

County of Summit

**Department of Finance and Budget
Division of Purchasing**

**BIDDER
INFORMATION
PACKET**

County of Summit - The High Point of Ohio



Bidding Opportunities

Vendors must register at: www.publicpurchase.com
Our free web based e-procurement service.

All contracts over \$50,000.00 are advertised in the Akron Beacon Journal and also at: <https://co.summitoh.net/index.php/departments/finance-a-budget/bidding-opportunities>
Departments may contact vendors directly for request for quotes under \$50,000.00.

All purchases over \$5,000.00 require Board of Control approval per SCCO Ch. 177 at: <https://co.summitoh.net/index.php/offices/boards-agencies-a-commissions/board-of-control>

Local and Disadvantaged Business Preference

In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, and the construction, repair or renovation of public buildings or improvements, the Board of Control shall exercise a preference for local and disadvantaged business bidders per SCCO Ch 177.03 .

You may register as a disadvantaged business with the State of Ohio MBE and EDGE programs by applying online for certification at:
<http://procure.ohio.gov/proc/sellingtostate.asp>

You must state your local preference or provide your disadvantaged business preference certification with your bid.

County of Summit Department of Finance and Budget Division of Purchasing

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Director of Purchasing
175 S. Main Street Room 742
Akron, OH 44308

Phone (330) 643-2557

Fax (330) 643-8107

shmcnulty@summitoh.net

Summit County Purchasing Agents

Building Standards

Lisa Martino-Cugini (330) 630-7300
lcugini@summitoh.net

Clerk of Courts

Scott Feeney (330) 643-2212
sfeeney@summitoh.net

Clerk of Courts– Title Bureau

▲ Lisa Lemmon (330) 630-7201
llemmon@summitoh.net

Common Pleas Court

Lisa Kayes (330) 643-2303
lkayes@cpcourt.summitoh.net

County Council

Mark Potter (330) 643-2726
mpotter@summitoh.net

Court of Appeals Ninth District

Cathy Viall (330) 643-8767
cathy@ninth.courts.state.oh.us

Domestic Relations Court

Ken Teleis (330) 643-2082
kteleis@dr-court.summitoh.net

Emergency Management Agency

Tommy Smoot (330) 643-2843
tsmoot@summitoh.net

Div. of Public Safety

Lori Pesci (330) 643-8364
lpesci@summitoh.net

Engineer

Kristen Shaffner (330) 643-2850
kshaffner@summitengineer.net

Executive - Division of Purchasing

Shannon McNulty (330) 643-2557
shmcnulty@summitoh.net

Fiscal Officer

Jennifer Jones (330) 643-8022
jjones@summitoh.net

Job and Family Services

Thomas Jalbert (330) 643-7373
Thomas.Jalbert@jfs.ohio.gov

Juvenile Court

Bob Bickett (330) 643-2940
bbickett@cocourt.summitoh.net

Office of Information Technology

Melissa Mundy (330) 643-2626
mmundy@summitoh.net

Physical Plants

Craig Stanley (330) 923-2490
cstanley@summitoh.net

Maintenance Superintendent
James Ridella (330) 643-2809
jridella@summitoh.net

Probate Court

Lisa Carano (330) 643-2328
lcarano@summitohioprobate.com

Prosecutor

Jennifer Tultz (330) 643-2800
jennifer.tultz@jfs.ohio.gov

Sanitary Sewer Services

Joan Goff (330) 926-2437
jgoff@summitoh.net

Sheriff

Jennifer Kline (330) 643-8167
jkline2@sheriff.summitoh.net

Veterans Service Commission

Gail Warley (330) 643-2861
gwarley@eyesright.org

The following offices also compile a separate vendor list for qualified construction vendors:

Community and Economic Development:

Holly Miller (330) 643-8013

hmillers@summitoh.net

Programs:

Lead Abatement

Minor Home Repairs

Household Sewage Treatment System
Program

Home Weatherization

Sanitary Sewer Services

Certified Excavator List

Janae Tentler (330) 926-2415

gtentler@summitoh.net

Additional Agency Contacts:

Summit County ADM Board

Charity Saffell (330) 564-4061

saffellc@admboard.org

Children Services Board

Darin Kearns (330) 379-2001

KearnsD@summitkids.org

Developmental Disabilities Board

Dawn Petrick (330) 634-8003

dpetrick@summitdd.org

Summit County Public Health

Angela Burgess (330) 926.5633

aburgess@schd.org

Vendor Registration Instructions

1. Register with Public Purchase:

1. Use the link below to begin the registration process. It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

2. Click on the “Free Registration” button.

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with an Agency:

1. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

2. Click on the “Tools” tab, Click on the “Agencies” tab.
(Agency tab in bar under tools)

3. This will take you to the agency search page. In the agency name box type in **Summit County Executive**. Leave the “new agency since” box blank. Make sure Registration Status says “ALL”. Click on “search” this will bring up the agency below, to the far right of it you will see “view” and “Register” click on the “Register” link to complete the vendor registration with the agency.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Agency.

It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

177.03 LOCAL AND DISADVANTAGED BUSINESS PREFERENCE.

(a) Local Business Preference. In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, and the construction, repair or renovation of public buildings or improvements, the Board of Control shall exercise a preference for local bidders as provided herein.

(1) Bidders having established their principal place of business, defined as a business with a significant economic and physical presence in Summit County for two successive calendar years prior to the bid opening date, shall be preferred as lowest if their bid does not exceed by more than three percent (3%), with an upper limit of thirty thousand dollars (\$30,000.00), the apparent lowest bid.

(2) Bidders having established their principal place of business in the State for two successive calendar years prior to the bid opening date may be preferred as lowest if their bid does not exceed by more than two percent (2%) the apparent lowest bid, with an upper limit of twenty thousand dollars (\$20,000.00).

(3) To qualify for local preference, bidders shall state on the bid documents their principal place of business, the business address where work will be administered (post office boxes will not be accepted in lieu of a street address) and the date of establishment. Each bidder shall have only one principal place of business.

(4) Local preferences shall not be applied as provided herein for any bids where prohibited by federal or state laws or regulations.

(b) Disadvantaged Business Preference. In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, and the construction, repair or renovation of public buildings or improvements, the Board of Control shall exercise a preference for bids from disadvantaged businesses as provided herein.

(1) Bids from disadvantaged businesses may be preferred as lowest if their bid does not exceed by more than three percent (3%) the apparent lowest bid, or thirty thousand dollars (\$30,000.00), whichever is less.

(2) Preference shall not apply as provided in this section where prohibited by State or Federal law or regulation.

(3) Definitions. For the purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

A. "Disadvantaged business" means either a small business (including a sole proprietorship, partnership, corporation or joint venture of any kind) that is owned and controlled by the United States citizens and residents of Ohio who are members of an economically disadvantaged group (which includes minorities, females and persons with disabilities) or any governmentally owned and operated sheltered workshop for the mentally retarded and developmentally disabled located within the State of Ohio.

B. "Owned and controlled" means that at least fifty-one percent (51%) of the business is owned by persons who belong to an economically disadvantaged group as provided in subsection (b)(3)A. hereof, and that such owners have control over the management and day-to-day operations of the business and an interest in the capital, assets, and profits and losses of the business proportionate to their percentage of ownership. If the business is a corporation, at least fifty-one percent (51%) of each of the following must be members of an economically

disadvantaged group: the board of directors; the principal executive officers; and ownership in shares of every class of stock. If the business is a limited liability company, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the members and the principal executive officers. If the business is a partnership, at least fifty-one percent (51%) of each class of partnership interest must be owned by partners belonging to an economically disadvantaged group. If the business is a sole proprietorship, the proprietor must be a member of an economically disadvantaged group and own the entire interest in the capital, assets, profits and losses of the business, not including mortgages and other types of financial arrangements secured by assets or bonds secured by revenues. If the business is a joint venture, at least fifty-one percent (51%) of the joint venture must be controlled by economically disadvantaged persons, one (1) or more of such persons being designated as the joint venture manager, and such persons have an interest in the capital, assets, profits and losses of the joint venture proportionate to their percentage of ownership.

C. "Minority" means an individual who is a member of one of the economically disadvantaged groups identified in Section 122.71 of the Ohio Revised Code.

D. "Persons with disabilities" means individuals with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, individuals with a record of such an impairment, or individuals regarded as having such an impairment.

E. "Small business" means any business having twenty-five (25) or fewer employees or less than one million dollars (\$1,000,000) in annual gross sales.

(4) Procedure. In order to qualify for preference, bidders must be certified as a disadvantaged business prior to the advertisement for bids or other announcement for quotes by the County, and must actually perform the work or supply the goods or services themselves without the use of subcontractors other than certified disadvantaged businesses. Bidders shall provide in their response to any bid or quote written evidence of their certification by the State of Ohio or appropriate agency of the Federal government that the bidder is currently recognized as a business owned and operated by a minority, female or person with a disability. If no State or Federal agency exists for such certification, then the bidder shall submit, prior to bidding, an affidavit containing such information as the Executive deems necessary to determine if the business is owned and operated by a minority, female or person with a disability, and such affidavit shall be certification thereof.

(5) Prohibition; Deceptive Bidding. No person, with purpose to obtain a bid preference as a disadvantaged business, shall knowingly misrepresent that he owns, controls, operates or participates in the operation of a disadvantaged business.

(6) Penalty. Whoever violates subsection (b)(5) hereof, is guilty of deceptive bidding, a misdemeanor of the first degree. In addition to the penalty provided by this section or any other penalty provided by law, any person convicted of a violation of subsection (b)(5) hereof, shall forfeit to the County a sum not less than the amount of their bid and shall be debarred from contracting with the County for eight (8) years.

(c) All preferences applied under this Section shall only be applied in considering the lowest bid and shall not waive or nullify evaluation of which bidders are responsive and responsible. In no event shall all preference granted under this Section cumulatively exceed a maximum of thirty thousand dollars (\$30,000.00).

(Ord. 2000-202. Adopted 5-22-00; Ord. 2015-436. Adopted 10-26-15.)