

# City of Willoughby Hills

## Interoffice Memo

**Date:** June 20, 2013  
**To:** Members of City Council  
**From:** Frank J. Brichacek, Director of Finance *FJB*  
**Subject:** Then and Now Purchase Order Certification

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The purpose of this memo is to request that City Council authorize "Then and Now" certifications of the Purchase Orders listed below. In both cases, the authorization to perform engineering services preceded the issuance of a purchase order and the cost of the services purchased are \$3,000 or higher. In both cases, in order to take advantage of the summer construction season and to expedite the completion of the projects, the Engineer was authorized to begin work prior to Council appropriating funds for either project.

Because funding has now been secured for both projects and both have been appropriated by City Council (assuming passage of the proposed appropriation ordinance at the June 27<sup>th</sup> meeting of Council), I am requesting that City Council approve "Then and Now" certifications so that we may proceed with issuing the Purchase Orders and paying these two vendors. If you have any questions, please do not hesitate to contact me.

The following purchase orders are hereby submitted to City Council for consideration for "Then and Now" Certification:

- **Purchase Order No. CT000351 - \$11,040** – Richard L. Bowen & Associates, Inc. – Gatsby Lane/Kristen Court Street Reconstruction Project
- **Purchase Order No. CT000352 - \$3,000** – Richard L. Bowen & Associates, Inc. – Rosewood Trail Storm Pipe Extension Project

Attachments (2)



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

PURCHASE ORDER

P.O. NUMBER

RESOLUTION NO. 2013-11  
**CT000391**  
 Exhibit "A"  
 Page 2 of 2

REQ. NO.

020175

P.O. DATE

06/20/13

SHIP VIA

TERMS

**NET ZERO**

DELIVER TO:

CITY OF WILLOUGHBY HILLS  
 35405 CHARDON RD  
 WILLOUGHBY HILLS, OH 44094

ENDOR #:

TO: RICHARD L. BOWEN & ASSOC, INC  
 13000 SHAKER BLVD.  
 CLEVELAND, OH 44120

ACCOUNT NUMBER	AMOUNT
270.350.53600	\$8,175.00
270.350.53600	\$2,725.00
270.350.53600	\$140.00

TAX 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
10900	EA	PROJECT #2013016 GATSBY LN/KRISTEN CT PAVEMENT IMPROVEMENT PROJECT Account: ENGINEERING FEES Project design and administration as detailed in R.L. Bowen & Associates' proposal May 16, 2013. Estimated Construction Cost: \$92,000 Engineering Fee: 12% of Construction Cost to be invoiced in accordance with the City Engineering Services Contract. 1) 75% due upon completion & deliverance to the City of contract plans, specifications and detailed estimate. Final contract fee will be based upon actual construction cost.	0.75	\$8,175.00
10900	EA	2) Balance to be paid in monthly pro rata amounts in accordance with the percentage of construction completed.	0.25	\$2,725.00
1	EA	3) Estimated reimburseable expenses 110% of actual project related costs or services	140.00	\$140.00
<b>TOTAL:</b>				<b>\$11,040.00</b>

**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 \_\_\_\_\_