

City of Willoughby Hills

Interoffice Memo

Date: November 16, 2016
To: Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: Then and Now Purchase Order Certification

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of the \$11,427.53 modification to **Purchase Order No. RG042539 - \$158,162.39 - Osborne Concrete and Stone Company**. This purchase order was originally issued in the amount of \$146,734.86 for the purchase of asphalt for the resurfacing of Worrell Road in the Cities of Willoughby Hills and Kirtland. The project required more asphalt to complete than was authorized by the purchase order. Unfortunately, the Service Department ordered and received the additional asphalt without first requesting that the existing purchase order be increased as required by City purchasing procedures and state law. State law does not permit the City to issue a purchase order for goods or services with a value of \$3,000 or greater after the goods have been received or the services performed by the vendor.

In order to pay the vendor, City Council must approve a "Then and Now" certification in order for a purchase order to be issued and the vendor paid. If you have any questions regarding the work performed or the necessity for the work, do not hesitate to contact either City Engineer Pietro DiFranco or Street Superintendent Mark Grubiss.

C: Robert Weger, Mayor
Mark Grubiss, Street Superintendent
Pietro DiFranco, City Engineer

Attachment

PURCHASE ORDER



CITY OF WILLOUGHBY HILLS

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

PO NUMBER RG042539

REQ. NO 026759

PO DATE 10/07/2016

SHIP VIA

TERMS NO

DELIVER TO

WILLOUGHBY HILLS SERVICE DEPT

35405 CHARDON ROAD
WILLOUGHBY HILLS, OH 44094

ENDOR # TO

OSBORNE CONCRETE & STONE CO.
P.O. BOX 249
ONE WILLIAMS STREET
GRAND RIVER, OH 44045

ACCOUNT NUMBER	AMOUNT
270.352.54100	82,541.13
270.352.54100	75,621.26

AX 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
1,448.09	EA	2016 PURCHASE ORDER PROJECT #2016 001 WORRELL RD OPWC RESURFACING PROJECT TONS OF TYPE 1 ASPHALT	57.00	82,541.13
1,330.44	EA	TONS OF TYPE 2 ASHPAHT FOR BID SPECIFICATION SEE ORDINANCE 2016-7 PASSED FEBRUARY 25, 2016 *****	48.25	64,193.73
236.84	EA	Modified 10/14/16 based upon actual quantities used. ***** 10/31/16 MODIFIED PO - ADD'L ASPHALT NEEDED TO COMPLETE PROJECT TONS OF TYPE 2 ASPHALT	48.25	11,427.53
TOTAL:				\$158,162.39

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

DIRECTOR OF FINANCE
Date

AUTHORIZED SIGNATURE