

ODOT WINTER ROAD SALT CONTRACT (018-17) PARTICIPATION INFORMATION

Dear Political Subdivisions,

The Department will begin accepting electronic forms and resolutions for the ODOT winter salt contract (018-17) participation through the ODOT website beginning **Monday, May 9th**. **Do not try and submit any information on the website prior to Monday, May 9th**. We will not receive it and the website will not be up and running until May 9th. This is the link to our homepage where this year's road salt website and participation form will be posted to on Monday, May 9th: <http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Pages/Purchase.aspx>.

The information you will need regarding the contract details (e.g. 90% minimum, effective dates, payment terms, etc.) are located in the attached document. NOTE: This year you must get the attached document filled out, signed by your governing board/body, and submitted along with the electronic form on the website. While we understand you all have different templates you use for Resolutions/Ordinances, you can use your own template provided it contains the EXACT language contained in the attached document on top of whatever language you would typically include. Resolutions/Ordinances not containing the required language will be rejected and your tonnages will not be included in the Department's bidding opportunity. As this contract is unique from the typical cooperative purchasing program, we are requiring each Political Subdivision execute a salt-specific resolution/ordinance this year that contains the total tonnage requested by each of you. This salt-specific resolution with tonnages included will help us avoid and catch issues with people accidentally entering the wrong tonnages through the electronic form on the website (this happened in many instances last year unfortunately).

The min/max levels are the same as last year in that you must purchase **90%** of your requested salt quantities with the ability to purchase up to **110%** of your requested quantities. Please know that we do not know what the salt prices will be. We will take all of your requested salt quantities (and ODOT's) and put them out for bid in an effort to aggregate quantities and achieve better bid pricing for the State.

The deadline to submit your electronic form AND signed salt-specific Resolution/Ordinance through the website will be **Friday, May 27th. Please know that we cannot be very flexible on this May 27th deadline, so if for some reason you are 100% unable to meet this deadline please let us know via email.**

While we understand each of you sometimes have questions about salt, bidding process, participation process, and any unique circumstances, **we respectfully request that you please submit all questions and inquiries through the Contracts.Purchasing@dot.ohio.gov email address.** Right now we are operating with just myself and Jim Schurch in the purchasing office. With the influx of calls/voicemails we get regarding salt every year, it will be obviously difficult for us to keep up with our day-to-day duties on top of all salt questions and inquiries. Therefore, Jim and myself will set-aside time every day to answer any emails we have received regarding salt. If for some reason you do need to speak to either myself or Jim over the phone, please email us indicating so and we will give you a call back within 1 business day. We greatly appreciate your understanding and assistance with us on this matter.

As always, we appreciate your participation in the cooperative program and hope to get you all some good salt prices this year!

Thank you,

Austin Price
Procurement Manager
Ohio Department of Transportation
Office of Contract Sales

RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT WINTER CONTRACT (018-17) FOR ROAD SALT

WHEREAS, the (INSERT POLITICAL SUBDIVISION NAME, COUNTY LOCATION) (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual winter road salt bid (018-17) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the winter road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of (INSERT TOTAL NUMBER OF TONS REQUESTED) tons of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period of October 1, 2016 through March 31, 2017; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Wednesday, June 1, 2016. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT winter road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT winter salt contract:

_____ (Authorized Signature) _____ Approval Date
_____ (Authorized Signature) _____ Approval Date

**THIS RESOLUTION MUST BE UPLOADED TO THE WINTER SALT PARTICIPATION WEBSITE
BY NO LATER THAN FRIDAY, MAY 27, 2016.**

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.