November 12, 2020

Brandon McClain, Chair
Automatic Data Processing Board
451 West Third Street
Dayton, OH 45422

Dear Mr. McClain:

An Automatic Data Processing Board meeting has been scheduled for **Wednesday, November 18, 2020 at 09:00 a.m. through ZOOM.** The agenda will be as follows with supporting documentation attached.

1. Minutes from the October 14, 2020 meeting.

2. **Environmental Services**
   The Environmental Services Water Reclamation Division is seeking ADP Board approval to replace all SCADA radios and accessory equipment. These radios are a critical component of the monitoring system for over 80 water and sewer field stations that deliver water and conveying sewage for over 250,000 residents in Montgomery County. Bids were solicited by Montgomery County Purchasing and this SCADA Radio Replacement Project was awarded to J & K Communications, Inc, using OCA codes 513021/513022 split 50/50 at a price not to exceed $170,915.95.

3. **Community & Economic Development**
   The Community & Economic Development Department is seeking ADP Board approval to purchase video recording and editing services from the Golden Shovel Agency at a cost not to exceed $63,250.00. This purchase will be made with CARES Act funding.

Sincerely,

Karl L. Keith – Secretary
Automatic Data Processing Board

KLK/clt
cc:
ADP Board Members
James Alford, Director of IT
Ellis Shockley, Data Processing
Chris Newman, Data Processing
Debra Harden, Recorder’s Office
Lynn Cooper, Treasurers Office
Phil Miller, Facilities Management
Kate Evans, Auditor’s Office
Marsha Shaffer, Purchasing
Barbara Asberry, Purchasing
Kyle Kolopanis, Purchasing
Matt Hilliard, Environmental Services
Tony Jasinski, Environmental Services
Beth Moore, Environmental Services
Ron Strong, Purchasing
Ward Barrentine, Prosecutors Office
Tina Ratcliff, Records
Jean May, BCC IT
Adam Nelson, BCC IT
Uchenna Youngblood, BCC IT
Herb Davis, Clerk of Courts’ Office
Edward McNachtan, Common Pleas Court
Tyler Small, Administration
Steven Hollon, Common Pleas Court Administrator
Eric Armstrong, Domestic Relations Court
Kery Gray, Commissioner Rice’s Office
Bill Loy, Auditor’s Office
Brooke Ehlers, Coroner’s Office
Erik Collins, C&ED
Daniel Bish, C&ED
New Media
Automatic Data Processing Board Meeting Minutes
October 14, 2020
*Meeting held via Zoom videoconference

Present by Video and Audio:

Brandon McClain, Recorder – Chair
Karl Keith, Auditor - Secretary
Russ Joseph, Treasurer - Member
Mike Foley, Clerk of Courts – Member
Rob Streck, Sheriff – Member
Dr. Kent Harshbarger, Coroner - Member
Carolyn Rice - Commissioner - Member
Kyle Kolopanis, Purchasing – Director
Julia Gourley, Facilities Management - Engineer
Edward McNachtan, Information Technology Dept,
Common Pleas Court General Division – Director
Ginger Heuker, Common Pleas Court Probate
Division-Probate Court Administrator

Steven Hollon – Common Pleas Court – Administrator
Brynn Jackson, MCDJFS – Associate Director
Chris Newman, Data Processing - Apps Manager
Ellis Shockley, Data Processing -Tech Svcs Manager
Kate Evans, Auditor’s Office - Chief Deputy
Bethany Colby-Lauffenburger, BCC IT, IT Manager
Uchenna Youngblood, BCC IT - Director
Mike Spirk, Telecommunications, Manager
Tina Ratliff, Records Retention - Records Manager
Ward Barrentine, Prosecutor’s Office, Prosecutor
Cindy Turvene, Data Processing – Admin Assistant
James Alford, Data Processing- IT Director

The October 14, 2020 Automatic Data Processing Board meeting was called to order by Chair Brandon McClain. (A copy of the agenda is attached for reference.)

The first agenda item was the approval of the minutes from the September 9th, 2020 meeting.

Carolyn Rice moved to approve the minutes. Motion seconded by Dr. Harshbarger. Motion carried unanimously.

The second agenda item was a presentation from Julia Gourley-Facilities Management for the Sheriff’s office requiring dispatch/911 operator position to be temporarily moved and then reinstalled during dispatch remodeling. Total cost not to exceed $65,949.00 per Ohio STS#573077-0 and service installation under SVC03SVC0043. Funding will come from OCA 411817.

Carolyn Rice moved to approve, and the motion was seconded by Karl Keith. Motion carried unanimously.

The third agenda item was from Edward McNachtan - Information Technology Department under the Common Pleas Court to purchase computer laptop replacements for workstations that are older than five years. Laptops are necessary for working remotely due to COVID19. Total cost is not to exceed $286,659.00 includes three-year onsite maintenance and will be funded by the CARES Act using Ohio STS#534411.
Karl Keith moved to approve this purchase and was seconded by Carolyn Rice. Motion carried unanimously.

The fourth agenda item was from Ginger Heuker – Common Pleas Court – Probate Division to request approval on the purchase of Dell laptop computers, docking stations and software needed to allow all court employees the capability to work remotely. These purchases will be made from Dell and MNJ Technologies Direct at a total cost not to exceed $118,236.80 using Ohio STS#534109-90AHL. Funds will come from the CARES Act.

Karl Keith moved to approve this purchase. Motion seconded by Carolyn Rice. Motion carried unanimously.

The fifth agenda item was from Business Services presented by Uchenna Youngblood to purchase Professional Services from iTech AG, LLC for ongoing support of the Montgomery County CARES Act Grants Management Solution. iTech will provide monthly maintenance, on-call support and programming for identified enhancement through April 30, 2021. This purchase will be made off the GSA 070 and is funded by the CARES Act. Cost not to exceed $152,500.

Steven Hollon moved to approve this purchase and was seconded by Carolyn Rice. Motion carried unanimously.

The sixth agenda item was a presentation by Ellis Shockley – Data Processing to purchase 30 Dell Latitude 5511 laptops with 30 Dell WD19 docking stations and 30 Dell 34" monitors with display port cables. This purchase will be made from MNJ Technologies from the Dell STS#534109 and will be funded by the CARES Act of a price not to exceed $67,504.50.

Karl Keith moved to approve this purchase and was seconded by Dr. Harshbarger. Motion carried unanimously.

The seventh agenda item is from Jobs & Family Services presented by Brynn Jackson to purchase the following with CARES Act funding:
- 306 ODJFS Microsoft Surface Laptop 3- 13.5" - Core i7 1065G7 16GB and docking stations totaling $499,514.40.
- MCDJFS Smartboards; 4 to be installed at the Job Center; 2 to be installed at Haines Children’s Center; 2 mobile units totaling $51,643.94.
- Children Services Division, Specialized Services need 4, 34" monitors totaling $2, 587.64 purchased from MNJ Technologies from STS#534109.
- Webcams and Headsets for MCDJFS employees for remote learning, training, contact with customers, parents, and vendors totaling $25,059.11, purchasing through Staples under NJPA Contract.
- Family Assistance Division Resource Room Redesign to reconfigure computer stations for social distancing for customer use. This project will require new or reconfiguration of data drops, phone lines and new equipment totaling $26,307.10 from MNJ Technologies and CRT.
- Human Services One-Time Levy Funds:
  - Haines Children’s Center Boardroom and Assembly Room AV Upgrades totaling $55,138.20 purchasing from Ohio Valley AV.

All purchases under Jobs & Family Services are not to exceed $660,250.39.

Carolyn Rice moved to approve these purchases and was seconded by Rob Streck. Motion carried unanimously.

The eighth agenda item is from Telecommunications presented by Mike Sprik to enter into a new contract with AT&T for “Hosted VOIP Services. The current contract is due to expire this year on October 20th. There are three components that are necessary to the UC VOIP System. 1) AVPN circuits, 2) IP-Flex, 3) UC License. The proposed contract is for (60) months, which includes 2700 phones at 36 locations. Total cost not to exceed $370,000.00 and will come from the Telecommunications OCA 631085 and falls under Master Agreement 15-1464.

Carolyn Rice moved to approve this purchase and was seconded by Russ Joseph. Motion carried unanimously.
There being no further business before the Board, Chair Brandon McClain made a motion to adjourn the meeting without objection.

Respectfully submitted,

Karl Keith, Secretary
Automatic Data Processing Board

KLK/clt
Memorandum

Date: October 27, 2020

To: James Alford, Director, Data Processing

From: Matt Hilliard, Director, Environmental Services

Presenter: Tony Jasinski

Re: DP Board Approval Request for Environmental Services SCADA Radio Replacement Project

Environmental Services is requesting DP Board approval for the Environmental Services Department, Water Reclamation Division to replace all SCADA (Supervisory Control and Data Acquisition) Radios and the necessary accessory equipment. These radios are a critical component of the monitoring system for over 80 water and sewer field stations that are critical to delivering water and conveying sewage for over 250,000 residents in Montgomery County.

This was a planned 2020 replacement project and the funds (split 50% / 50%) have been allocated in the 2020 Water Reclamation Division budgets of 513021 (Field Maintenance Water) and 513022 (Field Maintenance Sewer). The specifications for the SCADA radios were drafted by Environmental Services and Request for Bids were competitively solicited by the Montgomery County Purchasing Department. Following the approved process, bids were received from two vendors. The low bid was $170,915.95 from J&K Communications Inc.

This replacement project will include:

- (97) MXNTU91NW52NNS1F5 Orbit MCR, Unlicensed, 902-928 Mhz, WIFI, 2.4/5Ghz, 2X2 MIMO, 2 Ethernet, 1 serial, DIN MT Radios.
- (100) 97-4278A78 WIFI Outdoor Magnetic Mount, 5 FT Cable RP SMA Plug
- (100) 97-4278A48 WIFI Antenna, Model Omni ANT, NO TERM, 2.4 – 2.5 GHz, 2 dBI Gain36
- (10) IS-B50LN-C2 Lightning Arrestor, 125-100 Mhz bulkhead
- (10) Fo57a-TMMN-3 Jumper, ¼ inch Sureflex-Micro, 3’, TNC-Male to N-Male
- Up to 3 days training on set-up, configuration, testing, troubleshooting and installation, four ½ day sessions
- Phone support and review of signal strengths of all new radios.

Please review this request and add it to the November 18th DP Board meeting for approval.
cc: Moore
    Jasinski
    Asberry
    May
    Nelson
    Youngblood
### Automatic Data Processing Board Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>STS#</th>
<th>GSA#</th>
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<td>Is the department purchasing off state term?</td>
<td></td>
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<tr>
<td>Is the department purchasing off GSA?</td>
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<tr>
<td>Is this purchase considered an upgrade?</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Replacement?</td>
<td>Yes</td>
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<tr>
<td>New Purchase?</td>
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<tr>
<td>The amount of this purchase will not exceed.</td>
<td></td>
<td></td>
<td>$170,915.95</td>
<td></td>
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<td>The funding for this purchase will come from:</td>
<td></td>
<td></td>
<td>PO002629</td>
<td></td>
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<tr>
<td>Are there any integrations issues?</td>
<td></td>
<td></td>
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</tbody>
</table>

If yes, explain:

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**Specifications**

Were your system specifications developed internally or by and outside vendor/source? Specifications were developed internally.

If outside vendor/source, identify:

---

**Pricing**

Is this purchase being purchased off of a different contract? Yes | No

If yes, what is the contract number?

Who in Purchasing are you working with on pricing? Barb Asberry
Ship Prepaid To (F.O.B.)
See delivery schedule for any additional delivery information
Kevin Krejny
Western Regional WRF
4111 Hydraulic Rd
West Carrollton OH 45449
Phone: (937) 496-7055

Invoice To:
ATTN ENVIRONMENTAL SVCS ACCTS
PAYABLE
MONTGOMERY COUNTY
451 W THIRD ST
DAYTON OH 45422-1397

J & K COMMUNICATIONS
222 S TOWER VIEW DR
COLUMBIA CITY IN 46725

Delivery Date: Aug 31, 2020
Terms: F.O.B.: 

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<td>$170,915.95</td>
<td>$170,915.95</td>
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TOTAL: $170,915.95
Terms:
This purchase order is governed by the terms and conditions as set forth by Montgomery County and its affiliate agencies and may be found at the following link:

www.mcohio.org/POTerms

Vendor acceptance of these PO terms and conditions shall be upon PO acceptance, shipment of goods, or commencement of services. PO is not valid unless signed by the County Auditor and Purchasing Director/Manager or authorized representative.

Tax Exemptions: Federal Excise Tax Exemption Certificate No. A-284670 has been assigned to Montgomery County by U.S. Treasury Department. No further exemption necessary. Exemption from Ohio Sales Tax is provided under section 5739.02 (B) (1), revised code

The original copy of the purchase order is to be printed on paper that has a distinct watermark when held up to the light.

Auditor's Certification:
It is hereby certified, as of the date posted, that the amount set out to meet the contract agreement obligation, payment, or expenditure, for the above has been lawfully appropriated, authorized or directed for such purposes and is in the county treasury or in the process of collection to the credit of the appropriate funds free from any obligation or certification now outstanding.

County Auditor

Purchasing Director / Fiscal Officer
### J & K Communications, Inc.

**Phone:** (260) 244-7975  
**Fax:** (260) 244-3253  
**222 South Tower View Drive**  
**Columbia City, IN 46725-8799**  

---

**Prepared for:**  
Anthony Jasinski (937) 781-2638  
Montgomery County Water Services (Ohio)  
Engineering Dept  
1850 Spaulding Road  
Kettering, OH 45432 U.S.A.

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<td>97</td>
<td>MXNTU91NW52N51F5</td>
<td>ORBIT MCR, UNLICENSED, 902-928Mhz, WIFI 2.4/5GHz, 2X2 MIMO, 2 ETHERNET, 1 SERIAL, DIN MT</td>
<td>EA</td>
<td>$1,572.85</td>
<td>$152,566.45</td>
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RADIOS COME WITH A 5 YEAR MANUFACTURER'S WARRANTY--

NOTE: RADIOS ARE DISCOUNTED 17% FOR TRADE-IN ALLOWANCE.

| 100.00 | MISC | 97-4278A78, WIFI OUTDOOR MAGNETIC MOUNT, 5 FT CABLE RP SMA PLUG | EA | $50.67 | $5,067.00 |
| 100.00 | MISC | 97-4278A48, WIFI ANTENNA, MODEL OMNI ANT, NM TERM, 2.4 - 2.5 GHz, 2 dBI GAIN36 | EA | $48.00 | $4,800.00 |
| 10 | IS-B50LN-C2 | LIGHTNING ARRESTER, 125-1000 MHZ BULKHEAD | EA | $63.25 | $632.50 |
| 10 | F057A-TMMN-3 | JUMPER, 1/4 INCH SUREFLEX-MICRO, 3', TNC-MALE TO N-MALE | EA | $80.00 | $800.00 |
| 1.00 | MISC | UP TO 3 DAYS TRAINING ON SET-UP, CONFIGURATION, TESTING, TROUBLESHOOTING AND INSTALLATION - FOUR 1/2 DAY SESSIONS | EA | $6,490.00 | $6,490.00 |
| 1.00 | MISC | PHONE SUPPORT AND REVIEW SIGNAL STRENGTHS OF ALL NEW RADIOS | EA | $560.00 | $560.00 |

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**Your Price:** $170,915.95

**Total:** $170,915.95

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**Prices are firm until 9/18/2020 Terms: Net 30**

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**Prepared by:** Jon A. Shew II, jshewil@jkcomm.com  
**Date:** 8/19/2020

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**Accepted by:** __________________________  
**Date:** __________________________

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**Disclaimer**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days.
October 30, 2020

Re: Golden Shovel Agency VR-360 Video Update Project

Dear ADP Board Members,

The Community & Economic Development Department is seeking ADP Board approval to purchase services for VR-360 Video Updates from Golden Shovel Agency. The cost for this video recording and editing services will cost no more than $63,250 and come from CARES Act budget under PO 003221.

Emergency purchases are exempt from the requirements of competitive selection if certain conditions are met. The county commissioners must adopt a resolution unanimously stating that "a real and present emergency exists" and specify the reason they have made the determination that there is an emergency. Below is resolution citing emergency:

"WHEREAS, Resolution No. 20-0372, dated March 17, 2020, declared a State of Emergency in Montgomery County, Ohio due to COVID-19; and"

Travel has been reduced or eliminated by local governments, companies looking to expand or relocate, and site selectors. Our team has not been able to schedule visits from site selectors and corporate real estate professionals, travel to visit companies, follow up on leads, conduct trade missions, or attend conferences in person which may be reduced in 2021 and beyond.

Golden Shovel Agency finalized our VR Video in 2018 and published it in early 2019 which is uploaded to Vimeo, an online video streaming service, which will then be embedded on the County’s Economic Development Website.

If you have any questions or concerns, please let me know. You may reach Dan Bish at 937-224-3850 or bishd@mcohio.org. I look forward to speaking with you on this innovative project.

Thank you,

Erik Collins
Director, Community & Economic Development
Automatic Data Processing Board Checklist

Department: C&ED  Name: Dan Bish

Is the department purchasing off state term?  
Yes ☐ No ☐  STS# ☐

Is the department purchasing off GSA?  
Yes ☐ No ☐  GSA# ☐

Is this purchase considered an upgrade?  
Yes ☐ No ☐

Replacement?  
Yes ☐ No ☐

New Purchase?  
Yes ☐ No ☐

The amount of this purchase will not exceed:  
$63250

The funding for this purchase will come from:  
CARES Act Funds

Are there any integrations issues?  
Yes ☐ No ☐

If yes, explain:

Were your system specifications developed internally or by and outside vendor/source?  
Outside vendor

If outside vendor/source, identify:
Golden Shovel Agency developed the VR-360 video we did in 2018, this will update that video and add individual site tours throughout Montgomery County.

Is this purchase being purchased off of a different contract?  
Yes ☐ No ☐

If yes, what is the contract number?

Who in Purchasing are you working with on pricing?  
N/A

Who in the Prosecutor's Office has reviewed this?  
If SOW or contract, Legal should review.
Montgomery County Ohio  

360 Virtual Reality (VR)  
Site & Facility Tours  

Proposal expiration: 10/7/2020  
© 2020 Golden Shovel Agency. All rights reserved. Please do not copy or distribute. V1.
a) Site-Specific Business Attraction 360 Videos

Site selection is competitive and getting the attention of the next business to grow in your community takes strategy and hard work. The Site-Specific Business Attraction Tours will focus primarily on business attraction to engage with site selectors, industries and businesses looking to relocate. These videos will focus exclusively on an individual available site, the surrounding infrastructure and available logistics corridors. Virtual buildings can be integrated into the site videos (See 3D Building Visualization Below) to visualize a completed development. Footage shot previously in the familiarization tour can also be included to support the site. (i.e. nearby airports, schools and the community.)

The Site-Specific Business Attraction 360 Videos will cover:

- Full tour of existing available sites
- Transportation Corridors
- Utilities infrastructure
- Interviews with Business Leaders
- Business Success Stories
- Optional 3D Building Integration

b) 3D Building Visualization

Combine the power of 360° video with 3D modeling to bring your vision for developing a specific property to life. Models help investors and site selectors envision how a site could be developed or how a community can grow. We can work with existing models from engineering firms or incorporate pre-made models onto sites to visualize what they may look like developed.

c) Existing Facility Tours

Matterport technology gives you realistic, interactive 3D and VR models of existing facilities that feel as real as being there. Users can walk through an entire facility using their web browser, phone or VR headset. Additional information (text, photos, video or links) can be added to 'hot spots' throughout the tour for providing additional information. This is a great solution for existing buildings for sale or lease, incubators and coworking spaces.

Features:
- 360 immersive movement
- Guided Tour option
- In-tour annotations (Attach text, links, photos or video. Up to 20 are included.)
- Dollhouse and Floor plan view
- Enabled for desktop, tablet and phone use
- Export high-quality facility images for marketing materials
d) Existing Familiarization Tour Update

The new video footage from the sites and the community can be used to update the current FAM Tour. This would include rewriting the script and redoing the voiceover.

**Features:**
- Post-production to incorporate new 360 footage
- Update Tour Script
- Re-record Voiceover
- Publish for online use

**Schedule Estimate and Investment Overview**

Below is an estimated schedule based on the proposed work.

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<th>3</th>
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**Investment Overview**

- 1 Site-Specific 360 Video: $15,000
- 5 Virtual 3D Building Visualization ($5,000/each): $25,000
- 5 Existing Building Tours ($1,500/each): $7,500
- Existing Familiarization Tour Update: $5,000
- 10 VR Branded Headsets ($500/each): $5,000
- Additional editing & travel expense: $5,750

**Not To Exceed Investment Total:** $63,250
**Purchase Order**  
**Montgomery County**

**Ship Prepaid To (F.O.B.)**  
See delivery schedule for any additional delivery information  
Erik Collins  
Development Services  
Community & Economic Development  
451 West Third Street, 10th Floor  
Dayton OH 45422-1375  
Phone: (937) 225-4642

**Invoice To:**  
John Parks  
OMB  
451 W Third St  
PO Box 972  
Dayton OH 45422-1375

**GOLDEN SHOVEL AGENCY**  
43 E BROADWAY  
LITTLE FALLS MN 56345

**Delivery Date:** Dec 30, 2020  
**Terms:**  
F.O.B.:

<table>
<thead>
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<th>Item</th>
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<td>$63,250.00</td>
<td>$63,250.00</td>
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</tbody>
</table>

**Total:** $63,250.00

**Duplicate**  
PO003221  
The above # must appear on all invoices, packing lists and packages.

**Solicitation #:**  
Vendor #: VN155193 001  
E-Mail: CKRESHA@GOLDENSHC  
Certification Date: Oct 29, 2020
Terms:
This purchase order is governed by the terms and conditions as set forth by Montgomery County and its affiliate agencies and may be found at the following link:

www.mcohio.org/POTerms

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Auditor’s Certification:
It is hereby certified, as of the date posted, that the amount set out to meet the contract agreement obligation, payment, or expenditure, for the above has been lawfully appropriated, authorized or directed for such purposes and is in the county treasury or in the process of collection to the credit of the appropriate funds free from any obligation or certification now outstanding.

County Auditor

Purchasing Director / Fiscal Officer