

PLEASE NOTE, DUE TO THE CURRENT COVID-19 OUTBREAK, THE
COUNCIL MEETING WILL BE HELD AS FOLLOWS:

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/89315474985>

Meeting ID: 893 1547 4985

DIAL TO ATTEND

+1 301 715 8592

+1 312 626 6799

Meeting ID: 893 1547 4985

COUNCIL OF THE CITY OF GARFIELD HEIGHTS
COUNCIL CAUCUS @ 6:30 P.M.
REGULAR MEETING @ 7:00 P.M.
MONDAY, MAY 10, 2021

1. INVOCATION/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. READING & DISPOSAL OF MINUTES
4. WRITTEN COMMUNICATIONS TO COUNCIL
5. COMMITTEE REPORTS
6. REPORTS OF MAYOR AND DIRECTORS
7. COMMUNICATIONS FROM CITIZENS ON AGENDA
8. ORDINANCES AND RESOLUTIONS
9. COMMENTS BY CITIZENS
10. MISCELLANEOUS BUSINESS
11. ADJOURNMENT

ORDINANCE NO. 43-2021

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OR HIS DESIGNEE TO PURCHASE ONE (1) CATERPILLAR HYDRAULIC EXCAVATOR, THROUGH OHIO CAT, AN APPROVED VENDOR UNDER SOURCEWELL, CONTRACT NUMBER 032119-CAT AGREEMENT NO. 38936, PER THE ATTACHED PRICING QUOTATION

ORDINANCE NO. 44-2021

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CIVICPLUS FOR THE DESIGN, CREATION AND CONTINUING TECHINCAL SUPPORT FOR A NEW GARFIELD HEIGHTS CITY WEBSITE

GARFIELD HEIGHTS CITY COUNCIL
PRESIDENT OF COUNCIL: MICHAEL NENADOVICH
WARD 1: COUNCILMAN MICHAEL DUDLEY, SR.
WARD 2: COUNCILMAN CHARLES DONAHUE
WARD 3: COUNCILMAN MICHAEL NENADOVICH
WARD 4:
WARD 5: COUNCILMAN JASON BLAKE
WARD 6: COUNCILMAN FRANK TAGLIARINI
WARD 7: COUNCILMAN THOMAS VAUGHN
CLERK OF COUNCIL: BARBARA MOLIN

NEXT REGULAR COUNCIL MEETING MONDAY, MAY 24, 2021

ORDINANCE NO.: 44-2021

SPONSORED BY: MAYOR MATTHEW A. BURKE
CO-SPONSORED BY: COUNCILPERSON MICHAEL NENADOVICH

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CIVICPLUS FOR THE DESIGN, CREATION AND CONTINUING TECHNICAL SUPPORT FOR A NEW GARFIELD HEIGHTS CITY WEBSITE

WHEREAS, The City of Garfield Heights wishes to enter into an agreement with CivicPlus for the purpose of building the City a new website as well as hosting the website on a secured server, and

WHEREAS, CivicPlus has over 4,000 government clients across the country and specializes in designing, creating, and providing technical support for local government agencies, and

WHEREAS, the City and CivicPlus will work to build a website that is both functional and user-friendly for the residents of Garfield Heights, and

WHEREAS, the website will permit the City to send email and SMS messages to residents, provide an interactive calendar for residents to be made aware of all upcoming city events, and create a document center where information such as agendas, minutes, newsletters will be stored in one convenient, central location, and

WHEREAS, the cost to the City will not exceed \$50,000 (invoice attached hereto as Exhibit A and included as if fully written herein); included for this cost will be the following: 1) design and creation of a new website; 2) ongoing technical support/maintenance, server hosting, and the ability to update/change the website for a period of four years; 3) a full redesign and creation of the website in the fourth year to encompass new technology, needs, etc., and

WHEREAS, the total cost will be paid entirely through American Rescue Plan Act (ARPA) funding provided to the City as a result of the Covid-19 pandemic.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GARFIELD HEIGHTS, OHIO, THAT:

SECTION 1. The Mayor is hereby authorized to enter into an agreement (invoice attached hereto as Exhibit A and included as if fully written herein) with CivicPlus for the purpose contained herein at a cost not to exceed \$50,000.

SECTION 2. The Finance Director is hereby authorized and directed to issue her vouchers of the City for the purpose set forth in Section 1. hereof, said amounts to be charged to the appropriate fund (s), upon completion of the normal purchase order system purchasing requirements.

SECTION 3. This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

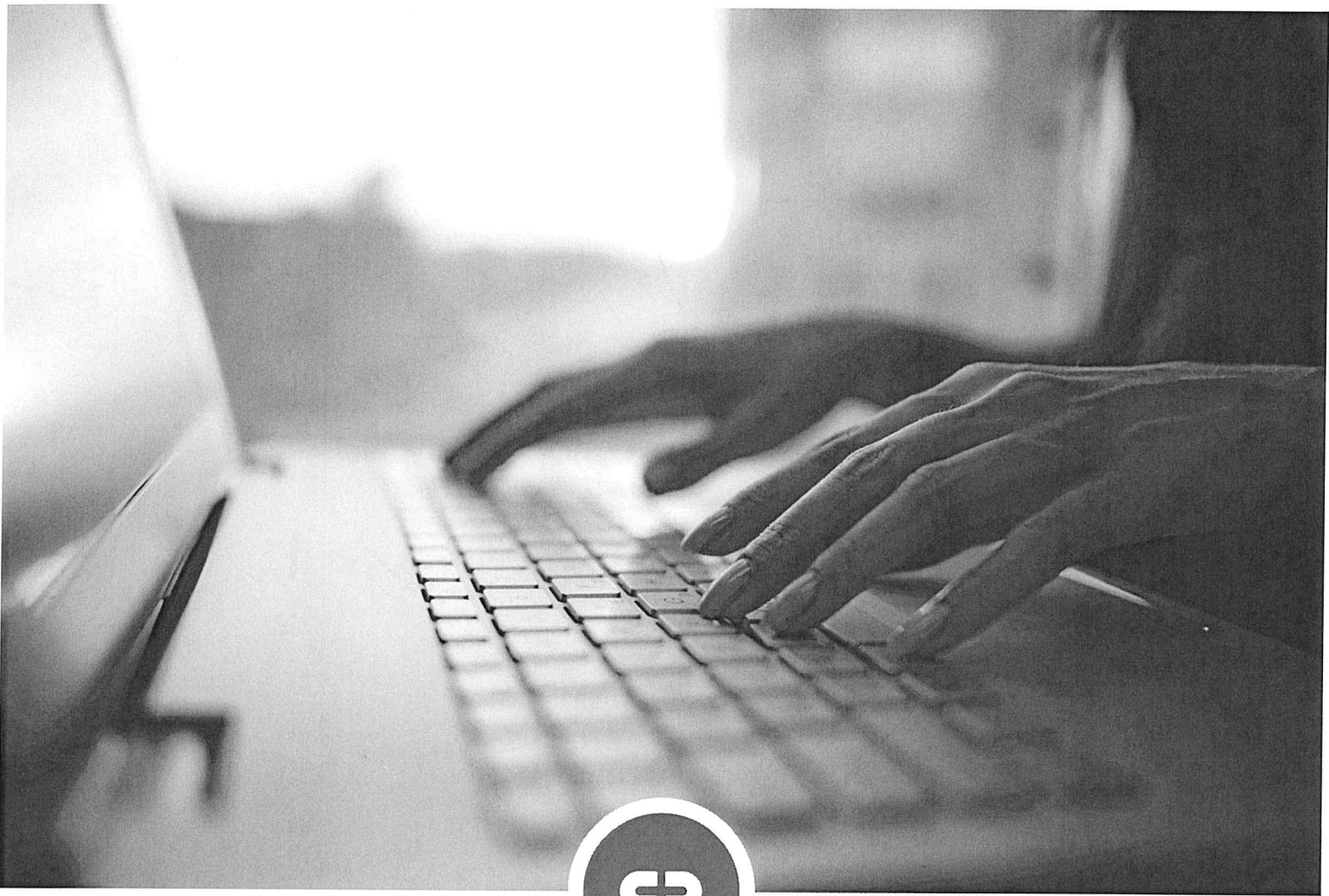
PASSED: _____

APPROVED: _____
MAYOR

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

EFFECTIVE DATE: _____



CIVICENGAGE CENTRAL

GOVERNMENT WEBSITE & ENGAGEMENT SOLUTION

Garfield Heights, Ohio

APRIL 29, 2021



Becky White | CivicEngage Account Executive | bwhite@civicplus.com | 785.370.2504



Company Overview



At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

We will deliver a high-caliber, responsive web presence that reflects your vision in design, features, and functionality. CivicEngage Central (CivicEngage) is user-friendly, yet flexible and powerful with intuitive navigation for your citizens and easy-to-use administration for your staff. True live editing and training is included so your staff can be efficient on day one, and we'll continue to support you after launch. Your system will be secure and continuously updated, as our experts develop further cutting-edge solutions designed specifically for local government.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
TF: 888.228.2233 | Fax: 785.587.8951 | civicplus.com

4,000 +

local government clients across the United States and Canada

20 +

years of experience with a focus to help local governments

350 +

employees, many with experience in local government

Recognition



10-time Inc. 5000 Honoree



govtech.com/100

Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence

CivicEngage CMS



The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Click Here to Explore a

CIVICENGAGE

Virtual Tour

Bring Your Services Online

Our web technology is dedicated to finding the right solutions for government websites. With the CivicEngage CMS, you can bring daily services that your offices provide online.

- Create online forms with our Forms Center module. These completely customizable forms can be used as a means for citizens to contact you with questions, requests, feedback, or to sign up for various events and activities.
- Provide sign-up opportunities for your citizens to receive SMS and email communications on topics that are important to them with the Notify Me[®] module.
- Share the most critical and up-to-date information prominently on your website with the Alert Center, keeping your citizens informed on those important events and issues.
- Showcase the most important information your citizens need prominently on your site using modules such as Frequently Asked Questions, Quick Links, Calendar, and Staff Directory to provide much needed answers and stopping numerous phone calls or walk-ins.
- Smart design and layout choices as well as the use of our predictable site search will make locating key information quick and easy.

Features like these will make your jobs easier while also giving quick access to information for everyone in your community.

“I’m confident that any service our citizens need can now be found in one to two clicks.”

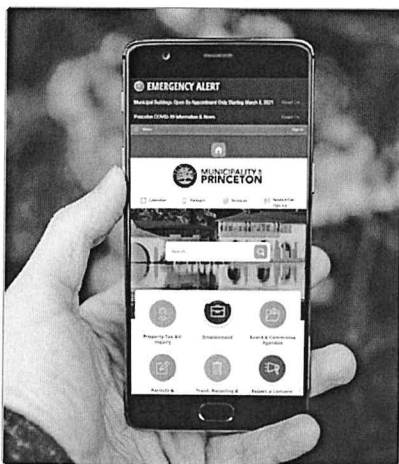
— Lana Beck, Government Relations and Communications Administrator for Pinellas Park, Florida

CivicEngage Modules & Widgets

Citizen Engagement

CivicEngage offers several effective and easy-to-use citizen engagement features. These tools easily integrate with the other key CivicEngage features.

- **Alert Center** – Post emergency or important information on your website and notify citizens via email and SMS.



- **Blog** – Post opinions/information about various community topics and allow citizen comments and subscriptions.
- **Calendar** – Create multiple calendars and events to inform citizens of upcoming activities that are viewable by list, week, or month.
- **Citizen Request Tracker (CRT)** – Allow users to report a problem and provide follow-up communication with the point of contact (includes 5 user licenses & 10 request types).
- **Community Voice** – Interact with citizens about projects in your community.
- **My Dashboard** – Allow users to personalize their dashboard to stay updated on news, events, and information they care about.

- **News Flash** – Post organizational news items that are important to your citizens.
- **Notify Me**® – Send out SMS messages and mass emails to list subscribers (includes up to 500 SMS users).

Document Management

CivicEngage comes fully-equipped with a robust set of document management tools that work with other key features of our CMS and making it easy to build dynamic content that is easy for citizens to navigate and access.

- **Agenda Center** – Create and display agendas and minutes for various civic organizations.
- **Archive Center** – Store agendas, minutes, newsletters, and other data-driven documents.
- **Document Center** – Organize and house documents in one central location.
- **Form Center** – Create custom, online forms via simple drag-and-drop functionality. Receive notifications via email and track within the CMS.
- **Photo Gallery** – Store and display photos.
- **Staff Directory** – Share detailed contact information for your staff and offices.



Information & Navigation

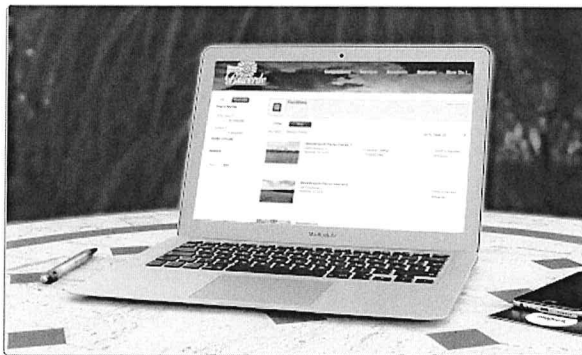
Organize your content and pages to make it easy to locate the information you and your citizens need most with modules that help you update information quickly.

- **Frequently Asked Questions (FAQs)** – Answer the most frequently asked questions to reduce phone and foot traffic for staff.
- **Graphic Links** – Place graphics on your site as links to other pages.
- **Info Advanced** – Display important information on pages in a compact and easy-to-update module that provides detailed formatting.
- **Quick Links** – Place links to often-requested information directly on the page of your choice.

Department-Specific

There are several function-specific features and modules for government departments. These tools are integrated into the CivicEngage CMS and offer the ability to complete multiple steps in one action.

- **Activities** – Create, organize, and track activities.
- **Facilities & Reservations** – Showcase community facilities and allow reservations online.

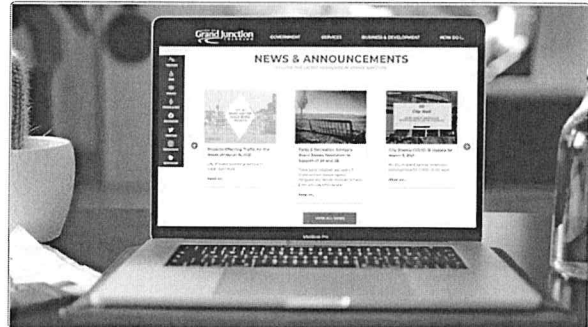


- **Job Postings** – Post available jobs online and accept online applications.
- **Bids** – Post sortable and subscribable bids.

Helpful Widgets

Widgets help your staff visually organize content on your site and tailor the look to meet the page's needs. A few of the most helpful widgets are:

- **Carousel Widget** – Group and display widgets in one location with arrow navigation functionality.



- **Custom HTML Widget** – Embed videos or other HTML features in your page.
- **Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.
- **Image Widget** – Add images to a page.
- **Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.
- **Share Widget** – Add a share button to your page so citizens can share content to their social media.
- **Slideshow Widget** – Add a slideshow of images.

Administrative Features

The administration of your CivicEngage site is browser based, with no installation of software needed. You'll be able to update the site from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

- **Admin Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.



- **Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.
- **Dynamic Breadcrumbs & Site Map** – Breadcrumbs (used to show a visitor's location within the site) and the site map are dynamically generated and automatically update reflecting any changes made.
- **Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.
- **History Log** – Track changes made to your website.
- **Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.
- **Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

- **Pending Approval Items** – Admins have access to a queue of pending items to be published or reviewed.
- **Website Statistics** – Piwik or Google Analytics provides web statistics for analysis.

User-Friendly Features

Not only is the CivicEngage CMS easy for your staff to use, various administrative features help your staff make a more attractive, engaging, and intuitive for your citizens.

- **Automatic Alt Tags** – Built-in features allow ongoing ADA compliance of your site.
- **Design Essentials®** – Tools that allow your staff to build, modify, and manage your website's look within the design and structure parameters of your website.
- **Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.
- **Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.
- **Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.
- **Mega Menu** – A main navigation menu makes it easy to get to any page on your site quickly.
- **Predictive Site Search & Log** – A powerful site search automatically indexes all content making it easy for visitors to find information across pages, documents, and images. All search words are kept in a log.



- **Printer Friendly** – Separates critical content from the site template to provide a clean print without menu structure and banner information included.
- **Real Simple Syndication (RSS) Feeds** – Allow patrons to sign up to receive email notifications.
- **Responsive Design** – With responsive design, your site adjusts to the screen size regardless of what device is being used, providing a seamless user experience.



- **Social Media** – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your site.
- **Supported Browsers** – View your website in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.
- **Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs as well as options from Zapier to build applications right from your website.
- **Translation** – Integration with Google Translate translates web pages into over 100 languages.

Accessibility Compliance

With having over 20% of adults in the United States having a disability, you need a website that conforms to all citizens. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing site. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a site that meet ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content in the editor widget, News Flash, and FAQs for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to clients via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Credit Card Processing

CivicPlus Pay (Pay) is our secure, PCI-compliant, utility application integrated within the CivicPlus Platform. Local governments can use Pay within the CivicEngage, CivicRec®, and CivicOptimize® solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the client experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by Garfield Heights, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Contact your sales representative for more details on our approved partner network and other supported gateway providers.

To utilize any of the approved gateways, an agreement will need to be executed directly between Garfield Heights and the vendor, who will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to leverage any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.



Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

The CivicPlus Platform

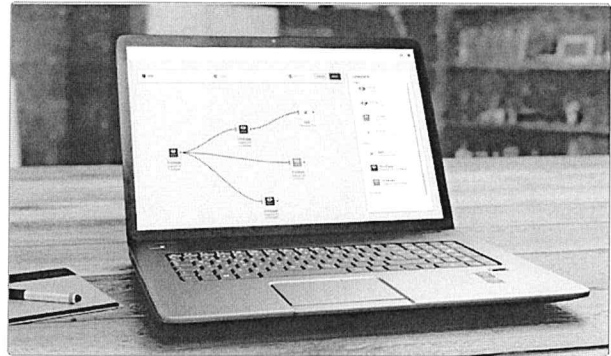
CivicEngage is part of the CivicPlus Platform, the integrated technology platform for local government, which means local governments minimize the need to rely on various third-party providers for multiple technology solutions.

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- Easily access all purchased CivicPlus products and integrated solutions from one dashboard and toolbar
- Access to a continually growing and fully documented set of APIs in order to better connect your organization's processes and applications
- Centralized data store built on the HCMS with robust data automation and integration capabilities

Integration Hub

In today's world, your website has become the new city hall. To effectively reach the public of today, it is imperative that you integrate your data and systems, streamline your operations, and consolidate your messaging channels. Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations – without the need for a developer.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).



The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicEngage today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center.
- An integration that will push a new Calendar Event to post directly in the News Flash module.

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.

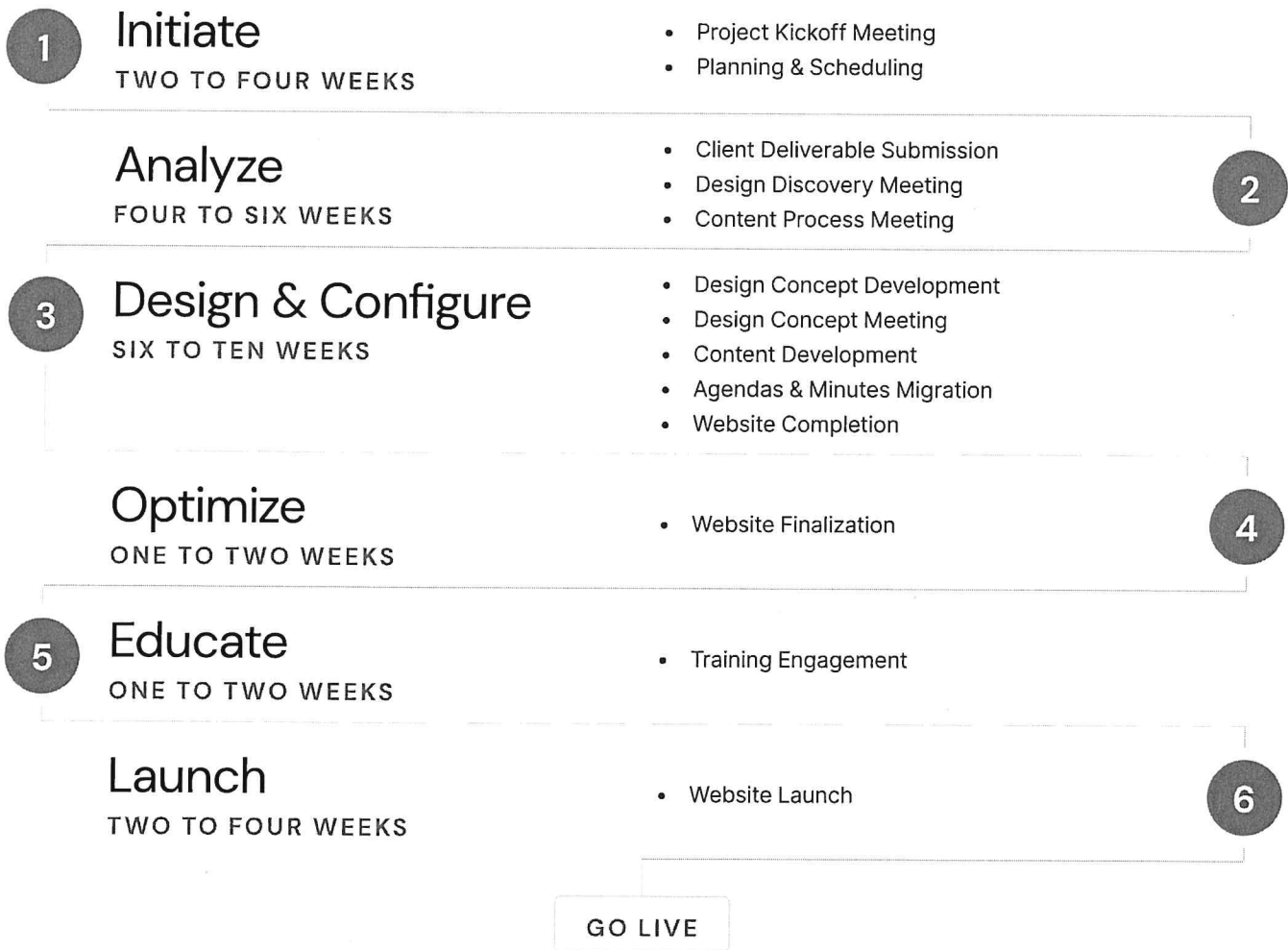
Implementation



A typical project timeline ranges from 16 – 28 weeks. Garfield Heights' exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via Mavenlink project management software.

PROJECT START



Implementation

Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

Flexible Layout Design

You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component— a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

Content Migration

Content Development

Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Training

Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your Trainer will deliver virtual training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

In addition, your trainer will go into a deep-dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

“This was hands down the easiest and most intuitive group I have ever worked with for a website redesign. Other website development companies I have worked with do not respond as quickly. My CivicPlus team read my mind whenever I needed something. Plus, our website’s launch was flawless.”

— Nicole Smestad, Marketing Director for Grand Forks, North Dakota Library

Garfield Heights' Role

We will need your help to create the strongest possible website for your community. We will need you to:



Gather photos and logos that will be used in the overall branding and design of your new website



Update the content on your current website and delete any pages you no longer need



Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)



Track website updates to be completed during your training session



Complete the Design Form to communicate design preferences



Ensure you have the most up-to-date web browsers installed on your organization's computers



Provide technical information in the DNS form for the set-up of your website domain name(s)



Compile a list of your website users and desired permission levels



Perform reviews and provide official approvals throughout the project



Reserve training location and necessary resources (computers, conference phone, etc.)

CIVICENGAGE WEBSITE SERVICES

Design Portfolio



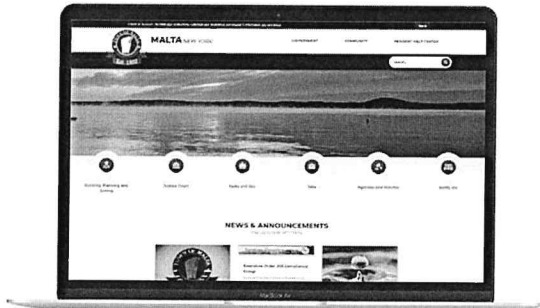
The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



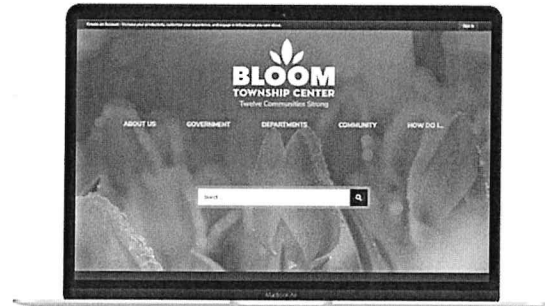
Jamestown BPU, New York
jamestownbpu.com



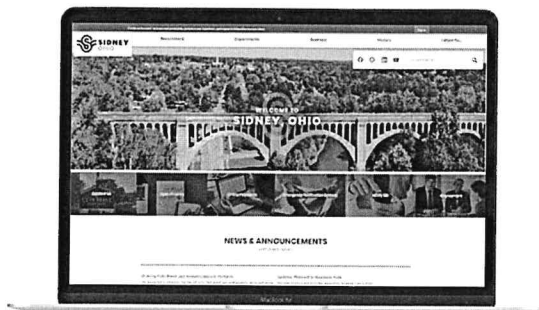
Auburn, Massachusetts
auburnguide.com



Malta, New York
malta-town.org



Bloom Township, Illinois
bloomtownship.org



Sidney, Ohio
sidneyoh.com



Port Angeles, Washington
cityofpa.us



Ongoing Services

Award-Winning Team

Over the past three years, CivicPlus has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software - Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Technical & Ongoing Support

- Live technical support personnel based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support
- Self-Service Help Center for tutorials and user guides and ENGAGEXCHANGE for client connection
- Assigned Client Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS patches

Hosting & Security

- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Highly reliable data center with a fully redundant network
- Software updates and security patches
- Multiple, geographically diverse data centers
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time Objective of 8 hours
- Guaranteed Recovery Point Objective of 24 hours
- DDoS Mitigation
- DDoS Advanced Security Coverage at time of attack (additional fees)

“It’s your people that make you good at what you do. Every time I call my Client Success Manager, it seems like he drops everything to help me.

If I contact the Technical Support Team, they are right there to answer my questions and get it figured out.

I’ve always had very responsive experiences when I’ve reached out to CivicPlus. I’ve worked with some great customer service reps at CivicPlus, and it’s that relationship that matters.”

— **Jean Carder, Communications Coordinator for Louisburg, Kansas**

**CivicPlus**

302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Quote #:

Q-16450-1

Date:

4/27/2021 2:20 PM

Expires On:

6/30/2021

Product:

CivicEngage

Client:

Garfield Heights, OH - CivicEngage

Bill To:

Garfield Heights, OH - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Becky White	785-370-2504	bwhite@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
6.00	System Training (4h, virtual) - CivicEngage	CivicEngage System Training - Virtual, Half Day Block	One-time
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://URL)	One-time
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (http://URL)	Renewable
100.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	One-time
1.00	Premium Implementation - CivicEngage	Premium Implementation	One-time
1.00	4yr Redesign Premium Annual - CivicEngage Central	4yr Redesign Premium Annual - CivicEngage Central	Renewable
Total Initial Term Investment			USD 49,998.42
Annual Recurring Services - Year 5			USD 7,432.95

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicEngage Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to four years (48 months) from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Initial Investment (sum of one-time costs and Annual Services for Years 1, 2, 3, and 4) will be invoiced as follows: Thirty (30) days after signature of this SOW, 100 percent (100%) of the Total Initial Investment.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 5 of service. Client will pay all invoices within 30 days of the date of such invoice.
5. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed as time sensitive, such as calendar or blog content, during the Project Development.
6. **If** a Recurring Redesign line item is included with the Client's quote in this SOW, starting after 48 months of continuous service under this SOW, Client shall be entitled to receive a redesign at no additional cost. Client may initiate such redesign any time after 48 months of continuous service. Upon the initiation of an eligible redesign project, Client may begin accumulating eligibility towards a subsequent redesign after another 48 months of continuous service. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers included in this SOW only. Any subsequently purchased website, subsite, and department header shall not be included in a redesign hereunder.
7. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this SOW assumes such perpetual permission.

Signature Page to Follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax

ORDINANCE NO.: 43-2021

SPONSORED BY: MAYOR MATTHEW BURKE
CO-SPONSORED BY: COUNCILPERSON MICHAEL NENADOVICH

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OR HIS DESIGNEE TO PURCHASE ONE (1) CATERPILLAR HYDRAULIC EXCAVATOR, THROUGH OHIO CAT, AN APPROVED VENDOR UNDER SOURCEWELL, CONTRACT NUMBER 032119-CAT AGREEMENT NO. 38936, PER THE ATTACHED PRICING QUOTATION

WHEREAS, Ohio’s Cooperative Purchasing Act (Am. Sub. H.B. 100) was signed into law by Governor Richard F. Celeste on December 4, 1985, and

WHEREAS, in Resolution 22-2016, the City Council authorized the Mayor to enter into a cooperative purchasing agreement with National Joint Power Alliance (NJPA) now known as Sourcewell, that is available to government agencies for contract purchasing, and

WHEREAS, the Service Department is wishing to replace the 1997 Case 1845C Skid Steer Loader, and

WHEREAS, the Caterpillar Model: 303.5E2 Mini Hydraulic Excavator that is to be purchased under Contract Number 032119-CAT will become part of the Service Department fleet of equipment, and

WHEREAS, the equipment to be purchased will be funded through the appropriate fund for the amount not to exceed \$46,080.70.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Garfield Heights, Ohio, that:

SECTION 1. The Mayor or his designee is authorized and directed to purchase one (1) Caterpillar Model: 303.5E2 Mini Hydraulic Excavator at a cost not to exceed forty-six thousand, eighty-one dollars (\$46,081.00) through Ohio Cat per the attached pricing quotation.

SECTION 2. The Finance Director is directed to issue her vouchers of the City for the purpose set forth in Section 1 hereof, said amount to be charged to the appropriate fund.

SECTION 3. Council declares this Ordinance to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare and shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: _____

APPROVED: _____ MAYOR _____ PRESIDENT OF COUNCIL

ATTEST: _____ EFFECTIVE DATE: _____
 CLERK OF COUNCIL

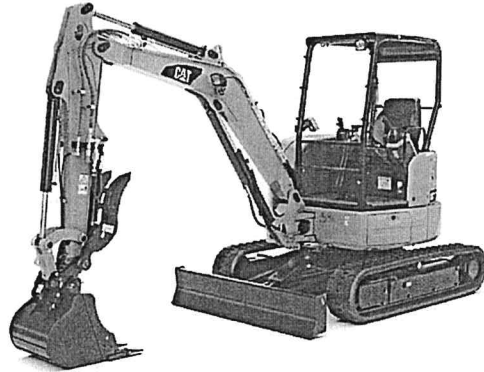


Quote 218208-01

April 28, 2021

CITY OF GARFIELD HEIGHTS

5407 TURNEY RD
GARFIELD HEIGHTS, Ohio 44125-3203



Rich,

Thank you for your interest in Ohio CAT and Caterpillar products for your business needs.

SOURCEWELL, formerly NJPA, establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law (M.S. 471.345 Subd. 15). The Joint Exercise of Powers Law (M.S. 471.59) allows our members to legally purchase through our contracts without duplicating their own competitive solicitation process and requirements. The result of this cooperative effort is a high quality selection of nationally leveraged, competitively solicited contract solutions to help meet the ever challenging needs of our current and future member agencies.

CONTRACT NUMBER 032119-CAT, Garfield Hts number 38936 since 8/25/2010

<https://www.sourcewell-mn.gov/>

One (1) New Caterpillar Model: 303.5E2 Mini Hydraulic Excavators with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: C52050 **SERIAL NUMBER:** **YEAR:** **SMU:**

This machine is scheduled to be built at the Athens Georgia Cat factory and is available today. This is the only non-cab machine we have coming from the factory. It is the last shipment before the new next gen excavators are available next year. It can be sold at any time. If you approve this purchase we would need a letter of intent to buy the machine to hold it and when we get it in July of this year and add the coupler and hydraulic thumb we will ship and invoice it in July.

STANDARD EQUIPMENT

POWERTRAIN -CAT C1.7 diesel engine --Rated net power under 19kw --NTE Emissions Compliance for US/EU -Automatic engine idle -Automatic engine shut-off -Automatic swing parking brake -Automatic two speed travel -Fuel and water separator

ELECTRICAL -12 volt electrical system -60 ampere alternator -650 CCA maintenance free battery -Fuse box -Ignition key start / stop switch -Slow blow fuse -Warning horn -Work lights --Courtesy safety light -

OPERATOR ENVIRONMENT -100% pilot control ergonomic joysticks -Adjustable arm rests -Anti-theft system -COMPASS: --Complete operation --Maintenance performance and -Security system --Multiple languages --Site reference system -Cup holder -Hydraulic neutral lockout system -Literature holder -Travel Control pedals with hand levers -Washable floor mat

OTHER STANDARD EQUIPMENT -Accumulator certification -Auxiliary hydraulic lines --1-way and 2-way (combined function) -Adjustable auxiliary relief -Auxiliary line quick disconnects -Caterpillar corporate "one key" system -Continuous flow -Door locks -Dozer blade with float function -Ecology drain - engine and hydraulic -Hydraulic oil Cooler -High definition hydraulics --Load sensing/flow sharing -Lockable fuel cap -Roll over protective structure (ROPS) -(ISO 12117-2) -Swing boom design -Swivel guard -Tie down eyes on track frame -Tip over protective structure (TOPS) -(ISO 12117) -Tool storage area -Top guard - ISO 10262 (level 1) -Towing eye on base frame

MACHINE SPECIFICATIONS

303.5E2 HEXMN CFG 1	515-6905
DRAIN, ECOLOGY	379-4727
COOLING, HIGH AMBIENT	379-6419
CONTROL PATTERN CHANGER	397-7122
ALARM, TRAVEL	419-4783
SEAT VINYL, W/ SUSPENSION	428-7873
BELT, SEAT, 3" RETRACTABLE	434-2092
303.5 HYDRAULIC EXCAVATOR	452-5617
CANOPY, TOPS	456-2627
LINES, AUXILIARY, LONG STICK	379-4725
LINKAGE BUCKET W/ LIFTING EYE	397-7072
LINES, BUCKET, LONG STICK	415-5072
HYDRAULICS STD W/O 2ND AUX	463-8013
STICK, LONG, HEAVY DUTY	464-8571
LANE 3 ORDER	0P-9003
ATHENS DEALER PDI & FUEL	590-9285
FILM, PRODUCT LINK, ANSI	502-6610
INSTRUCTIONS, ANSI	461-4576
PACK, DOMESTIC TRUCK	0P-0210
SHIPPING/STORAGE PROTECTION	0P-2266
SERIALIZED TECHNICAL MEDIA KIT	421-8926

PRODUCT LINK, CELLULAR PL243	579-3613
LIGHTS, STANDARD	512-5611
CABLE, GROUND	454-0241
BLADE, 70", BOLT-ON	463-8030
TRACK, RUBBER BELT	436-2486
STICK PKG LONG W/O 2ND AUX	463-9121
LINES, STICK	397-7061
LINES, BOOM	397-7081
FILM, CALIFORNIA	524-7230
COUPLER, PG, MAN.D.LOCK, 3-4T	444-7494
PINS, BUCKET, 40MM	154-2638
BUCKET-HD, 12", 1.7 FT3, 3T	464-9900
BUCKET-HD, 24", 4.2 FT3, 3T	464-9904
THUMB, HYDRAULIC, 3T	452-2740
BEACON	

TOTAL LIST PRICE	\$65,151.00
LESS SOURCEWELL DISCOUNT 20%	(\$13,030.20)
LESS OHIO CAT ADDITIONAL DISCOUNT 10%	<u>(\$6,515.10)</u>
	\$45,605.70
DEALER LABOR FOR INSTALLING COUPLER AND THUMB	<u>\$475.00</u>
TOTAL PURCHASE PRICE	\$46,080.70

WARRANTY
Standard Warranty: 24 months/2000 Hour Premier Warranty.

CHANGE ORDER



Project: City of Garfield Heights - 2020 Paving Program

Job Number: 3001-20-0020

Owner: City of Garfield Heights

Change Order Number: 2

5407 Turney Road
Garfield Heights, OH 44125
(216) 475-1504

Date: 2/17/2021

Print Date: 2/17/2021

Contractor: Specialized Construction Inc
711 Harvard Avenue
Cuyahoga Heights, OH 44105
(216) 271-3363

Note: Estimate to complete quantities

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
388 S Main Street, Suite 301
Akron, OH 44311
(330) 913-1080

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$98,143.75
Original Contract Amount:	\$619,545.05
Contract Amount Including Previous Change Orders:	\$619,545.05
Amount of this Change Order:	\$98,143.75
REVISED CONTRACT AMOUNT:	\$717,688.80

Approved By

David Krock, PE, ENV SP, Vice President
of Ohio

Date 04/15/2021

Specialized Construction Inc:

Date 4/14/21

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
203	CATCH BASIN RECONSTRUCTION TO GRADE, AS PER PLAN	3.00 Ea	6.00	9.00	\$1,000.00	\$6,000.00
205	MISCELLANEOUS METALS	4400.00 Lbs	5759.00	10159.00	\$1.00	\$5,759.00
301	PAVEMENT PLANING, ASPHALT CONCRETE, (2" AVG.)	21530.00 Syd	8309.18	29839.18	\$4.00	\$33,236.72
302	PAVEMENT PLANING, ASPHALT CONCRETE, (1" AVG.)	2650.00 Syd	2620.00	5270.00	\$4.00	\$10,480.00
303	TACK COAT (APPLIED @ 0.08 GAL/SY)	1950.00 Gallon	793.00	2743.00	\$2.00	\$1,586.00
306	CRACK SEALING, TYPE II (or III), AS PER PLAN	17170.00 Ft	7410.00	24580.00	\$0.60	\$4,446.00
307	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, (4/8)	1090.00 Cyd	739.28	1829.28	\$185.00	\$121,981.20
308	FOG SEAL	24940.00 Syd	12411.18	37351.18	\$1.25	\$15,513.98
310	CONCRETE WALK (6") WITH ADA CURB RAMP (8")	535.00 Square Foot	17.00	552.00	\$12.00	\$204.00
312	PAVEMENT PLANING, PORTLAND CEMENT CONCRETE, (2")	760.00 Syd	1482.00	2242.00	\$4.00	\$5,928.00
701	STOP LINE, 24", TYPE 1	525.00 Ft	55.00	580.00	\$12.00	\$660.00
702	CROSSWALK LINE, 8", TYPE 1	1125.00 Ft	275.00	1400.00	\$9.50	\$1,707.50
SUB-TOTAL INCREASES DIVISION A:						\$207,682.40
Division: B						
1301	CHIP SEAL, MISC.; (RT9 OR RT10) BINDER MATERIAL, AS PER PLAN	24940.00 Syd	10236.18	35176.18	\$2.55	\$26,102.26
SUB-TOTAL INCREASES DIVISION B:						\$26,102.26
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT						
Division: A						
1	MONUMENT BOX ADJUSTED TO GRADE	3.00 Ea	-1.00	2.00	\$40.00	(\$40.00)
201	CATCH BASIN REMOVE AND REPLACE, AS PER PLAN	3.00 Ea	-1.00	2.00	\$1,700.00	(\$1,700.00)
202	CATCH BASIN ADJUSTED TO GRADE	44.00 Ea	-12.00	32.00	\$400.00	(\$4,800.00)
204	MANHOLE ADJUSTED TO GRADE	8.00 Ea	-8.00	2.00	\$360.00	(\$2,100.00)
304	SURFACE PREPARATION	65.00 Cyd	-65.00	0.00	\$140.00	(\$9,100.00)
306	SINGLE CHIP SEAL, AS PER PLAN	24940.00 Syd	-22766.00	2175.00	\$2.35	(\$63,497.76)
309	NON-REINFORCED CONCRETE PAVEMENT, MISCELLANEOUS: CONCRETE DRIVEWAY REPAIR	60.00 Syd	-41.54	18.46	\$90.00	(\$3,738.60)
311	CURB, TYPE 6 (MATCH EXISTING)	260.00 Ft	-57.60	192.50	\$30.00	(\$1,725.00)
762	LAW ENFORCEMENT OFFICER W/ PATROL CAR, AS PER PLAN	80.00 Hour	-80.00	0.00	\$60.00	(\$4,800.00)
801	PARTIAL DEPTH PAVEMENT REPAIR (441), AS PER PLAN	1980.00 Syd	-1080.00	0.00	\$11.00	(\$21,780.00)
802	CATCH BASIN RECONSTRUCTION TO GRADE, AS PER PLAN	9.00 Ea	-9.00	0.00	\$1,139.95	(\$10,259.55)
902	CONTINGENCY ALLOWANCE FOR UNFORESEEN PROJECT CONDITIONS	18500.00 Dir	-18500.00	0.00	\$1.00	(\$18,500.00)
904	AS-BUILT PLANS	2500.00 Dir	-2500.00	0.00	\$1.00	(\$2,500.00)
908	ALLOWANCE FOR ADDITIONAL INSPECTION SERVICES	1000.00 Dir	-1000.00	0.00	\$1.00	(\$1,000.00)
SUB-TOTAL DECREASES DIVISION A:						(\$135,540.80)