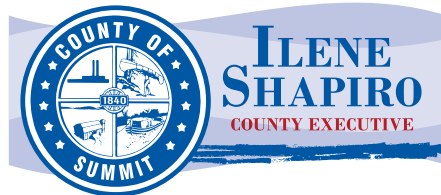


**County of Summit**

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

**BIDDER  
INFORMATION  
PACKET**

*County of Summit · The High Point of Ohio*



---

## Bidding Opportunities

---

Vendors must register at: [www.publicpurchase.com](http://www.publicpurchase.com)  
Our free web based e-procurement service.

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

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

---

## Local and Disadvantaged Business Preference

---

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

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

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

---

### County of Summit Department of Finance and Budget Division of Purchasing

Shannon McNulty

Director of Purchasing

175 S. Main Street Room 742

Akron, OH 44308

Phone (330) 643-2557

Fax (330) 643-8107

[shmcnulty@summitoh.net](mailto:shmcnulty@summitoh.net)

## Summit County Purchasing Agents

### **Building Standards**

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

### **Clerk of Courts**

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

### **Clerk of Courts- Title Bureau**

Sandra Guy (330) 630-7202  
sguy@summitoh.net

### **Common Pleas Court**

Monica Siko (330) 643-7960  
msiko@cpcourt.summitoh.net

### **County Council**

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

### **Court of Appeals Ninth District**

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

### **Domestic Relations Court**

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

### **Emergency Management Agency**

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

### **Engineer**

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

### **Executive - Division of Purchasing**

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

### **Fiscal Officer**

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

### **Job and Family Services**

Kim Thompson (330) 643-7130  
Kimberle.Thompson@jfs.ohio.gov

### **Juvenile Court**

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

### **Office of Information Technology**

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

### **Physical Plants**

Jon Holland (330) 926-2492  
jholland@summitoh.net

### **Probate Court**

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

### **Prosecutor**

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

### **Sanitary Sewer Services**

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

### **Sheriff**

Pam Murray (330) 643-2150  
pmurray@summitoh.net

### **Veterans Service Commission**

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

## Vendor Registration Instructions

### 1. Register with Public Purchase:

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

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

2. Click on the “Free Registration” button.

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

### 2. Register with an Agency:

1. Once you have received your activation email from Public Purchase log into [www.publicpurchase.com](http://www.publicpurchase.com) and accept the terms and conditions of use.

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

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

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

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

### **177.03 LOCAL AND DISADVANTAGED BUSINESS PREFERENCE.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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