City of Willoughby Hills

Interoffice Memo

Date: April 16, 2015

To: Mayor Robert M. Weger

From: Mark Grubiss, Road Superintendent

Subject: Request for Resolution for ODOT Road Salt Contract 2015-2016

The Ohio Department of Transportation has notified me today 04/16/15 that the Ordinance and estimated quantities for the 2015-2016 Road Salt Contracts were due on 4/4/15. I just received the email, after the due date, and ODOT has granted an extension on the contract until we receive Council approval, hopefully at their next meeting on April 23, 2015.

Please see the attached letter and form for details concerning the contract.

We are requesting 600 ton for the Summer Salt Contract only. Unlike last year, I cannot order the winter usage at this time. The form for that usage is expected to be available in the first week of May 2015.

Participating in the ODOT Contract has been a cost savings for the City; therefore, I am recommending we proceed with Legislation as soon as possible. This legislation is similar to Ordinance 2014-23, written last year and approved on 3/27/14 by Council as per Nate Catania's request.

Thank You.

PLEASE READ BEFORE SUBMITTING:

By submitting this participation form for the Summer-fill Salt Contract (418-16) you are committing your Political Subdivision to purchase 100% of the salt quantities requested. After April 3rd, you will not be given an opportunity to withdraw or reduce your requested tonnage from the contract unless you are given the opportunity to do so by the Department. The summer salt contract will be valid from the Date of Award (approx. mid-May) through November 30, 2015. While your awarded salt supplier will have the entire contract period to deliver your requested salt quantities, they must have at least 50% of your ordered tonnage delivered by no later than October 15th.

The Summer-Fill Contract will be put out to bid approx. April 6th and bids will open around May 5th. We will share the results of the bid opening once they are available.

The Winter Contract Participation Form will be made available the beginning of May. We will send out an email in May when it is available to complete.

This form AND your Resolution/Ordinance must be submitted by no later than FRIDAY, APRIL 3RD. The Department will NOT accept your form if you fail to attach a completed Resolution or Ordinance when submitting your form. NO EXCEPTIONS. Please note that you are able to use the same approved Resolution/Ordinance for both the summer and winter salt contracts.

HOW TO VERIFY THAT YOUR FORM WAS SUCCESSFULLY SUBMITTED

It is your responsibility to verify that your submitted form has been received and that the tonnages you have requested are correct. We have provided a link below that you can use to check to make sure your form was submitted properly and that all information is correct.

Summer Use -> http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Purchase/salt-summer.doc

Please note: This link is set to update every night to include all of the data submitted that day, so your submission will NOT immediately appear on this list when you click submit. Please check back the following day.

MAKING CHANGES TO ALREADY SUBMITTED FORMS

If you need to make any changes to your information once you have already submitted the form you must do so by no later than **Friday, April 3rd**.

To make changes you can simply re-submit the form and it will automatically overwrite all of the information on the form you had previously submitted. Therefore, you must fill out the form in its entirety in order for your changes to be made. Please check back the next day to ensure that your changes were made.

Summer Fill Contract

* Indicates required field

Attachments - Upload Resolution	Choose File No file chosen
County *	Lake
Political Subdivision *	City of Willoughby Hills
Other	
Authorized Person *	Mark Grubiss, Road Superintendent
Street	35405 Chardon Road
City	Willoughby Hills
State	OH
Zip	44094
Contact for Ordering *	Mark Grubiss, Road Superintendent
Email *	markgrubiss@willoughbyhills-oh.gov
Phone *	4403432484
1st Stockpile Address - Include Zip *	35405 Chardon Road
1st Stockpile Tons Required *	600
2nd Stockpile Address - Include Zip	
2nd Stockpile Tons Required	
3rd Stockpile Address - Include Zip	
3rd Stockpile Tons Required	
4th Stockpile Address - Include Zip	
4th Stockpile Tons Required	
5th Stockpile Address - Include Zip	
5th Stockpile Tons Required	
6th Stockpile Address - Include Zip	
6th Stockpile Tons Required	
7th Stockpile Address - Include Zip	
7th Stockpile Tons Required	
8th Stockpile Address - Include Zip	

ORDINANCE NO. 2015-22
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8th Stockpile Tons Required

9th Stockpile Address - Include Zip

9th Stockpile Tons Required

10th Stockpile Address - Include Zip

10th Stockpile Tons Required

11th Stockpile Address - Include Zip

11th Stockpile Tons Required

Submit