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# AGENDA

## Streets and Sidewalks Committee

| **in-person meeting** |

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Monday

August 23, 2021

6:30 PM

| **Village Hall** | **21 W. Washington Street** |

This is a public meeting and all are welcome to attend.  
In-person meetings are held in Council Chambers at Village Hall.

*Committee: Evans, Newell, Wyville*

### **Agenda Items**

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- 1 Awarding of Contracts for Multiple Capital Improvement Projects
-



**ORDINANCE 2021-47**  
**INTRODUCED BY: NEWELL**

**4337**

**AN ORDINANCE  
AUTHORIZING THE MAYOR TO ENTER INTO AN  
AGREEMENT WITH UNITED SURVEY, INC. OF  
OAKWOOD VILLAGE, OHIO TO PROVIDE TELEVISIONING  
AND CLEANING OF STORM AND SANITARY SEWERS IN  
THE HISTORIC DISTRICT OF CHAGRIN FALLS AND  
DECLARING AN EMERGENCY.**

WHEREAS, the Village has determined that it is necessary to televise and provide light cleaning of storm and sanitary sewers in the Historic District of Chagrin Falls (“Project”);

WHEREAS, the Village requested quotes for the Project and after receiving all bids, the Village Engineer and Chief Administrative Officer have determined that the lowest and best bid was received from United Survey, Inc. in the amount of One Hundred and One Thousand Four Hundred Sixty Dollars and Fifty Cents (\$101,460.50) to provide for televising and light cleaning of storm sewers and sanitary sewers within the Historic District of the Village in accordance with the specifications prepared by the Village Engineer;

WHEREAS; the Village desires to enter into an agreement with United Survey, Inc. to perform the televising and cleaning of the storm and sanitary sewers in the Historic District of the Village as specified by the plans prepared by the Village Engineer for the Project as soon as possible.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE  
OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO:**

Section 1. The Mayor is authorized and directed to enter into an agreement with United Survey, Inc. in the amount of One Hundred One Thousand Four Hundred Sixty Dollars and Fifty Cents (\$101,460.50) to provide for the Project to be performed as specified in the contract attached hereto and incorporated herein as **Exhibit “A”**.

Section 2. The Finance Director is authorized to appropriate to a proper account of sum sufficient to cover the costs of the contract authorized in Section 1 of this Ordinance.

Section 3. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with

**ORDINANCE 2021-47**  
**INTRODUCED BY: NEWELL**

all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

Section 4. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

Section 5. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that it is necessary to have this Ordinance immediately effective to provide for timely televising and cleaning of the storm and sanitary sewers in the Historic District and to provide for more efficient flow of storm water and sewage at the earliest possible date; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2021

\_\_\_\_\_  
Erinn Grube, Council President

Submitted to the Mayor for  
his approval on this

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor

\_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor William Tomko

I hereby certify that Ordinance No. 2021-47 was duly enacted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

\_\_\_\_\_  
David Bloom, Clerk of Council

**DRAFT**

**EXHIBIT "A"**

**NOTICE OF AWARD**

TO: United Survey, Inc.  
25145 Broadway Avenue  
Oakwood Village, Ohio 44146

PROJECT: CHAGRIN FALLS WEST SIDE HISTORIC DISTRICT - SEWER TELEVISIONING

You are notified that your Bid which was opened on 8/6/21 has been accepted for items in the amount of \$101,460.50 at the unit bid prices as reflected in the bid tabulation contained herein.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Bonds, Certificates of Insurance, and other documents within 10 calendar days from the date of receipt of this Notice.

Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid in default, to annul this Notice and to declare your Bid Security forfeited.

The Owner will return to you one (1) fully signed set of the contract documents.

VILLAGE OF CHAGRIN FALLS

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Rob Jamieson, Chief Administrative Officer

ACKNOWLEDGMENT

UNITED SURVEY, INC.

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Joseph Tartabini, Jr., President

**DRAFT**

CONTRACT

FOR CHAGRIN FALLS WEST SIDE HISTORIC DISTRICT - SEWER TELEVISIONING

THIS AGREEMENT, made and entered into at Chagrin Falls, Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Village of Chagrin Falls (“OWNER”), Ohio and United Survey, Inc. (“CONTRACTOR”).

WITNESSETH: That the said CONTRACTOR has agreed and by this presents does agree with the OWNER for the consideration hereinafter mentioned and contained, and under penalty expressed in a bond given with these presents, and herein contained or hereunto annexed, to furnish at its own cost and expense, all the necessary tools, equipment, materials, labor, and tests in an expeditious, substantial and workmanlike manner, the equipment and appurtenances herein contemplated, commencing work within 20 days from the date of the Notice to Proceed and executing the work within the time and in the manner specified and in conformity with the requirements set forth in this Contract.

The following form essential parts of the Contract (may vary with project).

1. Request For Quote
2. Proposal
3. Sewer Televisioning Worksheet
4. Sanitary & Storm Schematic Maps
5. Specifications (3)
6. Contract Documents

The CONTRACTOR agrees and understands that the work on this contract shall be subject to the acceptance of the OWNER based upon and in accordance with the contract specifications and contract plans and drawings on file in the office of the OWNER.

The Contractor agrees that each individual employed by the Contractor or any Subcontractor and engaged in work on the project under this contract shall be paid by prevailing wage established by the Department of Industrial Relations of the State of Ohio or the U.S. Department of Labor (Davis-Bacon Act) as detailed in the section titled "Wage Rates." This shall occur regardless of any contractual relationship which may be said to exist between the Contractor or any Subcontractor and such individual.

The CONTRACTOR shall proceed with the said work in a prompt and diligent manner and shall do the several parts thereof. Further the Contractor shall complete the whole of said work in accordance with the specifications and contract drawings to the satisfaction of the OWNER on or before the time stated.

It is hereby mutually agreed that the OWNER is to pay and the CONTRACTOR is to receive, as full compensation for furnishing all materials and labor in building, constructing and testing and in all respect completing the herein described work and appurtenances in the manner and under the conditions herein specified, the prices stipulated in the proposal herein contained or hereto annexed and the total contract sum is \$101,460.50.

**DRAFT**

This Contract shall be in full force and effect from the date of execution by the parties.

IN WITNESS WHEREOF: The parties hereunto affixed their signature the day and year first mentioned above.

UNITED SURVEY, INC.

\_\_\_\_\_  
Joseph Tartabini, Jr., President

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
William Tomko, Mayor

I hereby certify that funds in the amount of One Hundred One Thousand Four Hundred Sixty and 50/100 Dollars (\$101,460.50) necessary for the foregoing Contract have been appropriated and are in the Treasury, or are in the process of collection, or are available through grants and/or loans from other funding sources.

\_\_\_\_\_  
David B. Bloom, Director of Finance

APPROVED AS TO FORM:

\_\_\_\_\_  
Dale Markowitz, Director of Law





**DRAFT**

DELINQUENT PERSONAL PROPERTY STATEMENT

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

United Survey, Inc., having been awarded a contract by the Village of Chagrin Falls, Ohio, hereby affirms under oath, pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company **was / was not (CIRCLE ONE)** charged with delinquent personal property taxes on the General Tax List of Personal Property for Cuyahoga County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Cuyahoga County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Taxing District's Fiscal Officer to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the Contract made between Village of Chagrin Falls, Ohio, and United Survey, Inc., and no payment shall be made with respect to any Contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax    \$ \_\_\_\_\_  
Penalties                                    \$ \_\_\_\_\_  
Interest                                      \$ \_\_\_\_\_

UNITED SURVEY, INC.

\_\_\_\_\_  
Joseph Tartabini, Jr., President

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**DRAFT**

**AFFIDAVIT**

**OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13**

STATE OF OHIO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of \_\_\_\_\_ (“the Contracting Party”).
2. The Contracting Party is a/an (select one):
  - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust
  - Corporation organized and existing under the laws of the State of \_\_\_\_\_
  - Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification will incur penalties pursuant to 3517.992(R).

Affiant further sayeth naught.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DRAFT**

ESCROW WAIVER

In accordance with a certain Contract between the Village of Chagrin Falls, Ohio, (hereinafter referred to as "the Owner") and United Survey, Inc., (hereinafter referred to as "the Contractor") it is mutually agreed by and between the parties hereto that because of the short-term duration of the within contract, no escrow account will be established pursuant to Sections 153.13, 153.14 and 153.63 of the Ohio Revised Code nor shall any interest be paid on any retainage.

UNITED SURVEY, INC.

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Joseph Tartabini, Jr., President

VILLAGE OF CHAGRIN FALLS

---

David B. Bloom, Director of Finance

**DRAFT**

NOTICE TO PROCEED

Project: Chagrin Falls West Side Historic District - Sewer Televising

Owner: Village of Chagrin Falls  
21 West Washington Street  
Chagrin Falls, Ohio 44022

To: United Survey, Inc.  
25145 Broadway Avenue  
Oakwood Village, Ohio 44146

Date: \_\_\_\_\_

You are hereby notified to commence work in accordance with the Contract. All work shall be completed by \_\_\_\_\_, 2021.

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
Rob Jamieson, Chief Administrative Officer

REV. 3/2021

**ORDINANCE 2021-48  
INTRODUCED BY: EVANS**

**AN ORDINANCE  
AUTHORIZING THE MAYOR TO ENTER INTO AN  
AGREEMENT WITH BURTON SCOT CONTRACTORS, LLC  
OF NEWBURY, OHIO FOR THE 2021 INFRASTRUCTURE  
IMPROVEMENTS FOR THE 2021 ROAD PROGRAM AND  
DECLARING AN EMERGENCY.**

WHEREAS, the Village has determined that it is necessary to repair certain roads, walkways, storm sewers and other improvements located within the right-of-way based upon the 2021 Road Program and to install brick pavers at Triangle Park, (collectively “Project”);

WHEREAS, the Village sought bids for the Project, and after receiving all bids, the Village Engineer determined the lowest and best bid is from Burton Scot Contractors, LLC of Newbury, Ohio (“Burton Scot”) in the amount of Five Hundred and Forty-Seven Thousand and Eighty-Three Dollars (\$547,083.00) which includes the Base Bid and Alternate Bid for the Triangle Park Brick Pavers in accordance with their Bid;

WHEREAS; the Village desires to enter into an agreement with Burton Scot to perform the Project as soon as possible.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE  
OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO:**

Section 1. The Mayor is authorized and directed to enter into an agreement with Burton Scot Contractors, LLC in the amount of Five Hundred Forty-Seven Thousand and Eighty Three Dollars (\$547,083.00) to perform the base bid and alternate bid, to provide for the Project to be constructed as specified in the contract attached hereto and incorporated herein as **Exhibit “A”**.

Section 2. The Finance Director is authorized to appropriate to a proper account of sum sufficient to cover the costs of the contract authorized in Section 1 of this Ordinance.

Section 3. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

**ORDINANCE 2021-48**  
**INTRODUCED BY: EVANS**

Section 4. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

Section 5. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that this Ordinance is necessary to authorize the improvements to be made to the roads and to replace the Brick Pavers at Triangle Park while weather conditions are appropriate for such work to be completed; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2021

\_\_\_\_\_  
Erinn Grube, Council President

Submitted to the Mayor for  
his approval on this

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor

\_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor William Tomko

I hereby certify that Ordinance No. 2021-48 was duly enacted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

\_\_\_\_\_  
David Bloom, Clerk of Council

**DRAFT**  
NOTICE OF AWARD

TO: Burton Scot Contractors, LLC  
11330 Kinsman Road  
Newbury, Ohio 44065

PROJECT: 2021 INFRASTRUCTURE IMPROVEMENTS  
CONTRACT A - 2021 ROAD PROGRAM

You are notified that your Bid which was opened on 8/13/21 has been accepted for items in the amount of \$547,083.00 at the unit bid prices as reflected in the bid tabulation contained herein for the Base Bid and Alternate.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Bonds, Certificates of Insurance, and other documents within 10 calendar days from the date of receipt of this Notice.

Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid in default, to annul this Notice and to declare your Bid Security forfeited.

The Owner will return to you one (1) fully signed set of the contract documents.

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
Rob Jamieson, Chief Administrative Officer

\_\_\_\_\_  
Date

ACKNOWLEDGMENT

BURTON SCOT CONTRACTORS, LLC

**DO NOT SIGN THIS PAGE. FOR REFERENCE ONLY. OWNER  
WILL SEND SIGNED COPY.**

\_\_\_\_\_  
J. Cole Peters, Project Manager

\_\_\_\_\_  
Date

# DRAFT

## CONTRACT

FOR 2021 INFRASTRUCTURE IMPROVEMENTS - CONTRACT A - 2021 ROAD PROGRAM

THIS AGREEMENT, made and entered into at Chagrin Falls, Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Village of Chagrin Falls (“OWNER”), Ohio and Burton Scot Contractors, LLC (“CONTRACTOR”).

WITNESSETH: That the said CONTRACTOR has agreed and by this presents does agree with the OWNER for the consideration hereinafter mentioned and contained, and under penalty expressed in a bond given with these presents, and herein contained or hereunto annexed, to furnish at its own cost and expense, all the necessary tools, equipment, materials, labor, and tests in an expeditious, substantial and workmanlike manner, the equipment and appurtenances herein contemplated, commencing work within 20 days from the date of the Notice to Proceed and executing the work within the time and in the manner specified and in conformity with the requirements set forth in this Contract.

The following form essential parts of the Contract:

1. Advertisement for Bids/Public Notice to Bidders
2. Instruction to Bidders
3. Bid Forms and Proposal
4. Contract Forms and Exhibits
5. Contract Bond – ORC 153.571 or ORC 153.57
6. Contract Provisions
7. General Conditions
8. Supplementary Conditions
9. Specifications
10. Specific Project Requirements
11. Prevailing Wage Rate Schedule
12. Contract Drawings; if any.

The CONTRACTOR agrees and understands that the work on this contract shall be subject to the acceptance of the OWNER based upon and in accordance with the contract specifications and contract plans and drawings on file in the office of the OWNER.

The Contractor agrees that each individual employed by the Contractor or any Subcontractor and engaged in work on the project under this contract shall be paid by prevailing wage established by the Department of Industrial Relations of the State of Ohio or the U.S. Department of Labor (Davis-Bacon Act) as detailed in the section titled "Wage Rates." This shall occur regardless of any contractual relationship which may be said to exist between the Contractor or any Subcontractor and such individual.

The CONTRACTOR shall proceed with the said work in a prompt and diligent manner and shall do the several parts thereof. Further the Contractor shall complete the whole of said work in accordance with the specifications and contract drawings to the satisfaction of the OWNER on or before the time stated, and in default of completion within the time as fixed, the CONTRACTOR shall pay to the OWNER as liquidated damages, an amount equal to \$1,000.00 Per Day, for each and every day (Sundays and legal holidays excepted) the completion of the work may be delayed beyond the date fixed in the manner and as stipulated.



# DRAFT

It is hereby mutually agreed that the OWNER is to pay and the CONTRACTOR is to receive, as full compensation for furnishing all materials and labor in building, constructing and testing and in all respect completing the herein described work and appurtenances in the manner and under the conditions herein specified, the prices stipulated in the proposal herein contained or hereto annexed and the total contract sum is \$547,083.00.

This Contract shall be in full force and effect from the date of execution by the parties.

IN WITNESS WHEREOF: The parties hereunto affixed their signature the day and year first mentioned above.

BURTON SCOT CONTRACTORS, LLC

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J. Cole Peters, Project Manager

VILLAGE OF CHAGRIN FALLS

---

William Tomko, Mayor

I hereby certify that funds in the amount of Five Hundred Forty-Seven Thousand Eighty-Three and 00/100 Dollars (\$547,083.00) necessary for the foregoing Contract have been appropriated and are in the Treasury, or are in the process of collection, or are available through grants and/or loans from other funding sources.

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David B. Bloom, Director of Finance

APPROVED AS TO FORM:

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Dale Markowitz, Director of Law

# **D R A F T**

**THE CONTRACTOR SHALL FURNISH THE FOLLOWING ITEMS  
WITHIN 10 DAYS OF NOTIFICATION OF AWARD:**

- A) **CERTIFICATE OF INSURANCE FOR  
CONTRACTOR'S PUBLIC LIABILITY INSURANCE POLICY  
AND AUTOMOTIVE INSURANCE POLICY**
  
- B) **CERTIFICATE OF INSURANCE FOR  
OWNER'S AND CONTRACTOR'S PROTECTIVE POLICY**
  
- C) **CERTIFICATE OF WORKER'S COMPENSATION**
  
- D) **CONTRACT BOND THAT COMPLIES WITH ORC 153.54 AND 153.57**

\* D above is not required if a bond complying with ORC 153.54 and 153.571 (rollover bond) was submitted at time of bid.

**DRAFT**

DELINQUENT PERSONAL PROPERTY STATEMENT

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

Burton Scot Contractors, LLC, having been awarded a contract by the Village of Chagrin Falls, Ohio, hereby affirms under oath, pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company **was / was not (CIRCLE ONE)** charged with delinquent personal property taxes on the General Tax List of Personal Property for Cuyahoga County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Cuyahoga County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Taxing District's Fiscal Officer to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the Contract made between Village of Chagrin Falls, Ohio, and Burton Scot Contractors, LLC, and no payment shall be made with respect to any Contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax    \$ \_\_\_\_\_  
Penalties    \$ \_\_\_\_\_  
Interest     \$ \_\_\_\_\_

BURTON SCOT CONTRACTORS, LLC

\_\_\_\_\_  
J. Cole Peters, Project Manager

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**DRAFT**

**AFFIDAVIT**

OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13

STATE OF OHIO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of \_\_\_\_\_ (“the Contracting Party”).
2. The Contracting Party is a/an (select one):
  - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust
  - Corporation organized and existing under the laws of the State of \_\_\_\_\_
  - Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification will incur penalties pursuant to 3517.992(R).

Affiant further sayeth naught.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DRAFT**  
ESCROW WAIVER

In accordance with a certain Contract between the Village of Chagrin Falls, Ohio, (hereinafter referred to as "the Owner") and Burton Scot Contractors, LLC, (hereinafter referred to as "the Contractor") it is mutually agreed by and between the parties hereto that because of the short-term duration of the within contract, no escrow account will be established pursuant to Sections 153.13, 153.14 and 153.63 of the Ohio Revised Code nor shall any interest be paid on any retainage.

BURTON SCOT CONTRACTORS, LLC

---

J. Cole Peters, Project Manager

VILLAGE OF CHAGRIN FALLS

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David B. Bloom, Director of Finance

**DRAFT**  
NOTICE TO PROCEED

Project: 2021 Infrastructure Improvements - Contract A - 2021 Road Program

Owner: Village of Chagrin Falls  
21 West Washington Street  
Chagrin Falls, Ohio 44022

To: Burton Scot Contractors, LLC  
11330 Kinsman Road  
Newbury, Ohio 44065

Date: \_\_\_\_\_

You are hereby notified to commence work in accordance with the Contract. All work shall be completed by \_\_\_\_\_.

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
Rob Jamieson, Chief Administrative Officer

REV. 3/2021

**ORDINANCE 2021-49  
INTRODUCED BY: EVANS**

**4339**

**AN ORDINANCE  
AUTHORIZING THE MAYOR TO ENTER INTO A  
CONTRACT WITH S.E.T., INC. OF LOWELLVILLE, OHIO  
FOR IMPROVEMENTS TO BE MADE TO WATER STREET  
AND INCLUDING LINING THE SANITARY SEWER AND  
LATERALS ON WATER STREET BETWEEN CENTER  
STREET AND WASHINGTON STREET AND DECLARING  
AN EMERGENCY.**

WHEREAS, the Village has determined that it is necessary to make repairs to Water Street, including repair of concrete drives in aprons and concrete walks and to reline the sewer mains (collectively “Project”);

WHEREAS, the Village sought bids for the Project and after receiving all bids, the Village Engineer determined that the lowest and best bid is S.E.T., Inc. (“S.E.T.”) in the amount of Five Hundred Forty-Four Thousand Nine Hundred Twenty-Eight Dollars and Twenty Cents (\$544,928.20) including the Base Bid and Alternate Bid, and in accordance with their Bid;

WHEREAS; the Village desires to enter into an agreement with S.E.T. to perform the Project improvements to Water Street as soon as possible.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE  
OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO:**

Section 1. The Mayor is authorized and directed to enter into an agreement with S.E.T. in the amount of Five Hundred Forty-Four Thousand Nine Hundred Twenty-Eight Dollars and Twenty Cents (\$544,928.20) to provide for the Project to be constructed as specified in the contract attached hereto and incorporated herein as **Exhibit “A”**.

Section 2. The Finance Director is authorized to appropriate to a proper account of sum sufficient to cover the costs of the contract authorized in Section 1 of this Ordinance.

Section 3. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

**ORDINANCE 2021-49**  
**INTRODUCED BY: EVANS**

Section 4. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

Section 5. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the Village and for the further reason that it is necessary to have this Ordinance immediately effective to provide for repairs to Water Street and the infrastructure located in the right-of-way at the earliest possible date; wherefore, provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage and approval by the Mayor, otherwise it shall take effect and be in force after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2021

\_\_\_\_\_  
Erinn Grube, Council President

Submitted to the Mayor for  
his approval on this

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor

\_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor William Tomko

I hereby certify that Ordinance No. 2021-49 was duly enacted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

\_\_\_\_\_  
David Bloom, Clerk of Council



**DRAFT**  
NOTICE OF AWARD

TO: S.E.T., Inc.  
235 E. Water Street, Suite C  
Lowellville, Ohio 44436-1273

PROJECT: 2021 INFRASTRUCTURE IMPROVEMENTS  
CONTRACT C - WATER STREET [& CHAGRIN BLVD.] IMPROVEMENTS

You are notified that your Bid which was opened on 8/13/21 has been accepted for items in the amount of \$544,928.20 at the unit bid prices as reflected in the bid tabulation contained herein for the Base Bid and Alternate.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Bonds, Certificates of Insurance, and other documents within 10 calendar days from the date of receipt of this Notice.

Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid in default, to annul this Notice and to declare your Bid Security forfeited.

The Owner will return to you one (1) fully signed set of the contract documents.

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
Rob Jamieson, Chief Administrative Officer

\_\_\_\_\_  
Date

ACKNOWLEDGMENT

S.E.T., INC.

**DO NOT SIGN THIS PAGE. FOR REFERENCE ONLY. OWNER  
WILL SEND SIGNED COPY.**

\_\_\_\_\_  
Doug Susany, President

\_\_\_\_\_  
Date

# DRAFT

## CONTRACT

### FOR 2021 INFRASTRUCTURE IMPROVEMENTS CONTRACT C - WATER STREET [& CHAGRIN BLVD.] IMPROVEMENTS

THIS AGREEMENT, made and entered into at Chagrin Falls, Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Village of Chagrin Falls (“OWNER”), Ohio and S.E.T., Inc. (“CONTRACTOR”).

WITNESSETH: That the said CONTRACTOR has agreed and by this presents does agree with the OWNER for the consideration hereinafter mentioned and contained, and under penalty expressed in a bond given with these presents, and herein contained or hereunto annexed, to furnish at its own cost and expense, all the necessary tools, equipment, materials, labor, and tests in an expeditious, substantial and workmanlike manner, the equipment and appurtenances herein contemplated, commencing work within 20 days from the date of the Notice to Proceed and executing the work within the time and in the manner specified and in conformity with the requirements set forth in this Contract.

The following form essential parts of the Contract:

1. Advertisement for Bids/Public Notice to Bidders
2. Instruction to Bidders
3. Bid Forms and Proposal
4. Contract Forms and Exhibits
5. Contract Bond – ORC 153.571 or ORC 153.57
6. Contract Provisions
7. General Conditions
8. Supplementary Conditions
9. Specifications
10. Specific Project Requirements
11. Prevailing Wage Rate Schedule
12. Contract Drawings; if any.

The CONTRACTOR agrees and understands that the work on this contract shall be subject to the acceptance of the OWNER based upon and in accordance with the contract specifications and contract plans and drawings on file in the office of the OWNER.

The Contractor agrees that each individual employed by the Contractor or any Subcontractor and engaged in work on the project under this contract shall be paid by prevailing wage established by the Department of Industrial Relations of the State of Ohio or the U.S. Department of Labor (Davis-Bacon Act) as detailed in the section titled "Wage Rates." This shall occur regardless of any contractual relationship which may be said to exist between the Contractor or any Subcontractor and such individual.

The CONTRACTOR shall proceed with the said work in a prompt and diligent manner and shall do the several parts thereof. Further the Contractor shall complete the whole of said work in accordance with the specifications and contract drawings to the satisfaction of the OWNER on or before the time stated, and in default of completion within the time as fixed, the CONTRACTOR shall pay to the OWNER as liquidated damages, an amount equal to \$1,000.00 Per Day, for each and every day (Sundays and legal holidays excepted) the completion of the work may be delayed beyond the date fixed in the manner and as stipulated.

# DRAFT

It is hereby mutually agreed that the OWNER is to pay and the CONTRACTOR is to receive, as full compensation for furnishing all materials and labor in building, constructing and testing and in all respect completing the herein described work and appurtenances in the manner and under the conditions herein specified, the prices stipulated in the proposal herein contained or hereto annexed and the total contract sum is \$544,928.20.

This Contract shall be in full force and effect from the date of execution by the parties.

IN WITNESS WHEREOF: The parties hereunto affixed their signature the day and year first mentioned above.

S.E.T., INC.

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Doug Susany, President

VILLAGE OF CHAGRIN FALLS

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William Tomko, Mayor

I hereby certify that funds in the amount of Five Hundred Forty-Four Thousand Nine Hundred Twenty-Eight and 20/100 Dollars (\$544,928.20) necessary for the foregoing Contract have been appropriated and are in the Treasury, or are in the process of collection, or are available through grants and/or loans from other funding sources.

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David B. Bloom, Director of Finance

APPROVED AS TO FORM:

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Dale Markowitz, Director of Law

# **D R A F T**

**THE CONTRACTOR SHALL FURNISH THE FOLLOWING ITEMS  
WITHIN 10 DAYS OF NOTIFICATION OF AWARD:**

- A) **CERTIFICATE OF INSURANCE FOR  
CONTRACTOR'S PUBLIC LIABILITY INSURANCE POLICY  
AND AUTOMOTIVE INSURANCE POLICY**
  
- B) **CERTIFICATE OF INSURANCE FOR  
OWNER'S AND CONTRACTOR'S PROTECTIVE POLICY**
  
- C) **CERTIFICATE OF WORKER'S COMPENSATION**
  
- D) **CONTRACT BOND THAT COMPLIES WITH ORC 153.54 AND 153.57**

\* D above is not required if a bond complying with ORC 153.54 and 153.571 (rollover bond) was submitted at time of bid.

**DRAFT**

DELINQUENT PERSONAL PROPERTY STATEMENT

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

S.E.T., Inc., having been awarded a contract by the Village of Chagrin Falls, Ohio, hereby affirms under oath, pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company **was / was not (CIRCLE ONE)** charged with delinquent personal property taxes on the General Tax List of Personal Property for Cuyahoga County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Cuyahoga County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Taxing District's Fiscal Officer to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the Contract made between Village of Chagrin Falls, Ohio, and S.E.T., Inc., and no payment shall be made with respect to any Contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax    \$ \_\_\_\_\_  
Penalties                                    \$ \_\_\_\_\_  
Interest                                      \$ \_\_\_\_\_

S.E.T., INC.

\_\_\_\_\_  
Doug Susany, President

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**DRAFT**

**AFFIDAVIT**

OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13

STATE OF OHIO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and states as follows:

- 1. I am duly authorized to make the statements contained herein on behalf of \_\_\_\_\_ (“the Contracting Party”).
- 2. The Contracting Party is a/an (select one):
  - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust
  - Corporation organized and existing under the laws of the State of \_\_\_\_\_
  - Labor organization
- 3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
- 4. I understand that a false representation on this certification will incur penalties pursuant to 3517.992(R).

Affiant further sayeth naught.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DRAFT**  
ESCROW WAIVER

In accordance with a certain Contract between the Village of Chagrin Falls, Ohio, (hereinafter referred to as "the Owner") and S.E.T., Inc., (hereinafter referred to as "the Contractor") it is mutually agreed by and between the parties hereto that because of the short-term duration of the within contract, no escrow account will be established pursuant to Sections 153.13, 153.14 and 153.63 of the Ohio Revised Code nor shall any interest be paid on any retainage.

S.E.T., INC.

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Doug Susany, President

VILLAGE OF CHAGRIN FALLS

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David B. Bloom, Director of Finance

**DRAFT**  
NOTICE TO PROCEED

Project: 2021 Infrastructure Improvements  
Contract C - Water Street [& Chagrin Blvd.] Improvements

Owner: Village of Chagrin Falls  
21 West Washington Street  
Chagrin Falls, Ohio 44022

To: S.E.T., Inc.  
235 E. Water Street, Suite C  
Lowellville, Ohio 44436-1273

Date: \_\_\_\_\_

You are hereby notified to commence work in accordance with the Contract. All work shall be completed by \_\_\_\_\_.

VILLAGE OF CHAGRIN FALLS

\_\_\_\_\_  
Rob Jamieson, Chief Administrative Officer