

City of Willoughby Hills

Interoffice Memo

Date: April 20, 2015

To: Members of City Council

From: Frank J. Brichacek, Director of Finance

Subject: Then and Now Purchase Order Certification – PO No. RG040655 Purchase and Installation of New Front Doors at City Hall

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of the modification of Purchase Order Number RG050655 in the amount of \$5,295.00 and to authorize payment of this amount once the work has been satisfactorily completed. Once approved, this purchase order will be issued to the Cleveland Vicon Company for the purchase and installation of new front doors for City Hall. The attached memorandum dated April 16, 2015 from Gloria Majeski, Executive Assistant to the Mayor explains the circumstances that led to this work being authorized prior to receiving an approved purchase order authorizing the installation of the doors.

In order to comply with Ohio Budgetary law and pay the vendor, City Council must approve the purchase order as a "Then and Now" certification in order for purchase order to be issued and the vendor paid. City Council "Then and Now" certification of this purchase order is required as the amount of the work authorized by the Building Commissioner without an approved purchase order exceeds \$3,000. If you have any questions regarding this project, please do not hesitate to contact Building Commissioner Fred Wyss.

Attachments (2)

City of Willoughby Hills

Interoffice Memo

Date: April 16, 2015

To: Frank Brichacek, Finance Director
Victoria Savage, Council Clerk,
Ray Somich, Council President

From: Gloria Majeski, Executive Assistant to Mayor Weger

Subject: Then and Now Certification for PO for City Hall Front Door

It has come to my attention that a "Then and Now" certificate is required to accompany the P.O. for the City Hall front door for services rendered by Cleveland Vicon in the amount of \$5295.00.

For the record, I was under the impression that Building Commissioner Fred Wyss had turned in a P.O. prior to his contacting and getting a quote (which the Mayor signed on 10/31/14) from Mike Rosario at Cleveland Vicon. Mr. Wyss thought I had entered the P.O. when Mayor signed the agreement. In any case, the P.O. did not get done prior to the work being done. Incidentally, the work on this project is still incomplete as Mr. Wyss (who coordinated the contractor's visits and work) has contacted them to: 1) adjust the door handles to equal height, 2) turn the left window around so the screws to the window are not on the outside of the door (building security issue), and 3) get pricing for the possibility of having mutton bars installed (originally not included in the quote he obtained). We hope that Cleveland Vicon will be returning soon to finish up these loose ends.

Please consider this memo as a request to permit the "Then and Now" certificate due to the misunderstanding between me and Fred, who I thought had taken over all aspects of the door project, including the required financial paperwork.

Thank you for your consideration.

cc: Mr. Fred Wyss, Building Commissioner
Sharen Michney, Finance Assistant



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
WILLOUGHBY HILLS, OHIO 44094
PH (440) 946-1234 FAX (440) 975-3535

PURCHASE ORDER

RESOLUTION NO. 2015-1
"Exhibit A" Page 3 of 3

P.O. NUMBER: RG040655
REQ. NO: 023821
P.O. DATE: 04/15/2015
SHIP VIA:
TERMS: NO

DELIVER TO: WILLOUGHBY HILLS BUILDING DEPT

NDOR #: CLEVELAND VICON COMPANY
TO: 4550 WILLOW PARKWAY
CLEVELAND, OHIO 44125

ACCOUNT NUMBER	AMOUNT
110.350.55660	5,295.00

TX ID NO: 34-6003085
THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
1.00		THEN & NOW		0.00
1.00	EA	2015 PURCHASE ORDER ACCOUNT: BUILDING EXPENSE NEW FRONT DOORS - CITY HALL DOORS, INSTALLATION MATERIALS, LABOR	5,295.00	5,295.00
TOTAL:				\$5,295.00

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certification, the amount listed on this document was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund or funds listed on this document free from any previous encumbrances.

Director of Finance _____ Date _____

AUTHORIZED SIGNATURE _____