RESOLUTION APPROVING AMENDMENT TO PROCUREMENT POLICY FOR ASHTABULA COUNTY

WHEREAS, a Procurement Policy for Ashtabula County was adopted on March 8, 2022 by Resolution 2022-151 and later amended on April 11, 2023 as an authoritative source for guidance on the application of consistent and sound business practices by Ashtabula County agencies, boards and commissioners to acquire supplies and services; and

WHEREAS, Amendments have been found necessary and are outlined below:

Amendment No. 1:
Existing Section 3.4.3 **titled Bid Opening, Acceptance, and Award**

REMOVE: "All contracts shall be reviewed and executed by the Board of County Commissioners**.** The Board of Commissioners solely reserve the right to make any and all decisions regarding contracts, including but not limited to: content, approval and legal review."

REPLACE with: "Unless otherwise required by law, all contracts shall be reviewed and executed by the Board of County Commissioners. The Board of Commissioners solely reserve the right to make any and all decisions regarding contracts, including but not limited to: content, approval and whether to seek legal review, unless otherwise required by law."

Amendment No. 2
Subsection a of existing Section 4.3 titled **Requesting a PO or a Blanket PO**

REMOVE: "A PO could be requested as a result of an agreed upon contract following the review and approval by the Board of Commissioners.

REPLACE with: "A PO could be requested as a result of an agreed upon contract following the review and approval by the Board of Commissioners, unless otherwise required by law"; and

WHEREAS, the amendments to the Procurement Policy, as outlined above, have been reviewed by the Ashtabula County Board of Commissioners; and

WHEREAS, the amended Procurement Policy is attached in its entirety and made a part of this Resolution; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Amendment to the Procurement Policy is hereby adopted as outlined above.

BE IT FURTHER RESOLVED, that the Clerk of the Board be directed to send the Amended Procurement Policy to all county elected officials and/or department heads.

BE IT FURTHER RESOLVED, that all other terms and conditions in the original Procurement Policy, and as amended, remain in full force and effect.

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2023-370 **July 11, 2023**

RESOLUTION APPROVING AMENDMENT TO PROCUREMENT POLICY FOR ASHTABULA COUNTY

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

Casey R. Kozlowski	**Aye**
Kathryn L. Whittington	**Aye**
J.P. Ducro IV	**Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

Lisa Hawkins

Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

Ashtabula County Board of Commissioners

2022 Procurement Policy

Adopted
3-8-2022
Amended: 4/11/23 & 7/11/23

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CHAPTER 1 – INTRODUCTION

1.1 About this Manual

Pursuant to Ohio Revised Code §307.55, except as otherwise specifically prescribed by law, "... no claims against the county shall be paid otherwise than upon the allowance of the board of county commissioners..." In order for the Ashtabula County Board of Commissioners to approve the expenditure of county monies, it must first ensure that such expenditure is proper and that the obligation was made in accordance with all federal, state, and local laws. Therefore, the purpose of this policy is to establish procedures for the procurement of supplies, equipment, construction, and services with public funds. This policy describes the standards to be used to ensure that materials and services are legally procured and done in a manner to be economic, effective and fair to the maximum extent practicable. Reference guides can be found in Appendix A.

1.2 Purpose, Audience and Use

This Procurement Manual is an authoritative source for guidance on the application of consistent and sound business practices by Ashtabula County agencies, boards, and commissions (collectively referred to as “County Agencies”) to acquire supplies and services. This manual

replaces all prior resolutions and policies. This manual supplants neither statutory or administrative requirements established, respectively, by the Ohio Revised Code and Ohio Administrative Code. Some terms with the same meaning are used interchangeably – most notably "purchase" and "procure" (and their derivations, "purchasing," "procuring," and so forth).

Although it is a public-facing document, the manual's primary audience is County Agency Procurement Officers (APO) and all other agency-level personnel interested or engaged in the County's procurement activities. Also, other county-level government organizations are strongly encouraged to leverage this guide as a best practice.

Any questions regarding the interpretation of this policy should be directed to the Ashtabula Board of Commissioners and/or the Ashtabula County Prosecutor's Office.

1.3 What is procurement?

Procurement is the practice of purchasing products, supplies, and services. Procurement is not simply the act of competitively acquiring products, supplies, and services, but is a lifecycle activity that begins with identifying a need, completing a purchase, and ending with closeout of a contract. The Procurement Lifecycle (Figure 1-1) organizes the procurement process into a series of steps from the time the state entity first identifies needed supplies or services through contract award and administration.

1.4 Ashtabula County's Procurement Structure

Purchasing and approval of most contracts for materials, supplies, services, and equipment necessary to operate the many functions of county government are primary responsibilities of county commissioners.

All contracts must be approved at a regular or special session of the board and entered into the minutes of the board (Ohio Revised Code §305.25).

In order to be lawful, all contracts, with certain exceptions, must include certification of availability of funds by the county auditor (Ohio Revised Code §5705.41(D)). Any contract entered into without such a certificate is void, and no payment may be made on the contract. However, if the auditor prepares a certificate (a "then and now certificate") stating that at the time of the execution of the contract and at the time his/her certificate is executed, a sufficient sum appropriated for the purpose of the contract is in the treasury or in the process of collection to the credit of the appropriate fund, and not encumbered, the commissioners may authorize the issuance of a warrant in payment of the amounts due upon the contract.

1.5 Ethical and Professional Conduct

Ashtabula County employees involved in the procurement of supplies and services have a responsibility to uphold procurement laws, rules, executive orders, directives, and policies, and

act in good faith to serve the best interests of Ashtabula County and its taxpayers. All employees engaged in procurement activities must conduct all procurement activities in a manner above reproach, with complete impartiality, and without preferential treatment.

To avoid any perception of or actual impropriety and maintain the public's trust, employees are required to perform their daily activities in a professional and responsible manner. They may not take any action in matters that definitely and directly affect themselves, their family members or business associates. When confronted with a conflict of interest, employees must completely abstain or recuse themselves from making decisions about or taking any actions that would influence how the matter is resolved. Employees engaged in procurement activities are responsible for understanding and adhering to Ohio Ethics law governed by Ohio Revised Code §102, along with any county policies pertaining to ethical conduct. Employees failing to do so will be subject to any penalties set forth by law, as well as potential disciplinary action up to and including termination of employment.

Employees or agents of Ashtabula County shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors. No employee, agent or beneficiary can participate in the selection, award or administration of a contract when any of the following has financial interest in that contract:

I) the employee or agent;
2) any member of his or her immediate family;
3) his or her partner;
4) an organization in which any of the above is an officer, director, or employee;
5) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

All procurement transactions, regardless of whether by sealed bid or negotiation and without regard to dollar value, shall be conducted by employees or agents of Ashtabula County in a manner which provides maximum free and open competition consistent with State and Federal guidelines. Procurement procedures shall not restrict or eliminate competition. Examples of what is considered to be restrictive of competition include, but are not limited to:

- placing unreasonable requirements on firms in order for them to quality to do business
- noncompetitive practices between firms or between affiliated companies
- noncompetitive awards to consultants that are on retainer contracts
- organizational conflicts of interest
- unnecessary experience and bonding requirements
- specifying brand names (and describing the performance of other relevant requirements of procurement) instead of allowing an equal product to be offered
- arbitrary action in the procurement process

1.6 Findings for Recovery

Ohio Revised Code §9.24 prohibits any county from awarding a contract for goods, services, or construction, paid for in whole or in part with state funds, to any person against whom a finding for recovery has been issued by the State Auditor, if that finding is unresolved. This provision applies to the county if it has received more than $50,000 of state money in the current or the preceding fiscal year. State funding does not include funds the state receives from another source and passes through to a political subdivision. Finding for recovery means a determination by the State Auditor that public money has been illegally expended, has been collected but not accounted for, or is due but has not been collected. A finding for recovery also includes a determination that public property has been converted or misappropriated. A finding for recovery is unresolved unless one of the following criteria applies:

1. The money identified in the finding for recovery is paid in full to the county.
2. The debtor has entered into a repayment plan that is approved by the Attorney General and the county to whom the money is owed. This may include withholding payment to a debtor for goods, services or construction provided to the county.
3. The Attorney General waives a repayment plan described above for good cause.
4. The debtor and the county to whom the money identified in the finding for recovery is owed have agreed to a payment plan established through an enforceable settlement agreement.
5. The county, with the concurrence of the Attorney General, certify that all of the following are true:
    a. Essential services the county is seeking from the debtor cannot be provided by any other person;
    b. Awarding a contract to the debtor for essential service is in the best interest of the county; and
    c. Good faith efforts have been made to collect the money identified in the finding for recovery.
6. The debtor is contesting the finding for recovery and a final determination on the action has not been reached.

Before awarding a contract for goods, services or construction, paid for in whole or part with state funds, the county must verify that the person does not appear in a database maintained by the State Auditor. Findings for recovery may be found on the State Auditor's website at https://ohioauditor.gov/findings.html. A county official may access the website and perform a certified search in order to verify that the person to whom you plan to award a contract does not appear in the database.

The provisions of this law do not apply in the circumstances and to companies or agreements described below:

1. The cost of the contract is less than $25,000.
2. The aggregate cost of multiple contracts entered into by the government and the person within the previous fiscal year does not exceed $50,000.

3. The contract is a renewal of a contract previously entered into and is renewed pursuant to that preceding contract.
4. The contract is an employment contract.
5. The contract involves a bonding company, a self-insurance or joint self-insurance pool, or a risk management or joint risk management program, unless a court has entered a final judgment against a company and the company has not satisfied the judgment.
6. The contract is a Medicaid provider agreement under ORC Chapter 5111.
7. When federal law dictates that a particular vendor be awarded a contract.

1.7 Authorization of Purchase

Most purchases require a Purchase Order (PO). Employee expense reimbursements are excluded from the PO requirement. The PO must be done before a purchase is made (except for limited emergency purchases). Some purchases may require a detailed signed contract in addition to a PO.

If a County Agency proceeds with a purchase prior to receiving the appropriate authorization, the person at the County Agency who authorized the purchase may be held personally liable for the purchase pursuant to Ohio Revised Code §3.12.

CHAPTER 2 – PROCUREMENT PLANNING

Procurement planning begins with identifying what is needed, when it is needed, how much it may cost, and how much of it is needed. This process is initiated by the purchasing Agency. Although not all inclusive, a list of questions to ask to identify the need include:

1. What types of supplies or services are being requested?
2. What is the time frame for providing the supplies or services to meet the need?
3. Will the supplies or services be required beyond this purchase? If so, how often?
4. Is there a possibility that other agencies have the same or similar need?
5. What is the estimated dollar value of the required supplies or services?

After these questions are answered, the next steps are determining the most appropriate procurement method and evaluating procurement considerations that may affect how the procurement is conducted.

In determining whether a Project is either for Supplies/Services or Construction, at an early stage in the planning process a County Agency should review its project's scope and budget to determine if the project will require professional design services in any dollar amount. Professional design services can include, but are not limited to, professional architectural and engineering (A/E) design, surveying, and specialty consulting services.

Procurement planning should also account for the funding source and any applicable requirements. The Code of Federal Regulations at 2 CFR 200 sets forth Uniform Guidance which is applicable to most federal funding and is described further in Appendix B.

2.1 Procurement Considerations

2.1.1 Preference Program – MBE/WBE

It shall be the policy of the Board of County Commissioners to take affirmative steps to attempt to include both minority business enterprise (MBE's) and woman business enterprises (WBE's) to the greatest extent practicable within procurement guidelines. This shall be accomplished by undertaking at least the following steps, realizing that there are very few minority-owned businesses or female owned businesses in Ashtabula County:

- maintain the list of minority contracts in the County files
- supplement this list with any other known minority or female businesses in the area which are not on the list.
- send a direct written notice to minority or female businesses when an appropriate procurement possibility is presented.
- encourage eligible contractors to use minority or female subcontractors to the greatest extent feasible.
- prohibit recipients from discriminating against businesses on the basis of race, creed, color, sex, handicap, or place of national origin.
- prohibit contractors from discriminating against subcontractors on the basis of race, creed, color, sex, handicap, or place of national origin.
- encourage minority or female subcontractors to attempt to directly bid jobs as general contractors.
- encourage qualified minority or female crafts persons to attempt to undertake jobs as subcontractors or general contractors.

2.1.2 Prior Approvals

The Ohio Revised Code places a responsibility upon Data Board to superintend purchases of certain types of supplies and services. Ohio Revised Code §307.842 requires the county automatic data processing board to coordinate the use of all automatic or electronic data processing or record-keeping equipment, software, or services in use throughout the county offices at the time the board is established.

The board may, in writing, authorize any county office to contract for automatic or electronic data processing or record-keeping services, or operate or acquire automatic or electronic data processing or record-keeping equipment, where the board determines such action is desirable. The authorization shall be signed by a majority of the members of the board and shall be filed in the office of the board of county commissioners.

The county automatic data processing board may establish an automatic data processing center which shall provide a centralized system for the use of automatic or electronic data processing or record-keeping equipment, software, or services for all county offices.

Data Board approval must be obtained for any purchase of this type over $15,000.

See Sections 2.2.9 and 3.9 for more details regarding special provisions for data processing.

2.1.3 Prevailing Wages (Ohio Revised Code 4115)

Construction on any project or facility deemed to be a public improvement is subject to prevailing wages. The threshold for the payment of prevailing wages on public improvement projects is adjusted every two years by the Director of Industrial Relations. Please check with the Community Services and Planning Department for current thresholds. The law defines these two separate categories of construction as follows:

- New construction of any public improvement, if the cost exceeds the current threshold and is performed by other than full-time employees who have completed their probationary periods in the classified service of the County (employees on probation must be paid prevailing wages on such projects).
- Any reconstruction, enlargement, alteration, repair, remodeling, renovation or painting of any public improvement, if the cost exceeds the current threshold and is performed by other than full-time employees who have completed their probationary periods in the classified service of the County.

The threshold for the payment of prevailing wages on public improvement project utilizing Federal funds are $2,000 regardless of the construction category.

Pursuant to Ohio Revised Code § 4115.04, the prevailing wage requirements at Ohio Revised Code Chapter 4115 do not apply to:

- Public improvements furnished in any part by loans or grants by the federal government in which federal prevailing wage requirements apply
- Participants in the Ohio Work First program under ORC 5107.40-5107.69 if such participant is not engaged in paid employment or subsidized employment under the program
- Public improvements undertaken by or for a school district or educational service center
- Public improvements undertaken by or for a county or municipal hospital if none of the funds used are proceeds of bonds or other obligations secured by the full faith and credit or have been appropriated by the state, county, township, or municipal corporation (unless the county or municipal hospital otherwise elects to apply prevailing wage requirements)
- Any residential housing project as defined in ORC 176.05(D)
- Public improvements undertaken by or for the Port Authority

- Any portion of public improvement undertaken and completed with donated labor and materials

The prevailing wage law prohibits any person, firm, corporation or public authority that constructs a public improvement from paying any employee (other than full-time employees who have completed their probationary periods in the classified civil service) less than the prevailing wage rate. The law also prohibits any employer from deducting the cost of food, sleeping accommodations, transportation, tools and other items necessary for performance of the work from the employees' wage unless an agreement has been entered into between the employer and the employees and the agreement has been submitted and approved by the public authority.

The law prohibits the County from subdividing any project into component parts or projects, the cost of which is less than the threshold for the purpose of circumventing the prevailing wage law. Public improvement projects may be treated as separate projects provided they are conceptually separate and unrelated to each other or encompass independent and unrelated needs of the public authority.

A prevailing wage determination must be obtained from the State Department of Industrial Relations prior to advertising for bids or the undertaking of construction for each project involving prevailing wages. The response time for such requests is usually seven to ten days; therefore, it is important to request the determination in a timely manner.

For each public improvement project a department employee shall be designated to serve as Prevailing Wage Coordinator during the life of the contract. The duties of the Prevailing Wage Coordinator are defined under Ohio Revised Code §4115.071.

2.2 Purchasing Methods

- State Cooperative Purchasing Program
- Emergency Purchases
- Small Purchase <$50,000
- Competitive Sealed Bids ≥ $50,000
- Competitive Sealed Proposals
- Request for Qualifications
- Non-competitive Proposals
- Reverse Auctions
- Data Processing and Radio Communications Equipment
- Special Provisions for Election Supplies, Printing, and Ballots
- Purchase or Lease of Road Equipment

2.2.1 State Cooperative Purchasing Program

Ashtabula County is a member of the State of Ohio Cooperative Purchasing Program. Under this program, a variety of items, including office supplies, equipment, furniture, food, clothing, automobiles, etc., can be purchased at a significant cost savings. Items are either negotiated or bid by the State and offered to the County at the State rate. In those cases, where the State has either formally bid out an item or has negotiated a price, the County may piggyback on the state contract and purchase the item directly from the vendor on exactly the same terms as the state contract.

This program may only be utilized when/where local competitive bidding has not occurred.

2.2.2 Emergency Purchases

Occasionally, unplanned procurements must be made either due to an emergency or as a result of a county procurement emergency. These situations may require the expedited purchase of supplies or services, making it impractical to follow standard procurement policies and procedures.

As part of its preparedness planning efforts, County Agencies should:

1. Identify supplies and/or services that could be needed or may potentially be exhausted during an emergency or county procurement emergency.
2. Understand what current county contracts are available. If a current county contract may be of assistance during an emergency or state procurement emergency, County Agencies should ensure they are familiar with the contract and how to contact the supplier when necessary.
3. Be aware if there are no current county contracts available for a potential procurement need. In this case, County Agencies should evaluate the need for a county contract and work with the Board of Commissioners to determine if one can be established.

See procedure in Section 3.2 of this Procurement Policy.

2.2.3 Small Purchase

Small purchases are those purchases of specific/like services, supplies, and other property costing in the aggregate $50,000 or less. Aggregate means the sum total of goods or services provided from one vendor within a reasonably anticipated period of time, such as one year. For example, a service costing $5,000 per month would aggregate to $60,000 a year and could not be purchased using the small purchase method. Any attempt to divide an aggregate procurement unnecessarily is a violation of the intent of the law and could result in the disallowance of payment.

For purchases using federal funds in which the Uniform Guidance applies, “small purchases” are defined as any acquisition below the Simplified Acquisition Threshold and above the micro-purchase threshold and “micro-purchases” are defined as any acquisition below the micro-purchase threshold.

See procedure in Section 3.3 of this Procurement Policy.

2.2.4 Competitive Sealed Bids

Items/services (or combinations thereof) having an anticipated value over $50,000 will be offered for competitive (sealed) bid and must be coordinated through the Clerk of the Board for the Commissioners.
See procedure in Section 3.4 of this Procurement Policy.

2.2.5 Competitive sealed proposals

In lieu of competitive bidding, a county contracting authority may use competitive sealed proposals when it determines that the use of competitive sealed proposals would be advantageous to the county and it complies with Ohio Revised Code §307.862. Competitive sealed proposals may not be used for any public improvement project (except for professional services as noted below). A competitive sealed proposal entails the use of a request for proposal and may be advantageous to a contracting authority when it is proposing to purchase supplies or services of a qualitative rather than quantitative nature.

Request for Proposal (RFP) may be solicited for professional services, which are exempt from the competitive bidding requirements of Ohio Revised Code §307.86. Professional services are defined as an accountant, attorney at law, physician, professional, construction project manager, consultant, or appraiser.
See procedure in Section 3.5 of this Procurement Policy.

2.2.6 Non-Competitive sealed proposals

Noncompetitive negotiation is procurement through solicitation of a proposal from only one source when: only one source of the product or service exists; or after competitive solicitation when only one bid or proposal is received; or after competitively bidding twice with no bids received. Noncompetitive negotiation may be used when permitted by state law and upon proper determination by Board of Commissioners.
See procedure in Section 3.6 of this Procurement Policy.

2.2.7 Request for Qualifications (RFQ)

Design professionals such as professional engineers, architects, landscape architects, and surveyors as well as the services of construction managers must be procured through a qualifications-based selection process (Ohio Revised Code §153.65 - §153.69, §9.33 - §9.334).

RFQ's or RFP's are required for the procurement of professional services which are projected to exceed $50,000; however, the Board of Commissioners may waive this requirement if it determines same to be in the best interest of the County. All RFQ's or RFP's shall be prepared in the manner prescribed by the Board of Commissioners.
See procedure in Section 3.7 of this Procurement Policy.

2.2.8 Reverse Auctions

The law permits any county contracting authority (as defined in Ohio Revised Code §307.92), including a board of commissioners, to purchase services and supplies by competitive reverse auction over the internet. A competitive reverse auction is a procedure in which a county or other entity seeking to purchase supplies or services posts via an open environment on the internet the maximum price that it is willing to pay for the supply or service. Vendors then are instructed to offer bids at or below the price listed by the county, with the county authorized to select a winning bid from those submitted (Ohio Revised Code §9.314 (A)(3)). The law defines supplies to include all property, except real property, including equipment, materials, other tangible assets, and insurance. The law prohibits the purchase of "supplies or services by reverse auction if the contract concerns the design, construction, alteration, repair, reconstruction, or demolition of a building, highway, road, street, alley, drainage system, water system, waterworks, ditch, sewer, sewage disposal plant, or any other structure or works of any kind." Services are defined to include any furnishing of labor, time or effort by a person that does not involve the delivery of a specific end product. A service may involve the delivery of a report only if the report is incidental to the primary service being provided. Employment agreements or collective bargaining agreements are specifically excluded from the definition of service (Ohio Revised Code §9.314 (A)(4)(5). Counties may purchase services or supplies through reverse auctions whenever the contracting authority determines that a reverse auction via the internet is advantageous to the county (Ohio Revised Code §9.314 (B)). The contract file must contain the basis upon which an award is made (Ohio Revised Code §9.314(E))). The law specifically provides that competitive reverse auctions satisfy any statutory requirement for competitive sealed bidding, however, it should be noted that reverse auctions may also be used when competitive sealed bidding is not required (Ohio Revised Code §9.314(G)).

See procedure in Section 3.8 of this Procurement Policy.

2.2.9 Special Provisions for Data Processing and Radio Communications Equipment

Special provisions have been established for renewal of a lease which has been entered into for electronic data processing equipment, services, or systems, or a radio communications system at a cost in excess of fifty thousand dollars. Ohio Revised Code §307.861.

See procedure in Section 3.9 of this Procurement Policy.

2.2.10 Special Provisions for Election Supplies, Printing, and Ballots

Special provisions have been established for use of the board of elections when purchasing supplies, general printing, and ballot printing. These procedures are found in Ohio Revised Code §3501.301 and §3505.13.

See procedure in Section 3.10 of this Procurement Policy.

2.2.11 Special Provisions for Force Accounts

Construction, reconstruction, widening, resurfacing, or repair of a street or other public way using the Auditor of State force account project assessment form (Appendix E).

For a county, the limits shall be ten thousand dollars per mile for construction or reconstruction of a road and forty thousand dollars for construction, reconstruction, maintenance, or repair of a bridge or culvert pursuant to Ohio Revised Code §117.16.

CHAPTER 3 – SOLICITATION AND AWARD

3.1 State Cooperative Purchasing Program

The decision to use the state cooperative purchasing program instead of conducting a direct procurement shall be at the discretion of the board of commissioners. If used, the agreement shall stipulate who is authorized to purchase on the agency's behalf and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. A list of cooperative purchasing contracts can be found online at https://procure.ohio.gov

3.2 Emergency purchases

For purposes of this section, "emergency" procurement is defined as those purchases necessary when real and present emergency exists, and shall not be construed as purchases merely needed in a "timely" manner.

Pursuant to Ohio Revised Code §307.86(A), the Board of County Commissioners may, by resolution, make a determination that a real and present emergency exists, when:

(I) the estimated cost is less than $100,000; or

(2) there is actual physical disaster to structures, radio communications equipment, or computers.

In all such cases, the Board of County Commissioners must adopt a resolution declaring such emergency and exempting the competitive (formal) bidding requirements. In those cases, where the estimated cost is less than $100,000, but more than $50,000, no fewer than three (3) informal price quotes must be solicited. Price quotes are not required, but are suggested, for those cases where there is actual physical disaster to structures.

3.3 Small Purchases ($50,000 or Less)

Items/services (or combination thereof) having a value of between $1,000 and $50,000, shall be approved by purchase order (signed by the Board of County Commissioners and certified by the County Auditor) based on the review of at least three (3) price quotes from appropriate suppliers. This does not mean that the purchase of items having a value of less than $1,000 is to be accomplished without comparison shopping. It may also, at times, be appropriate for a purchase order to be signed for purchases under $1 ,000. Additional regulations for small purchases and micro-purchases subject to the Uniform Guidance can be found in Appendix B.

Small purchases shall be processed as follows:

1. A purchase order shall be submitted to the Board of Commissioners with documentation attached indicating three price quotes were obtained for the same or similar product or service. See Section V "Solicitation of Bids or Proposals and Award." Such documentation shall include the names of the vendors providing quotes, their addresses and telephone numbers, and the date contacted. A sample quotation form is provided herein as Attachment B. If the purchase order is written to a vendor not submitting the lowest quote, explanation should also be provided.
2. Once all is found to be in order, the Board of Commissioners will process the purchase order through the Board of County Commissioners at its next regular-scheduled meeting. The purchase order is then submitted to the County Auditor, by the Board of Commissioners which tracks its status.
3. Once the purchase order has been certified by the County Auditor and returned to the affected department, the purchase may be transacted.
4. When processing payment for purchases totaling $1,000 or more to one vendor, and a Purchase Order was not processed, see the Auditor's Office for a "Then and Now."
5. All purchase of office equipment/furnishings over $1,000 in the aggregate must be coordinated through the County Administrator.

3.4 Competitive bidding (≥$50,000)

Bid documents shall be in a form as prescribed by the Clerk. The technical specifications shall be prepared by the affected department in such a manner as to allow more than one supplier to; if at all possible, offer its product/service for consideration. Once the technical specifications are submitted to the Clerk, bid documents will be prepared, a bid opening time will be set, and the advertisement for bid shall be posted on the County Commissioners' bulletin board, placed in the newspaper or other appropriate print/media and on the Ashtabula County Website by the Clerk to the Board of County Commissioners. Invitations to bid will be sent to specific prospective bidders if a list is provided to the Clerk.

Bid documents shall be distributed to potential bidders by the Clerk.; however, in some cases, authorization to distribute bid documents for technical or major construction projects may be given to the affected department.

3.4.1 Notice of Bid Opportunities

Ohio Revised Code §307.87 outlines the requirements for the notice of competitive bidding and the contents of the notice. When the Board of County Commissioners is required to bid competitively, the notice of competitive bidding shall be given in the following manner:

Notice will be published for one week in a newspaper of general circulation and for two consecutive weeks on the County internet web page, preceding the day of the opening of bids for any purchase, lease, lease with option or agreement to purchase, or construction
contract in excess of $25,000. The Board of County Commissioners may also cause notice to be inserted in trade papers or other publication designed by it.

Notices shall state:
1. A general description of the purchase.
2. Where and when plans, specifications, lists of supplies, and estimated quantities can be obtained or examined.
3. When and where the bids will be opened.
4. Time and place for submitting bids.
5. Terms of the proposed purchase.
6. Conditions under which bids will be received.
7. If the county has adopted a system of preferences for products mined or produced in Ohio the notice must state that such a system exists (Ohio Revised Code §307.90).
8. Whether a bid bond or other performance guarantee is required. If the bid is over $50,000, and for the construction, demolition, alteration, repair, or reconstruction of a public improvement, it must meet the bond requirement of state construction law (Ohio Revised Code §153.54). Commissioners, by a unanimous vote, may choose to allow a contracting authority to exempt a construction bid from some or all of the bond requirements if the cost is $100,000 or less, but the notice must state whether some requirements of Ohio Revised Code §153.54 still apply.

The Board of County Commissioners shall also maintain in the Ashtabula County Commissioners' Office a bulletin board upon which it shall post and maintain a copy of such notice for at least two weeks preceding the day of the opening of the bids.

3.4.2 Bid Contents

Bids submitted shall be in a form prescribed by the Board of County Commissioners and filed in a sealed envelope at the time and place mentioned in the advertisement. The bids received shall be opened and tabulated at the time stated in the notice. Each bid shall contain the full name of each person or company submitting a bid. If the bid is in excess of $50,000 and for a contract for the construction, demolition, alteration, repair, or reconstruction of an improvement, it must meet the requirements of Ohio Revised Code §153.54. This section requires each bidder to file a bid guaranty with the bid in the form of either a bond for the full amount of the bid or a certified check, cashier's check or letter of credit equal to ten (I0%) percent of the bid unless any or all such requirements are waived by a unanimous vote of the Board of Commissioners for bids of $100,000 or less. The Board of Commissioners shall have sole determination as to when such waivers are appropriate.

If the bid is in excess of $50,000 and for any other type of contract not listed in the previous paragraph and authorized by Ohio Revised Code §307.86 to §307.92, it shall be accompanied by a bond or certified check on a solvent bank in a reasonable amount stated in the advertisement but not to exceed five (5%) percent of the bid, conditioned that the bidder shall, if his bid is accepted, execute and contract in conformity to the invitation and his bid

3.4.3 Bid Opening, Acceptance, and Award

Bid openings usually occur at a meeting of the Board of County Commissioners.

Bids shall be reviewed by the affected department and a recommendation of award forwarded to the Clerk, which then shall submit the recommendation to the Board of County Commissioners.

Ohio Revise Code §307.89 outlines the requirements for acceptance of bids and bonds. Bid submissions must follow these standards: 1. Be in the form specified. 2. Submitted in a sealed envelope that should clearly identify the bid specification being replied to. 3. Submitted at time and place specified in the notice. 4. The full name of the person or company submitting the bid.

Ohio Revised Code §307.90 states that the award of all contracts subject to Ohio Revised Code §307.86 to §307.92 shall be made to the lowest and best (most responsive) bidder. The contracting authority may reject all bids.

Bids shall be awarded by the Board of County Commissioners by resolution. All announcements to the successful and unsuccessful bidders will be made by the Clerk. The President of the Board shall sign a "Notice of Bid Award" to the successful bidder.

ACTION WHEN ALL BIDS ARE REJECTED: Pursuant to Ohio Revised Code §307.91 when the contracting authority rejects all bids, it may either re advertise, using the original estimate, or amend the estimate and proceed to advertise in the manner provided for advertisement in Ohio Revised Code §307.86.

After the award of any bid, and prior to the time the contract is entered into, the person making a bid must submit to the county auditor a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes. If the person was charged with delinquent personal property taxes, the statement must set forth the amount of unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement must be transmitted by the county auditor to the county treasurer within 30 days of the date it is submitted. A copy of this statement must be incorporated into the contract, and no payment can be made if the contract does not contain the statement (Ohio Revised Code §5719.042).

No actual purchase shall be made without a form of contract being executed by the Board of Commissioners. Unless otherwise required by law, all contracts shall be reviewed and executed by the Board of County Commissioners. The Board of Commissioners solely reserve the right to make any and all decisions regarding contracts, including but not limited to: content, approval and whether to seek legal review, unless otherwise required by law. All contracts shall be accompanied by a purchase order (to be signed by the Board of County Commissioners and certified by the County Auditor) drawn on the appropriate fund. Once a contract has been executed, the Clerk will issue a "Notice to Proceed" to the contractor/vendor, and will return bid bonds to the unsuccessful bidders.

Any changes in contract terms, scope of services, time frames, etc., may only be accomplished upon execution of a change order. Change orders are to be executed by the Board of Commissioners prior to any change in contractor performance, if at all practicable.

The affected department shall be responsible for notifying Clerk of the Board that the item(s) purchased has been received.

3.4.3.1 Exemptions from competitive bidding

Ohio Revised Code §307.86 provides exemptions to competitive bidding. Competitive bidding is not required when one of the following conditions exists:

- Emergency purchases
- Any supplies, services, materials, and equipment purchased through contracts entered into by the Department of Administrative Services (Ohio Revised Code §125.04(B)), the Department of Transportation, a regional planning commission (Ohio Revised Code §713.23(D)), or a council of governments.
- The county contracting authority as defined in Ohio Revised Code §307.92 may use competitive sealed proposals (a request for proposal process) when the contracting authority determines that the use of this process would be advantageous to the county and the contracting authority complies with Ohio Revised Code §307.862.
- Services of usually recognized professions including accountants, architects, attorneys, physicians, appraisers, surveyors, and consultants (Ohio Revised Code §307.86). Design professionals such as professional engineers, architects, landscape architects, and surveyors as well as the services of construction managers must be procured through a qualifications-based selection process (Ohio Revised Code §153.65 - §153.69, §9.33 - §9.334).
- The county auditor may contract with persons or firms to assist in real estate appraisal work without competitive bidding (Ohio Revised Code §5713.01).
- Suppliers of replacement or supplemental parts for products or equipment owned or leased by the county where the source is limited to a single supplier (Ohio Revised Code §307.86(B)(1)).

- Suppliers of services related to information technology, such as programming services, that are proprietary or limited to a single source (Ohio Revised Code §307.86(B)(2)).
- Purchases from other governmental contracting authorities. It should be noted, however, that in some cases other units of local, state, or the federal government do have certain restrictions.
- Purchases made by a county department of job and family services under Ohio Revised Code §329.04 consisting of family services duties or workforce development activities (Ohio Revised Code §307.86(D)). However, if the purchase is made with federal funds the county must follow Ohio Department of Job and Family Services administrative rules in Ohio Administrative Code (Ohio Administrative Code) §5101:9-4-07.1.
- Purchases made by a public children services agency consisting of social services, programs, or ancillary services that provide case management, prevention, or treatment service for children at risk of being or alleged to be abused, neglected, or dependent (Ohio Revised Code §307.86(K)).
- Services of emergency medical service organizations under a contract made by the board of county commissioners with a joint emergency medical services district (Ohio Revised Code §307.05).
- The purchase of used supplies at a public auction. Supplies include any personal property, such as equipment, materials, and other tangible assets (Ohio Revised Code §307.86(N)), as of July 3, 2019).
- Purchases of supplies and services of the severely handicapped (Ohio Revised Code §125.60 to 125.6012).
- Purchase of program services by a Developmental Disabilities (DD) board under Ohio Revised Code §5126.05. Services included under this exemption are direct and ancillary client services, day care, case management, and residential and family resource services (Ohio Revised Code §307.86(D)).
- Purchase of criminal justice services, social services programs, family services, or workforce development activities from non-profit organizations that are funded with federal funds or by state grants (Ohio Revised Code §307.86(E)).
- Programs or services that provide case management, treatment, or prevention services to any felony or misdemeanant delinquent, unruly youth, or status offender under the supervision of the juvenile court, including community residential care, day treatment, services to children in their home or electronic monitoring (Ohio Revised Code §307.86(J), for purchases under 5139.34, 5139.41-5139.46).
- Group insurance programs when the program is agreed to by the county and union and benefits are provided by a jointly administered health and welfare trust fund (Ohio Revised Code §305.171(D)).
- Any form of property insurance issued under Title 39 of the Revised Code or any form of health care plan authorized to be issued under Revised Code Chapter 1751.

- The transfer of land and granting of leases, easements and rights to county owned land to governmental bodies, public utilities, and to certain non-profit corporations (Ohio Revised Code §307.09).
- The transfer of personal property by the county to any political subdivision of the state or to the state or federal government (Ohio Revised Code §307.10).
- A community improvement corporation, if designated by the county commissioners, may sell or lease county land to encourage development if the sale will stabilize the economy, provide employment opportunities for residents of the county and assist in the development of industrial, commercial, distribution, and research activities within the county (Ohio Revised Code §1724.10, Ohio Attorney General Opinion 88-037).
- The purchase of real estate.
- Leases or leases with the option to purchase correctional facilities for not more than 40 years (Ohio Revised Code §307.022).
- Leasing back real property for use as correctional facilities that the county had formerly sold, leased, granted easements to or licenses for a private entity (Ohio Revised Code §307.022).

3.5 Competitive sealed proposals

3.5.1 Request for Proposals

In order to use competitive sealed proposals, a contracting authority must do the following:

1. Develop factors and criteria to evaluate each proposal, specify the relative importance of each factor in writing, and describe the evaluation procedures that will be used when awarding a contract.
2. Solicit proposals through a request for proposals (RFP).
3. Give notice of the RFP in the same manner as required for competitive bidding (Ohio Revised Code §307.87). The county contracting authority may also give notice of the RFP and receive proposals through a uniform, interactive, and secure electronic system.
4. Maintain the confidentiality of any proposals the contracting authority receives until after the award of a contract. This includes opening the proposals in a manner that prevents the disclosure of information in a bid to a competing offeror.
5. Rank each proposal using the factors and criteria used in item one above.
6. If necessary, conduct discussions with vendors for the purpose of ensuring a full understanding of and responsiveness to the requirements specified in the RFP. Information derived by the contracting authority from such discussions must be kept confidential.
7. Negotiate with the vendor who submits the proposal that the contracting authority determines is most advantageous to the county based on the rankings performed by the county and any discussions with vendors. Only one vendor may be negotiated with at one time.

In addition to the steps outlined above, a county contracting authority must at least include the following information in an RFP:

1. The name and address of the county agency requesting supplies, services, or both.
2. Instructions for vendors to follow when submitting proposals.
3. Name, title, telephone number, and other information for a county contact person to whom questions concerning the RFP may be directed.
4. A description of the scope of work a vendor is to perform or supplies to be purchased, including the quantity of supplies or services to be purchased, requirements regarding the inspection and acceptance of supplies and services, and a delivery schedule for each supply or service.
5. Factors and criteria for evaluating proposals.
6. Any terms and conditions on the award of a contract, including any requirement for a bond and the amount of the bond.
7. The date and time for delivery of a proposal.
8. Any documents that the contracting authority incorporates by reference and the location of such documents.
9. A statement that the contracting authority reserves the right to reject any proposal for any of the following reasons:
    a. Failure to meet the terms and conditions of the RFP;
    b. Submitting a proposal with prices that are excessive or that exceeds available funds;
    c. That the county reserves the right to reject the proposal, in whole or in part, if the county determines the proposal is not in the best interest of the county;
    d. That the county reserves the right to conduct discussions with vendors for purposes of clarification or correction regarding a proposal.
10. Any partial or multiple party awards and what parts of a contract might be subject to partial or multiple party awards.
11. Any other information that the contracting authority considers appropriate.

Should the affected department solicit proposals through the RFP process, it should conduct such in a manner similar to competitive bidding. Proposals should be sought from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The RFP should identify all significant evaluation factors, including price, and include a desired scope of services. The affected department must provide a mechanism for technical evaluation of the proposals received, and make a determination of bid award based upon the most responsible bidder, price and other factors considered.

After complying with these requirements, the county contracting authority may negotiate with the vendor whose proposal is determined to be most advantageous to the county. If the county cannot reach an agreement with the vendor with the highest ranked proposal, then they may terminate negotiations with the vendor and proceed to negotiate with the vendor whose proposal is ranked the next most advantageous until a contract is negotiated. Once the County starts negotiations with the second ranked vendor the County cannot stop and go back and restart negotiations with the highest ranked vendor. The vendor may also withdraw at any point prior to the award of a contract. Contracts may be awarded in whole or in part to one or more vendors consistent with the RFP. The county must maintain a contract file stating in writing the basis upon

which an award is made. Successful vendors must be notified in writing of the contract award and this information must be made available to the public. All unsuccessful vendors must also be notified by the county.

The law provides that a contracting authority may cancel or reissue a RFP for any of the following reasons:
1. Supplies or services offered by various vendors are not in compliance with the RFP.
2. The prices submitted by vendors are excessive or exceed available funds.
3. The contracting authority determines that award of the contract is not in the best interest of the county.

3.6 Non-competitive proposals

If a procurement need cannot be fulfilled in a competitive manner, it may be possible to conduct or request a sole-source or single-source procurement. Requests need to include written justification for the sole-source or single-source procurement and document: 1. The efforts made to find other responsive suppliers and a determination that none were found; and 2. How a determination was made that the anticipated cost would be fair and reasonable; 3. The Agency's history with the supplier; and 4. Any other facts supporting the selection process.

3.7 Request for Qualifications

Should an Elected Official/Department head plan to contract for professional design services they shall encourage professional design firms to submit a statement of qualification and, that said design firms should update the statements at regular intervals. "Professional Design Services" means services within the scope of practice of an architect, landscape architect, professional engineer or surveyor.

Each Elected Official/Department Head planning to contract for professional design services shall publicly announce all contracts available. The announcement shall be as prescribed in the Ohio Revised Code §153.67.

Should the affected department solicit qualification statements through the RFQ process, it should review and rank every statement received using generally defined evaluation criteria. After all qualification statements have been reviewed, the affected department should then either contact the top three choices to request a proposal covering an established scope of services and estimated costs, or select the top firm and begin negotiations of fair and reasonable compensation. In addition to these criteria, there may be unique selection factors for evaluation of qualification statements for specific projects. Any unique evaluation criteria must be stated in the RFQ form that is sent out to prospective individuals or firms.

For Departments under the Board of Commissioners jurisdiction, the three (3) firms recommended will be considered equally qualified, and will meet with the Board of Commissioners to select the finalist.

Elected Officials or their designee shall negotiate a contract with the finalist at a compensation determined in writing to be fair and reasonable. If negotiations fail, the Elected Official or their designee must begin negotiations with the next top ranked firm. For Departments under the authority of the Board of Commissioners, the next top ranked firm will be determined by the Board of Commissioners. If negotiations fail with all firms selected the Elected Official or their designee shall select and rank additional firms and negotiations shall continue until a contract is negotiated for the project. For Departments under the authority of the Board of Commissioners, the selection of the additional firms shall be determined by the Board of Commissioners.

3.8 Reverse Auctions

In order to initiate reverse auctions, a county would first solicit proposals for supplies or services through a request for proposals (RFP), with notice provided according to rules adopted by the county (Ohio Revised Code §9.314(C)). The RFP should clearly state the relative importance of price as related to other factors, including the past service record of the vendor and the vendor's ability to deliver the specific supply or perform the specific service that is the subject of the auction. As provided in the RFP and the rules, a county may conduct discussions with individuals and entities that it determines to be reasonably susceptible of being selected for an award. The purpose of such discussions is to ensure full understanding of and responsiveness to solicitation requirements. The county must accord all bidders fair and equal treatment with respect to opportunities for discussions related to the clarification, correction or revision of proposals (Ohio Revised Code §9.314(D)).

3.9 Data Processing and Radio Communications Equipment

In this case, the equipment or service provider must submit a written bid to the county to include:

1. Terms by which the lease would be renewed
2. Length of renewal
3. Cost of renewal.

The contracting authority may require the lessor to submit a bond with the bid. After receiving this bid from the present provider, the county must then follow regular notice and advertising procedures using the existing providers bid as the base. The contract must still be awarded to the lowest and best bidder. This special provision is found in Ohio Revised Code §307.861.

3.10 Special Provisions for Election Supplies, Printing, and Ballots

A contract involving a cost in excess of twenty-five thousand dollars for printing and furnishing the supplies, other than the official ballots, required in §3501.30 of the Revised Code, shall not be let until the board of elections has caused notice to be published once in a newspaper of general

circulation within the county or upon notice given by mail, addressed to the responsible suppliers within the state. The board of elections may require that each bid be accompanied by a bond, with at least two individual sureties, or a surety company, satisfactory to the board, in a sum double the amount of the bid, conditioned upon the faithful performance of the contract awarded and for the payment as damages by such bidder to the board of any excess of cost over the bid which it may be required to pay for such work by reason of the failure of the bidder to complete the contract. The contract shall be let to the lowest and best bidder. Ohio Revised Code §3501.301

A contract for the printing of ballots involving a cost in excess of twenty-five thousand dollars shall not be let until after five days' notice published once in a newspaper of general circulation published in the county or upon notice given by mail by the board of elections, addressed to the responsible printing offices within the state. Except as otherwise provided in this section, each bid for such printing must be accompanied by a bond with at least two sureties, or a surety company, satisfactory to the board, in a sum double the amount of the bid, conditioned upon the faithful performance of the contract for such printing as is awarded and for the payment as damages by such bidder to the board of any excess of cost over the bid which it may be obliged to pay for such work by reason of the failure of the bidder to complete the contract. No bid unaccompanied by such bond shall be considered by the board. The board may, however, waive the requirement that each bid be accompanied by a bond if the cost of the contract is twenty-five thousand dollars or less. The contract shall be let to the lowest responsible bidder in the state. All ballots shall be printed within the state. Ohio Revised Code §3505.13

3.11 Purchase or Lease of Road Equipment

- For the purchase of such items at least 25 percent of the cost shall be paid in cash. The value of used equipment sold to the vendor from whom the purchase is to be made may be used to reduce the 25 percent cash down payment or any installment payments. The remainder shall be paid annually of not less than three-twentieths of the total purchase price secured by notes. This effectively provides for a maximum of five deferred payments after the initial 25 percent is paid. Notes issued must contain a prepayment option (Ohio Revised Code §5549.02(A)).

- For leases with an option to purchase, the county must pay at least three-twentieths of the total cost in cash as a down payment. The value of used equipment that is sold to the vendor can be considered as cash to meet the down payment requirement. These leases must be made to the lowest responsible bidder after the advertisement for bids once and not later than two weeks before the date fixed for letting the contract (Ohio Revised Code §5549.02(C)).

CHAPTER 4 – PAYMENTS AND PURCHASE/CONTRACT ADMINISTRATION

4.1 The Purchase Order

The Purchase Order (PO) is the document authorizing the vendor to ship goods or perform services at a specified price. Therefore, the PO must be issued and certified for available funds before an order is placed with a supplier. POs are issued for one-time purchases.

4.2 The Blanket Purchase Order (BPO)

Used typically when an agency has need to procure a particular good or service on a regular basis and in a timely manner. BPO'S are allowed within prescribed limitations, as provided below.
Can be used for the services of the following professionals:

- Accountant
- Architect
- Attorney
- Physician
- Professional Engineer
- Construction Project Manager
- Consultant
- Surveyor
- Appraiser

Can be used for the following specific purchases or obligations:

- Fuel Oil
- Gasoline
- Food items
- Roadway materials
- Utilities
- Purchases exempt from competitive bidding under Ohio Revised Code §124.04. These purchases are limited to items purchased pursuant to the Department of Administrative Services Cooperative Purchasing Program.
- Any other specific expenditure that is a recurring and reasonably predictable operating expense (subject to determination by Board of County Commissioners).

Blanket Purchase Orders shall not exceed $10,000, with the exception of purchases for Indigent Defense (Public Defender) daycare services through the County Jobs and Family Services, Human Services Division and Child Placement Costs through the County Jobs and Family Services Children Services Division. Additionally, vehicle gasoline and heating oil shall be excluded from the $10,000 limit. The amount of these blanket purchase orders shall not exceed the amount appropriated in the specific line item designed to pay such expenses.

Blanket Purchase Orders cannot extend beyond the end of the current fiscal year December 31.

Blanket Purchase Orders need not be limited to a specific vendor or they need not be limited to a specific item. A BPO may be goods - or services - specific and not vendor-specific (e.g., the purchase of gasoline from various vendors); or a BPO may be vendor-specific and not goods -or services - specific (e.g., the purchase of various office supplies from ABC Office Supply Company). A BPO cannot be nonspecific as to both vendor and goods/services.

More than one BPO may be outstanding from a specific line-item appropriation at a time.

An itemized statement of obligations incurred and expenditures made under each BPO must be rendered to the Auditor upon its close-out.

Purchases made from a BPO are still subject to the 3-quote requirement in each instance when the aggregated purchase amounts to $1,000 or more. In such cases the quotes are to be attached to the voucher for payment.

4.3 Requesting a PO or a Blanket PO

A BLANKET (Various Vendor) PO or a STANDARD (Specific Vendor) PO should be requested through New World System. https://newworld.ashtabulacounty.us/nwerp is the New World address for login. A VPN or 'network access' is required to be able to access the site. Any notifications that login availability is halted are communicated from IT (CIO) or the Auditor's Office (Fiscal Manager). Otherwise, access is available at any time. Step-by-step instructions for requesting a PO in the New World system are available from the Auditor's office.

The login/request will denote the date of the request, Vendor (if known), price per unit, and the impacted budget line item (Fund.Department.Division-Account).

a. A PO could be requested as a result of an agreed upon contract following the review and approval by the Board of Commissioners, unless otherwise required by law.
b. The process of requesting the purchase order encumbers the related funds thereby removing them from the remaining available budget

The PO is physically printed from the system, and requested of the oversight authority for signature (ex. The Clerk of the Board). This is provided to the Department for their use in the 'voucher packet'. Once the PO is requested, signed, and returned THEN the order can be placed. Agencies typically identify an individual who creates the 'voucher packet' (ideally in accordance with their job description). This individual would also need New World access for the availability to review the budget in real time, and request a PO. Typically, this would be the 'Deputy' to the Elected Official, but could be whoever is designated for the role in non-elected official offices. Access is need based, and typically would not be more than three or four New World Users per Department. These would be the individuals tasked with purchasing, payroll, or any other Financial Management or Human Resources type functions. This should align with their prescribed job description and title, although it could be need based (ex. Sudden leave of an employee typically in the role). Access to the New World system is coordinated between the IT department

and the Auditor's office. Training is traditionally within the Department, but guidance and standard instruction templates are available at any time upon request from the Auditor's Office. Access is terminated or transferred by the Auditor's Office upon resignation or termination of the employee.

4.4 County Credit Cards

The Ashtabula County Credit Card Usage Policy is incorporated herein by reference. An updated policy can be found in Appendix C.

4.5 Employee Reimbursement

Ashtabula County Employee Policies and Procedures Manual Section 4.7 is incorporated herein by reference and is fully set forth in Appendix D.

4.6 Contract Monitoring

Contract monitoring is the process of identifying and tracking key aspects of the contract to ensure active administration of the contract to successful completion, maximizing performance and minimizing risks in the process.

The steps for effective contract monitoring include:

1. Gathering the contract and all pertinent contract documents.
2. Deciding what to monitor.
3. Deciding how it will be monitored.
4. Deciding who will monitor.
5. Gathering information/data.
6. Analyzing information/data.
7. Acting in cases of non-compliance.

4.7 Contract Compliance

A contract is awarded with the expectation that both the supplier and the Contracting Authority have entered into the agreement in good faith, and both parties will perform their respective duties and obligations in accordance with the contract specifications, terms and conditions, and at the stated price. Occasionally, situations arise when the supplier does not perform and the agency may suffer damages as a result.

Typical non-performance issues include, but are not limited to:

1. Missing a scheduled delivery date and time.
2. Providing items not a part of the contract.
3. Providing inferior merchandise.
4. Unauthorized substitutions.
5. Unauthorized alteration of the contract pricing.
6. Damaged shipments.
7. Unauthorized use of sub-contractors.
8. Unauthorized assignment of the contract to another entity.
9. Inadequate staffing levels.

10. Unqualified workers.
11. Late worker arrivals or no-shows.

Contracting authorities have several remedies available to resolve non-performance issues with suppliers. The agency should refer to the contract terms and conditions to view these remedies. It is important to note that the Agency cannot exercise remedies unless the supplier has been provided with an opportunity to cure the deficiency. When an issue occurs, or is believed to have occurred, the Agency should review the contract to assure that it includes the requirement(s) the supplier is believed to have met is covered in the contract. If not, the supplier cannot be expected or required to perform outside the scope of the contract. However, when an issue does exist, the Agency should contact the supplier, discuss the reasons surrounding the default, and establish a date by which the issue needs to be resolved. If the issue cannot be resolved between the Agency and the supplier, the Agency should contact the Prosecutor's Office.

4.8 Receipt of and Payment for Supplies and Services

Contracting authorities are responsible for ensuring prompt payments to suppliers conducting business with Ashtabula County. An agency's responsibility to make prompt payment begins with receipt of a proper invoice. If an invoice contains a defect or impropriety, an agency is required to notify the supplier in writing and request a proper invoice.

If a supplier fails to comply with a contract's delivery terms and conditions, the agency is responsible for documenting the issue(s) and working with the supplier to ensure that the terms and conditions are met. If the deficiency impacts payment, be certain to communicate this to the supplier and, on the subsequent invoice, ensure the charges are accurate prior to authorizing payment.

An itemized receipt, detailed invoice, or specific break-out of expenses should be obtained from the vendor for retention by the Department, and inclusion in the 'voucher packet'. If a contract was relevant for the purchase, the contract should also be provided

The 'voucher packet' presented to the Auditor's Office for check request includes the following items:

- A cover sheet containing the total dollar amount for the check request, the PO # from New World System that was encumbered to be used for the purchase, the vendor name and number (generated in the procurement function in New World), and any other specific detail or requests (ex. Separate check for each invoice, specific identifying detail to be printed on the check, like an account number, etc.)
- The PO
- The documented charges

The 'voucher packet' is reviewed by the Auditor's Office for the following items:

- Check request total is substantiated by itemized or detailed invoices/receipts showing the breakout of charges, as well as the exclusion of 'unallowable' items (ex. Sales Tax, Alcoholic Beverages, etc.)
- PO is attached with signature (as required) from oversight Board for relief of encumbrance, and transition to the 'expense' charge in the budget/New World
- PO is dated BEFORE the purchase of goods or services (encumbrance before purchase)

The 'voucher packet' is either APPROVED and the check is written and presented to the Department for payment to vendor, or DENIED and returned to the Department for needed revisions or modifications ('voucher packet' is retained by the Auditor's Office as public record).

4.9 Contract Closeout

4.9.1 Contract Completion

Contracts are complete when all obligations have been met by the parties, including the finalization of all legal, administrative, and managerial tasks. It is helpful to complete a contract closeout checklist prior to providing final acceptance of the contract.

Tasks that support contract completion may include:

1. Verifying that all:
   - Contractual obligations have been completed.
   - Contractor invoices have been submitted and paid (except final invoice).
   - Testing reports have been received and analyzed.
   - Inspections have been completed and accepted.
   - Government-furnished property has been returned.
   - Classified materials, security badges, keys, County property, etc. have been returned and are accounted for.
   - Required contract audits have been completed.
2. Closing subcontracts by the seller.
3. Agreeing that no claims, issues, or unresolved matters exist on the contract.
4. Debriefing with contractor's personnel/management.
5. Completing the contractor's performance evaluation.
6. Signing a formal notice of contract completion.

4.9.2 Complete Final Payment

Final payment is not dramatically different than payments that may have been made to the supplier during the life of the contract. Once the supplies or services have been formally accepted and final payment has been approved and made to the supplier, the contract is complete.

4.9.3 Closeout Contract

Contract closeout consists of the procedural and administrative tasks to change the status of a contract from "active" to "complete." The most common way for a contract to end is when each

party performs it obligations according to the terms of the contract, or when the contract term expires. Contracts for supplies often do not specify an end date. More commonly, obligations under the contract are usually considered to be complete following the delivery and acceptance of the last item(s) required under the contract. Acceptance implies that the items delivered have met the agreed upon standards. Conversely, contracts for the provision of services may specify an end date when all contract deliverables have to be provided by, and the contract ends if the services are satisfactorily completed by the due date.

4.9.4 Contract Files/Record Retention

Agencies must retain records necessary to support each purchasing and contracting transaction. All documents should be retained in accordance with state and departmental records retention policies. In addition to the contract, the contract file should include, but not be limited to these documents, as applicable:

1. Solicitation
2. Technical evaluation
3. Cost/price analysis report
4. Approved or disapproved subcontracting plans;
5. Record of negotiations
6. Financial approval
7. Award, non-award, or disqualification correspondence
8. Legal approval
9. Other supporting documentation (audits, procurement action summaries, winning proposals and revisions, non-winning proposals, supplier's correspondence).
10. Contract administration information (i.e., invoice actions, shipments, cost forecasting, status reports, fee documentation, general correspondence, contract closeout documentation).

4.10 Disposal of Personal Property

Personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired may be disposed of following a resolution or determination as applicable by the Board of Commissioners.

If the personal property has a fair market value in excess of $2,500, the property may be:

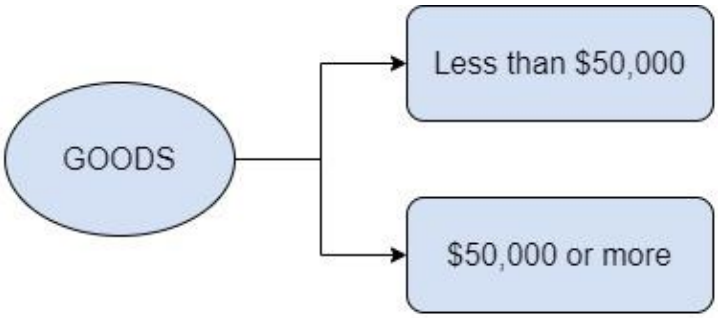
1. Sold at public auction or by sealed bid to the highest bidder
2. Sold or donated to a governmental entity or land bank without advertisement or public notice
3. Sold by internet auction
4. Sold to a person or firm from whom the commissioners are purchasing other property with the selling price to be credited against the purchase price of the other property
5. In the case of motor vehicles that do not exceed $4,500, donate to a nonprofit organization exempt from federal income tax for purposes of the Ohio Works First Program.

If the personal property has a fair market value of $2,500 or less, the property may be:

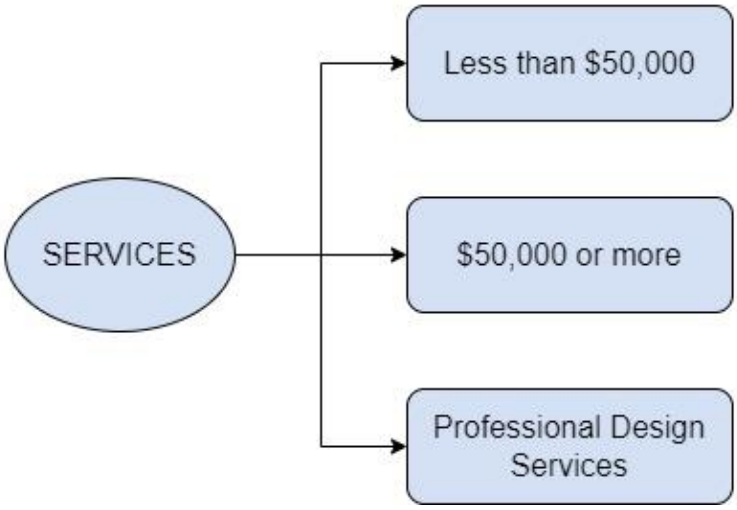
1. Sold by private sale without advertisement or public notice.
2. Donated to an eligible 501(c)(3) nonprofit organization in Ohio.
3. Sold or donated to a governmental entity or land bank without advertisement or public notice
4. Sold by internet auction
5. Sold to a person or firm from whom the commissioners are purchasing other property with the selling price to be credited against the purchase price of the other property

If the personal property has no value, such determination must be confirmed by the Board of Commissioners.

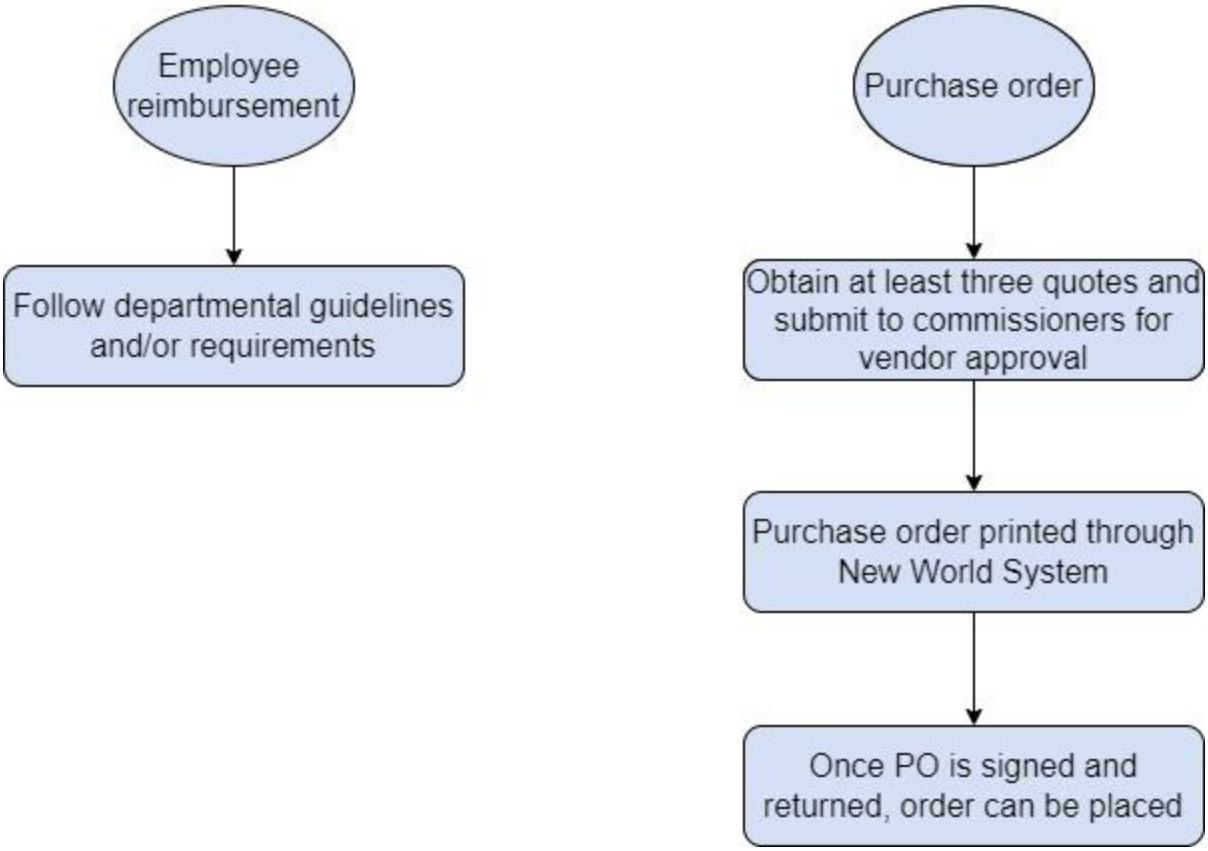
APPENDIX A



Ashtabula County participates in the Ohio Cooperative Purchasing Program to leverage scale with other public entities to take advantage of lower prices. Contact _____ for potential consortium vendors to exercise these options.



Purchases for goods or services less than $50,000



Purchases for goods or services $50,000 or more

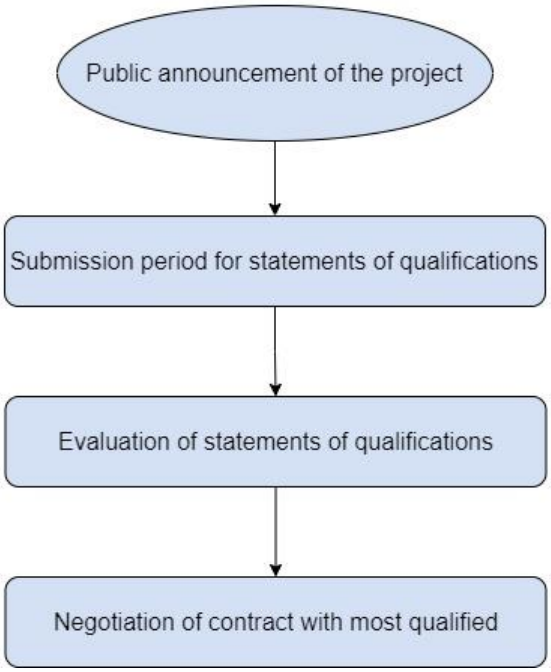
Professional Design Services

Architects, landscape architects, engineers, or surveyors

and Design-Build Firms

Integrated delivery system for which a person/firm is responsible to a public authority for both the design and construction, demolition, alteration, repair or reconstruction of a public improvement

APPLIES TO ALL - REGARDLESS OF COST



APPENDIX B

FEDERAL UNIFORM GUIDANCE STANDARDS

Most federal agencies have adopted the Uniform Guidance set forth at 2 CFR Part 200 and which may be applicable to purchases made with loans or grants from the federal government. In the event of any apparent conflict or inconsistency between the Uniform Guidance and any state or local laws or regulations, including any other provision of the Ashtabula County Procurement Policy, the most stringent standard should be followed. For specific rules regarding the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) please see Appendix B.1.

The Uniform Guidance specifies five methods of procurement: (1) Micro-purchases; (2) Small Purchases; (3) Sealed Bid; (4) Competitive Proposals; and (5) Sole Source.

Regardless of the method of procurement, the purchaser must comply with: the county's procurement policy as set forth in this manual; qualify as an "allowable cost" and avoid unnecessary or duplicative purchases; open competition to the extent required; the county's conflict of interest policy; and requirements regarding sufficient and proper documentation of the purchase.

In the event the county enters any subcontract involving a grant-funded purchase of goods or services, such subcontract must include certain specific federally mandated procurement contract provisions, including the following clauses:

(1) a clause addressing administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate;

(2) a clause addressing termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement;

(3) except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of ''federally assisted construction contract'' in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b);

(4) all prime construction contracts in excess of $2,000 must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, ''Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction'');

(5) all contracts in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5); if the Federal award meets the definition of ''funding agreement'' under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that ''funding agreement,'' the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, ''Rights to Inventions Made by Nonprofit Organizations and Small Business

Firms Under Government Grants, Contracts and Cooperative Agreements,'' and any implementing regulations issued by the awarding agency;

(6) Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

(7) Debarment and Suspension clause (see 2 CFR 180.220)

(8) Byrd Anti-Lobbying Amendment for awards greater than $100,000 (31 U.S.C. 1352)

APPENDIX B.1

Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

The American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to provide state, local, and Tribal governments with the resources needed to respond to the coronavirus disease 2019 (COVID-19) pandemic. Any procurement made using SLFRF funds, in addition to conforming to the Uniform Guidance,[1] must be limited to the following purposes:

a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
c) For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
d) To make necessary investments in water, sewer, or broadband infrastructure.

In addition, funds may not: (1) be deposited into any pension fund; 2) used for debt service or replenishing reserves (such as a rainy day fund), 3) used for satisfaction of a settlements or judgment; or 4) be used to contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Response to the Public Health Emergency or Its Negative Economic Impact

Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic. Eligible uses are categorized by public health problem and beneficiary. The categories of public health problems are: 1) COVID-19 mitigation and prevention, 2) medical expenses, 3) behavioral health care, and 4) preventing and responding to violence. Each category includes assistance for “impacted” and “disproportionately impacted” classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.

The categories of beneficiaries are: 1) assistance to households, 2) assistance to small businesses, and 3) assistance to nonprofits, 4) aid to travel, tourism, hospitality, and other impacted industries. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that

[1] Note, however, that the Davis-Bacon Act does not apply, and federal prevailing wages are not required, for projects *solely* funded by ARPA funds.

responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted. Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or "classes" of beneficiaries that experienced pandemic impacts and provide services to those classes.

Response to Workers Performing Essential Work:

Recipients may provide premium pay to eligible workers performing essential work who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work. Eligible workers include workers "needed to maintain continuity of operations of essential critical infrastructure sectors." Essential work is work that (1) is not performed while teleworking from a residence; and (2) involves regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work, or regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.

For the Provision of Government Services Impacted by Reduction of Revenue:

Recipients may elect a "standard allowance" of $10 million to spend on government services through the period of performance. Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise.

Recipients may otherwise calculate their actual revenue loss according to the formula articulated in the final rule.

Investments in Water, Sewer, and Broadband Infrastructure:

Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA's Clean Water State Revolving Fund, EPA's Drinking Water State Revolving Fund, and certain additional projects. In order to fund a project outside of the Clean Water State Revolving Fund or Drinking Water State Revolving Fund, the investment must be "necessary" meaning the investment must be: (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise; (2) a cost-effective means for meeting that need, taking into account available alternatives; and (3) for

investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program. Recipients must (1) identify an eligible area for investment; (2) design the project to meet high-speed technical standards; and (3) require enrollment in a low-income subsidy program.

APPENDIX C

Enacted by resolution 8/1/2016
Amended 8/30/2017

WHEREAS, per Ohio Revised Code Section 301.27 (B)(1) provides that a credit card held by a board of county commissioners or the office of any other county appointing authority shall be used only to pay for the following work-related expenses:

a. Food expenses
b. Transportation expenses
c. Gasoline and oil expenses
d. Motor vehicle repair and maintenance expenses
e. Telephone expenses
f. Lodging expenses
g. Internet service provider expenses
h. In the case of a public children services agency, expenses for purchases for children for whom the agency is providing temporary emergency care pursuant to section 5153.16 of the Revised Code, children in the temporary or permanent custody of the agency, and children in a planned permanent living arrangement
i. Webinar expenses
j. Expenses for purchases of automatic or electronic data processing or record-keeping equipment, software, or services as permitted under the rules of the Data Board and in compliance with the Ohio Revised Code Sections 307.84 to 307.847. Expenses shall not exceed $10,000 per quarter, unless BOCC approves by resolution.

WHEREAS, county credit cards issued for use by any Ashtabula County office or department may only be used for work-related expenses, as listed above with an annual limit of $3,000 (unless approved for a higher amount by the Board of Commissioners), except as otherwise noted for the Data Board in Item J. Any rewards/points earned by using a county credit card would be the property of the county, not the individual using the card; and

WHEREAS, No county credit card may be issued to any appointing authority without a resolution from the Board of Commissioners authorizing its issuance. The appointing authority must make a written request to the Board of Commissioners stating what card they would like to have issued, to whom it will be issued (office, department or specific person). If the card is to be issued to the office or department, each person who will be authorized to use the card must be included, by individual name, in the request; and

WHEREAS, in accordance with R.C. 301.27(E)(1), on a quarterly basis, each appointing authority, department head, or office holder must submit a request to the Board of Commissioners stating what

cards, with account numbers they plan on using for the quarter, along with the specific appropriation line items from which those expenditures are to be made. The request must state the total amount of funds estimated to be used for this purpose from each appropriation line item (Example: $300 from supplies for gasoline with fund number; $50 from repairs for auto repair, etc.). You cannot exceed your appropriation in any line item. The County Auditor will be asked to certify that there are sufficient funds in each of your line items to cover your request. After receiving certification from the county auditor that the determined sum of money is in the treasury or in the process of collection to the credit of the specific appropriation line items for which the credit card is approved for use, and is free from previous and then-outstanding obligations or certifications, the board shall authorize the officer or employee to incur debt for the expenses against the county's credit up to the authorized amount. Thereafter the Board of Commissioners will take action to approve, deny or modify your request. You will be notified by the Board of their decision. Note: This does not take the place of a requisition for the encumbrance of funds nor the need for individual travel requests to be submitted to the Commissioners.

Quarterly requests will be due as follows:	12/15	for	January thru March
	3/15	for	April thru June
	6/15	for	July thru September
	9/15	for	October thru December.

WHEREAS, officials and department heads shall submit credit card receipt documentation to support invoices to the Ashtabula County Auditor's office. Failure to provide receipts may result in personal liability of the credit card charges; and

WHEREAS, These requests must be submitted to the Board of Commissioners for their approval or disapproval regardless if you are an elected official or have your own governing board. Any person who uses a county credit card without this approval, or exceeds the amount approved by the Commissioners may be held personally liable for the cost incurred or exceeded and pay the amount charged to the County Treasurer within 30 days after incurring the costs. If the card is in the name of the office or department, the appointing authority is personally liable for these costs. If the costs are not paid within the 30 day period, the County Prosecutor will be directed to take civil action against the person or appointing authority for recovery.

WHEREAS, Each office or department must file a report annually, by the last day of January, stating what cards are in their possession, to whom they are issued, and the account number. Any unused cards or discontinued cards must be returned to the Commissioners' Office for destruction.

APPENDIX D

County employees are to receive reimbursement for expenses incurred while traveling on official County business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the employee's Appointing Authority and approved by the County Commissioners prior to incurring said expenses.

1 Transportation

a.) Travel by air, bus or other common carrier must be at the lowest available rate. The employee is responsible for notifying the carrier of any reservation change or cancellation at the earliest possible time.

b.) Mileage reimbursement for actual miles traveled while on official county business in privately owned vehicles will be at fifty (.50) cents per mile. The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance and all other expensed of operation. When two (2) or more employees are traveling to the same destination, they should travel together and only one may claim mileage reimbursement.

An Authorized employee using his/her privately-owned vehicle and traveling on routine County business is covered secondary by the County's liability insurance.

c.) Reimbursement for taxi fares, bridge and highway tolls, parking and garage charges may be claimed upon presentation of original receipts.

d.) No reimbursement will be made for travel between the employee's home and the employee's place of employment.

2 Meals

a.) An employee authorized to travel on official County business may claim reimbursement for meals to a maximum of Fifty Dollars ($50.00) per day in state; and Seventy-Five Dollars ($75.00) per day out of state. Original detailed receipts for such expenditures must accompany any request for reimbursement. No payment will be made without a receipt. Tips may be reimbursed to a maximum of 15% of the meal. Tips given above this amount will not be honored for reimbursement.

b.) Alcoholic beverages and entertainment are not reimbursable.

3 Lodging

a.) Expenses covering the actual cost of a hotel or motel room will be reimbursed in full when an employee travels out of the County on official County business and such travel requires an overnight stay. Employees are required to request the "State Government Rate" when making room reservations. Employees are required to present a "Blanket Exemption Form" (Appendix-S) when traveling to secure and guarantee that sales tax is not charged. Prior approval of the Appointing Authority is required for reimbursement of lodging expenses.

b.) No reimbursement will be made for lodging within a two (2) hour drive of the workplace, unless the reason for the travel requires a stay of two (2) or more consecutive days and the lodging is located at least 50 miles from the employee's home.

c.) When possible, employees of the same sex attending a meeting or conference should share a room.

d.) Spouses may attend conferences with an employee and stay in the same room with the employee, however, the County will only pay for a single room occupancy rate. It is the responsibility of the employee to obtain the single room rate and to use that rate for requesting reimbursement from the County for the expense incurred.

e.) Telephone calls are reimbursable if necessary for official County business. An employee may be reimbursed for a maximum of two (2) calls to his/her home address to notify the employee's family of his/her arrival and expected return. No other private phone calls will be reimbursed by the County.

f.) No reimbursement will be made for in-room movies, restocking of in-room snacks, room service, dry cleaning or laundry service.

g.) Receipts must be provided for all of the above expenses. Without proper receipts, no reimbursement will be made.

4 Air Travel

a.) In any instance where air flight (coach class only) is less expensive than travel by car, the air flight shall be used. Such flights shall be at the lowest rate available.

b.) Tickets may be ordered by the employee, and upon submitting an invoice, paid by the County in advance from an approved travel encumbrance. The employee will be responsible for notifying the carrier at the earliest possible time of any change or cancellation of reservation. In the event of cancellation, the carrier shall refund the amount pre-paid to the County.

c.) An employee who chooses to use his/her own vehicle for any out-of-state trip will be reimbursed at an amount not to exceed the cost of air transportation at the lowest available rate.

5 Travel Expense Report

a.) Request for reimbursement of travel expenses are to be made on the "Daily Expense Account" form (Appendix-R) provided by the Commissioners' Office. The report along with original receipts for all expenditures must be attached. The Appointing Authority prior to payment being made shall approve the expenses claimed.

b.) For those offices whose bills are processed by the Board of Commissioners' Office, the office must submit the Daily Expense Account form with attached original receipts no later than thirty (30) days after the employee's return. Any request for reimbursement received after that date will not be honored for payment.

APPENDIX E

Force Account Project Assessment Form (Estimate)

Ohio Revised Code 117.16 requires the Auditor of State to develop a force account project assessment form to be used by each public office to estimate or report the cost of a force account project. The form shall include costs for employee salaries and benefits, any other labor costs, materials, freight, fuel, hauling, overhead expense, workers' compensation premiums, and all other items of cost and expense, including a reasonable allowance for the use of all tools and equipment used on or in connection with such work and for the depreciation on the tools and equipment.

Project Name/Number: _____

Project Description: _____

_____

Proposed Start Date: _____ Proposed End Date: _____

ESTIMATED LABOR

Description	Base Wage		Hours Worked		Total
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____

Total Base Wages _____

_____ % of base wages (fringe benefits, BWC, etc.) _____

_____ % of wages and fringe benefits for overhead _____

Total Labor Estimate _____

ESTIMATED MATERIALS

Description	Cost per Unit		Quantity	Unit Type		Total
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____
_____	_____	X	_____	_____	=	_____

Base Materials _____

_____ % of base materials for overhead _____

Total Materials Estimate _____

ESTIMATED EQUIPMENT

Each piece of equipment used in a project must be assigned an hourly rate. For equipment owned by the public entity, this rate must reflect the original purchase price of the equipment, maintenance costs, time in service, depreciation, freight, fuel, and hauling. The public office may use any generally accepted rate that reflects all of the aforementioned considerations, or it may use the statewide rates as published by the Ohio Department of Transportation and updated on a quarterly basis; however, the office must use the same rate source for all equipment used in a project. Any equipment rented by the public entity must be listed in the form and reflect the actual rental rate.

Description	Rate per Hour		Hours		Total
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
	Total Equipment Estimate				_____

TOTAL ESTIMATED PROJECT COST _____ (labor + materials + equipment)

Prepared by: _____

Title: _____

Date: _____