



RAVENNA CITY COUNCIL

Telephone: 330-297-2155 • Fax: 330-297-2164
210 Park Way, Ravenna, OH 44266

R. Andrew Kluge, President
Amy Michael, At Large
Christina West, At Large
Cheryl Wood, At Large

Paul Moskun, Ward I
Robert Kairis, Ward II
Matt Harper, Ward III
Tim Calfee, Ward IV

July 21, 2023

TO: ALL MEMBERS OF RAVENNA CITY COUNCIL

FROM: ANDREW KLUGE, PRESIDENT OF COUNCIL

You are hereby notified that a Special Meeting of the Ravenna City Council has been called for Monday, July 24, 2023, immediately following the Committee of the Whole meeting which begins at 6:00pm.

The meeting will be conducted in person in Ravenna City Council Chambers.

The purpose of the meeting is to discuss and/or act upon Ordinance 2023-040 to enter into an agreement with CT Consultants for a Wastewater Treatment Plant assessment, Ordinance 2023-089 to enter into a contract with Ohio Paving & Construction Co., Inc., and Ordinance 2023-090 to enter into a contract with Karvo Companies.

Any public comments can be emailed to chelsea.gregor@ravennaoh.gov by 4:30 pm the day of the meeting. Please include your name, address, and include the subject and or legislation number. Any submitted public comments will be distributed to City Council Members and will be filed with the meeting minutes. Comments can also be submitted by calling 330-297-2155 and speaking with the Clerk of Council, Chelsea Gregor. Your comments will be part of the public record.

Chelsea Gregor
Clerk of Council

ORDINANCE NO. 2023-040

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACT WITH C. T. CONSULTANTS, INC., FOR A WASTEWATER TREATMENT PLANT ASSESSMENT, AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to perform an assessment of equipment at the Wastewater Treatment Plant to ensure the maintenance of efficient operations; and,

WHEREAS, C. T. Consultants, Inc. was deemed the best company from the bids received.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Ravenna, Portage County, Ohio:

SECTION I: That the Mayor be and he is hereby authorized to enter into a contract with C. T. Consultants for a Wastewater Treatment Plant assessment. A copy of the contract is attached hereto as Exhibit "A" and approved by this Council.

SECTION II: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

SECTION III: That this Ordinance is hereby declared an emergency measure and shall take effect immediately upon passage and approval by the Mayor for the reason that it is necessary for the health, safety and welfare of the citizens of the City of Ravenna, Ohio and for the additional reason that assessment of current Wastewater Treatment Plant equipment is important to maintain efficient operations.

ATTEST:

CLERK OF COUNCIL

Sponsored by:
Utilities Committee
Committee of the Whole

PRESIDENT OF COUNCIL

PASSED: _____, 2023

MAYOR

APPROVED: _____, 2023

I hereby certify that Ordinance No. 2023-040 was duly published on _____

in the Record-Courier, Ravenna, Ohio.

CLERK OF COUNCIL

_____ 1st Reading
_____ 2nd Reading
_____ 3rd Reading

_____ Waive Rules
_____ Adopt Emergency Clause
_____ Adopted
_____ Assigned Committee

**SCOPE OF SERVICES
PROFESSIONAL ENGINEERING SERVICES**



**CITY OF RAVENNA
WASTEWATER FACILITIES CAPITAL IMPROVEMENTS ASSESSMENT**

PROJECT UNDERSTANDING

The City of Ravenna is interested in an overall assessment of the City's Wastewater Treatment Plant to produce a Facility Plan outlining and prioritizing a Capital Improvement Plan (CIP). The purpose of the project is to perform an overall Wastewater Treatment Plant review of the major unit processes and an in-depth review and documentation of the Equalization Basins, Sludge Dewatering Facility, Disk Filtration Facility, and the Plant Computer/SCADA System. The goal will be to develop a detailed matrix showing the cost and criticality for these major components within the existing treatment plant. Once developed, it can be used as a planning tool to develop a program for the replacement and/or improvement of the equipment and support systems for these specific facilities.

The City of Ravenna (City) has elected to retain CT Consultants, Inc. (CT) to execute the professional services necessary. Additionally, it is CT's understanding that Fontus Blue is performing an independent study to assess the feasibility of modifying the plant to a biological nutrient removal (BNR) facility. The findings from this study will be considered, reviewed, and incorporated into CT's assessment.

BACKGROUND

The key to executing this project will focus on two fundamental principles:

1. Fully understanding the City's goals and constraints. The primary goal is the development of a plan of Capital Improvements which:
 - a. Meets current and upcoming effluent limits and other regulatory requirements
 - b. Is cost-effective
 - c. Is reliable, flexible, and easy to operate
 - d. Has a long useful life
 - e. Is energy efficient
 - f. Has minimal impact on the existing wastewater treatment plant operation during construction

Our initial effort during the project will be to further develop and refine this understanding of the City's goals and constraints.

2. Once we fully understand the goals, CT will execute the Plant Assessment and development of the Facility Plan/Capital Improvements Plan with the active involvement of the City of Ravenna representatives, including operations personnel, throughout the assessment process. We believe engaging the City's representatives on multiple levels along with our entire design team early and throughout the project provides optimum results in the most efficient manner possible.

SCOPE OF SERVICES
PROFESSIONAL ENGINEERING SERVICES

CITY OF RAVENNA
WASTEWATER FACILITIES CAPITAL IMPROVEMENTS ASSESSMENT



SCOPE OF SERVICES

Task I: Project Management/Coordination

Project Team/Initiation - The project will begin with a work session between CT and representatives of the City of Ravenna. The Key CT personnel will include Eric Fallon, P.E. as Project Manager who will lead the analysis and assessment of the treatment plant; Ms. Georgia Conway, P.E. as Project Engineer, Tom Voldrich, P.E. as technical advisor and QA/QC; and Shawn Aiken, P.E. to serve as Project Principal.

To provide the City with an experienced team familiar with the existing facility, CT will be teaming with RoviSys - Automation & Information Solutions. RoviSys will focus on the analysis and assessment of the Computer, I&C, and SCADA systems, including Network Security and Process Control Descriptions. They will also play an active role in the analysis and assessment of the physical site security and electrical systems.

- **Meetings:** Regular meetings will be maintained to keep the City informed to advance project delivery. Meetings are done with purpose; to maintain an active, collaborative approach so critical decisions can be made effectively and efficiently.
- **Due Diligence:** Preliminary effort spent to date has identified and streamlined the goals, objectives, and key issues at the outset. As work proceeds, budget and schedule will be monitored.

Task II: Background Information & Data Analysis

A. Review of WWTP major unit processes:

1. Review the current Operations and Maintenance manuals and record drawings
2. Compile the raw data necessary to develop a plant-wide facilities unit-process analysis matrix
3. Conduct interviews with plant staff regarding the reliability, performance, operational strategy, and overall history of each major unit process
4. Document existing conditions with photographs and brief descriptions
5. Contact Ohio EPA and research documents to see if more stringent permit limits or other requirements may be imposed in the future

B. Analysis of Specific Plant Facilities and Systems: Our analysis also includes an in-depth review and documentation of those unit processes identified as areas of concern. Based on our knowledge of the Ravenna WWTP, we anticipate these areas to include: the Equalization Basins, Sludge Dewatering Facility, Disk Filtration Facility, the Plant Computer/SCADA System, and Biological Treatment

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WASTEWATER FACILITIES CAPITAL IMPROVEMENTS ASSESSMENT

Unit Process (conversion of the current Activated Sludge process to a BNR process).

Task III: Assessment of WWTP Facilities

- A. Analysis of the facilities will include both equipment and the physical features.
1. Review process components such as equipment, tanks, and process control narratives/logic.
 2. Inspect the building envelope for each structure/building for the respective facilities.
 3. Inspect the structure/building support systems, including electrical, HVAC, communications, etc.
 4. Observe external structural conditions of concrete tanks and channels located above grade.
 5. Record the condition of mechanical and electrical equipment.

CT will analyze the facilities for potential modifications required to maintain compliance with Ohio EPA regulatory standards for the foreseeable future. The modifications that are identified as necessary to comply with these Ohio EPA requirements will be incorporated into a Capital Improvement Matrix.

- B. Capital Improvement (CI) Analysis
1. Develop a CI Matrix with data collected during the on-site assessment.
 2. Develop the anticipated life expectancy of each major unit process.
 3. Develop planning-level costs for anticipated upgrades to all major unit processes (AACE Class 5)
 4. Develop more detailed costs for the Equalization Basins, Sludge Dewatering Facility, Disk Filtration Facility, Plant Computer/SCADA System facilities, and the Biological Treatment Unit Process proposed modifications and/or improvements (AACE Class 4).
 5. Develop a ranking criterion with City staff based on the criticality of the element, cost replacement, repair history, and current condition.
 6. Review the initial populated CI Matrix with City personnel.
 7. Discuss the individual rankings for the entries with the City.
 8. Separate the improvements that can be accomplished in-house and those that will need to be outsourced.
 9. Finalize the CI Matrix.

The CI Matrix compiled for the current facilities will be completed, and a summary report will be prepared.

- C. BioWin Modeling

**SCOPE OF SERVICES
PROFESSIONAL ENGINEERING SERVICES**



**CITY OF RAVENNA
WASTEWATER FACILITIES CAPITAL IMPROVEMENTS ASSESSMENT**

It is CT's understanding that the work for this task will be performed independently from the Wastewater Treatment Plant Assessment by Fontus Blue. CT will coordinate with Fontus Blue, as necessary, for the completion of the hydraulic evaluation, unit process modification evaluations, development of plant improvement recommendations, as well as the completion of the CI Matrix and Facility Plan Report.

Task IV: Facility Plan Report

- A. Along with the report requirements outlined in the RFQ, our recommendations for Plant improvements/modifications will incorporate the following;
 - 1. The remaining useful life for the major unit processes at the WWTP
 - 2. More detailed analysis related to the Equalization Basins, Sludge Dewatering Facility, Disk Filtration Facility, Plant Computer/SCADA System, and Activated Sludge Process conversion
 - 3. Improvements that are anticipated to maintain compliance with Ohio EPA requirements
 - 4. Scheduling of the improvements that are identified.
 - o This portion of the summary will focus on managing the identified improvements to stay within the City's budgetary constraints, as well as a preliminary identification of potential funding sources available to the City.
- B. A draft report will be submitted to the City for review and comment.

Task V: Summary Workshop

- A. Recommendations and comments will be reviewed with the City as part of a final Workshop.
 - 1. CT will also present a phased plan of improvements over time that best meets the City's budget.
- B. The Capital Improvements Plan will be reviewed with the City and a final plan with priority ranking will be documented.
- C. Once a prioritized list of proposed improvements is agreed upon, the information will become the foundation for scheduling the necessary improvements and finalizing the Facility Plan Report.

Design services and/or preparation of bidding documents will be authorized under an additional agreement.

SCHEDULE

It is anticipated that an initial draft of a Wastewater Facilities Capital Improvements Assessment Report could be provided in approximately 6 to 7 months from receipt of work authorization.

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CITY RESPONSIBILITIES

For the project to proceed quickly and efficiently, CT requests a few specific tasks be performed by the Owner in a timely fashion.

- Provide record documents, sample documents and required contracting documents
- Provide for access to the project site during the performance of the scope of work herein.
- Provide timely reviews of all submittals
- Address questions and needs of the Engineer in a timely manner
- All regulatory agency submittal fees, if applicable
- The City shall give prompt notice to CT whenever the City becomes aware of any development that affects the scope or timing of these services.

PROFESSIONAL FEES

Based on the scope of services as written and presented, the Engineer proposes to be compensated on an hourly, not to exceed fee basis fee of **\$160,000.00**. Professional fees are subject to adjustment from the City for requested changes and are not to be exceeded without further authorization.

- No additional services or fee shall be provided without prior written authorization from the Owner.
- The fee estimate includes and accounts for direct labor, overhead and profit. It does not include applicable reimbursable expenses estimated to be **\$1,000**.
- Invoices will be prepared monthly and based upon the actual manhours incurred at our standard billing rates; plus, reimbursable expenses, if any.
- Design contingency shall only be utilized if authorized in writing by the City.

ADDITIONAL SERVICES (AS REQUESTED BY THE CITY)

The City of Ravenna requested fee estimates for additional tasks not included in the basic scope of work herein. They are generally summarized and offered as follows:

Assessment/Evaluation of Four (4) Pump Stations

- A. Chestnut Street; Diamond Avenue; Freedom Street; Lovers Lane
 1. CT understands these facilities are equipped with Gorman Rupp suction lift pumps and include a control building.
 2. A condition assessment will be conducted of each facility summarized in a report with the Engineer's opinion of probable cost for recommended improvements and/or upgrades.

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3. The review will include the cost for the addition of a generator set at each pump station.
- B. Budget for these services is estimated to be **\$16,000**. Cost will be based on actual manhours incurred and fee will not be exceeded without prior written authorization from the City.

Treatment Plant Boundary & Topographic Survey

- A. CT will perform a complete boundary survey of the three (3) separate parcels comprising the wastewater treatment plant with the final deliverable a property plat completed by a Professional Surveyor. The abutting City parcels are not included.
- B. We will utilize an “unmanned aircraft system” (UAS) or mapping drone that includes high resolution imagery to assist in developing topography and can be used for planning purposes in the future. We would merge the wooded area with statewide lidar mapping available at 2-foot contours.
- C. Budget for these services is recommended at **\$8,500**. Cost will be based on actual manhours incurred and fee will not be exceeded without prior written authorization from the City.

Sewer Rate Analysis

- A. CT recently completed a comprehensive water/sewer rate analysis for the Portage County Department of Water Resources. We have information on the contribution of Portage County flow to the City’s sewer system to assist in this analysis.
- B. We have significant experience in performing these analyses and know what to expect. Budget for these services is recommended at **\$27,500**. Cost will be based on actual manhours incurred and fee will not be exceeded without prior written authorization from the City.

Funding Assistance

- A. CT has a dedicated group of specialists in grant-writing, financial assistance and strategy development led by Ms. Jennifer Brown.
- B. Based on our experience with similar work and the likely funding sources, a budget for these services is **\$5,000**. Cost will be based on actual manhours incurred and fee will not be exceeded without prior written authorization from the City.

ADDITIONAL SERVICES

If authorized in writing, the Engineer shall furnish or obtain from others Additional Services of the types listed below that are not included in the scope of this proposal:

- Assessment of additional facilities.
- If deemed necessary after the initial site assessment, we are able assist with performing more intrusive testing, such as: thermal imaging, arc flash testing, pipe thickness testing, etc.

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- Our staff is available to assist in securing grants and loans to finance any of the proposed improvements. We are available to assist in securing financing for your project(s). CT can assist you in utilizing your local dollars as matching funds to secure funding from other agencies.
- Evaluation of energy savings equipment identified in this assessment.
- Modify the completed documents resulting from significant changes in general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, schedule, and revising previously accepted studies, reports, design documents, or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond the Engineer's control.

1. The Board of Commissioners agree to pay their portion of the consultant fee, not to exceed \$54,400.00, for the City of Ravenna Wastewater Treatment Plant Facility.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Direct the Auditor's Office to pay/process the June 22, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$616,893.91	(Includes late fees of: \$193.22)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$212,932.81	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,689.94	
Journal Vouchers totaling:	\$228,106.24	
Then and Now list totaling:	\$132,336.06	
Debt Service wire list:	\$37,984.06	
BWC Wires:	\$0	

3. Process the June 22, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea;

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(l), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

4. Authorize to promote Zara Burkett, JFS Supervisor Child Support, Portage County Job & Family Services. The tentative start date is Monday, July 17, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea;

Motion Carries

5. Authorize the internal posting for 3 days and then an external posting of a bargaining position, for Child Support Specialist, for the Portage County Job & Family Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

6. Authorize to hire Isaiah Jones, Social Service 3 Group Home, Portage County Job & Family Services. The tentative start date is Wednesday, July 5, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

7. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for June 5, 2023 through June 18, 2023 as presented by Chief Dog Warden Dave McIntyre.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

8. The Board of Commissioners acknowledged receipt of the June 22, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

9. The Board of Commissioners acknowledged receipt of the June 26, 2023, Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

10. The Board of Commissioners amend Journal Entry #9, adopted on June 22, 2023, acknowledging receipt of the June 15, 2023 notice from Faith Lyon and Theresa Neilson Portage County Board of Elections. There was a clerical error with the correspondence, which should read "...the Board of Elections will be open to the public in preparation for the *Special Election* on Tuesday, August 8, 2023...".

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

ORDINANCE NO. 2023-089

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH OHIO PAVING & CONSTRUCTION CO., INC. FOR THE RESURFACING OF THE POLICE GARAGE PARKING LOT AND FOR ASPHALT REPAIRS IN MAPLE GROVE CEMETERY, AND DECLARING AN EMERGENCY.

WHEREAS, the Police Garage parking lot is in need of resurfacing and Maple Grove Cemetery is in need of asphalt repairs; and,

WHEREAS, both projects have been bid out together and the Board of Control has determined Ohio Paving & Construction Co., Inc as the best low bidder for the projects.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Ravenna, Portage County, Ohio:

SECTION I: That the Mayor be and he is hereby authorized to enter into a contract with Ohio Paving & Construction Co., Inc. for the resurfacing of the police garage parking lot and for asphalt repairs in Maple Grove Cemetery according to the specifications now on file in the Mayor's office.

SECTION II: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

SECTION III: That this Ordinance is hereby declared an emergency measure and shall take effect immediately upon passage and approval by the Mayor for the reason that it is necessary for the health, safety and welfare of the citizens of the City of Ravenna, Ohio and for the additional reason that the asphalt paving season is underway.

ATTEST:

CLERK OF COUNCIL

PRESIDENT OF COUNCIL

Sponsored by:
Streets & Sidewalks Committee
Committee of the Whole

PASSED: _____, 2023

MAYOR

APPROVED: _____, 2023

CONTRACT

N.B. The Bidder shall not fill in any of the following blanks. After the Contract is awarded the blanks will be filled in under the direction of the Service Director.

ARTICLES OF AGREEMENT
(Execute in five copies)

THIS AGREEMENT, know as the Contract for the construction of
POLICE PARKING LOT RESURFACING, 2023-D

made and entered into this ___ day of _____, in the year Two Thousand and _____, by and between the City of Ravenna, Ohio, by its Mayor, Party of the First Part, duly authorized by Ordinance No. _____, passed by the Council of the City of Ravenna, Ohio, the _____ day of _____, 20____, and

OHIO PAVING & CONSTRUCTION CO., INC.
as Contractor, Party of the Second Part.

WITNESSETH: That the said Party of the Second Part has agreed, and by these presents does agree with the said Party of the First Part, for the consideration mentioned in the proposal and under the penalty expressed in a bond bearing even date with these presents and herein contained or thereto annexed, to furnish at the proper cost and expense to the Party of the Second Part, all necessary materials and labor of every description, and to carry out and complete in a workmanlike manner, ready for continuous operation, the improvements known as

POLICE PARKING LOT RESURFACING, 2023-D

In accordance with the following listed documents, all of which are as fully a part of this Contract as if herein set forth verbatim, or if not attached, as if attached, and on file in the office of the Service Director subject to such changes as may be necessary to conform with the intent of this Contract.

1. Advertisement
2. Instructions to Bidders
3. General Conditions
4. Special Provisions
5. Specifications, including Addendum Nos. _____, _____, _____
6. Drawings, Sheets Nos. 1, ALT-1, _____, _____
7. Proposal
8. Contract Bond
9. This Instrument

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party hereto, the Contract shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, the Mayor on behalf of the City, and the Contractor, have executed this agreement in five copies, as of the date first hereinbefore written, three copies which shall remain with the City, two copies delivered to the Contractor.

WITNESS:

THE CITY OF RAVENNA, OHIO

Mayor

Contractor

By _____

Title

(If the Contractor is a Corporation, affix the corporate seal)

I hereby approve the form of the within
Contract and Bond

Tax ID # if a Corporation

Law Director

Social Security # if Individual

Date

CERTIFICATE OF FISCAL OFFICER

As Fiscal Officer of the City of Ravenna, Ohio I hereby certify that funds in the amount of

\$ _____ have been lawfully

appropriated for the purpose of meeting the obligations of the Contract with _____

OHIO PAVING & CONSTRUCTION CO., INC. FOR THE

POLICE PARKING LOT RESURFACING, 2023 - D.

duly authorized by Ordinance (or Resolution) No. _____

and are in the Treasury or in the process of collection to the credit of the BUILDING & GROUNDS
IMPROVEMENT

Fund; free from any previous encumbrances.

Signed this _____ day of _____, 20____.

Finance Director

ORDINANCE NO. 2023-090

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH KARVO COMPANIES FOR THE RESURFACING OF N. CHESTNUT ST. AND S. PROSPECT ST., AND DECLARING AN EMERGENCY.

WHEREAS, the City of Ravenna will conduct the 2023 paving program; and,

WHEREAS, the project has been bid out and the Board of Control had determined that Karvo Companies is the best low bidder for the project.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Ravenna, Portage County, Ohio:

SECTION I: That the Mayor be and he is hereby authorized to enter into a contract with the best low bidder for the resurfacing of N. Chestnut St. and S. Prospect St. according to the specifications now on file in the Mayor's office.

SECTION II: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

SECTION III: That this Ordinance is hereby declared an emergency measure and shall take effect immediately upon passage and approval by the Mayor for the reason that it is necessary for the health, safety and welfare of the citizens of the City of Ravenna, Ohio and for the additional reason that the asphalt paving season is underway.

ATTEST:

CLERK OF COUNCIL

Sponsored by:
Streets & Sidewalks Committee
Committee of the Whole

PRESIDENT OF COUNCIL

PASSED: _____, 2023

MAYOR

APPROVED: _____, 2023

I hereby certify that Ordinance No. 2023-090 was duly published on _____
in the Record-Courier, Ravenna, Ohio.

CLERK OF COUNCIL

1st Reading

2nd Reading

3rd Reading

Waive Rules

Adopt Emergency Clause

Adopted

Assigned Committee

CONTRACT

N.B. The Bidder shall not fill in any of the following blanks. After the Contract is awarded the blanks will be filled in under the direction of the Service Director.

ARTICLES OF AGREEMENT

(Execute in five copies)

THIS AGREEMENT, know as the Contract for the construction of
PID 115360 - PROSPECT AND CHESTNUT RESURFACING

made and entered into this ___ day of _____, in the year Two Thousand and _____, by and between the City of Ravenna, Ohio, by its Mayor, Party of the First Part, duly authorized by Ordinance No. _____, passed by the Council of the City of Ravenna, Ohio, the _____ day of _____, 20____, and

KARVO COMPANIES

as Contractor, Party of the Second Part.

WITNESSETH: That the said Party of the Second Part has agreed, and by these presents does agree with the said Party of the First Part, for the consideration mentioned in the proposal and under the penalty expressed in a bond bearing even date with these presents and herein contained or thereto annexed, to furnish at the proper cost and expense to the Party of the Second Part, all necessary materials and labor of every description, and to carry out and complete in a workmanlike manner, ready for continuous operation, the improvements known as

PID 115360 - PROSPECT AND CHESTNUT RESURFACING

In accordance with the following listed documents, all of which are as fully a part of this Contract as if herein set forth verbatim, or if not attached, as if attached, and on file in the office of the Service Director subject to such changes as may be necessary to conform with the intent of this Contract.

1. Advertisement
2. Instructions to Bidders
3. General Conditions
4. Special Provisions
5. Specifications, including Addendum Nos. 1, _____, _____
6. Drawings, Sheets Nos. 1 - 16, _____, _____, _____
7. Proposal
8. Contract Bond
9. This Instrument

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party hereto, the Contract shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, the Mayor on behalf of the City, and the Contractor, have executed this agreement in five copies, as of the date first hereinbefore written, three copies which shall remain with the City, two copies delivered to the Contractor.

WITNESS:

THE CITY OF RAVENNA, OHIO

Mayor

Contractor

By _____

Title

(If the Contractor is a Corporation, affix the corporate seal)

I hereby approve the form of the within Contract and Bond

Tax ID # if a Corporation

Law Director

Social Security # if Individual

Date

CERTIFICATE OF FISCAL OFFICER

As Fiscal Officer of the City of Ravenna, Ohio I hereby certify that funds in the amount of

\$ _____ have been lawfully

appropriated for the purpose of meeting the obligations of the Contract with _____

KARVO COMPANIES FOR PID 119360 - PROSPECT AND
CHESTNUT RESURFACING.

duly authorized by Ordinance (or Resolution) No. _____

and are in the Treasury or in the process of collection to the credit of the ANNUAL PAVING
PROGRAM

Fund; free from any previous encumbrances.

Signed this _____ day of _____, 20____.

Finance Director