Reference: City of Fairview Park (City of Fairview Park)
Fairview Park City Hall Campus Updates
Professional Services Proposal No. P33125-R2

Dear Ms. Otter:

Thank you for the opportunity to submit our proposal for the Fairview Park City Hall Campus Updates.

R.E. Warner is dedicated to your operational success. Our team members have decades of experience developing facilities and infrastructure that are home to the essential products and services of the modern world, and we understand the critical nature of our clients' operations. With that in mind, we provide an extensive range of services across engineering, architecture and surveying, and we are committed to working alongside your team to achieve your objectives.

The team members reserved for your project offer invaluable experience, knowledge, and dedication to quality and service. We pride ourselves on being easy to work with and have been repeatedly told that our friendly, responsive, and collaborative nature sets us apart.

Based on previous work and communication with our design team. Our understanding of the scope of this project is detailed below.

PROJECT OVERVIEW

The City of Fairview Park is moving forward with a comprehensive municipal campus improvement project. This includes the construction of a new service garage to support city service operations and maintenance. A full interior renovation of the existing City Hall, featuring a redesigned layout and the addition of a new vestibule. Additionally, a new addition will integrate the Police functions, the overall project will enhance operational efficiency and public safety services

SCOPE OF WORK

To fulfill the scope of services for this project R.E. Warner will provide design and drawings for the following disciplines:

1. Survey
2. Landscape
3. Demolition
4. Architectural
5. Civil
6. Structural
7. HVAC
8. Plumbing
9. Fire Protection
10. Electrical

In addition to the design services, R.E. Warner will provide project management for the design team and attend meetings as noted below.

Survey Scope:

1. Boundary retracement survey of Cuyahoga County Parcels #322-02-013, #322-03-001, and #322-03-002.
 - a. Location of found property pins or witness monuments as applicable.
 - b. Set pins in corners where necessary.

Boundary survey drawing including bearings & distances of the parcel boundary and monuments called out, with a tie-in line commencing from a centerline public right of way monument.

Landscape Scope:

1. Provide an overall site masterplan with concept alternatives.
2. Landscape and hardscape design for the city hall addition, renovation, and service garage.
3. Schematic Design: Initial concepts, lighting, planting ideas.
4. Design Development: Detailed plans, grading, irrigation, materials.

5. Construction Documentation: Technical drawings and specifications.
6. Bidding Support: Pre-bid meeting, RFI responses, bid evaluations.
7. Construction Observation: Site visits, submittal reviews, field sketches.
8. Grading and drainage for pedestrian and planting areas.
9. Pavements for pedestrians, bikes, and vehicles.
10. Landscape walls, steps, railings.
11. Fences, trellises, shade structures, decks, seating.
12. Site furnishings (benches, tables, trash bins, bike racks, fountains).
13. Site lighting fixture selection.
14. Planting and soil management.
15. Irrigation systems (if requested).
16. Assistance with submittals to building departments.
17. One round of revisions per agency comment.

Demolition Scope:

1. Provide the following drawings to show demolition of existing structures and utilities:
 - a. City hall Interior Demolition plans (architectural, mechanical, electrical, and plumbing).
 - b. Demolition of any site structures, including buildings, pavements, site elements and equipment.

Architectural Scope:

1. Provide the following drawings for AHJ plan review, reviews, bidding and permit and construction:
 - a. Project title sheet.
 - b. Code compliance, life safety and egress.
2. Provide design, plans, sections, details and schedules for AHJ plan review, reviews, bidding and permit and construction, for all new facilities/renovations.
3. Work with mechanical and electrical disciplines during the creation of an energy code compliance check.
4. Incorporate city of Fairview Park's standards into building materials and finishes if available.
5. Provide materials boards and interior/exterior renderings. We have included a total of 1 material board and 1 rendering in this proposal for an anticipated architectural review board. (Garage and Addition only)

Civil Scope:

1. Provide design, plans, sections, and details for AHJ plan review and construction associated with the following:
 - a. Demolition of existing roadways (drives, islands, and aprons), structures, buildings, fences, or appurtenances in the way of the construction.

- b. Proposed building pads, roadways, parking, structures, fences, and signage.
 - c. Underground utility relocation and design.
 - d. Erosion and sediment control.
 - e. Grading and drainage design within the site limits.
- 2. Conduct interviews with the City of Fairview Park to understand the site operations and required pedestrian and traffic flows.
 - 3. Provide a proposed site layout identifying where the improvements can be located based on the information obtained from the zoning and code review, site surveys and City of Fairview Park interviews.
 - 4. Investigate stormwater management requirements with local authorities having jurisdiction.

Structural Scope: (Service Garage & City Hall Addition)

- 1. Provide design, plans, sections, details, and elevations for AHJ plan review, reviews, bidding and permit and construction of the following structures:
 - a. Service Garage:
 - i. Building foundations and slab on grade for a metal building system.
 - ii. Trench drains and pits.
 - iii. Framing and stairs for an interior mezzanine.
 - b. New City Hall Vestibule
 - i. Provide foundations and roofing design.
 - ii. Complete wind and snow load calculations
- 2. Develop a statement of Special Inspections.

Structural Scope: (City Hall Renovation)

- 1. Provide design, plans, sections, details, and elevations for AHJ plan review and construction of the following structures:
 - a. New mezzanine and stairs at fire department apparatus bay.
 - i. The mezzanine will tie into existing columns.
 - b. Third-floor reframing
 - i. Convert sloped concrete slab into flat usable floor.
 - ii. Floor will be light gauge metal framing or wood joists with plywood.
 - iii. Fire blocking may be required in the floor cavity.
 - c. Front vestibule addition
 - i. Small (approx. 22 ft x 31 ft) glass storefront addition with flat roof.
 - ii. Wall footings for perimeter walls.
 - iii. Structural steel or light-gage framing for curtain wall.

2. Evaluate the existing structure for interior renovation.
 - a. Evaluate existing roof for added MEP loads.
 - b. Evaluate existing floors for relocated interior walls.
 - c. Evaluate which walls are load bearing and must remain.
3. Provide structural repair details per prior assessments for the following:
 - a. Roof & envelope repairs
 - i. Roof decking replacement in-kind with plywood. (Roof framing is assumed to be adequate.)
 - ii. Roof patch for cupola removal.
 - iii. Carport roof deck replacement.
 - iv. Cleaning and repainting of existing steel carport frames.
 - v. Low-slope elevator roof deck replacement
 - b. Masonry lintel replacement
 - i. Repointing of deteriorated mortar joints at exterior and interior masonry walls.
 - ii. Replacement of spalled or cracked block units.
 - iii. Replace deteriorated steel lintels supporting masonry veneer, particularly above west basement garage door.
 - iv. Masonry walls are assumed to be otherwise stable and do not require wholesale replacement.
 - c. Basement wall repairs
 - i. Addressing water infiltration at Northeast basement storage room (wall deterioration, corroded beam end) and east corridor wall near kitchen (significant water entry).
 - ii. Patching spalled concrete wall surfaces.
 - iii. Cleaning and recoating corroded steel beam ends embedded in walls.
 - iv. Replacing interior steel lintel.
 - v. Waterproofing the interior side of the basement wall. (Exterior excavation may be recommended.)
 - vi. Wall is assumed to be structurally sound.
 - d. Trench drain & floor repairs
 - i. Replacement of trench drain in Fire Department garage with corrected slope and elevation.
 - ii. Replacement of surrounding slab sections.
 - iii. Assumes existing subgrades are suitable for re-pour; no foundation work anticipated.
 - e. Basement concrete & steel repairs
 - i. Repair of spalled/deteriorated concrete walls and ceilings in basement areas.
 - ii. Patching at exposed reinforcing steel.

- iii. Recoating of corroded steel framing and embedded elements in basement.
4. Develop a statement of Special Inspections.

HVAC Scope:

1. Provide design drawings including plans, sections, notes, schedules, diagrams and details for AHJ plan review and construction of the following systems:
 - a. Space heating and cooling systems.
 - b. Ventilation systems including the dedicated outside air systems, general exhaust and dedicated exhaust systems.
 - c. Condenser water systems.
 - d. Heating hot water systems.
2. Prepare control diagrams and sequence of operations.
3. Prepare construction specifications.
4. Work with architectural and electrical disciplines during the creation of an energy code compliance check.

Plumbing Scope:

1. Provide design, plans, sections, details and specifications for AHJ plan review for demolition and new construction of the following plumbing systems:
 - a. Natural gas.
 - b. Domestic water.
 - c. Sanitary Sewer.
 - d. Compressed air.
 - e. Oil waste.
 - f. Storm Sewer.
 - g. Fluid conveyance in service garage basis of design.

Fire Protection Scope:

1. R.E. Warner to provide performance specification for fire suppression system for the service garage and additions for contractor and vendor coordination.
2. For the renovation, it shall be the responsibility of the contractor and respective vendor to modify existing system (if any) and reconfigure to the new layout provided by R.E. Warner.

Electrical Scope:

1. Provide design, plans, sections, and details for AHJ plan review and construction of the following electrical systems:
 - a. Interior lighting.

- b. Exterior/site lighting in the vicinity of the building.
 - c. Facility power inclusive of convenience and weld outlets.
 - d. Emergency lighting including exit signs.
 - e. Building grounding grid.
 - f. Communication systems showing physical locations of data outlets.
2. Work with mechanical discipline during the creation of an energy code compliance check.

Opinion of Probable Cost Scope:

1. Develop the following items:
 - a. Cost and construction schedule to the accuracy feasible early in the project.
 - b. Cost and construction schedule based on final construction documents.
2. Provide a high-level cost estimate to the accuracy feasible early in the project.

General Scope:

1. Attend the following meetings:
 - a. Project kickoff meeting at City of Fairview Park.
 - b. Bi-weekly design review meetings with the City of Fairview Park. This proposal assumes that design meetings will occur for roughly 6 months. This proposal also includes specialty design review meetings for security, access control, technology etc.
 - c. Contractor pre-bid meeting.
2. Provide the following onsite construction support:
 - a. Construction site visits during construction.
 - b. Complete construction walkthrough and create punch list.
3. Review RFI's during the bidding period.
4. Review RFI's and submittals during construction.
5. Provide as-recorded drawings based on contractor red-line markups.
6. Perform review of clash detection and coordination with engineering teams.

Project Management Scope:

1. Provide a single point of contact for project communication with City of Fairview Park.
2. Organize and lead design project meetings.
3. Provide design meeting minutes for meetings.
4. Create and maintain an action items list to track information transfer between City of Fairview Park and R.E. Warner.
5. Manage project design schedule.
6. Manage design budgets.
7. Track design changes and coordinate approval from City of Fairview Park prior to implementation.
8. Verify deliverables are consistent with project contract.



9. Prepare permit submittals for City of Fairview Park to submit to the agency having jurisdiction for each individual bid package.
10. Submit documents as required by authority having jurisdiction for planning, architectural review board, zoning, plan review and building permit procurement.

DELIVERABLES

1. Prepare digital copies of civil, landscape, structural, architectural, mechanical, electrical, and plumbing drawings for review, bid, and construction issues.
2. Prepare digital copies of construction specifications.
3. Paper copies requested by the client will be invoiced in accordance with our current rate sheet.
4. Prepare scope of work portion of construction specifications.
5. Prepare equipment cost estimates.
6. Prepare record status drawing revisions based on marked prints furnished by the contractor.
7. Original drawings will be delivered to City of Fairview Park upon completion of the project.
8. Document files in AutoCAD format(.dwg) will be delivered to City of Fairview Park upon completion of the project. These files are for your use and reference only. Because of potential data degradation and for record purposes, we will maintain an electronic copy of each document in portable document format (Adobe PDF) as the copy of record. Modification of the electronic media without our written permission is at the sole risk of the user.

RESPONSIBILITIES OF CITY OF FAIRVIEW PARK AND/OR OTHERS

1. Designate a representative with the authority to receive information and transmit instructions. It is understood that in performing professional services, R.E. Warner is not authorized to act as City of Fairview Park's agent in regard to contractual matters with others who may be involved in the project.
2. Provide requirements for the project including objectives, constraints, design and construction standards and reference drawings.
3. Arrange for safe, unrestricted access to the project site as required.
4. Inform R.E. Warner of all known or suspected hazardous substances, materials or constituents that may be present at the job site.
5. Obtain any and all consents, approvals, licenses and permits necessary for the project.
6. Provide construction and equipment contract inquires and awards.
7. Provide construction supervision and safety compliance.
8. Provide detail shop drawings and submittals of structural steel, rebars, miscellaneous steel, and finishes, etc.
9. Provide record information to allow preparation of record status drawings by R.E. Warner.
10. Provide existing drawings of any facility to remain immediately after proposal acceptance.

CLARIFICATIONS AND EXCEPTIONS (C&E)

General C&E:

1. This proposal assumes all project standards will be based on R.E. Warner design and drawings standards. These standards include but are not limited to drawing standards, title blocks and preferred material specifications. If required, incorporation of client standards can be completed at an additional cost to this proposal.
2. Demolition of existing service structure is to be the responsibility of the contractor. This will only be shown as an outline and general notes for reference on REW's drawings.
3. This proposal includes modeling in Revit to LOD 300 or AutoCAD Plant 3D ("Plant 3D") to LOD 200.
4. It has been assumed the required geotechnical recommendations are available. If additional information is not available, R.E. Warner can provide a bid specification for procurement of geotechnical services at an additional cost to this proposal.
5. It has been assumed the required site survey data is available. If additional information is not available, R.E. Warner to provide only boundary survey
6. This proposal assumes all environmental engineering will be by others. EPA permits, permits submission and modeling/drawings for permitting will only be completed as noted in the project scope.
7. This proposal assumes existing architectural, utility, equipment, mechanical, electrical, civil and structural drawings for city hall will be provided in AutoCAD, Revit, and/or Plant 3D (as applicable) format suitable for our use. Field work to determine existing conditions has not been included in this proposal. If additional fieldwork outside of what is included in this proposal is required, these services can be provided at an additional cost to this proposal.
8. This proposal assumes drawings submitted for review will be fully reviewed by City of Fairview Park to confirm direction is consistent with expectations. Design decisions on progress reviews should be identified at this time and adjustments to direction should be made through review comments and meetings.
9. It has been assumed that all meetings and communication can be completed via the meetings noted in the project scope. If additional weekly call-in meetings or travel for meetings is required, these services will be billed for travel and working time based on R.E. Warner's standard rate sheet for the year the services were completed.
10. We will provide assistance with building permit applications, however, building permit fees and submittals to city, county and state agencies will be by City of Fairview Park.
11. Book specifications will be provided
12. The proposal assumes all underground utility locations will be provided by City of Fairview Park. The use of ground penetrating radar and/or pot holing has not been included in the cost of this proposal.
13. Property research and title work have not been included in the cost of this proposal.

14. This proposal includes 1 presentation rendering.
15. Because R.E. Warner has no control over the cost of labor, materials, or equipment, over contractors' methods of determining prices, or over competitive bidding or market conditions, R.E. Warner's opinions of probable construction cost are made on the basis of R.E. Warner professional judgement and experience. R.E. Warner makes no warranty, express or implied, that the bids or negotiated cost of the work will not vary from R.E. Warner's opinion of probable cost.
16. This proposal assumes supply chain mitigation will not be required during construction.
17. This proposal includes iterations of design. In order to define scope and estimate time iterations of floor plans and elevations has been limited to 2.
18. Asbestos Containing Material (ACM) and Lead-Based Paint (LBP) assessments and reports are not included in this scope.
19. Client review comments are expected within 5 business days of submittal. Delays in review or late-stage design changes may impact schedule and budget.
20. This proposal does not include services related to unforeseen site conditions, such as unknown utilities, buried structures, or hazardous materials. If encountered, additional services will be proposed.
21. While we always design sustainably this project does not include any green building certifications such as WELL or LEED certifications.
22. Any excluded items listed above can be included as an amendment to this proposal.
23. Contract administration is not included in this proposal (per meeting on 08/27/2025)

Civil C&E:

1. This proposal includes analysis of the stormwater system and investigating local AHJ requirements but does not include any stormwater management design, including but not limited to water quality & quantity reductions. It has been assumed that all stormwater management requirements have been met and will be maintained in the future condition. If stormwater management design is required, this service can be provided at an additional cost.
2. This proposal only includes existing utility and storm reconnections. If new services are required, this work will be performed at R.E. Warner standard T&M rate.
3. A traffic flow study has not been included in this proposal. If deemed necessary, a traffic flow study can be performed at R.E. Warner standard T&M rate.
4. This proposal excludes the visitor parking expansion north of the existing City Hall building. Design of this area will be provided at an additional cost.
5. Design of off-site improvements, including roadway modifications, utility extensions beyond property limits, or traffic signal coordination, is excluded unless specifically noted.

Structural C&E: (Service Garage)

1. This proposal does not include any effort for design, coordination, or specification of any crane systems for the service garage. These services can be provided at an additional cost to this proposal.
2. This proposal assumes that shallow spread footers will be adequate to support the metal building columns. If deep foundations, such as caissons or piles, or soil stabilization, such as rammed aggregate piers, are required for this site, additional design and specifications will be required at additional cost to this proposal.
3. This proposal does not include any design effort for excavation or shoring design during construction.
4. R.E. Warner will not provide a final pre-engineered metal building 3D model or show final metal building steel on drawings. Any steel shown in the model or on drawings is only for reference and is estimated shapes, sizes, and layout. It is assumed a 3D model from the metal building supplier will be used for clash detection during the construction phase.
5. It is assumed the metal building columns will have pinned column baseplates.
6. This proposal assumes one iteration for design of the metal building foundations. If foundations need to be submitted prior to receiving final reactions, redesigned more than once, value engineered after final foundation design has been submitted, or if final building reactions are revised, the additional design required for this can be provided at additional cost to this proposal.
7. For metal buildings reactions, crane loads must be reported separately. If crane loads are combined with other reactions, it will be assumed that they are provided as live loads, and the building foundations will be sized accordingly, likely larger than what would have been required otherwise.

Structural C&E: (City Hall Addition)

1. This proposal assumes that the city hall addition will be a metal building system (also known as a pre-engineered metal building). No design effort has been included for any building envelope framing or shear walls.
2. This proposal assumes that the new building will not impart any additional snow drift loads on the adjacent building. This assumption will be verified during design. If it is determined that the existing structures will receive additional snow drift loading, analysis of the existing structures can be provided at an additional cost to the project.
3. The proposal assumes that no new fire wall or fire separation design is needed.
4. This proposal assumes that the building addition will be structurally isolated from the existing building and structure.

5. This proposal does not include any effort for design, coordination, or specification of any crane systems for the city hall addition. These services can be provided at an additional cost to this proposal.
6. This proposal assumes that shallow spread footers will be adequate to support the metal building columns. If deep foundations, such as caissons or piles, or soil stabilization, such as rammed aggregate piers, are required for this site, additional design and specifications will be required at additional cost to this proposal.
7. This proposal assumes that new foundations will be independent and not tie into or rely on existing foundations for support.
8. This proposal does not include any design effort for excavation or shoring design during construction.
9. R.E. Warner will not provide a final pre-engineered metal building 3D model or show final metal building steel on drawings. Any steel shown in the model or on drawings is only for reference and is estimated shapes, sizes, and layout. It is assumed a 3D model from the metal building supplier will be used for clash detection during the construction phase.
10. It is assumed the metal building columns will have pinned column baseplates.
11. This proposal assumes one iteration for design of the metal building foundations. If foundations need to be submitted prior to receiving final reactions, redesigned more than once, value engineered after final foundation design has been submitted, or if final building reactions are revised, the additional design required for this can be provided at additional cost to this proposal.
12. For metal buildings reactions, crane loads must be reported separately. If crane loads are combined with other reactions, it will be assumed that they are provided as live loads, and the building foundations will be sized accordingly, likely larger than what would have been required otherwise.

Structural C&E: (City Hall Renovation)

1. This proposal assumes the existing structure will be adequate for additional loads resulting from the expansion/modification. Structures with loads added will be evaluated to verify this assumption. If it is determined that reinforcing is required, design can be provided at an additional cost to this proposal.
2. The scope of the work does not include design of connections or evaluation of existing connections (weld sizes, lengths, and gusset plates, etc.).
3. This proposal assumes that existing drawings of all structural steel and foundations are available and up to date, including any modifications since original construction. Limited fieldwork has been included to verify this assumption. If it is found that the existing structure varies substantially from the existing drawings, additional effort may be required beyond this proposal to capture the true existing conditions.



4. Detailed field measurements of existing member sizes, locations, welds, connections and physical condition are excluded from this proposal.
5. This proposal does not include any structural observation or inspection of existing structure conditions for the renovations.
6. This proposal assumes that the structural importance factor will not change due to the new process or equipment being installed.
7. The proposal assumes that no new fire wall or fire separation design is needed.
This proposal assumes that the walls being demolished in the interior spaces are not structural walls. Time is included to confirm this assumption, however no structural demolition drawings or design for this demolition is included in this scope.

Electrical C&E:

1. Backup and emergency generation has been excluded from the scope of this proposal. If a backup/emergency generator is required, this can be designed at an additional cost to this proposal.
2. Communication, security and technology design is limited to backbone wiring between communication equipment. Equipment specification and selection is by others. It is assumed that the City has their already established vendors that these systems will need to tie into. Should these services be needed they can be added as an amendment to this proposal.
3. An arc flash study is not included in this proposal.
4. Fire alarm design has been excluded from this proposal. The site fire alarm supplier should be contracted to extend their system into the new building.
5. Lightning protection has been excluded from this proposal.
6. It is assumed that equipment vendors will be supplying wiring diagrams for their designed equipment. Wiring diagrams not provided by equipment vendor can be performed at an additional cost to this proposal.

Electrical C&E: (City Hall Renovation)

1. It is assumed that the existing electrical service has capacity and space for the addition of the new building loads. A new utility service has not been included. R.E. Warner will need loading of the existing service to determine if the new loads can be added. If the owner cannot provide this loading then metering of the service over time will be required. This metering has not been included in this proposal.



Plumbing C&E:

1. The proposal assumes existing utilities are adequate for the additional demand. Analysis of the natural gas, sanitary sewer and domestic water systems will be completed from the tie in location. If additional study or modification of any existing utility systems is required, these services can be provided at an additional cost to this proposal.
2. Design assumes existing utility capacity is sufficient. If upgrades are required, additional design services will be proposed.

KEY PERSONNEL

Mr. Ted Beltavski, PE will be the project officer.

Mr. Jose Rivera will serve as project manager.

SCHEDULE (REVISED 08/27/25)

Work will begin upon receipt of signed contract or PO issuance.

The following list anticipates the duration for each project milestone based on the understanding of the project and scope at the time of this proposal issuance. If the timeline for the project is affected by items outside of R.E. Warner's control, R.E. Warner will contact the client to discuss changes. Please note that a 5-day owner review time period is included.

Service Garage: with an anticipate date of October 13, 2025

- 30% Submission: 4 weeks → Due: November 10, 2025
- 60% Submission: 4 weeks → Due: December 8, 2025
- 90% Submission: 4 weeks → Due: January 5, 2026
- Permit Submission: 2 weeks → Due: January 22, 2026

City hall Addition & Renovation can run concurrently to avoid delays and allow simultaneous construction.

City Hall Addition:

- 30% Submission: November 17, 2025
- 60% Submission: December 22, 2025
- 90% Submission: January 26, 2026
- Permit Submission: February 9, 2026

City Hall Renovations:

- 30% Submission: December 1, 2025
- 60% Submission: January 5, 2026
- 90% Submission: February 9, 2026
- Permit Submission: February 23, 2026



ENGINEERING COST (REVISED 08/27/2025)

- Our services covered herein will be provided for a lump sum amount of **\$839,000.00**. Below is the breakdown of design services per scope:

Site Work: \$139,000

New Service Garage: \$282,000

Renovation of city hall: \$251,000

New Addition to city hall: \$167,000

- Owner's representative fee is not included in the fee above.

METHOD OF PAYMENT

Payment for our services will be monthly. Our invoices will be based upon our estimate of the proportion of the total services actually completed at the time of billing.

TERMS AND CONDITIONS

All services will be performed in accordance with the attached Professional Service Contract Standard Terms and Conditions dated April 7, 2025. Authorization by the Client to proceed, whether oral, email or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition or deletion. No waiver or modification of the terms and conditions set forth herein will be binding upon R.E. Warner unless made in writing and signed by the firm's authorized representative.

VALIDITY

This proposal is valid for 90 calendar days. Acceptance at a later date will require confirmation or modification of schedule and costs. work new scope that triggers a change order after December 31, 2025 is subject to 5% increase annually.

CONFIDENTIALITY

This proposal reflects our knowledge of your requirements and our unique approach to addressing those requirements. Since we do not receive a fee for this proposal, this document should be considered proprietary property of R.E. Warner and should not be disclosed in any way to other parties without the written consent of R.E. Warner.



PROFESSIONAL SERVICES CONTRACT STANDARD TERMS AND CONDITIONS

1. Agreement.

- 1.1. These Professional Services Contract Standard Terms and Conditions (the "Terms and Conditions") are attached to and supplement the Proposal for Engineering Services (the "Proposal") between R. E. Warner & Associates, Inc. ("R.E. Warner") and the Client (as defined in the Proposal) for the services on the Project (as defined in the Proposal). Together, these Terms and Conditions and the Proposal shall form the agreement between the parties ("Agreement").
- 1.2. To the extent that these Terms and Conditions conflict with the Proposal, the Proposal shall control. In the event of a conflict between the terms of this Agreement and the terms of any other agreement entered into by the parties in connection with the Project, whether written or oral, the terms of this Agreement shall control.
- 1.3. The Proposal and the Terms and Conditions embody the entire agreement between R.E. Warner and Client in connection with the project.

2. Payment.

- 2.1. R.E. Warner shall submit invoices for services rendered and reimbursable expenses incurred as described in the Proposal. Invoices are due upon receipt and shall be considered past due if not paid within 30 calendar days of the due date.
- 2.2. A service charge of one-and-one-half (1.5) percent of the past due amount per month, may be applied to past due invoices, calculated from the invoice due date. R.E. Warner may, after giving seven (7) days' written notice to Client, terminate this Agreement or suspend services until it has been paid in full all amounts due to it.
- 2.3. R.E. Warner will assume no liability to Client for any costs or damages as a result of any termination or suspension due to non-payment under paragraph 2.2 above. The Client agrees to pay all costs of collection, including reasonable attorney's fees, resulting from Client's failure to make payment in accordance with this Agreement.

3. Standard of Care. In providing services under this agreement, R.E. Warner shall perform in a manner consistent with that degree of care and skill ordinarily exercised under similar circumstances by members of its profession at the same time and in the same or similar locality (the "Standard of Care"). Regardless of any other term or condition of this Agreement, nothing in this Agreement shall require R.E. Warner to perform professional services to a standard that exceeds the Standard of Care and R.E. Warner makes no warranty, express or implied, as to its professional services rendered under this Agreement. Accordingly, Client should prepare and plan for clarifications and modifications, which may impact both the cost and schedule of the Project.

4. Timeliness of Performance. Client and R.E. Warner are aware that many factors outside R.E. Warner's control may affect R.E. Warner's ability to complete the services to be provided under this Agreement. R.E. Warner will perform these services with reasonable diligence and expediency consistent with the Standard of Care but is not responsible for delays outside its control.

5. Reuse of Documents: Ownership. R.E. Warner retains ownership of all documents prepared by R.E. Warner, whether or not incorporated into any final work product, as instruments of service. Consultant grants the Client a nonexclusive license to

use documents produced by the Consultant for the sole and exclusive purpose of constructing, using, maintaining, altering, and adding to the Project, provided the Client substantially performs its obligations under this Agreement including payment of all sums when due. If this Agreement is terminated, the license granted in this section shall terminate. Any use or reuse of Consultant's documents absent the Consultant's participation shall be at the sole risk of the Client, who, to the fullest extent permitted by law, shall release, indemnify, defend and hold harmless the Consultant from any and all claims or damages arising from such use.

6. Termination.

- 6.1. Client or R.E. Warner may terminate this Agreement for any reason upon giving the other party twenty (20) calendar days' written notice.
- 6.2. In the event the Agreement terminates for any reason, Client shall pay R.E. Warner for all services rendered and all reimbursable costs up to the effective date of termination. In addition, where Client terminates for convenience, Client shall pay R.E. Warner for all expenses reasonably incurred by R.E. Warner in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination.

7. Defects in Service. Client shall promptly report to R.E. Warner any defects or suspected defects in R.E. Warner's services. Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement. Failure by Client and Client's contractors or subcontractors to notify R.E. Warner shall relieve R.E. Warner of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

8. Indemnification.

- 8.1. R.E. Warner shall, to the fullest extent permitted by law, indemnify and hold Client and its officers, directors, and employees harmless from and against damages or losses, but only to the extent caused by negligent performance of professional services under this Agreement by R.E. Warner or anyone for whom R.E. Warner is legally liable. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties expressly agree that R.E. Warner has no duty to defend the Client from and against any claims, causes of action, or proceedings of any kind.
- 8.2. Client shall, to the fullest extent permitted by law, indemnify and hold harmless R.E. Warner, its officers, directors, employees, and subconsultants against all damages or liabilities, to the extent caused by Client's negligent acts, errors, or omissions in connection with the Project, as well as the acts, errors, or omissions of anyone for whom Client is legally liable.
- 8.3. Neither the Client nor R.E. Warner shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence, or that of any other party for whom the indemnifying party is not legally liable.
9. Controlling Law; Jurisdiction; Venue. Client and R.E. Warner agree that this Agreement and any legal actions concerning its

validity, interpretation, and performance shall be governed by the laws of Ohio without regard to any conflict of laws provisions, which may apply to the laws of other jurisdictions. It is further agreed that any legal action between the Client and the R.E. Warner arising out of this Agreement or the performance of the services shall be brought solely in a court of competent jurisdiction in Ohio.

10. Assignment.

10.1. Neither party to this Agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by R.E. Warner as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

10.2. Nothing in the Agreement shall be construed to give any rights or benefits to anyone other than parties hereto.

11. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

12. Severability. If any provisions of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding.

13. Waiver. The failure or delay of either party to insist upon a strict performance of any right hereunder shall not be deemed a waiver of any rights or remedies that either party may have nor a waiver of any subsequent breach or default in any of such agreements, terms, covenants, or conditions.

14. Limitation of Liability. To the maximum extent permitted by law, Client agrees to limit R.E. Warner's liability for Client's damages to the sum of \$50,000, or ten percent of the final total of this Agreement, whichever is greater (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of insurance proceeds actually available to R.E. Warner for the claim at issue at the time of settlement or final judgment. This limitation shall apply regardless of the cause of action or legal theory pled, claimed, or asserted.

15. Consequential Damages. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor R.E. Warner, their respective officers, directors, partners, employees, contractors or subconsultants, shall be liable to the other or make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including without limitation negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and R.E. Warner shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Project.

16. Third-Party Beneficiaries. R.E. Warner's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the R.E. Warner because of this Agreement or the performance or nonperformance of services hereunder. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or R.E. Warner. Client and R.E. Warner agree to require a similar provision in all contracts with other entities involved in this

Project to carry out the intent of this provision.

17. Betterment. If a required item or component of the Project is omitted from R.E. Warner's deliverables, R.E. Warner shall not be responsible for the cost required to add or correct such item or component to the extent the cost would have been incurred had the item, component, or service been included in the original deliverables. In no event will R.E. Warner be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

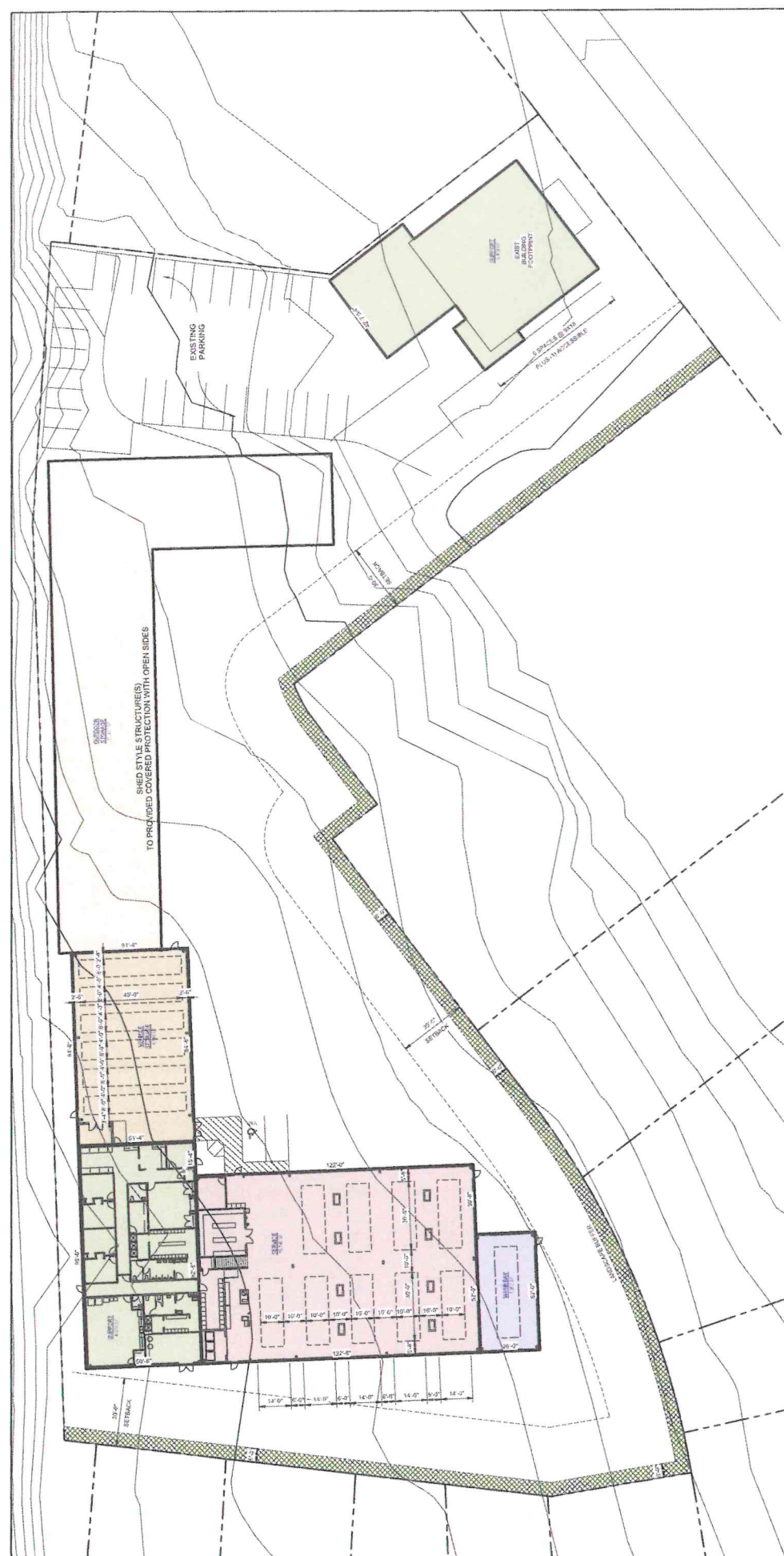
18. Hazardous Materials. R. E. Warner shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form. Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless R. E. Warner and its officers, directors, employees, agents and subconsultants from and against any and all claims arising out of or in any way connected with any hazardous materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of R. E. Warner.

19. Force Majeure. Any delays in or failure of performance by either party under this Agreement, or any other agreement executed in connection therein, shall not constitute default hereunder or give rise to any claims for damages against said party if and to the extent caused by occurrences beyond the control of the party affected.

20. Insurance. During the term of this Agreement, R. E. Warner agrees to provide evidence of insurance coverages as listed on the attached Certificate of Liability Insurance.

21. Certification, Guarantees, Warranties. R. E. Warner shall not be required to execute any document that would result in R. E. Warner certifying, guaranteeing or warranting the existence of any conditions. R. E. Warner makes no warranty either express or implied as to R. E. Warner's findings, recommendations, plans, specifications, drawings, or professional advice. The Client recognized and accepts that R. E. Warner owes no fiduciary responsibility to the Client.

22. Dispute Resolution. Claims, disputes, and other matters in question between the parties to this Agreement arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a condition precedent to formal binding dispute resolution. Unless the parties mutually agree otherwise, mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. Costs of mediation shall be equally borne by R.E. Warner and Client. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. If such matter relates to or is the subject of a lien arising out of R.E. Warner's services, R.E. Warner may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Any action unresolved through mediation shall be subject to litigation in accordance with Paragraph 9 above. This provision shall survive and continue after execution and delivery of this Agreement.



BUILDING AREA OPT 2

SUPPORT	SECOND FLOOR	3,591 SF
SUPPORT	FIRST FLOOR	5,472 SF
SERVICE		10,140 SF
VEHICLE STORAGE		4,346 SF
WASH BAY		1,352 SF
SUPPORT		4,976 SF
		29,877 SF

AREA LEGEND

VEHICLE STORAGE	VEHICLE STORAGE
SERVICE	SUPPORT
WASH BAY	OUTDOOR STORAGE

Site - Project North North
SCALE: 1" = 20'-0"

CITY OF FAIRVIEW PARK
SOLAR MAINTENANCE GARAGE
22100 MASTIC ROAD
FAIRVIEW PARK, OH 44126

ALTERNATE SITE STUDY

SKA 105

REV: B

Draft

REWARNER
2000 Camp Hill Rd., Suite 100
North Canton, OH 44705

DATE: 11/15/2017
BY: [Signature]
CHECKED BY: [Signature]
DATE: 11/15/2017
SCALE: 1" = 20'-0"

PROJECT NO: 17-0001
SHEET NO: 105



AREA LEGEND

VEHICLE STORAGE	VEHICLE STORAGE
SERVICE	SERVICE
SUPPORT	SUPPORT
WASH BAY	WASH BAY

BUILDING AREA OPT 1

SERVICE	9,766 SF
VEHICLE STORAGE	18,404 SF
WASH BAY	1,013 SF
SUPPORT	5,472 SF
SUPPORT	3,591 SF
VEHICLE STORAGE	3,475 SF
TOTAL	41,751 SF

PRELIMINARY SITE STUDY
SCALE: 1" = 20'-0"

CITY OF FAIRVIEW PARK
SOLAR MAINTENANCE GARAGE
22100 MASTIC ROAD
FAIRVIEW PARK, OH 44126

SHEET TITLE: ALTERNATE SITE STUDY

SHEET NUMBER: **SKA102**

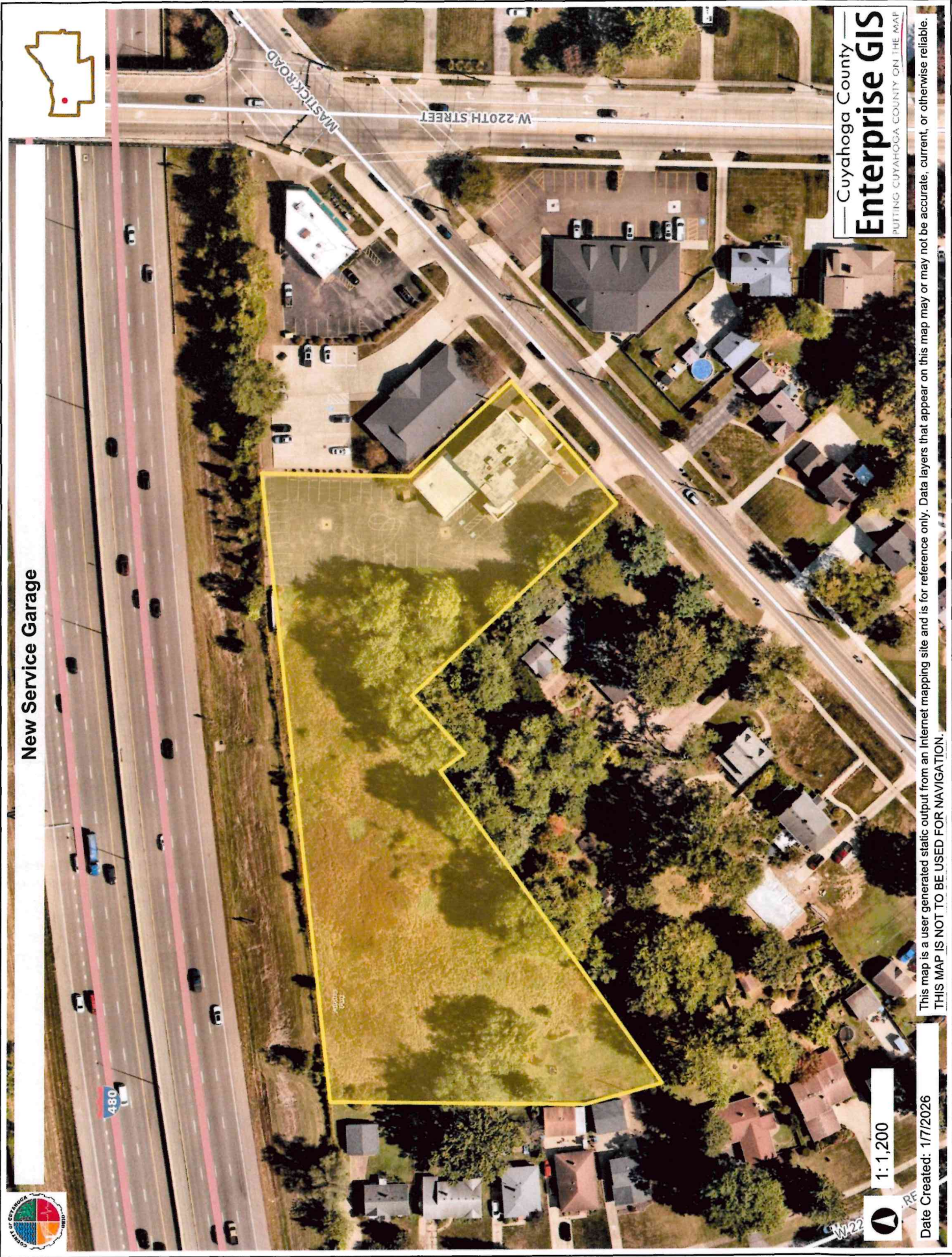
REV: **B**

PROJECT: CITY OF FAIRVIEW PARK
PROJECT NO: 2020-01
DATE: 01/15/2021
SCALE: 1" = 20'-0"

DESIGNED BY: [blank]
CHECKED BY: [blank]
DATE: [blank]
SCALE: 1" = 20'-0"

Draft

REWARNER
20000 LAMAR BLVD. SUITE 202
COLUMBUS, OH 43220
PHONE: 614.422.1234
WWW.REWARNER.COM



New Service Garage

Cuyahoga County
Enterprise GIS
PUTTING CUYAHOCA COUNTY ON THE MAP

1:1,200

Date Created: 1/7/2026

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION.

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0038

Sponsored by: **County Executive Ronayne/Department of Public Works**

A Resolution making an award on RQ16255 with Schirmer Construction in the amount not-to-exceed \$2,316,572.50 for replacement of existing Ridgewood Drive Bridge 03.50 over West Creek in the City of Parma, effective upon signatures of all parties through project completion; authorizing the County Executive to execute Contract No. 5848 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive/Department of Public Works recommends an award on RQ16255 with Schirmer Construction in the amount not-to-exceed \$2,316,572.50 for replacement of existing Ridgewood Drive Bridge 03.50 over West Creek in the City of Parma, effective upon signatures of all parties through project completion; and

WHEREAS, the primary goal of this project is the replacement of the Ridgewood Drive Bridge 03.50 over West Creek, including replacing abutting pavement and pavement markings; and

WHEREAS, the project is funded 80% Federal Funds (\$1,853,258.00) and 20% Ohio Public Works Commission (\$463,314.50); and

WHEREAS, the project is located in Cuyahoga County Council District No. 4; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ16255 with Schirmer Construction in the amount not-to-exceed \$2,316,572.50 for replacement of existing Ridgewood Drive Bridge 03.50 over West Creek in the City of Parma, effective upon signatures of all parties through project completion.

SECTION 2. That the County Executive is authorized to execute Contract No. 5848 and all other documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	CUY CR 65 03.50 [RIDGEWOOD DRIVE], REPLACEMENT OF EXISTING BRIDGE OVER WEST CREEK IN THE CITY OF PARMA, OHIO
Department or Agency Name	Department of Public Works
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
Original	CM 5848	Schirmer Construction LLC	2/16/2026 to Completion	\$2,316,572.50	Pending	Pending

Service/Item Description (include quantity if applicable). REPLACEMENT OF THE RIDGEWOOD DRIVE BRIDGE 03.50 OVER WEST CREEK. WORK INCLUDES REPLACING ABUTTING PAVEMENT AND PAVEMENT MARKINGS.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
Age of items being replaced: **How will replaced items be disposed of** **N/A**

Project Goals, Outcomes or Purpose (list 3): REPLACEMENT OF THE RIDGEWOOD DRIVE BRIDGE 03.50 OVER WEST CREEK. WORK INCLUDES REPLACING ABUTTING PAVEMENT AND PAVEMENT MARKINGS.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address:	Owner, executive director, other (specify):
Schirmer Construction LLC 31350 Industrial Pkwy North Olmsted, Ohio 44070	Nick Iafigliola -President
Vendor Council District:	Project Council District:
District 5	District 4
If applicable provide the full address or list the municipality(ies) impacted by the project.	City of Parma

COMPETITIVE PROCUREMENT

NON-COMPETITIVE PROCUREMENT

RQ# 16255 <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: \$2,316,572.50	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 66 / 4	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. Federally Funded- No Goals If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase
	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment - (list original procurement)
Mathematically Balanced	<input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below.
<div> <div>List date of TAC approval</div> <div>Date:</div> </div> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.
Are the purchases compatible with the new ERP system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. Federal Funding 80.00 % - \$1,853,258.00 OPWC Funding 20.00 % - \$463,314.50 Total \$2,316,572.50

Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain):

Provide status of project.	
Is contract/purchase late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
Reason:	
Timeline	
Project/Procurement Start Date (date your team started working on this item):	12/1/25
Date documents were requested from vendor:	12/1/25
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	16255
Infor/Lawson PO # Code (if applicable):	RFB
Event #	6696
CM Contract#	5848

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Construction Projects – Road & Bridge Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			WB	RS
Notice of Intent to Award (<i>sent to all responding vendors</i>)			WB	RS
Bid Specification Packet (<i>includes Legal Notice to Bidders</i>)			WB	RS
Final DEI Goal Setting Worksheet			N/A	N/A
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			WB	RS
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>			N/A	N/A
Non-Collusion Affidavit			WB	RS
Public Works Bid Results			WB	RS
Bid Tabulation Sheet---SEE DPW TAB SHEET			WB	RS
Prevailing Wage Public Improvement Agreement			WB	RS
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>			WB	RS
Worktype Worksheets, <i>if applicable</i>			WB	RS
SBE Worktype Worksheets, <i>if applicable</i>			N/A	N/A
Drug Free Workplace, <i>if applicable</i>			WB	RS
Project of Similar Complexity, <i>if applicable</i>			WB	RS
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>			WB	RS
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) IN PROPOSAL			WB	RS
Other, <i>per Section 3 “Required Bid Documents”</i>			WB	RS
IG#	23-0433-REG	12/31/2027	WB	Schirmer Construction LLC 23-0433-REG 12/31/2027
Debarment/Suspension Verified	Date:	12/3/25	WB	RS
Auditor’s Finding	Date:	12/2/25	WB	RS
Vendor’s Submission (<i>Form of Proposal</i>)			WB	RS
Independent Contractor (I.C.) Form	Date:	12/2/25	WB	RS
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>			N/A	N/A

Department of Purchasing – Required Documents Checklist

TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)	N/A	N/A
Checklist Verification	WB	RS 1.7.26

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot	WB
COI	WB
Workers' Compensation Insurance	WB
Railroad Insurance – if required	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
2/16/26 to Completion Upon Signature – Project Completion	PW605100	73300	CRDOT 0005201	73300	\$2,316,572.50
			TOTAL		\$2,316,572.50

PURCHASING USE ONLY

Prior Resolutions:	N/A
CM#:	5848
Vendor Name:	Schirmer Construction LLC
Time Period:	Upon Signature – Project Completion
Amount:	\$2,316,572.50
History/CE:	Ok
EL:	Ok
Purchasing Notes:	REPLACEMENT OF THE RIDGEWOOD DRIVE BRIDGE 03.50 OVER WEST CREEK. WORK INCLUDES REPLACING ABUTTING PAVEMENT AND PAVEMENT MARKINGS. Federal Funding 80.00 % - \$1,853,258.00 OPWC Funding 20.00 % - \$463,314.50 Total \$2,316,572.50
Purchasing Agents Initials and date of approval	RS 1.7.26

Department of Purchasing – Required Documents Checklist

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0039

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution authorizing a grant agreement with U.S. Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$7,998,351.00 for the Taxiways Shifting Phase I (Construction) project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; authorizing the County Executive to execute the Grant Agreement and all other documents consistent with said agreements and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, the County Executive/Department of Public Works/Division of Public Utilities recommends entering into a grant agreement with U.S. Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$7,998,351.00 for the Taxiways Shifting Phase I (Construction) project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; and

WHEREAS, the primary goal of this project is for the Shift Taxiway A (2,200' x 35'); Shift Taxiway A3 (263' X 35') (Future Taxiway B1) including Medium-Intensity Taxiway Edge Lighting (MITL) LED and Signage Phase I (Construction) at the Cuyahoga County Airport; and

WHEREAS, this project is funded \$7,998,351.00 Federal Aviation Authority Grant Funds. The overall project also includes County matching funds in an amount not-to-exceed \$423,603.21 Airport Capital Improvement Plan Funds, and \$420,968.61 Ohio Department of Transportation, Office of Aviation FY2026 Ohio Airport Improvement Grant Program Funds for a total project cost of \$8,842,922.82; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL
OF CUYAHOGA COUNTY, OHIO:**

SECTION 1. That the Cuyahoga County Council hereby authorizes a grant agreement with U.S. Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$7,998,351.00 for the Taxiways Shifting Phase I (Construction) project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant and authorizes the county matching funds in an amount not-to-exceed \$423,603.21.

SECTION 2. That the County Executive is authorized to execute Grant Agreement and all other documents consistent with said agreement and this Resolution. Requesting designation of Michael Dever, M.P.A., Director, Department of Public Works to serve as Applicant's agent to make application, accept and execute the grant award, financial reports, and programmatic reports in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

GRANT TRANSACTION

TITLE	2025 Public Works requests approval to Accept and Signature of U.S. Department of Transportation, Office of Federal Aviation Administration, Airport Infrastructure Grant (AIG) contract for the Shift Taxiway A (2,200' x 35'); Shift Taxiway A3 (263' X 35') (Future Taxiway B1) including Medium-Intensity Taxiway Edge Lighting (MITL) LED and Signage Phase I (Construction) at the Cuyahoga County Airport.
DEPARTMENT OR	Public Works

<p>REQUESTED ACTION – PLEASE CHECK ALL THAT IS APPLICABLE</p> <p>*PLEASE INCLUDE SUPPORTING DOCUMENTS AS ATTACHMENTS TO THE SUBMISSION IN ONBASE.</p>	<p><input type="checkbox"/> Authority to Apply <i>(for grants with Cash Match and/or Subrecipients)</i>.</p> <p><input type="checkbox"/> Grant Application <i>(for grants with no Cash Match or Subrecipients)</i>.</p> <p style="padding-left: 40px;">➤ <i>Is County Executive signature required</i> <input type="checkbox"/> Yes <input type="checkbox"/> N</p> <p><input checked="" type="checkbox"/> Grant Agreement <i>(when the signature of the County Executive is required)</i>.</p> <p><input type="checkbox"/> Grant Award <i>(when the signature of the County Executive is not required)</i>.</p> <p><input type="checkbox"/> Grant Amendments</p> <p><input type="checkbox"/> Pre-Award Conditions Forms <i>(when no signature is required by the County Executive)</i></p>
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GRANT CURRENT/HISTORICAL INFO	NAME OF GRANT	TIME PERIOD	AMOUNT	PREVIOUS APPROVAL (PLEASE PROVIDE BOC MEETING DATE)	APPROVAL NO.
ORIGINAL (O)	Airport Improvement Program (AIP) Grant		\$7,998,351.00 County share: \$423,603.21		
AMENDMENT (A-1)					
AMENDMENT (A-)					
DESCRIPTION/ EXPLANATION OF THE GRANT:	This grant contributes \$7,998,351.00 in Federal Aviation Administration funds for the Shift Taxiway A (2,200' x 35'); Shift Taxiway A3 (263' X 35') (Future Taxiway B1) including Medium-Intensity Taxiway Edge Lighting (MITL) LED and Signage Phase I (Construction) at the Cuyahoga County Airport, with the County only needing to contribute \$423,603.21 (non-eligible).				
PROJECT GOALS, OUTCOMES OR PURPOSE (LIST 3):	Approval to apply, accept, and get signatures on grants.				
	Take advantage of Federal Aviation Administration funding.				
	Continue fulfilling the ongoing County Airport Improvements Plan.				

GRANT SUBRECIPIENTS – ARE THERE ANY SUBRECIPIENTS THAT ARE WRITTEN INTO THE GRANT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF ANSWERED YES, PLEASE COMPLETE THE BOXES BELOW AS IT PERTAINS TO THE SUBRECIPIENT.	
FOR MULTIPLE SUBRECIPIENTS, PLEASE COPY THIS SECTION AND COMPLETE FOR EACH SUBRECIPIENT.	
SUBRECIPIENT'S NAME AND ADDRESS:	
LIST THE (OWNERS, EXECUTIVE DIRECTOR,	

OTHER(specify) FOR THE CONTRACTOR/VENDOR	
SUBRECIPIENT'S COUNCIL DISTRICT:	
DOLLAR AMOUNT ALLOCATED:	

PROJECT COUNCIL DISTRICT:	11
PROVIDE FULL ADDRESS/LIST MUNICIPALITY(IES) IMPACTED BY GRANT/PROJECT, IF APPLICABLE.	Richmond Heights directly and Northeast as a whole, with the airport being a regional hub.

FUNDING SOURCE:	Please provide the complete, proper name of the funding source (no acronyms) for receipt of this grant.
	Department of Public Works – Airport Capital Improvement Plan budget
	Does this require a Cash Match by the County? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, how much is required for the Cash Match by the County? Also, please provide the complete, proper name of the County funding source (no acronyms) that will be used for the Cash Match. Include percentages of funding if using more than one County funding source for the Cash Match.
	\$423,603.21 - 100% - Department of Public Works – Airport Capital Improvement Plan budget

Application for Federal Assistance SF-424

***1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

***2. Type of Application**

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

***3. Date Received:**

RECEIVED
By Christy M. Gabany at 3:37 pm, Aug 05, 2025

4. Applicant Identifier:

5a. Federal Entity Identifier:
3-39-0021-039-2025

***5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

***a. Legal Name:** Cuyahoga County Airport, Ohio

***b. Employer/Taxpayer Identification Number (EIN/TIN):**
34-6000817

***c. UEI:**
GWKMA1HNL1Y1

d. Address:

*Street 1: 2079 East 9th St.
Street 2:
*City: Cleveland
County/Parish:
*State: OH
*Province: Cuyahoga
*Country: USA: United States
*Zip / Postal Code 44115-0000

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Paul
Middle Name:
*Last Name: Sturman
Suffix:

Title: Senior Project Manager

Organizational Affiliation:
Cuyahoga County

***Telephone Number:** (216) 698-2477

Fax Number:

***Email:** pjsturman@cuyahogacounty.us

Application for Federal Assistance SF-424***9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

3-39-0021-039-2025

*Title:

Shift Taxiway A (2,200' X 35') including MITL LED and Signage - Phase I (Construction) Shift Taxiway A3 (263' X 35')

13. Competition Identification Number:

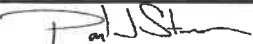
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):***15. Descriptive Title of Applicant's Project:**

Shift Taxiway A (2,200' X 35') including MITL LED and Signage - Phase I (Construction)

Shift Taxiway A3 (263' X 35') (Future Taxiway B1) including MITL LED and Signage - Phase I (Construction)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: 10	*b. Program/Project: 11/14
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
*a. Start Date: 07/07/2025	*b. End Date: 01/29/2027
18. Estimated Funding (\$):	
*a. Federal	\$ 7,998,351.00
*b. Applicant	\$ 420,968.61
*c. State	\$ 0
*d. Local	\$ 423,603.21
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$8,842,922.82
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____. <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
*20. Is the Applicant Delinquent On Any Federal Debt?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", explain:	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: _____	*First Name: Paul _____
Middle Name: _____	
*Last Name: Sturman _____	
Suffix: _____	
*Title: Senior Project Manager	
*Telephone Number: 216-698-2477	Fax Number: _____
* Email: pjsturman@cuyahogacounty.us	
*Signature of Authorized Representative: 	*Date Signed: 08/05/2025

Project Cost Breakdown

Airport: Cuyahoga County Airport

Project Description: Shift Taxiway A (2200' X 35') including MITL LED and Signage - Phase I (Construction)
Shift Taxiway A3 (263' X 35') (Future Taxiway B3) including MITL LED and Signage - Phase I (Construction)

Brief Item Description	Construction				Total Cost	Total Eligible Costs	Eligible Federal Share 95%	Eligible Sponsor Share 5.0%	Ineligible Cost	Total Sponsor Share
	Construction Costs	Observation and Administration	Admin	IFE						
Construction										
Pavement										
Reconfigure Taxiway A (2200' X 35') - Phase 1 Construction	\$4,699,869.05	\$529,671.82	\$10,000.00	\$2,491.00	\$5,242,031.87	\$5,242,031.87	\$4,979,930.00	\$262,101.87	\$0.00	\$262,101.87
Reconfigure Taxiway A (2200' X 35') - Phase 1 Construction (Ineligible)	\$377,220.00	\$46,382.21			\$423,603.21	\$0.00	\$0.00	\$0.00	\$423,603.21	\$423,603.21
Reconfigure Taxiway A3 (263' X 35') - Phase 1 Construction	\$1,127,045.19	\$186,100.91			\$1,313,146.10	\$1,313,146.10	\$1,247,488.00	\$65,658.10	\$0.00	\$65,658.10
Electrical Components										
Reconfigure Taxiway A Electrical - Phase 1 Construction	\$1,378,892.70	\$143,805.20			\$1,522,697.90	\$1,522,697.90	\$1,446,563.00	\$76,134.91	\$0.00	\$76,134.91
Reconfigure Taxiway A3 Electrical - Phase 1 Construction	\$275,835.60	\$64,608.14			\$341,443.74	\$341,443.74	\$324,371.00	\$17,072.74	\$0.00	\$17,072.74
Totals	\$7,859,862.54	\$970,569.28	\$10,000.00	\$2,491.00	\$8,842,922.82	\$8,419,319.61	\$7,998,351.00	\$420,967.62	\$423,603.21	\$844,570.83

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0040

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution authorizing a grant agreement with U.S Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$2,611,694.00 for the Taxiway B reconstruction project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; authorizing the County Executive to execute the Grant Agreement and all other documents consistent with said agreements and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Public Works/Division of Public Utilities recommends entering into a grant agreement with U.S Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$2,611,694.00 for the Taxiway B reconstruction project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant; and

WHEREAS, the primary goal of this project is for the reconstruction of Taxiway B Construction at the Cuyahoga County Airport; and

WHEREAS, this project is funded \$2,611,694.00 Federal Aviation Authority Grant Funds. The overall project also includes County matching fund in the amount not-to-exceed \$56,425.25 Airport Capital Improvement Plan Funds, and \$137,457.64 Ohio Department of Transportation, Office of Aviation FY2026 Ohio Airport Improvement Grant Program Funds for a total project cost of \$2,805,576.89; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL
OF CUYAHOGA COUNTY, OHIO:**

SECTION 1. That the Cuyahoga County Council hereby authorizes a grant agreement with U.S Department of Transportation, Office of Federal Aviation Administration in the total amount not-to-exceed \$2,611,694.00 for the Taxiway B reconstruction project at the Cuyahoga County Airport, located at 26300 Curtiss Wright Parkway, Richmond Heights in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant and authorizes the County to match funds in an amount not-to-exceed \$56,425.25.

SECTION 2. That the County Executive is authorized to execute Grant Agreement and all other documents consistent with said agreement and this Resolution. Requesting designation of Michael Dever, M.P.A., Director, Department of Public Works to serve as Applicant's agent to make application, accept and execute the grant award, financial reports, and programmatic reports in connection with the Federal Aviation Authority FY2025 Airport Improvement Program Grant.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

GRANT TRANSACTION

TITLE	2025 Public Works requests approval to Apply, Accept, and Signature of U.S. Department of Transportation, Office of Federal Aviation Administration, Infrastructure Investment and Jobs Act (IIJA), Airport Infrastructure Grant (AIG) contract for Reconstruct Taxilane B (35' x 789') Construction at the Cuyahoga County Airport.
DEPARTMENT OR AGENCY NAME	Public Works

REQUESTED ACTION – PLEASE CHECK ALL THAT IS APPLICABLE *PLEASE INCLUDE SUPPORTING DOCUMENTS AS ATTACHMENTS TO THE SUBMISSION IN ONBASE.	<input type="checkbox"/> Authority to Apply <i>(for grants with Cash Match and/or Subrecipients).</i> <input checked="" type="checkbox"/> Grant Application <i>(for grants with no Cash Match or Subrecipients).</i> ➤ <i>Is County Executive signature required</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Grant Agreement <i>(when the signature of the County Executive is required).</i> <input type="checkbox"/> Grant Award <i>(when the signature of the County Executive is not required).</i> <input type="checkbox"/> Grant Amendments <input type="checkbox"/> Pre-Award Conditions Forms <i>(when no signature is required by the County Executive)</i>
--	--

GRANT CURRENT/ HISTORICAL INFO	NAME OF GRANT	TIME PERIOD	AMOUNT	PREVIOUS APPROVAL (PLEASE PROVIDE BOC MEETING DATE)	APPROVAL NO.
ORIGINAL (O)	Infrastructure Investment and Jobs Act (IIJA), Airport Infrastructure Grant (AIG)		\$2,611,694.00 County share: \$56,425.25		
AMENDMENT (A-1)					
AMENDMENT (A-)					

DESCRIPTION/ EXPLANATION OF THE GRANT:	This grant contributes \$2,611,694.00 in Federal Aviation Administration funds for Reconstruct Taxilane B (35' x 789') Construction at the Cuyahoga County Airport, with the County only needing to contribute \$56,425.25 (non-eligible).
PROJECT GOALS, OUTCOMES OR PURPOSE (LIST 3):	Approval to apply, accept, and get signatures on grants.
	Take advantage of Federal Aviation Administration funding.
	Continue fulfilling the ongoing County Airport Improvements Plan.

GRANT SUBRECIPIENTS – ARE THERE ANY SUBRECIPIENTS THAT ARE WRITTEN INTO THE GRANT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<i>IF ANSWERED YES, PLEASE COMPLETE THE BOXES BELOW AS IT PERTAINS TO THE SUBRECIPIENT. FOR MULTIPLE SUBRECIPIENTS, PLEASE COPY THIS SECTION AND COMPLETE FOR EACH SUBRECIPIENT.</i>	
SUBRECIPIENT'S NAME AND ADDRESS:	
LIST THE (OWNERS, EXECUTIVE DIRECTOR, OTHER(specify) FOR THE CONTRACTOR/VENDOR	
SUBRECIPIENT'S COUNCIL DISTRICT:	

DOLLAR AMOUNT ALLOCATED:	
--------------------------	--

PROJECT COUNCIL DISTRICT:	11
PROVIDE FULL ADDRESS/LIST MUNICIPALITY(IES) IMPACTED BY GRANT/PROJECT, IF APPLICABLE.	Richmond Heights directly and Northeast as a whole, with the airport being a regional hub.

FUNDING SOURCE:	Please provide the complete, proper name of the funding source (no acronyms) for receipt of this grant.
	Department of Public Works – Airport Capital Improvement Plan budget
	Does this require a Cash Match by the County? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	If yes, how much is required for the Cash Match by the County? Also, please provide the complete, proper name of the County funding source (no acronyms) that will be used for the Cash Match. Include percentages of funding if using more than one County funding source for the Cash Match.
	\$56,425.25 - 100% - Department of Public Works – Airport Capital Improvement Plan budget

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Revision
*3. Date Received: <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> RECEIVED <small>By Christy M. Gabany at 4:15 pm, Jul 02, 2025</small> </div>	4. Applicant Identifier:
5a. Federal Entity Identifier: 3-39-0021-__-2025	*5b. Federal Award Identifier:
State Use Only:	
6. Date Received by State:	7. State Application Identifier:
8. APPLICANT INFORMATION:	
*a. Legal Name: Cuyahoga County Airport, Ohio	
*b. Employer/Taxpayer Identification Number (EIN/TIN): 34-6000817	*c. UEI: GWKMA1HNL1Y1
d. Address:	
*Street 1: 2079 East 9th St. Street 2: _____ *City: Cleveland County/Parish: _____ *State: OH *Province: Cuyahoga *Country: USA: United States *Zip / Postal Code 44115-0000	
e. Organizational Unit:	
Department Name:	Division Name:
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: Mr. *First Name: Paul Middle Name: _____ *Last Name: Sturman Suffix: _____	
Title: Senior Project Manager	
Organizational Affiliation: Cuyahoga County	
*Telephone Number: (216) 698-2477	Fax Number:
*Email: pjsturman@cuyahogacounty.us	

Application for Federal Assistance SF-424
<p>*9. Type of Applicant 1: Select Applicant Type: B: County Government</p> <p>Type of Applicant 2: Select Applicant Type: Pick an applicant type</p> <p>Type of Applicant 3: Select Applicant Type: Pick an applicant type</p> <p>*Other (Specify)</p>
<p>*10. Name of Federal Agency: Federal Aviation Administration</p>
<p>11. Catalog of Federal Domestic Assistance Number: 20.106</p> <p>CFDA Title: Airport Improvement Program</p>
<p>*12. Funding Opportunity Number: 3-39-0021-__ __-2025</p> <p>*Title: Reconstruct Taxilane B (Construction) Infrastructure Investment Job Act (IIJA)</p>
<p>13. Competition Identification Number: </p> <p>Title: </p>
<p>14. Areas Affected by Project (Cities, Counties, States, etc.): </p>
<p>*15. Descriptive Title of Applicant's Project: Reconstruct Taxilane B (35' x 789') - Construction</p>
<p>Attach supporting documents as specified in agency instructions.</p>

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant: 10

*b. Program/Project: 11/14

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 05/01/2025

*b. End Date: 01/29/2027

18. Estimated Funding (\$):

*a. Federal	\$ 2,611,694
*b. Applicant	\$ 137,457.64
*c. State	\$ 0
*d. Local	\$ 56,425.25
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 2,805,576.89

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: Paul _____

Middle Name: _____

*Last Name: Sturman _____

Suffix: _____

*Title: Senior Project Manager

*Telephone Number: 216-698-2477

Fax Number:

* Email: pjsturman@cuyahogacounty.us

*Signature of Authorized Representative:



*Date Signed: 06/09/2025

Project Cost Breakdown

Reconstruct Taxilane B (Construction) - IJIA

Brief Item Description	Construction Cost	Construction Observation and Administration	Administrative Fee	Total Cost	Total Eligible Cost	Eligible Federal Share 95%	Eligible Sponsor Share (5%)	Total Sponsor Share
Taxilane B Reconstruction (35' x 798') - Construction	\$2,415,103.08	\$324,048.56	\$10,000	\$2,749,151.64	\$2,749,151.64	\$2,611,694.06	\$137,457.64	\$137,457.64
Taxilane B Reconstruction (35' x 798') - Construction (Ineligible)	\$49,750.00	\$6,675.25		\$56,425.25				\$56,425.25
TOTAL	\$2,464,853.08	\$330,723.81	\$10,000	\$2,805,576.89	\$2,749,151.64	\$2,611,694.00	\$137,457.64	\$193,882.89

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0041

Sponsored by: **County Executive Ronayne on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution authorizing a Revenue Generating Agreement with Vocational Guidance Services in the amount not-to-exceed \$345,711.00 for lease of 14,601 square feet of space at the Southwest Adult Activities Center located at 4720 Hinckley Industrial Parkway, Cleveland, for the period 1/1/2026 – 12/31/2028; authorizing the County Executive to execute Contract No. 5814 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities recommends entering into a Revenue Generating Agreement with Vocational Guidance Services in the amount not-to-exceed \$345,711.00 for lease of 14,601 square feet of space at the Southwest Adult Activities Center located at 4720 Hinckley Industrial Parkway, Cleveland, for the period 1/1/2026 – 12/31/2028; and

WHEREAS, the primary goal of this project is to lease 14,601 square feet of space located at 4720 Hinckley Industrial Parkway, Cleveland; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Revenue Generating Agreement with Vocational Guidance Services in the amount not-to-exceed \$345,711.00 for lease of 14,601 square feet of space at the Southwest Adult Activities Center located at 4720 Hinckley Industrial Parkway, Cleveland, for the period 1/1/2026 – 12/31/2028.

SECTION 2. That the County Executive is authorized to execute Contract No. 5814 and all documents consistent with said agreement and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Lease Agreement – Southwest AAC (2026-2028) VGS, Inc
Department or Agency Name	BODD
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5814	Vocational Guidance Services	1/1/26- 12/31/28	\$345,711		

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.
 This is a revenue generating lease of our Southwest building.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
 Age of items being replaced: How will replaced items be disposed of

Project Goals, Outcomes or Purpose (list 3): This is a revenue generating lease for a building for Vocational Guidance Services to provide services to people with developmental disabilities.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address: VGS, Inc 2239 E 55 th St Cleveland, OH 44103	Owner, executive director, other (specify): Susie Barragate, President & CEO
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT N/A RQ# _____ <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal	NON-COMPETITIVE PROCUREMENT Provide a short summary for not using competitive bid process. This is a revenue generating lease. Justification for Non-Competitive Process is attached.
--	--

<input type="checkbox"/> Formal Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment – (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below. N/A
<div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <div style="flex: 1;">List date of TAC approval</div> <div style="flex: 1;">Date:</div> </div> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. There are no funding sources as this is a revenue generating lease.
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission
Reason: We began this process of trying to upload the contracts into Lawson on 11/18/25. No one at BODD had system access to upload the contracts which ended up causing significant delays.

Timeline

Project/Procurement Start Date (date your team started working on this item): 8/27/25

Date documents were requested from vendor: 12/22/25

Date of insurance approval from risk manager: Waived

Date Department of Law approved Contract: 1/5/26

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: BODD did not have system access for contracts which caused significant delays.

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) This revenue generating lease started 1/1/26.

Have payments been made? ☐ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	N/A	Vocational Guidance Services	1/1/2020-12/31/2022	\$327,626.00	11/12/19	R2019-0229
A-1	N/A	Vocational Guidance Services	1/1/2020-12/31/2025	\$489,636.00	6/3/2023	R2023-0147

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	NA
Infor/Lawson PO# Code (if applicable):	REV
Event #	NA
CM Contract#	5814

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing

			Department Initials	Purchasing
Briefing Memo			TM	OK
Justification Form, if purchase over \$10k			TM	OK
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	NA
IG#	23-0367-REG			OK
Debarment/Suspension Verified	Date: 12/18/25		TM	OK
Auditor's Findings	Date: 12/18/25		TM	OK
Independent Contractor (I.C.) Form	Date: 12/23/25		N/A	OK
Cover - Master contracts only				NA
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)				OK
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)				NA
Checklist Verification				OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

	Department Initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not "NONPO" (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
					\$
			TOTAL		\$

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$327,626.00		1/1/2020-12/31/2022	11/12/2019	R2019-0229
Prior Amendment Amounts (list separately) (A-#)		\$489,636.00	1/1/2020-12/31/2025	6/3/2023	R2023-0147
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$489,636.00			
Total Contract Amount		\$817,262.00			

PURCHASING USE ONLY

Prior Resolutions:	R2019-0229, R2023-0147
CM#:	5814
Vendor Name:	Vocational Guidance Services
Time Period:	1/1/26 – 12/31/28
Amount:	\$345,711.00 (revenue-generating)
History/CE:	OK
EL:	OK
Purchasing Notes:	Lease of the Southwest Adult Activities Center
Purchasing Agents Initials and date of approval	AC 1/8/26

CONTRACT EVALUATION FORM

Contractor	VGS, Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	N/A				
RQ#	N/A				
Time Period of Original Contract	2026-2028				
Background Statement	Lease agreement – Extension of prior lease of CCBDD properties				
Service Description	N/A				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	N/A				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)					
Justification of Rating	N/A				
Department Contact	Sarah Cammock, General Counsel, Cuyahoga DD 216-327-2464				
User Department	BODD				
Date	12/18/25				

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0042

Sponsored by: **County Executive Ronayne on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$313,422.00 for lease of 17,609 square feet of space at the Beachwood Adult Activities Center located at 23750 Mercantile Road, Beachwood, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5820 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities recommends entering into a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$313,422.00 for lease of 17,609 square feet of space at the Beachwood Adult Activities Center located at 23750 Mercantile Road, Beachwood, for the period 1/1/2026-12/31/2028; and

WHEREAS, the primary goal of this project is to lease 17,609 square feet of space located at 23750 Mercantile Road, Beachwood; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$313,422.00 for lease of 17,609 square feet of space at the Beachwood Adult Activities Center located at 23750 Mercantile Road, Beachwood, for the period 1/1/2026-12/31/2028.

SECTION 2. That the County Executive is authorized to execute Contract No. 5820 and all documents consistent with said agreement and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Lease Agreement – Beachwood AAC (2026) SAW Inc
Department or Agency Name	BODD
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5820	SAW Inc	1/1/26- 12/31/28	\$313,422		

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.
 This is a revenue generating lease of our Beachwood building.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
Age of items being replaced: **How will replaced items be disposed of**

Project Goals, Outcomes or Purpose (list 3): This is a revenue generating lease for a building for SAW to provide services to people with developmental disabilities.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address: SAW Inc 14775 Broadway Ave Maple Heights, OH 44137	Owner, executive director, other (specify): Judith Carey, Executive Director
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT

NON-COMPETITIVE PROCUREMENT

RQ# _____ <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is a revenue generating lease. Justification for Non-Competitive Process is attached. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment – (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below. N/A
<div> <div>List date of TAC approval</div> <div>Date:</div> </div> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. There are no funding sources as this is a revenue generating lease.
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

Payment Schedule: ☐ Invoiced ☐ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

Provide status of project.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

Reason: We began this process of trying to upload the contracts into Lawson on 11/18/25. No one at BODD had system access to upload the contracts which ended up causing significant delays.

Timeline

Project/Procurement Start Date (date your team started working on this item): 8/27/25

Date documents were requested from vendor: 12/22/25

Date of insurance approval from risk manager: **Waived**

Date Department of Law approved Contract: **1/5/26**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **BODD did not have system access for contracts which caused significant delays.**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **This revenue generating lease started 1/1/26.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O A-1	N/A N/A	SAW, Inc SAW, Inc	1/1/2020- 12/31/2022 1/1/2020- 12/31/2025	\$339,196.00 \$633,924.00	11/12/19 6/3/2023	R2019-0229 R2023-0147

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	NA
Infor/Lawson PO# Code (if applicable):	REV
Event #	NA
CM Contract#	5820

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			TM	OK
Justification Form, if purchase over \$10k			TM	OK
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	NA
IG#	24-0229-REG			OK
Debarment/Suspension Verified	Date: 12/22/25		TM	OK
Auditor's Findings	Date: 12/22/25		TM	OK
Independent Contractor (I.C.) Form	Date: 12/22/25		N/A	OK
Cover - Master contracts only				
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)				OK
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)				NA
Checklist Verification				OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not "NONPO" (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
					\$
			TOTAL		\$

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$339,196.00		1/1/2020-12/31/2022	11/12/2019	R2019-0229
Prior Amendment Amounts (list separately) (A-#)		\$633,924.00	1/1/2020-12/31/2025	6/3/2023	R2023-0147
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$633,924.00			
Total Contract Amount		\$973,120.00			

PURCHASING USE ONLY

Prior Resolutions:	R2019-0229, R2023-0147
CM#:	5820
Vendor Name:	SAW, Inc.
Time Period:	1/1/26 – 12/31/28
Amount:	\$313,422.00 (revenue-generating)
History/CE:	OK
EL:	OK
Purchasing Notes:	Lease of the Beachwood Adult Activities Center
Purchasing Agents Initials and date of approval	AC 1/7/26

CONTRACT EVALUATION FORM

Contractor	SAW Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	N/A				
RQ#	N/A				
Time Period of Original Contract	1/1/26-12/31/28				
Background Statement	Lease agreement – Extension of prior lease of CCBDD properties				
Service Description	Building lease for SAW Inc to provide services to individuals with developmental disabilities.				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	N/A				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Paid rent on time and properly maintained the building/property.				
Department Contact	Sarah Cammock, General Counsel, Cuyahoga DD 216-327-2464				
User Department	BODD				
Date	12/22/25				

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0043

Sponsored by: **County Executive Ronayne on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$111,389.00 for lease of 16,171 square feet of space at the Maple Heights Adult Activities Center located at 14775 Broadway Avenue, Maple Heights, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5824 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities recommends entering into a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$111,389.00 for lease of 16,171 square feet of space at the Maple Heights Adult Activities Center located at 14775 Broadway Avenue, Maple Heights, for the period 1/1/2026 - 12/31/2028; and

WHEREAS, the primary goal of this project is to lease 16,171 square feet of space located at 14775 Broadway Avenue, Maple Heights; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$111,389.00 for lease of 16,171 square feet of space at the Maple Heights Adult Activities Center located at 14775 Broadway Avenue, Maple Heights, for the period 1/1/2026 - 12/31/2028.

SECTION 2. That the County Executive is authorized to execute Contract No. 5824 and all documents consistent with said agreement and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Lease Agreement – Maple Heights AAC (2026) SAW Inc
Department or Agency Name	BODD
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5824	SAW Inc	1/1/26- 12/31/26	\$111,389		

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.

This is a revenue generating lease of our Maple Heights building.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
Age of items being replaced: **How will replaced items be disposed of**

Project Goals, Outcomes or Purpose (list 3): This is a revenue generating lease for a building for SAW to provide services to people with developmental disabilities.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address: SAW Inc 14775 Broadway Ave Maple Heights, OH 44137	Owner, executive director, other (specify): Judith Carey, Executive Director
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT

RQ# _____
☐ RFB ☐ RFP ☐ RFQ

NON-COMPETITIVE PROCUREMENT

Provide a short summary for not using competitive bid process. **This is a revenue generating lease.**

<input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment – (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below. N/A		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">List date of TAC approval</td> <td style="width: 30%;">Date:</td> </tr> </table> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.	List date of TAC approval	Date:
List date of TAC approval	Date:	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.		

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. There are no funding sources as this is a revenue generating lease.
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

Reason: We began this process of trying to upload the contracts into Lawson on 11/18/25. No one at BODD had system access to upload the contracts which ended up causing significant delays.

Timeline

Project/Procurement Start Date (date your team started working on this item): 8/27/25

Date documents were requested from vendor: 12/22/25

Date of insurance approval from risk manager: **Waived**

Date Department of Law approved Contract: **1/5/26**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **BODD did not have system access for contracts which caused significant delays.**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **This revenue generating lease started 1/1/26.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O A-1	N/A N/A	SAW, Inc SAW, Inc	1/1/2020- 12/31/2022 1/1/2020- 12/31/2025	\$267,280.00 \$511,464.00	11/12/19 6/3/2023	R2019-0229 R2023-0147

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	NA
Infor/Lawson PO# Code (if applicable):	REV
Event #	NA
CM Contract#	5824

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing

			Department Initials	Purchasing
Briefing Memo			TM	OK
Justification Form, if purchase over \$10k			TM	OK
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	NA
IG#	24-0229-REG			OK
Debarment/Suspension Verified	Date: 12/22/25		TM	OK
Auditor's Findings	Date: 12/22/25		TM	OK
Independent Contractor (I.C.) Form	Date: 12/22/25		N/A	OK
Cover - Master contracts only				NA
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)				OK
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)				NA
Checklist Verification				OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

	Department Initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not "NONPO" (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
					\$
			TOTAL		\$

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$267,280.00		1/1/2020-12/31/2022	11/12/2019	R2019-0229
Prior Amendment Amounts (list separately) (A-#)		\$511,464.00	1/1/2020-12/31/2025	6/3/2023	R2023-0147
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$511,464.00			
Total Contract Amount		\$778,744.00			

PURCHASING USE ONLY

Prior Resolutions:	R2019-0229, R2023-0147
CM#:	5824
Vendor Name:	Saw, Inc.
Time Period:	1/1/26 – 12/31/26
Amount:	\$111,389.00 (revenue-generating)
History/CE:	OK
EL:	OK
Purchasing Notes:	Lease of the Maple Heights Adult Activities Center
Purchasing Agents Initials and date of approval	AC 1/7/26

CONTRACT EVALUATION FORM

Contractor	SAW Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	N/A				
RQ#	N/A				
Time Period of Original Contract	1/1/26-12/31/26				
Background Statement	Lease agreement – Extension of prior lease of CCBDD properties				
Service Description	Building lease for SAW Inc to provide services to individuals with developmental disabilities.				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	N/A				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Paid rent on time and properly maintained the building/property.				
Department Contact	Sarah Cammock, General Counsel, Cuyahoga DD 216-327-2464				
User Department	BODD				
Date	12/22/25				

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0044

Sponsored by: **County Executive Ronayne on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$263,880.00 for lease of 17,609 square feet of space at the Parma Adult Activities Center located at 12660 Plaza Drive, Parma, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5825 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities recommends entering into a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$263,880.00 for lease of 17,609 square feet of space at the Parma Adult Activities Center located at 12660 Plaza Drive, Parma, for the period 1/1/2026-12/31/2028; and

WHEREAS, the primary goal of this project is to lease 17,609 square feet of space located at 12660 Plaza Drive, Parma; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$263,880.00 for lease of 17,609 square feet of space at the Parma Adult Activities Center located at 12660 Plaza Drive, Parma, for the period 1/1/2026-12/31/2028.

SECTION 2. That the County Executive is authorized to execute Contract No. 5825 and all documents consistent with said agreement and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least

eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Lease Agreement – Parma AAC (2026-2028) SAW Inc
Department or Agency Name	BODD
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5825	SAW Inc	1/1/26- 12/31/28	\$263,880		

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.
 This is a revenue generating lease of our Parma building.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
Age of items being replaced: _____ **How will replaced items be disposed of** _____

Project Goals, Outcomes or Purpose (list 3): This is a revenue generating lease for a building for SAW to provide services to people with developmental disabilities.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address: SAW Inc 14775 Broadway Ave Maple Heights, OH 44137	Owner, executive director, other (specify): Judith Carey, Executive Director
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ# _____ <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is a revenue generating lease. Justification for Non-Competitive Process is attached. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment – (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below. N/A
<div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; flex: 1;">List date of TAC approval</div> <div style="border: 1px solid black; padding: 2px; flex: 1;">Date:</div> </div> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. There are no funding sources as this is a revenue generating lease.
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

Payment Schedule: ☐ Invoiced ☐ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

Provide status of project.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

Reason: We began this process of trying to upload the contracts into Lawson on 11/18/25. No one at BODD had system access to upload the contracts which ended up causing significant delays.

Timeline

Project/Procurement Start Date (date your team started working on this item): 8/27/25

Date documents were requested from vendor: 12/22/25

Date of insurance approval from risk manager: **Waived**

Date Department of Law approved Contract: **1/5/26**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **BODD did not have system access for contracts which caused significant delays.**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **This revenue generating lease started 1/1/26.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	N/A	SAW, Inc	1/1/2020-	\$329,264.00	11/12/19	R2019-0229
A-1	N/A	SAW, Inc	12/31/2022 1/1/2020- 12/31/2025	\$574,584.00	6/3/2023	R2023-0147

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	NA
Infor/Lawson PO# Code (if applicable):	REV
Event #	NA
CM Contract#	5825

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing					Department Initials	Purchasing
Briefing Memo					TM	OK
Justification Form, if purchase over \$10k					TM	OK
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:				N/A	NA
IG#	24-0229-REG					OK
Debarment/Suspension Verified	Date:	12/22/25			TM	OK
Auditor's Findings	Date:	12/22/25			TM	OK
Independent Contractor (I.C.) Form	Date:				N/A	OK
Cover - Master contracts only						NA
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)						OK
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)						NA
Checklist Verification						OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department Initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not "NONPO" (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
					\$
			TOTAL		\$

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$329,264.00		1/1/2020-12/31/2022	11/12/2019	R2019-0229
Prior Amendment Amounts (list separately) (A-#)		\$574,584.00	1/1/2020-12/31/2025	6/3/2023	R2023-0147
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$574,584.00			
Total Contract Amount		\$903,848.00			

PURCHASING USE ONLY

Prior Resolutions:	R2019-0229, R2023-0147
CM#:	5825
Vendor Name:	SAW, Inc.
Time Period:	1/1/26 – 12/31/28
Amount:	\$263,880.00 (revenue-generating)
History/CE:	OK
EL:	OK
Purchasing Notes:	Lease of the Parma Adult Activities Center
Purchasing Agents Initials and date of approval	AC 1/7/26

CONTRACT EVALUATION FORM

Contractor	SAW Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	N/A				
RQ#	N/A				
Time Period of Original Contract	1/1/26-12/31/28				
Background Statement	Lease agreement – Extension of prior lease of CCBDD properties				
Service Description	Building lease for SAW Inc to provide services to individuals with developmental disabilities.				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	N/A				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Paid rent on time and properly maintained the building/property.				
Department Contact	Sarah Cammock, General Counsel, Cuyahoga DD 216-327-2464				
User Department	BODD				
Date	12/22/25				

County Council of Cuyahoga County, Ohio

Resolution No. R2026-0045

Sponsored by: **County Executive Ronayne on behalf of Cuyahoga County Board of Developmental Disabilities**

A Resolution authorizing a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$121,487.00 for lease of 12,504 square feet of space at the Rocky River Adult Activities Center located at 20120 Detroit Road, Rocky River, for the period 1/1/2026-12/31/2028; authorizing the County Executive to execute Contract No. 5826 and all other documents consistent with said agreement and this Resolution; and declaring the necessity that this Resolution become immediately effective.

WHEREAS, the County Executive on behalf of Cuyahoga County Board of Developmental Disabilities recommends entering into a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$121,487.00 for lease of 12,504 square feet of space at the Rocky River Adult Activities Center located at 20120 Detroit Road, Rocky River, for the period 1/1/2026-12/31/2028; and

WHEREAS, the primary goal of this project is to lease 12,504 square feet of space located at 20120 Detroit Road, Rocky River; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Revenue Generating Agreement with SAW, Inc., in the amount not-to-exceed \$121,487.00 for lease of 12,504 square feet of space at the Rocky River Adult Activities Center located at 20120 Detroit Road, Rocky River, for the period 1/1/2026-12/31/2028.

SECTION 2. That the County Executive is authorized to execute Contract No. 5826 and all documents consistent with said agreement and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 27, 2026

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Lease Agreement – Rocky River AAC (2026) SAW Inc
Department or Agency Name	BODD
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5826	SAW Inc	1/1/26- 12/31/26	\$121,487		

Service/Item Description (include quantity if applicable). When submitting an amendment, address any changes to the time period of the agreement, reduction or addition of funds, changes to the existing scope of services, changes to service rates/costs, and retroactive applicability of the changes, if any.
 This is a revenue generating lease of our Rocky River building.

Indicate whether: ☒ New service/purchase ☐ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
Age of items being replaced: **How will replaced items be disposed of**

Project Goals, Outcomes or Purpose (list 3): This is a revenue generating lease for a building for SAW to provide services to people with developmental disabilities.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify). If there are multiple vendors copy this table and complete for each vendor.

Vendor Name and address: SAW Inc 14775 Broadway Ave Maple Heights, OH 44137	Owner, executive director, other (specify): Judith Carey, Executive Director
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ# _____ <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is a revenue generating lease. Justification for Non-Competitive Process is attached. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment – (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, list date of TAC approval and answer the questions below. N/A		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">List date of TAC approval</td> <td style="width: 50%;">Date:</td> </tr> </table> <input type="checkbox"/> Check if item on IT Standard List of approved purchase and provide date of TAC approval. <input type="checkbox"/> Check if item is ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes.	List date of TAC approval	Date:
List date of TAC approval	Date:	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.		

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. There are no funding sources as this is a revenue generating lease.
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

Payment Schedule: ☐ Invoiced ☐ Monthly ☐ Quarterly ☐ One-time ☐ Other (please explain):

Provide status of project.

Is contract/purchase late ☐ No ☒ Yes, In the fields below provide reason for late and timeline of late submission

Reason: We began this process of trying to upload the contracts into Lawson on 11/18/25. No one at BODD had system access to upload the contracts which ended up causing significant delays.

Timeline

Project/Procurement Start Date (date your team started working on this item): 8/27/25

Date documents were requested from vendor: 12/22/25

Date of insurance approval from risk manager: **Waived**

Date Department of Law approved Contract: **1/5/26**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **BODD did not have system access for contracts which caused significant delays.**

If late, have services begun? ☐ No ☒ Yes (if yes, please explain) **This revenue generating lease started 1/1/26.**

Have payments been made? ☒ No ☐ Yes (if yes, please explain)

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	N/A	SAW, Inc	1/1/2020-	\$270,556.00	11/12/19	R2019-0229
A-1	N/A	SAW, Inc	12/31/2022	\$424,968.00	6/3/2023	R2023-0147
			1/1/2020-12/31/2025			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ# (if applicable):	NA
Infor/Lawson PO# Code (if applicable):	REV
Event #	NA
CM Contract#	5826

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing

			Department Initials	Purchasing
Briefing Memo			TM	OK
Justification Form, if purchase over \$10k			TM	OK
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	NA
IG# 24-0229-REG				
Debarment/Suspension Verified	Date: 12/22/25		TM	OK
Auditor's Findings	Date: 12/22/25		TM	OK
Independent Contractor (I.C.) Form	Date:		N/A	OK
Cover - Master contracts only				NA
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)				OK
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)				NA
Checklist Verification				OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law

	Department Initials
Agreement/Contract and Exhibits	
Matrix Law Screen shot	
COI	
Workers' Compensation Insurance	

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not "NONPO" (Revenue Generating where no payment will be paid to Vendor) in Contract Management.

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
					\$
			TOTAL		\$

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$270,556.00		1/1/2020-12/31/2022	11/12/2019	R2019-0229
Prior Amendment Amounts (list separately) (A-#)		\$424,968.00	1/1/2020-12/31/2025	6/3/2023	R2023-0147
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contract Amount		\$695,524.00			

PURCHASING USE ONLY

Prior Resolutions:	R2019-0229, R2023-0147
CM#:	5826
Vendor Name:	SAW, Inc.
Time Period:	1/1/26 – 12/31/26
Amount:	\$121,487.00 (revenue-generating)
History/CE:	OK
EL:	OK
Purchasing Notes:	Lease of Rocky River Adult Activities Center
Purchasing Agents Initials and date of approval	AC 1/7/26

CONTRACT EVALUATION FORM

Contractor	SAW Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	N/A				
RQ#	N/A				
Time Period of Original Contract	1/1/26-12/31/26				
Background Statement	Lease agreement – Extension of prior lease of CCBDD properties				
Service Description	Building lease for SAW Inc to provide services to individuals with developmental disabilities.				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	N/A				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Paid rent on time and properly maintained the building/property.				
Department Contact	Sarah Cammock, General Counsel, Cuyahoga DD 216-327-2464				
User Department	BODD				
Date	12/22/25				