

# **Columbus City Bulletin**



**Bulletin #51  
December 23, 2023**

# Proceedings of City Council

Saturday, December 23, 2023



## SIGNING OF LEGISLATION

(Note: There was no City Council meeting on *Monday, December 18, 2023* subsequently, there is no passed or defeated legislation included in this edition.)

### **The City Bulletin Official Publication of the City of Columbus**

Published weekly under authority of the City Charter and direction of the City Clerk. The Office of Publication is the City Clerk's Office, 90 W. Broad Street, Columbus, Ohio 43215, 614-645-7380. The City Bulletin contains the official report of the proceedings of Council. The Bulletin also contains all ordinances and resolutions acted upon by council, civil service notices and announcements of examinations, advertisements for bids and requests for professional services, public notices; and details pertaining to official actions of all city departments. If noted within ordinance text, supplemental and support documents are available upon request to the City Clerk's Office.

# **City RFPs, RFQs, and Bids**

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

**CITY OF COLUMBUS FORMAL BID OPPORTUNITIES ARE UPDATED DAILY AT :**

Each proposal shall contain the full name and address of every person, firm or corporation interested in the same, and if corporation, the name and address of President or Secretary.

**EQUAL OPPORTUNITY CLAUSE:** Each responsive bidder shall submit, with its bid, a contract compliance certification number or a completed application for certification. Compliance with a provision of Article I, Title 39, is the condition of the contract. Failure to comply with this Article may result in cancellation of the contract.

**WITHHOLDING OF INCOME TAX:** All bidders are advised that in order for a contract to bind the city, each contract must contain the provisions found in Section 361.34 C.C.C. with regard to income taxes due or payable to the City of Columbus for wages, salaries and commissions paid to the contractor's employees as well as requiring those contractors to ensure that subcontractors withhold in a like manner.

**LOCAL CREDIT:** In determining the lowest bid for a contract the local bidder credit will not be applied.

**FOR COMPLETE SPECIFICATIONS ON ANY OF THE FOLLOWING BID PROPOSALS PLEASE VISIT**  
[HTTPS://COLUMBUSVENDORSERVICES.POWERAPPSPORTALS.COM/](https://columbusvendorservices.powerappsportals.com/).

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

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BID OPENING DATE - 12/24/2023 1:00:00 PM

RFQ026613 - Rome-Hilliard West Tank 2024 Painting Improvements

1.1 Scope: The City of Columbus, Department of Public Utilities is receiving bids until January 24, 2024, at 3:00 PM local time for construction of the Division of Water's Rome-Hilliard West Tank Painting Improvements, C.I.P. No. 690477-100020 the work for which consists of abrasive blasting and recoating of the entire exterior, the ceiling of the interior wet, as well as spot repairs in the interior dry, and other work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). Hard copies shall not be accepted. All questions concerning this project are to be sent to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov). The last day to submit questions will be January 12, 2024, phone calls will not be accepted. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on [www.bidexpress.com](http://www.bidexpress.com). The City will be holding a virtual pre-bid conference. Attendance is strongly recommended. Please use the following link and/or call-in number to attend the Pre-Bid Conference: Rome-Hilliard West Tank Painting Improvements Pre-Bid Conference Wednesday, January 10th, 2024 – 10:00 AM – 11:00 AM (EST) To join the meeting from your computer, tablet or smartphone: <https://cocmeetings.webex.com/join?MTID=mf9fb53ebaf71c9863092999a937ca025> You can also dial in using your phone: United States: +1 (650) 479-3207 Passcode: 23157691119## Meeting Number (Access Code): 2315 769 1119 Password: yaHhKfQm858 1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) will be available for review and download on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) after the IFB is published. Firms must meet the mandatory requirements stated in the IFB for a bid to be considered for contract award. 1.3 Bid Express: If you do not have an account with Bid Express and you would like to review project information or submit a bid, you will need to register for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 0.0%. The contract will be awarded to the lowest, responsive, responsible, and best bidder. City certified MBE/WBE firms that submit a proposal may be eligible to receive a bid discount of 5% of the bid amount up to a maximum discount of \$50,000.00. To be eligible for the bid discount, the firm must: • Be the prime contractor. • Be certified by the City's Office of Diversity and Inclusion as an MBE/WBE capable of providing the type of construction services sought by the City at the bid due date. • Be a member of the ethnic and gender groups determined by the City's 2019 Disparity Study to have a statistically significant disparity in the awarding of City construction contracts. (The eligible groups for Construction IFB's are all City certified MBE/WBE firms except Hispanic American Male firms.) • Submit a completed Bid Discount / Proposal Incentive Request Form with the proposal. Contact the Office of Diversity and Inclusion, Tia Roseboro, Contract Compliance and Certification Programs Manager, at [THRoseboro@columbus.gov](mailto:THRoseboro@columbus.gov) with any questions concerning companies eligible to participate in the program.

BID OPENING DATE - 12/29/2023 11:00:00 AM

RFQ026278 - Outside Legal Counsel

The Columbus City Attorney's Office is seeking Statements of Qualifications, through this Request for Statements of Qualifications (RFSQ), from qualified legal professionals to create a Qualified Suppliers List and contract(s) to serve as Outside Legal Counsel and to provide related legal services to the City of Columbus, Ohio ("City"). For more information, and to submit your proposal, please visit <https://columbus.bonfirehub.com/opportunities/112078>

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/3/2024 2:00:00 PM

RFQ026597 - LINDEN GREEN LINE CLEARING 2024

The City of Columbus is accepting Bids for the Linden Green Line Clearing 2024 which consists of brush clearing, tree pruning, and other such work as may be necessary to complete the contract, in accordance with the scope of services set forth in this Invitation for Bid (IFB). Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, until January 3, 2024, at 2:00 pm local time. The bid should be emailed to Brad Westall, [brwestall@columbus.gov](mailto:brwestall@columbus.gov) with the subject stating, "Linden Green Line Clearing 2024 - Company Name". The contractor must substantially complete all work by March 31, 2024. Weekend work is permitted. Questions regarding the IFB should be submitted to Brad Westall, via email to [brwestall@columbus.gov](mailto:brwestall@columbus.gov) prior to December 20th, 2023 at 2:00 pm local time.

BID OPENING DATE - 1/4/2024 11:00:00 AM

RFQ026286 - Safety Recruiting Marketing

Recruitment and Marketing Campaign The City of Columbus Department of Public Safety seeks a qualified Consultant to evaluate current recruitment and marketing efforts, recommend best practice changes, and implement a comprehensive recruitment and marketing campaign to attract first responders i.e. police officers, firefighters, and 911 Call Takers and Dispatchers. The budget for this work is set at \$1 million and emanates from a grant from the State of Ohio whose funds must be expended in total by December 2024. View the full specifications and submit your proposal at <https://columbus.bonfirehub.com/opportunities/112170>

RFQ026534 - Compost Sludge Trailer

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Division of Sewerage and Drainage, to obtain formal bids to establish a contract for the purchase and delivery of one (1) aluminum framed, half round trailer. The trailer will be used to haul sludge by the Compost Facility personnel. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of one (1) aluminum framed, half round trailer. Bidders are required to show experience in providing these types of equipment and warranty service as detailed in these specifications. 1.2.1 Bidder Experience: The trailer offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years. 1.2.2 Bidder References: The trailer and warranty service offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am December 11, 2023. Responses will be posted on the RFQ on Vendor Services no later than December 14, 2023 at 2:00 pm. 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/4/2024 10:00:00 PM

RFQ026557 - CDBG - DFYF HVAC Replacement

\*\*\*Proposals and questions will only be accepted through the Bonfire Portal (use Google Chrome) at: <https://columbus.bonfirehub.com/projectDrafts/115054/details>. Communication outside of the Bonfire portal WILL NOT be accepted. Hard copies WILL NOT be accepted. Scope: The City of Columbus, Department of Finance and Management is receiving proposals until 10:00 AM local time on January 4, 2023 for design, engineering, and construction contract administration services for the Directions for Youth & Families HVAC Replacement Project. \*\*\* The MBE/WBE Goal for this project is: N/A There will be NO pre-proposal meeting or tour. The last day to submit questions is 10:00 AM local time on December 21, 2023. Phone calls will not be accepted. This ad will be posted on the Bonfire portal within 2 hours of the Vendor Services posting.

BID OPENING DATE - 1/10/2024 10:00:00 AM

RFQ026574 - Columbus Shared Mobility Device Program RFSQ

1.1 Scope: The City of Columbus, Department of Public Service is receiving responses until January 10, 2024 at 10:00 A.M. local time, for the Columbus Shared Mobility Device Program RFSQ. Responses are being received electronically by the Department of Public Service, Office of Support Services via Bonfire at <https://columbus.bonfirehub.com/login>. The City of Columbus ("City") invites responses from qualified vendors to manage, operate and expand its Shared Mobility Device Program. For the purposes of this RFSQ, "Shared Mobility" refers to the operation of scooters, bicycles and/or similar mobility devices including electric versions that are offered for short term rental to subscribers (this is also sometimes referred to as "micromobility"). The City's current program consists of two primary elements; a traditional docked bike share system (known as CoGo) and a Shared Mobility Device (SMD) permit program allowing for dockless shared mobility devices. This RFSQ will focus on the SMD program and is not anticipated to include the CoGo Bike Share system. All questions concerning the RFSQ are to be sent to [capitalprojects@columbus.gov](mailto:capitalprojects@columbus.gov). The last day to submit questions will be specified in the RFSQ; phone calls will not be accepted. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>. 1.2 Classification: All response documents (Request for Statement of Qualifications, reference documents, addenda, etc.) will be available for review and download on Bonfire at <https://columbus.bonfirehub.com/login> after the advertisement date. Firms must meet the mandatory requirements stated in the RFSQ for a proposal to be considered for contract award. 1.3 Bonfire: If you do not have an account with Bonfire and you would like to review project information or submit a proposal, you will need to register for an account. Go to <https://columbus.bonfirehub.com/login> in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 0%.

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BID OPENING DATE - 1/10/2024 3:00:00 PM

RFQ026482 - DOW Safety Improvements

1.1 Scope: The City of Columbus, Department of Public Utilities is receiving bids until January 10, 2024, at 3:00 PM local time for construction of the Division of Water Safety Improvements, C.I.P. No. 690576-100000 the work for which consists of installation of various safety modifications and improvements including fall protection, signage, handrail and guardrail and other work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). Hard copies shall not be accepted. All questions concerning this project are to be sent to [DPUCONSTRUCTIONBIDS@columbus.gov](mailto:DPUCONSTRUCTIONBIDS@columbus.gov). The last day to submit questions will be January 3, 2024, phone calls will not be accepted. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on [www.bidexpress.com](http://www.bidexpress.com). A pre-bid meeting will be held. The City will be holding a pre-bid conference. Attendance is strongly recommended. It will be held at the Hap Cremean Water Plant -4250 Morse Road, Columbus, OH 43230 on December 12, 2023, at 10:00 AM EST, at the Administration Building Conference Room. Site tours will be provided for the Parsons Avenue Water Plant on 12/12/23 at 1:00 PM EST and for the Dublin Road Water Plant on 12/13/23 at 10:00 AM EST. 1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) will be available for review and download on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) after the IFB is published. Firms must meet the mandatory requirements stated in the IFB for a bid to be considered for contract award. 1.3 Bid Express: If you do not have an account with Bid Express and you would like to review project information or submit a bid, you will need to register for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 15.0%. The contract will be awarded to the lowest, responsive, responsible, and best bidder. City certified MBE/WBE firms that submit a proposal may be eligible to receive a bid discount of 5% of the bid amount up to a maximum discount of \$50,000.00. To be eligible for the bid discount, the firm must: • Be the prime contractor. • Be certified by the City's Office of Diversity and Inclusion as an MBE/WBE capable of providing the type of construction services sought by the City at the bid due date. • Be a member of the ethnic and gender groups determined by the City's 2019 Disparity Study to have a statistically significant disparity in the awarding of City construction contracts. (The eligible groups for Construction IFB's are all City certified MBE/WBE firms except Hispanic American Male firms.) • Submit a completed Bid Discount / Proposal Incentive Request Form with the proposal. Contact the Office of Diversity and Inclusion, Tia Roseboro, Contract Compliance and Certification Programs Manager, at [THRoseboro@columbus.gov](mailto:THRoseboro@columbus.gov) with any questions concerning companies eligible to participate in the program.



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RFQ026529 - SWWTP Post Aeration Diffuser Replacement 650354-100000

SWWTP Post Aeration Diffuser Replacement 650354-100000 The City of Columbus (hereinafter "City") is accepting bids for Southerly WWTP Post Aeration Diffuser Replacement, C.I.P. No. 650354-100000, the work for which consists of the replacement of existing blowers, diffusers, and butterfly gates, blower rehabilitation, sluice gate rehabilitation, structural concrete repair, stop logs installation, piping and valve replacement, railing replacement, HVAC and building improvements, electrical, instrumentation, and control system improvements, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in the Invitation For Bid (IFB). WHERE & WHEN TO SUBMIT BID Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due January 10, 2024 at 3:00 P.M. Eastern Time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids." The responding bids will be further reviewed before any contract award is made. No public bid openings will be held pursuant to Columbus City Code Chapter 329.18. SPECIAL PROVISIONS, DRAWINGS AND TECHNICAL SPECIFICATIONS Special Provisions, Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents. Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). PRE-BID CONFERENCE The City will be holding a pre-bid conference. Attendance is strongly recommended. It will be held at Southerly WWTP, Administration Building Conference Room, 6977 South High Street, Lockbourne, OH 43137 on December 7, 2023, at 1:30 p.m.

RFQ026532 - SCP 24SO Southerly West Primary Control (WPC) Roof Replaceme

The City of Columbus (hereinafter "City") is accepting bids for Southerly West Primary Control (WPC) Roof Replacement, C.I.P. No. 650234-100113, SCP 24SO the work for which consists of replacing the existing roofing system on the Southerly WWTP WPC Building, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). This IFB contains the following sections: • SECTION I: ADVERTISEMENT FOR BIDS – This section provides a brief overview of the project and bidding process. • SECTION II: BID FORMS – This section contains bid forms B1 through B9 and B14 • SECTION III: SPECIAL PROVISIONS – This IFB may contain special provisions. When included, these will be found in section three. • SECTION IV: CONTRACT FORMS – The contract section contains forms and instruments that will be used in the event of contract award. Do not complete and submit the contract with your bid. The contract will be completed by the selected bidder after an award determination has been made by the City and the contract is delivered to the selected bidder for execution. The City will not negotiate the terms contained in this contract. • SECTION V: TECHNICAL SPECIFICATIONS – If included, additional technical information pertaining to this project may be provided in this section. • SECTION VI: STANDARD DRAWINGS – If included, this section will provided standard drawings relevant to this project. • SECTION VII: APPENDICES – This section provides information related MBE/WBE Goals. In order for a bid to be considered responsive, the bidder must submit all required information for the project as outlined in the IFB. All materials submitted in response to this advertisement will become part of the awarded contract; will become the property of the City; will not be returned; and will be considered public records subject to disclosure as contemplated by Ohio Revised Code Section 149.43. WHERE & WHEN TO SUBMIT BID Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due January 10, 2024 at 3:00 P.M. Eastern Time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids." The responding bids will be further reviewed before any contract award is made. No public bid openings will be held pursuant to Columbus City Code Chapter 329.18.

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BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ026594 - Blacklick Creek Sanitary Subtrunk Sewer - Turning Branch

The City of Columbus (hereinafter "city") is accepting bids for Blacklick Creek Sanitary Subtrunk Sewer – Turning Branch, C.I.P. No. 650138-100003, the work for which consists of construction of approximately 1,010 lf of 18" and 1,068 lf of 24" sanitary sewer, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material Specifications set forth in this Invitation For Bid (IBF). Where & When to submit bid Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due 1/10/24 at 3:00 p.m. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "apparent bids." The responding bids will be further reviewed before any contract award is made. No public bid openings will be held pursuant to Columbus City Code Chapter 329.18.

BID OPENING DATE - 1/11/2024 11:00:00 AM

RFQ026588 - Elevator Maintenance and Emergency Repair UTC

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract for the monthly inspection, routine maintenance and certification, and minor repairs of elevator systems at various City facilities. The proposed contract will be in effect through April 30, 2026 1.2 Classification: The successful bidder will provide and deliver inspections, maintenance and if needed, repairs to the 69 elevators owned or operated by the City of Columbus. Additional elevators may be added to the awarded contract at the discretion of the City. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications. 1.2.1 Bidder Experience: The elevator maintenance and repair offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years. 1.2.2 Bidder References: The elevator maintenance and repair offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, December 18th, 2023 . Responses will be posted on the RFQ on Vendor Services no later than Thursday, December 21th, 2023 at 11:00 am. 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

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BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/11/2024 1:00:00 PM

RFQ026521 - Public Safety Campus (RTCC)

\*\*\*Proposals and questions will only be accepted through the Bonfire Portal (use Google Chrome) at: <https://columbus.bonfirehub.com/projectDrafts/114370/publicFiles>. Communication outside of the Bonfire portal WILL NOT be accepted. Hard copies WILL NOT be accepted. Scope: The City of Columbus, Department of Finance and Management is receiving proposals until 1:00 PM local time on January 11, 2024 for Construction Manager at Risk (CMaR) Services for the City of Columbus's Public Safety Campus project. The City seeks a qualified firm to provide a comprehensive solution that includes assisting in design-development and construction oversight of a new Public Safety facility which will house the Real Time Crime Center, 911 Emergency Communications Center, Emergency Operations Center, including support staff, as well as a separate Police Substation, including all necessary assessments, planning, construction administrations services, and project management services for the facilities and technology systems to be located at the site. Also, as a part of this contract the CMaR will facilitate implementation of new technology software for the Department of Public Safety. This technology will be implemented within the new Public Safety Campus buildings. The City's expectation of the CMaR is to bring the construction of the facilities on schedule and on budget. \*\*\* The MBE/WBE Goal for this project is: 10%\*\*\* There will be no pre-submittal meeting. The last day to submit questions is 1:00 PM local time on December 18, 2023. Phone calls will not be accepted. This ad will be posted on the Bonfire portal within 4 hours of the Vendor Services posting.

RFQ026556 - DODC INSPECTION OFFICE RENOVATION REBID

1.1 Scope: The City of Columbus, Department of Finance and Management is receiving bids until 1:00 P.M. local time, January 11, 2024, for construction services for the DODC INSPECTION OFFICE RENOVATION REBID project. Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). Hard copies shall not be accepted. The City of Columbus (hereinafter "City") is accepting bids for DODC INSPECTION OFFICE RENOVATION REBID 590130-100000. The DODC Inspection Office is Public Service's Division of Design & Construction Inspection Office located at 1800 E 17th Ave. This division is expanding so a 6,000 sq ft addition to the existing facility has been designed to facilitate their needs. The work includes the addition of 19 new offices, 3 conference and work rooms, restrooms, courtyard, and other offices amenities. The scope of work includes earthwork, structural foundations and steel, masonry, selective demolition, furniture, M.E.P.T., stand-by generator, fire alarm, fencing, hardscape, landscape, trees, parking lot reconfiguration & pavement, and storm & sewer utilities, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, and City of Columbus Construction and Material Specifications as set forth in this Invitation For Bid (IFB). . 1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) are available for review and download at [www.bidexpress.com](http://www.bidexpress.com). Firms wishing to submit a bid must meet the mandatory requirements stated in the IFB, including being prequalified by the City of Columbus Office of Construction Prequalification. A pre-bid meeting will be held in the Conference Room at 1800 E 17th Avenue, Columbus, Ohio 43219, at 1:30 P.M. on December 13, 2023. Attendance is strongly encouraged. See the IFB for instructions as to how to submit questions. The last day to submit questions is January 4, 2024 at 1:00 P.M. Notice of published addenda will be posted on [www.bidexpress.com](http://www.bidexpress.com). Phone calls will not be accepted. 1.3 Bid Express: If you do not have an account with Bid Express and you would like to review projects information or submit a bid, you will need to sign up for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/11/2024 2:00:00 PM

RFQ026536 - CCTV Media Equipment- 111 N. Front

\*\*\*Proposals and questions will only be accepted through the Bonfire Portal (use Google Chrome) at: <https://columbus.bonfirehub.com/projectDrafts/114673/details>. Communication outside of the Bonfire portal WILL NOT be accepted. Hard copies WILL NOT be accepted. Scope: The City of Columbus, Department of Finance and Management is receiving proposals until 2:00 PM local time on January 11, 2024 for the CCTV Media Equipment- 111 N. Front project. The City is seeking a firm who specializes in audio, video, broadcast, and telecommunication technology systems with supplemental architecture services for controlled concealed installation. The Architect / Engineer will be responsible for complete architectural and engineering services for the Project, including but not limited to: program validation, design, construction contract administration, and close out. The A/E shall provide Special Inspections per OBC Chapter 17 as required. A pre-proposal meeting and facility tour shall be held at 111 North Front St., Room 204A, Columbus, Ohio 43215 at 1:30 PM, local time on December 1, 2023. There is NO MBE/WBE Goal for this project is. The last day to submit questions is 11:00 AM local time on January 4, 2024. Phone calls will not be accepted. This ad will be posted on the Bonfire portal within 4 hours of the Vendor Services posting.

BID OPENING DATE - 1/12/2024 12:00:00 PM

RFQ026593 - Recreation and Parks Foundation Executive Director

\*\*\*See attached spec sheet Proposal Deadline: Friday, Jan 12, 2024, at 12 p.m. EST Proposal Submission: Proposals must be addressed to Elaine Hostetler and submitted via email or hand delivered to: • [emhostetler@columbus.gov](mailto:emhostetler@columbus.gov) • Jerry Hammond Bldg. 1111 E. Broad St., Columbus, OH 43205 Attn: Elaine Hostetler (leave at the Security Desk) Questions must be emailed to [emhostetler@columbus.gov](mailto:emhostetler@columbus.gov) prior to 12 p.m. on Friday, January 5, 2024

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/17/2024 3:00:00 PM

RFQ026531 - SCP 29JP DC3 and DC4 Roof Replacement 650234-100011

The City of Columbus (hereinafter "City") is accepting bids for Jackson Pike Digester Control Building 3 and 4 (DC3 and DC4) Roof Replacement, C.I.P. No. 650234-100111, SCP 29JP the work for which consists of replacing the existing roofing system on the Jackson Pike WWTP Digester Control Buildings 3 and 4, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). This IFB contains the following sections: • SECTION I: ADVERTISEMENT FOR BIDS – This section provides a brief overview of the project and bidding process. • SECTION II: BID FORMS – This section contains bid forms B1 through B9 and B14 • SECTION III: SPECIAL PROVISIONS – This IFB may contain special provisions. When included, these will be found in section three. • SECTION IV: CONTRACT FORMS – The contract section contains forms and instruments that will be used in the event of contract award. Do not complete and submit the contract with your bid. The contract will be completed by the selected bidder after an award determination has been made by the City and the contract is delivered to the selected bidder for execution. The City will not negotiate the terms contained in this contract. • SECTION V: TECHNICAL SPECIFICATIONS – If included, additional technical information pertaining to this project may be provided in this section. • SECTION VI: STANDARD DRAWINGS – If included, this section will provided standard drawings relevant to this project. • SECTION VII: APPENDICES – This section provides information related MBE/WBE Goals. In order for a bid to be considered responsive, the bidder must submit all required information for the project as outlined in the IFB. All materials submitted in response to this advertisement will become part of the awarded contract; will become the property of the City; will not be returned; and will be considered public records subject to disclosure as contemplated by Ohio Revised Code Section 149.43.

WHERE & WHEN TO SUBMIT BID Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due January 10, 2024 at 3:00 P.M. Eastern Time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids." The responding bids will be further reviewed before any contract award is made. No public bid openings will be held pursuant to Columbus City Code Chapter 329.18.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ026533 - SCP 28JP Whittier St Storm Tanks Control House Roof Replacem

The City of Columbus (hereinafter "City") is accepting bids for Whittier St Storm Tanks Control House Roof Replacement, C.I.P. No. 650234-100114 the work for which consists of replacing the existing roofing system on the Whittier St Storm Tanks Control House, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). This IFB contains the following sections: • SECTION I: ADVERTISEMENT FOR BIDS – This section provides a brief overview of the project and bidding process. • SECTION II: BID FORMS – This section contains bid forms B1 through B9 and B14 • SECTION III: SPECIAL PROVISIONS – This IFB may contain special provisions. When included, these will be found in section three. • SECTION IV: CONTRACT FORMS – The contract section contains forms and instruments that will be used in the event of contract award. Do not complete and submit the contract with your bid. The contract will be completed by the selected bidder after an award determination has been made by the City and the contract is delivered to the selected bidder for execution. The City will not negotiate the terms contained in this contract. • SECTION V: TECHNICAL SPECIFICATIONS – If included, additional technical information pertaining to this project may be provided in this section. • SECTION VI: STANDARD DRAWINGS – If included, this section will provided standard drawings relevant to this project. • SECTION VII: APPENDICES – This section provides information related MBE/WBE Goals. In order for a bid to be considered responsive, the bidder must submit all required information for the project as outlined in the IFB. All materials submitted in response to this advertisement will become part of the awarded contract; will become the property of the City; will not be returned; and will be considered public records subject to disclosure as contemplated by Ohio Revised Code Section 149.43. WHERE & WHEN TO SUBMIT BID Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due January 10, 2024 at 3:00 P.M. Eastern Time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids." The responding bids will be further reviewed before any contract award is made. No public bid openings will be held pursuant to Columbus City Code Chapter 329.18.

BID OPENING DATE - 1/18/2024 11:00:00 AM

RFQ026599 - Forestry - Tracked Aerial Platform Lift

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Department of Recreation and Parks, Division of Forestry to obtain formal bids to establish a contract for the purchase of one (1) Tracked Aerial Platform Lift and tilt trailer. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of one (1) Tracked Aerial Platform Lift and tilt trailer. All Offerors must document the manufacture certified reseller partnership. Bidders are required to show experience in providing this type of equipment and warranty service as detailed in these specifications. 1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years. 1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, January 8, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, January 11, 2024 at 4:00 pm. 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ026608 - Forestry-Aerial Lift Vehicles

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Department of Recreation and Parks, Division of Forestry to obtain formal bids to establish a contract for the purchase of two (2) Aerial Lift Vehicles. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of two (2) Aerial Lift Vehicles. All Offerors must document the manufacture certified reseller partnership. Bidders are required to show experience in providing this type of equipment and warranty service as detailed in these specifications. 1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years. 1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, January 8, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, January 11, 2024 at 4:00 pm. 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

BID OPENING DATE - 1/18/2024 2:00:00 PM

RFQ026601 - Stump Removal 2024

The City of Columbus (hereinafter "City") is accepting bids for Stump Removal 2024, the work for which consists of remove 1591 stumps along streets citywide, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, plans and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, at [www.bidexpress.com](http://www.bidexpress.com) until January 18, 2024 at 2:00 P.M. Eastern Time. Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents. The City anticipates issuing a notice to proceed on or about March 1, 2024. All work is to be complete by December 30, 2024. Questions pertaining to the drawings, plans, specifications, IFB, and/or other contract documents must be submitted in writing to the Department of Recreation & Parks, by email to [JWHillman@columbus.gov](mailto:JWHillman@columbus.gov) on or before January 9, 2024. No phone calls will be accepted.

RFQ026602 - Street Tree Installation - Spring 2024

The City of Columbus (hereinafter "City") is accepting bids for STREET TREE INSTALLATION – SPRING 2024, the work for which consists of planting street trees, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, plans and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, at [www.bidexpress.com](http://www.bidexpress.com) until January 18, 2024 at 2:00 P.M. Eastern Time. Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents. The City anticipates issuing a notice to proceed on or about March 1, 2024. All work is to be complete by May 31, 2024. Questions pertaining to the drawings, plans, specifications, IFB, and/or other contract documents must be submitted in writing to the Department of Recreation & Parks, by email to Chad Hoff via [cdhoff@columbus.gov](mailto:cdhoff@columbus.gov) on or before January 9, 2024. No phone calls will be accepted.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ026603 - Anheuser Busch Park Pickleball

The City of Columbus (hereinafter "City") is accepting bids for Anheuser Busch Park Pickleball, the work for which consists of installing 4 outdoor fenced pickleball courts, shade structures, asphalt paving, site grading, storm sewer installation and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, plans and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids will be received by the City of Columbus, Department of Recreation & Parks, at [www.bidexpress.com](http://www.bidexpress.com) until January 18, 2024 at 2:00 P.M. Eastern Time. Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents. The City anticipates issuing a notice to proceed on or about May 2024. All work is to be complete by November 2024. Questions pertaining to the drawings, plans, specifications, IFB, and/or other contract documents must be submitted in writing to the Department of Recreation & Parks by email to Mishelle Hilliard, [mlhilliard@columbus.gov](mailto:mlhilliard@columbus.gov) through Jan 9, 2024. No phone calls will be accepted.

BID OPENING DATE - 1/24/2024 3:00:00 PM

RFQ026609 - Elizabeth Avenue Area Water Line Improvements

1.1 Scope: The City of Columbus, Department of Public Utilities is receiving bids until January 24, 2024, at 3:00 PM local time for construction of the Division of Water's Elizabeth Ave Area Water Line Improvements, C.I.P. No. 690236-100132, Contract 2263 the work for which consists of approximately 9,500 linear feet of 6-inch and 8-inch water mains, and other work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). Hard copies shall not be accepted. All questions concerning this project are to be sent to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov). The last day to submit questions will be January 12, 2024, phone calls will not be accepted. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on [www.bidexpress.com](http://www.bidexpress.com). A pre-bid meeting will not be held.

1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) will be available for review and download on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) after the IFB is published. Firms must meet the mandatory requirements stated in the IFB for a bid to be considered for contract award.

1.3 Bid Express: If you do not have an account with Bid Express and you would like to review project information or submit a bid, you will need to register for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up.

1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 12.0%. The contract will be awarded to the lowest, responsive, responsible, and best bidder. City certified MBE/WBE firms that submit a proposal may be eligible to receive a bid discount of 5% of the bid amount up to a maximum discount of \$50,000.00. To be eligible for the bid discount, the firm must: • Be the prime contractor. • Be certified by the City's Office of Diversity and Inclusion as an MBE/WBE capable of providing the type of construction services sought by the City at the bid due date. • Be a member of the ethnic and gender groups determined by the City's 2019 Disparity Study to have a statistically significant disparity in the awarding of City construction contracts. (The eligible groups for Construction IFB's are all City certified MBE/WBE firms except Hispanic American Male firms.) • Submit a completed Bid Discount / Proposal Incentive Request Form with the proposal. Contact the Office of Diversity and Inclusion, Tia Roseboro, Contract Compliance and Certification Programs Manager, at [THRoseboro@Columbus.gov](mailto:THRoseboro@Columbus.gov) with any questions concerning companies eligible to participate in the program. This project will be funded with financial assistance from the Water Supply Revolving Loan Account (WSRLA) program in association with the Ohio and U.S. Environmental Protection Agencies and will include WSRLA Program specific requirements. OEPA MBE Goal: 1.3%; OEPA WBE Goal: 1.0%



THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 1/25/2024 11:00:00 AM

RFQ026438 - Liquid Chlorine UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase approximately 480 tons annually of Liquid Chlorine as a disinfection agent at two City of Columbus Water Plants. The proposed contract can potentially be in effect until March 31, 2027. 1.2 Classification: The successful bidder will provide, deliver and unload bulk quantities of Liquid Chlorine. The supplier will also be required to provide specified safety training sessions. Bidders are required to show experience in providing the chemical as detailed in these specifications. 1.2.1 Bidder Experience: The bidder must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years. 1.2.2 Bidder References: The bidder shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number. 1.4 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link: [https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf\\_id=0&view=0&sort=dd](https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd)

RFQ026460 - Hydrofluosilicic Acid UTC

1.1 Scope: This proposal is to provide the City of Columbus, Division of Water with a Universal Term Contract (blanket type) to purchase approximately 920 liquid tons annually of Hydrofluorosilicic Acid for use as a fluoridation agent with potable water at three City of Columbus Water Plants. The proposed contract will potentially be in effect through March 31, 2027, with an optional one year extension. 1.2 Classification: The successful bidder will provide, deliver and unload bulk quantities of Hydrofluorosilicic Acid. The supplier will also be required to provide specified safety training sessions. 1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in this type of material for the past five years. 1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

RFQ026492 - Carbon Dioxide UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase approximately 6,750 tons annually of Carbon Dioxide as a recarbonation agent for potable water at three City of Columbus Water Plants. The proposed contract can potentially be in effect until March 31, 2027. 1.2 Classification: The successful bidder will provide, deliver and unload bulk quantities of Carbon Dioxide. The supplier will also be required to provide specified safety training sessions. Bidders are required to be authorized dealers or distributors and show experience in providing the chemical as detailed in these specifications. 1.2.1 Bidder Experience: The bidder must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years. 1.2.2 Bidder References: The bidder shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number. 1.4 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link: [https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf\\_id=0&view=0&sort=dd](https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd)

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ026497 - Quicklime UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase approximately 35,500 tons annually of Quicklime as a softening agent for potable water at three City of Columbus Water Plants. The proposed contract can potentially be in effect until March 31, 2027. 1.2 Classification: The successful bidder will provide, deliver and unload bulk quantities of Quicklime. The supplier will also be required to provide specified safety training sessions. Bidders are required to show experience in providing the chemical as detailed in these specifications. 1.2.1 Bidder Experience: The bidder must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years. 1.2.2 Bidder References: The bidder shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number. 1.4 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link: [https://www.youtube.com/channel/UCTIkGNM7GHITzoqQVNJIA/videos?shelf\\_id=0&view=0&sort=dd](https://www.youtube.com/channel/UCTIkGNM7GHITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd)

RFQ026501 - Liquid Oxygen UTC

1.1 Scope: This proposal is to provide the City of Columbus, Division of Water with a Universal Term Contract (blanket type) to purchase approximately 5,100 tons annually of Liquid Oxygen to be used as an oxidation agent for potable water at two City of Columbus Water Plants. The proposed contract will potentially be in effect through March 31, 2027. 1.2 Classification: The successful bidder will provide and deliver and unload bulk quantities of Liquid Oxygen. The supplier will also be required to provide specified safety training sessions. Bidders are required to be authorized dealers or distributors and show experience in providing the chemical(s) as detailed in these specifications. 1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in this type of material for the past five years. 1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

RFQ026506 - Zinc Orthophosphate UTC

1.1 Scope: This proposal is to provide the City of Columbus, Division of Water with a Universal Term Contract (blanket type) to purchase approximately 1,080 liquid tons (at 6% Zinc) annually of Zinc Orthophosphate to be used as a corrosion control agent for potable water at three City of Columbus Water Plants. The proposed contract will potentially be in effect through March 31, 2027. 1.2 Classification: The successful bidder will provide, deliver and unload bulk quantities of ZnPO<sub>4</sub> at 1:5 Zinc to Phosphate ratio. The supplier will also be required to provide specified safety training sessions. Bidders are required to be authorized dealers or distributors and show experience in providing the chemical(s) as detailed in these specifications. 1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in this type of material for the past five years. 1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification. 1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

# Public Notices

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The link to the Columbus City Health Code pdf shall constitute publication in the City Bulletin of changes to the Columbus City Health Department's Health Code. To go to the Columbus City Health Code, [click here \(pdf\)](#).

The Columbus City Code's "Title 7 -- Health Code" is separate from the Columbus City Health Code. Changes to "Title 7 -- Health Code" are published in the City Bulletin. To go to the Columbus City Code's "Title 7 -- Health Code," [click here \(html\)](#).

**City of Columbus**  
**City Bulletin Report**

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

**Legislation Number:** PN0004-2024

**Drafting Date:** 12/13/2023

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Wage Theft Prevention and Enforcement Commission adopts new Rules and Regulations

**Contact Name:** Nate Hall

**Contact Telephone Number:** 614-645-5664

**Contact Email Address:** nchall@columbus.gov

On Wednesday, December 6, 2023, the Wage Theft Prevention and Enforcement Commission adopted amended Rules and Regulations to reflect changes made by Ordinance 1016-2023 Freelance Worker Protections. These changes include new duties assigned to the Commission in Chapter 2337 as well as updates in language and numbering in Chapter 377.

**Legislation Number:** PN0007-2024

**Drafting Date:** 12/14/2023

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Civil Service Commission Public Notice**

**Notice/Advertisement Title:** Civil Service Commission Public Notice

**Contact Name:** Wendy Brinnon

**Contact Telephone Number:** (614) 645-7531

**Contact Email Address:** wbrinnon@columbus.gov

During its regular meeting held on Monday, December 11, 2023, a motion was passed to approve the following:

Request of the Civil Service Commission staff to revise Rule X(F)(1)(a) pertaining to Limited Employment of Alternate Incumbents.

Request of the Civil Service Commission staff to create the specification for the classification Aquatics Instructor, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

Request of the Civil Service Commission staff to abolish the specification for the classification Assistant Director (Fiscal) (U) (Job Code 0075).

Request of the Civil Service Commission staff to revise and retitle the classification of Public Health Assistant Administrator (Environmental Health) to read Public Health Assistant Administrator (Fiscal) (Job Code 0268) and amend Rule XI accordingly.

**Legislation Number:** PN0008-2024

**Drafting Date:** 12/20/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Communications12202023

**Contact Name:** Michele Boone

**Contact Telephone Number:** 614-645-5291

**Contact Email Address:** mlboone@columbus.gov

THE FOLLOWING COMMUNICATIONS WERE RECEIVED BY THE CITY CLERK'S OFFICE AS OF WEDNESDAY  
DECEMBER 20, 2023

TREX Type: D5

To: Players Cafe OH LLC

17 West 5th Avenue

Columbus, OH 43201

From: Andydandy Center LLC

3804 Church St

Newtown, OH 45244

Permit #: 02012400005

Transfer Type: D5 D6

To: 2023 Arches LLC

73 E Gay St & Patio & BSMNT

Columbus, OH 43215

From: Hootless LLC

DBA Tip Top Kitchen & Cocktail

73 E Gay St & Patio & BSMNT

Columbus, OH 43215

Permit #: 8451123

Transfer Type: C1 C2 D6

To: Meadows Carryout Inc

DBA Meadows Carryout

5900 North Meadows Blvd

Columbus, OH 43229

From: 5900 North Meadows Inc

5900 North Meadows Blvd

Columbus, OH 43229

Permit #: 5791437

Transfer Type: C1 C2 D6

To: 1848 Main St Drive Thru Inc

DBA Beverage Warehouse

1848 E Main St

Columbus, OH 43205

From: East Main Beverage Warehouse Inc

1848 E Main St

Columbus, OH 43205

Permit #: 2455327

Stock Type: C1 C2 D6  
To: Clintonville Carry Out Inc  
DBA BGS Carryout  
920 E Weber Rd  
Columbus, OH 43211  
Permit #: 1560920

Advertise Date: 12/23/2023  
Return Date: 1/02/2024

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**Legislation Number:** PN0209-2023

**Drafting Date:** 6/29/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Columbus Art Commission 2023 Hearing and Application Schedule  
**Contact Name:** Luis Teba  
**Contact Telephone Number:** 614.645.8062  
**Contact Email Address:** art@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645- 8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

**Application Deadline Hearing Dates\*\***

([lfteba@columbus.gov](mailto:lfteba@columbus.gov))\*

December 22, 2022 January 18, 2023

January 19, 2023 February 15, 2023

February 16, 2023 March 15, 2023

March 23, 2023 April 19, 2023

April 20, 2023 May 17, 2023

May 25, 2023 June 21, 2023

June 22, 2023 July 19, 2023

July 20, 2023 August 16, 2023

August 24, 2023 September 20, 2023

September 21, 2023 October 18, 2023

October 19, 2023 November 15, 2023

November 23, 2023 December 20, 2023

December 21, 2023 January 17, 2024

Hearings are held in-person in room 204 at the Coleman Government Center, 111 N. High Street, Columbus, OH 43215 and the start time will be **4:00 PM**. Staff should be contacted before an application and materials are submitted electronically. Hard copy submissions are no longer needed.

\* If you have questions call 614.645.8062 (o).

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

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**Legislation Number:** PN0235-2023

**Drafting Date:** 8/2/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** 2023 Civilian Police Review Board: Investigation Review Committee Meetings

**Contact Name:** Stephanie Brock

**Contact Telephone Number:** 614-645-9601

**Contact Email Address:** [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov) <<mailto:Civilianreviewboard@columbus.gov>>

## **Civilian Police Review Board**

### **2023 Investigation Review Committee Meetings**

#### ***NOTICE OF REGULAR MEETINGS***

##### ***CIVILIAN POLICE REVIEW BOARD: Investigation Review Committee Meetings***

The Civilian Police Review Board, appointed and organized under the Charter of the City of Columbus, Section 235.02 is empowered promulgate rules and regulations, in accordance with C.C.C. Section 121.05 to carry out its duties as provided for in the Charter and in this chapter. In addition, said Commission exercises certain powers and duties as specified in Sections 235.03 of the Columbus City Charter.

Please take notice that meetings of the Civilian Police Review Board Investigation Review Committee Meetings will be held at the following dates and locations (unless otherwise posted):

#### **Review Board Investigation Review Committee #1 Meetings**

Thursday, August 24, 2023 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.

Thursday, September 21, 2023 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.

Thursday, November 2, 2023 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.

Monday, November 27, 2023 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.

December - TBD

#### **Review Board Investigation Review Committee #2 Meetings**

Monday, August 28, 2023 @ 2:15p - Columbus Metropolitan Main Library, Meeting Room 1A

Tuesday, September 26, 2023 @ 3:30p - Columbus Metropolitan Main Library, Meeting Room 2B

Monday, October 23, 2023 @ 3:30p - Columbus Metropolitan Main Library, Meeting Room 1A

Tuesday, December 5, 2023 @ 100p - 141 N. Front St., Lower Level Conference Room

December - TBD

#### **Review Board Investigation Review Committee #3 Meetings**

Tuesday, August 15, 2023 @ 6:00p - MLK Library, 1467 E. Long St.

Tuesday, August 22, 2023 @ 6:00p - MLK Library, 1467 E. Long St.

Tuesday, September 19, 2023 @ 6:00p - MLK Library, 1467 E. Long St.

Thursday, October 26, 2023 @ 6:00p - MLK Library, 1467 E. Long St.

Thursday, November 21, 2023 @ 6:00p - MLK Library, 1467 E. Long St.

December - TBD

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Board's Executive Assistant, Stephanie Brock. Telephone: (614-645-9601), or at Email:

[Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov) <<mailto:Civilianreviewboard@columbus.gov>>

Brooke Burns, Chair  
Civilian Police Review Board

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**Legislation Number:** PN0250-2023

**Drafting Date:** 8/24/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** University Impact District Review Board 2023 Meeting Schedule

**Contact Email Address:** UIDRB@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ Business Meeting\*\* Regular Meeting\*\*  
(uidrb@columbus.gov)\* (111 N. Front St. Rm. #204) (111 N. Front St. Rm. #204)  
12:00pm 4:00pm

December 30, 2022 January 12, 2023 January 26, 2023

January 27, 2023 February 9, 2023 February 23, 2023

February 24, 2023 March 9, 2023 March 23, 2023

March 31, 2023 April 13, 2023 April 27, 2023

April 28, 2023 May 11, 2023 May 25, 2023

May 26, 2023 June 8, 2023 June 22, 2023

June 30, 2023 July 13, 2023 July 27, 2023

July 28, 2023 August 10, 2023 August 24, 2023

September 1, 2023 September 14, 2023 **October 4, 2023**

September 29, 2023 October 12, 2023 October 26, 2023

October 27, 2023 November 9, 2023 November 20, 2023^

December 1, 2023 December 14, 2023 December 18, 2023^

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation. Please contact staff to confirm dates and Room location for Business Meetings.

Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date and location change due to holiday

^^NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0282-2023

**Drafting Date:** 9/26/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** City of Columbus Records Commission- Meeting Schedule 2024

**Contact Name:** Monique L. Goins-Ransom, Records Commission Coordinator

**Contact Telephone Number:** 614-645-0845



**Contact Email Address:** mlgoins-ransom@columbus.gov

**CITY OF COLUMBUS RECORDS COMMISSION MEETING SCHEDULE 2024:**

The regular meetings of the City of Columbus Records Commission for the calendar year 2024 are scheduled as follows:

**Monday, February 12, 2024**

**Monday, May 20, 2024**

**Monday, September 16, 2024**

Meetings will take place at: **City Hall, 90 West Broad Street, 2nd Floor, in the City Council Chambers. They will begin promptly at 10:00 am.**

Every effort will be made to adhere to the above schedule, but the City of Columbus Records Commission reserves the right to change the date, time or location of any meeting; or to hold additional meetings. To confirm the meeting date, time and locations or to obtain agenda information, contact Monique Goins-Ransom the City of Columbus Records Commission Coordinator at (614) 645-0845.

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**Legislation Number:** PN0290-2022

**Drafting Date:** 10/24/2022

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** City of Columbus Records Commission- Meeting Schedule 2023

**Contact Name:** Monique L. Goins-Ransom, Records Commission Coordinator

**Contact Telephone Number:** 614-645-0845

**Contact Email Address:** mlgoins-ransom@columbus.gov

**CITY OF COLUMBUS RECORDS COMMISSION MEETING SCHEDULE 2023:**

The regular meetings of the City of Columbus Records Commission for the calendar year 2023 are scheduled as follows:

**Monday, February 13, 2023**

**Monday, May 15, 2023**

**Monday, September 18, 2023**

Meetings will take place at: **City Hall, 90 West Broad Street, 2nd Floor, in the City Council Conference Room 225. They will begin promptly at 10:00 am.**

Every effort will be made to adhere to the above schedule, but the City of Columbus Records Commission reserves the right

to change the date, time or location of any meeting; or to hold additional meetings. To confirm the meeting date, time and locations or to obtain agenda information, contact Monique Goins-Ransom the City of Columbus Records Commission Coordinator at (614) 645-0845.

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**Legislation Number:** PN0331-2023

**Drafting Date:** 11/21/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Public Utilities Notice: Department of Public Utilities - Industrial Wastewater Discharge Permits

**Contact Name:** Paul Kerr III

**Contact Telephone Number:** (614) 645-5876

**Contact Email Address:** pakerr@columbus.gov

The Administrator of the Division of Sewerage and Drainage announces intent to issue an Industrial Wastewater Discharge Permit to the following company(s) on or about Tuesday, December 26, 2023; Industrial Container Services-OH LLC, 1385 Blatt Blvd., Gahanna, OH 43230 .

The Draft Permit(s) will be available for review between 7:30 A.M. and 4:00 P.M. December 4, 2023 through December 22, 2023 at the City of Columbus Industrial Wastewater Pretreatment Office, 1250 Fairwood Avenue, Suite 186, Columbus, Ohio 43206. Written comments will be accepted during this period at the above address or via email at

[Pretreatment@Columbus.gov](mailto:Pretreatment@Columbus.gov) <<mailto:Pretreatment@Columbus.gov>>. This Notice is made according to Columbus City Code Chapter 1145.44(C).

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**Legislation Number:** PN0332-2023

**Drafting Date:** 11/21/2023

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Public Utilities Notice: Department of Public Utilities - Industrial Wastewater Discharge Permits

**Contact Name:** Paul Kerr III

**Contact Telephone Number:** (614) 645-5876

**Contact Email Address:** pakerr@columbus.gov

The Administrator of the Division of Sewerage and Drainage announces intent to issue an Industrial Wastewater Discharge Permit to the following company(s) on or about Tuesday, January 9, 2024; Luxottica Optical Manufacturing, 2150 Bixby Road, Lockbourne, OH 43137 .

The Draft Permit(s) will be available for review between 7:30 A.M. and 4:00 P.M. December 4, 2023 through December 22, 2023, at the City of Columbus Industrial Wastewater Pretreatment Office, 1250 Fairwood Avenue, Suite 186, Columbus, Ohio 43206. Written comments will be accepted during this period at the above address or via email at

[Pretreatment@Columbus.gov](mailto:Pretreatment@Columbus.gov) <<mailto:Pretreatment@Columbus.gov>>. This Notice is made according to Columbus City Code Chapter 1145.44(C).

**Legislation Number:** PN0334-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Victorian Village Commission 2023 Meeting Schedule

**Contact Name:** Kimberly Barnard-Sheehy

**Contact Telephone Number:**

**Contact Email Address:** VVC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (VVC@columbus.gov)* 4:00p.m.	Business Meeting Date** (111 N. Front St., 2nd Fl. Rm. 204)+ 12:00p.m.	Hearing Date** (111 N. Front St., 2nd Fl. Rm.204)+ 4:00p.m.
December 15, 2022	December 28, 2022	January 11, 2023
January 12, 2023	January 25, 2023	February 8, 2023
February 9, 2023	February 22, 2023	March 8, 2023
March 16, 2023	March 29, 2023	April 12, 2023
April 13, 2023	April 26, 2023	May 10, 2023
May 18, 2023	May 31, 2023	June 14, 2023
June 15, 2023	June 28, 2023	July 12, 2023
July 13, 2023	July 26, 2023	August 9, 2023
August 17, 2023	August 30, 2023	September 13, 2023
September 14, 2023	September 27, 2023	October 11, 2023
October 12, 2023	October 25, 2023	November 8, 2023
November 16, 2023	November 29, 2023	December 13, 2023
December 14, 2023	December 27, 2023	January 10, 2024

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning). The Hearing time changed to 4:00 p.m. in July 2021.

^^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0335-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** University Impact District Review Board 2023 Meeting Schedule

**Contact Email Address:** UIDRB@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (uidrb@columbus.gov)*	Business Meeting** (111 N. Front St. Rm. #204) 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204) 4:00pm
December 30, 2022	January 12, 2023	January 26, 2023
January 27, 2023	February 9, 2023	February 23, 2023
February 24, 2023	March 9, 2023	March 23, 2023
March 31, 2023	April 13, 2023	April 27, 2023
April 28, 2023	May 11, 2023	May 25, 2023
May 26, 2023	June 8, 2023	June 22, 2023
June 30, 2023	July 13, 2023	July 27, 2023
July 28, 2023	August 10, 2023	August 24, 2023
September 1, 2023	September 14, 2023	September 28, 2023
September 29, 2023	October 12, 2023	October 26, 2023
October 27, 2023	November 9, 2023	November 20, 2023^
December 1, 2023	December 14, 2023	December 18, 2023^

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation. Please contact staff to confirm dates and Room location for Business Meetings. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date and location change due to holiday

^^NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0336-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

Version: 1

Matter Public Notice  
Type:

Notice/Advertisement Title: Rocky Fork-Blacklick Accord 2023 Meeting Schedule

Contact Name: Nolan Harshaw

Contact Telephone Number: 614.645.1995

Contact Email Address: nmharshaw@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^      Hearing Dates\*\*  
([planninginfo@columbus.gov](mailto:planninginfo@columbus.gov))\* <<mailto:planninginfo@columbus.gov>> (New Albany Village Hall)+

December 23, 2022 / January 19, 2023  
January 20, 2023 / February 16, 2023  
February 17, 2023 / March 16, 2023  
March 24, 2023 / April 20, 2023  
April 21, 2023 / May 18, 2023  
May 19, 2023 / June 15, 2023  
June 23, 2023                      July 20, 2023  
July 21, 2023 / August 17, 2023  
August 25, 2023 / September 21, 2023  
September 22, 2023 / October 19, 2023  
October 20, 2023 / November 16, 2023  
November 17, 2023 / December 21, 2023  
December 22, 2023 / January 18, 2024

+ Meeting Location & Time: 99 W. Main St. New Albany, OH 43054 at 4:00 PM.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month’s Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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Legislation Number: PN0337-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Italian Village Commission 2023 Meeting Schedule

**Contact Email Address:** IVC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

<b>Application Deadline<sup>^^</sup></b> ( <a href="mailto:IVC@columbus.gov">IVC@columbus.gov</a> < <a href="mailto:IVC@columbus.gov">mailto:IVC@columbus.gov</a> >)* (111 N. Front St. Hearing Rm. 204) (111 N. Front St. Hearing Rm. 204)	<b>Business Meeting Date**</b>	<b>Hearing Date**</b>
4:00p.m.	12:00p.m.	<b>4:00p.m.</b>
December 14, 2022	December 27, 2022	January 10, 2023
January 18, 2023	January 31, 2023	February 14, 2023
February 15, 2023	February 28, 2023	March 14, 2023
March 15, 2023	March 28, 2023	April 11, 2023
April 12, 2023	April 25, 2023	May 9, 2023
May 17, 2023	May 30, 2023	June 13, 2023
June 14, 2023	June 27, 2023	July 11, 2023
July 12, 2023	July 25, 2023	August 8, 2023
August 16, 2023	August 29, 2023	September 12, 2023
September 13, 2023	September 26, 2023	October 10, 2023
October 18, 2023	October 31, 2023	November 14, 2023
November 15, 2023	November 28, 2023	December 12, 2023
December 13, 2023	December 26, 2023	January 9, 2024

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

<sup>^</sup>Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0338-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Historic Resource Commission 2023 Meeting Schedule

**Contact Email Address:** HRC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ <a href="mailto:HRC@columbus.gov">HRC@columbus.gov</a> * 4:00p.m.	Business Meeting Date** (111 N. Front St. Hearing Rm. 204) 12:00p.m.	Hearing Date** (111 N. Front St. Hearing Rm. 204) 4:00p.m.
December 23, 2022	January 5, 2023	January 19, 2023
January 20, 2023	February 2, 2023	February 16, 2023
February 17, 2023	March 2, 2023	March 16, 2023
March 24, 2023	April 6, 2023	April 20, 2023
April 21, 2023	May 4, 2023	May 18, 2023
May 19, 2023	June 1, 2023	June 15, 2023
June 23, 2023	July 6, 2023	July 20, 2023
July 21, 2023	August 3, 2023	August 17, 2023
August 25, 2023	September 7, 2023	September 21, 2023
September 22, 2023	October 5, 2023	October 19, 2023
October 20, 2023	November 2, 2023	November 16, 2023
November 17, 2023	December 7, 2023	December 21, 2023
December 22, 2023	January 4, 2024	January 18, 2024

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0339-2022

**Drafting Date:** 11/17/2022

**Current Status:** Clerk's Office for Bulletin

Version: 1

Matter Public Notice  
Type:

Notice/Advertisement Title: German Village Commission 2023 Meeting Schedule  
Contact Email Address: GVC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ ( <a href="mailto:GVC@columbus.gov">GVC@columbus.gov</a> )* 4:00p.m.	Business Meeting Date** (111 N. Front St. Hearing Rm. 204) 12:00p.m.	Hearing Date** (111 N. Front St. Hearing earing HRm. 204) 4:00p.m.
December 8, 2022	December 21, 2022	January 4, 2023
January 5, 2023	January 18, 2023	February 1, 2023
February 2, 2023	February 15, 2023	March 1, 2023
March 9, 2023	March 22, 2023	April 5, 2023
April 6, 2023	April 19, 2023	May 3, 2023
May 11, 2023	May 24, 2023	June 7, 2023
June 8, 2023	June 21, 2023	July 5, 2023
July 6, 2023	July 19, 2023	August 2, 2023
August 10, 2023	August 23, 2023	September 6, 2023
September 7, 2023	September 20, 2023	October 4, 2023
October 5, 2023	October 18, 2023	November 1, 2023
November 9, 2023	November 22, 2023	December 6, 2023
December 7, 2023	December 20, 2023	January 3, 2024

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning) <<http://www.columbus.gov/planning>>

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month’s Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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Legislation Number: PN0340-2022

Drafting Date: 11/17/2022

Current Status: Clerk's Office for Bulletin



Version: 1

Matter Public Notice  
Type:

Notice/Advertisement Title: East Franklinton Review Board 2023 Meeting Schedule

Contact Email Address: efrb@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (efrb@columbus.gov)*	Business Meeting** (111 N. Front St., Rm #204) 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204) 3:00pm
December 29, 2022	January 11, 2022	January 25, 2023
January 26, 2023	February 8, 2022	February 22, 2023
February 23, 2023	March 8, 2022	March 22, 2023
March 30, 2023	April 12, 2022	April 26, 2023
April 27, 2023	May 10, 2022	May 24, 2023
June 1, 2023	June 14, 2022	June 28, 2023
June 29, 2023	July 12, 2022	July 26, 2023
July 27, 2023	August 9, 2022	August 23, 2023
August 31, 2023	September 13, 2022	September 27, 2023
September 28, 2023	October 11, 2022	October 25, 2023
November 2, 2023^	November 15, 2022^	November 29, 2023^
November 30, 2023^	December 6, 2022^	December 20, 2023^

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month’s Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.) The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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Legislation Number: PN0341-2022

Drafting Date: 11/17/2022

Version: 1

Current Status: Clerk's Office for Bulletin

Matter Public Notice  
Type:

**Notice/Advertisement Title:** Downtown Commission 2023 Meeting Schedule

**Contact Name:** Luis Teba

**Contact Telephone Number:** 614-645-8062

**Contact Email Address:** DC@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline (DC@columbus.gov) *	Business Meeting** (111 N. Front St., Rm #204) 8:30am	Regular Meeting** (111 N. Front St. Rm. #204) 8:30am
December 28, 2022	January 10, 2023	January 24, 2023
February 1, 2023	February 14, 2023	February 28, 2023
March 1, 2023	March 14, 2023	March 28, 2023
March 29, 2023	April 11, 2023	April 25, 2023
April 26, 2023	May 9, 2023	May 23, 2023
May 31, 2023	June 13, 2023	June 27, 2023
June 28, 2023	July 11, 2023	July 25, 2023
July 26, 2023	August 8, 2023	August 22, 2023
August 30, 2023	September 12, 2023	September 26, 2023
September 27, 2023	October 10, 2023	October 24, 2023
November 1, 2023	November 14, 2023	November 28, 2023
November 22, 2023	December 5, 2023	December 19, 2023 <sup>^</sup>

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation. Please contact staff to confirm.

<sup>^</sup>Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0342-2022

**Drafting Date:** 11/17/2022

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Columbus Art Commission 2023 Hearing and Application Schedule

**Contact Name:** Lori Baudro

**Contact Telephone Number:** 614.645.6986 (o)

**Contact Email Address:** lsbaudro@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

**Application Deadline**      **Hearing Dates\*\***  
(lsbaudro@columbus.gov)\*

December 22, 2022	January 18, 2023
January 19, 2023	February 15, 2023
February 16, 2023	March 15, 2023
March 23, 2023	April 19, 2023
April 20, 2023	May 17, 2023
May 25, 2023	June 21, 2023
June 22, 2023	July 19, 2023
July 20, 2023	August 16, 2023
August 24, 2023	September 20, 2023
September 21, 2023	October 18, 2023
October 19, 2023	November 15, 2023
November 23, 2023	December 20, 2023
December 21, 2023	January 17, 2024

Hearings are held in-person in room 204 at the Coleman Government Center, 111 N. High Street, Columbus, OH 43215 and the start time will be **5:30 PM**. Staff should be contacted before an application and materials are submitted electronically. Hard copy submissions are no longer needed.

\* If you have questions call 614.645.6986 (o).

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

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**Legislation Number:** PN0343-2022

**Drafting Date:** 11/17/2022

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Brewery District Commission 2023 Meeting Schedule

**Contact Email Address:** BDC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with

disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ ( <a href="mailto:BDC@columbus.gov">BDC@columbus.gov</a> )*	Business Meeting Date** (111 N. Front St. Hearing Rm. 204)	Hearing Date** (111 N Front St. Hearing Rm 204)
4:00p.m.	12:00p.m.	4:00p.m.
December 9, 2022	December 22, 2022	January 5, 2023
January 6, 2023	January 19, 2023	February 2, 2023
February 3, 2023	February 16, 2023	March 2, 2023
March 10, 2023	March 23, 2023	April 6, 2023
April 7, 2023	April 20, 2023	May 4, 2023
May 5, 2023	May 18, 2023	June 1, 2023
June 9, 2023	June 22, 2023	July 6, 2023
July 7, 2023	July 20, 2023	August 3, 2023
August 11, 2023	August 24, 2023	September 7, 2023
September 8, 2023	September 21, 2023	October 5, 2023
October 6, 2023	October 19, 2023	November 2, 2023
November 10, 2023	November 16^, 2023	December 7, 2023
December 8, 2023	December 21, 2023	January 4, 2024

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\* Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning). The Hearing time will change to 4:00 p.m. beginning in July 2020.

^Date change due to holiday

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month’s Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0344-2022

**Drafting Date:** 11/17/2022

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Big Darby Accord Advisory Panel 2023 Schedule

**Contact Email Address:** [planninginfo@columbus.gov](mailto:planninginfo@columbus.gov)

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City’s ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^  
(planninginfo@columbus.gov)\*

Hearing Date\*\*  
(Franklin County Courthouse)+  
1:30PM

December 12, 2022  
January 16, 2023  
February 13, 2023  
March 13, 2023  
April 10, 2023  
May 15, 2023  
June 12, 2023  
July 10, 2023  
August 14, 2023  
September 11, 2023  
October 16, 2023  
November 13, 2023

January 10, 2023  
February 14, 2023  
March 14, 2023  
April 11, 2023  
May 9, 2023  
June 13, 2023  
July 11, 2023  
August 8, 2023  
September 12, 2023  
October 10, 2023  
November 14, 2023  
December 12, 2023

+ Meeting location: 373 S. High St., 25th Fl. - Room B

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, a grace period of one (1) week is available for applications heard at the previous month's Hearing. (i.e. An application heard at the June Hearing may be granted the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0346-2023

**Drafting Date:** 12/5/2023

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Far West Side Area Commission December Meeting Cancelled

**Contact Name:** Sharon Rastatter, FWSAC Chair

**Contact Email Address:** [srastatter.fwsac@gmail.com](mailto:srastatter.fwsac@gmail.com)

Due to a lack of agenda items, the Far West Side Area Commission has cancelled its December 12th Meeting. This meeting had been planned as a combination of their interim and full Area Commission meetings for December. They will now not meet in December at all. For more information, please visit [farwestsidecbus.org](http://farwestsidecbus.org).

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**Legislation Number:** PN0352-2023

**Drafting Date:** 12/7/2023

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** 2024 Civilian Police Review Board Regular Meetings

**Contact Name:** Stephanie Brock

**Contact Telephone Number:** 614-645-9601

**Contact Email Address:** [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov)

**Civilian Police Review Board  
2024 Board Meetings**

***NOTICE OF REGULAR MEETINGS***

***CIVILIAN POLICE REVIEW BOARD***

The Civilian Police Review Board, appointed and organized under the Charter of the City of Columbus, Section 235.02 is empowered promulgate rules and regulations, in accordance with C.C.C. Section 121.05 to carry out its duties as provided for in the Charter and in this chapter. In addition, said Commission exercises certain powers and duties as specified in Sections 235.03 of the Columbus City Charter.

Please take notice that meetings of the Civilian Police Review Board will be held at 2:00p.m. on the following dates and locations (unless otherwise posted):

***Tuesday, January 9, 2024 - 141 North Front Street, 43215***

***Tuesday, February 6, 2024 - 111 North Front Street, 43215***

***Tuesday, March 5, 2024 - 111 North Front Street, 43215***

***Tuesday, April 2, 2024 - 111 North Front Street, 43215***

***Tuesday, May 7, 2024 - 111 North Front Street, 43215***

***Tuesday, June 4, 2024 - 111 North Front Street, 43215***

***Tuesday, July 2, 2024 - 111 North Front Street, 43215***

***Tuesday, August 6, 2024 - 111 North Front Street, 43215***

***Tuesday, September 10, 2024 - 141 North Front Street, 43215***

**Tuesday, October 1, 2024 - 111 North Front Street, 43215**

**Wednesday, November 6, 2024 - 141 North Front Street, 43215**

**Tuesday, December 3, 2024 - 111 North Front Street, 43215**

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Board's Executive Assistant, Stephanie Brock. Telephone: (614-645-9601), or at Email: [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov)

Brooke Burns, Chair  
Civilian Police Review Board

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**Legislation Number:** PN0369-2022

**Drafting Date:** 12/7/2022

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Board of Industrial Relations

**Contact Name:** William Gaines

**Contact Telephone Number:** 614-645-5436

**Contact Email Address:** [wgaines@columbus.gov](mailto:wgaines@columbus.gov)

The Board of Industrial Relations holds regular meetings on the 3rd Monday of each month at 1:30pm in Room #205, 111 N. Front St., Columbus Ohio. Due to observed holidays, the January meeting will be held on January 23, 2023 at 1:30pm, the February meeting will be held on February 27, 2023 at 1:30pm and the June meeting will be held on June 26, 2023 at 1:30pm.

**Rules and Regulations**  
Wage Theft Prevention and  
Enforcement Commission  
City of Columbus



# Rules and Regulations

Wage Theft Prevention and Enforcement Commission  
City of Columbus

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### Authority

Authority of the Wage Theft Prevention and Enforcement Commission to issue these Rules and Regulations is set forth in section 377.11 of the Columbus City Codes.

### Effective Date

These Rules and Regulations shall be effective on the tenth day following publication in the City Bulletin in accordance with section 121.05 of the Columbus City Codes.

### Definitions

Definitions, terms, phrases and words used in these Rules and Regulations shall have the same meaning as ascribed to them in Columbus City Codes, Chapters 377 and 2337, and are incorporated herein as if fully rewritten herein.

As used herein, "Administrative Coordinator" shall mean "Commission staff" as used in Columbus City Codes Chapter 377.

### Purpose

The purpose of these Rules and Regulations is to establish procedures to (among other things) (i) review financial incentive agreements and city contracts for goods and services including construction contracts to ensure that provisions required by Chapter 377 are included; (ii) receive complaints from residents, workers, and businesses regarding non-compliance with provisions of Chapter 377 and Chapter 2337; (iii) review, investigate and refer relevant matters to other appropriate entities for further investigation; and (iv) pursue remedies and impose sanctions for failing to timely submit reports and sworn statements as required by Chapter 377 and Chapter 2337.

## **Section 1 – Review of Agreements**

- 1.01 -** Upon written notice to the department, Administrative Coordinator shall receive and review any new versions of application forms for city contracts and financial incentive agreements to ensure that provisions required by Chapter 377 are included. Department shall provide copies of any such application forms within ten (10) days of submission of written request.
- 1.02 -** Administrative Coordinator shall conduct an annual review of applications for city contracts and financial incentive agreements to confirm that provisions required by section 377.14 are included. In accordance with section 377.14, such agreements shall include language substantially similar to the following:

Wage Theft Prevention and Enforcement. The City and the [Developer, Contractor, Grantee] acknowledge and agree that this Agreement is a “Financial Incentive Agreement” [a City contract for goods or services, a construction contract] as defined in Chapter 377 of the Columbus City Codes and the [Developer, Contractor, Grantee] agrees and covenants that it shall comply with all provisions of Chapter 377 of the Columbus City Codes and all Rules and Regulations promulgated by the “Wage Theft Prevention and Enforcement Commission” as that body is described in section 377.02.

## **Section 2 – Monitoring Agreements and Statements; Receipt and Referral of Complaints**

- 2.01 -** Upon written request by Administrative Coordinator, departments shall provide any executed city contract or financial incentive agreements as defined in Chapter 377 to the Administrative Coordinator for review to confirm compliance with Chapter 377. Department shall provide copies of such documents within ten (10) days of submission of written request.
- 2.02 -** Departments receiving applications for city contracts and financial incentive agreements, or receiving registrations or renewal applications under the process described in City Codes section 3905.01, shall provide form WT-1 (Wage Theft and Payroll Fraud Disclosure) to be completed and submitted along with the application. Departments receiving applications for city contracts and financial incentive agreements shall make available forms WT-5 (Independent Contractor Disclosure) and WT-6 (Report of Adverse Determination during Contract or Agreement), along with any other required forms, to be completed and submitted to the Commission by covered entities as described in city code sections 377.05 and 377.10.
- 2.03 -** A person that intends to or reasonably believes that it may become a covered entity under Chapter 377 shall, prior to entering into any agreement that would render the person a covered entity, disclose to the Wage Theft Prevention and Enforcement Commission (Commission) by filing form WT-1 (Wage Theft and Payroll Fraud Disclosure) with the Commission. Administrative Coordinator shall work with city departments to insert form WT-1 into their application processes as early as is practicable.
- 2.04 -** Any person who discloses an adverse determination pursuant to section 377.03(a) shall not enter into any agreement that would render the person a covered entity until after the next regularly scheduled meeting of the Wage Theft Prevention and Enforcement Commission and thereafter only if the person is not disqualified pursuant to section 377.03(e) and the Wage Theft Prevention and Enforcement Commission has not ordered a hearing pursuant to section 377.03(c).
- 2.05 -** Administrative Coordinator shall retain a copy of all Forms WT-1 (Wage Theft and Payroll Fraud Disclosure), WT-5 (Independent Contractor Disclosure), or WT-6 (Report of Adverse Determination during Contract or Agreement), and their electronic equivalents, filed with the Commission for a period of at least three (3) years, or the record retention schedule for the Department of Finance and Management, whichever is longer.

- 2.06 -** Upon receipt of a complaint (Form WT-2), Administrative Coordinator shall conduct a preliminary investigation to determine if the entity identified in the complaint is a Covered Entity. If the entity identified is determined to be a Covered Entity, or if the complaint is regarding a Hiring Party as defined in Chapter 2337, Administrative Coordinator shall proceed to a full investigation of the complaint as described in Section 6 of these rules and regulations.
- 2.07 -** If the Commission, in the course of performing its duties, discovers evidence or receives a complaint that a person has committed wage theft or payroll fraud, the Commission may refer the matter to the United States Department of Labor, the Ohio Department of Commerce, or any other appropriate entity for further investigation. Further, if the Commission, or Commission staff reasonably determines that any worker(s) that a covered entity is required to provide reporting on pursuant to section 377.10 (a)(1) may have been misclassified as an independent contractor, the Commission, or staff, may refer the worker(s) and/or the matter to the United States Department of Labor, the Ohio Department of Commerce, or any other appropriate entity for further investigation.
- 2.08 -** Any referrals made by the Commission shall follow any memorandum of understanding that may exist between the Commission and the appropriate entity.
- 2.09 -** Administrative Coordinator shall monitor the outcome of complaints referred to state or federal agencies. In doing so, Administrative Coordinator shall follow any Memorandum of Understanding that may exist between the Commission and the agency.
- 2.10 -** So long as it is not subject to an appeal, Administrative Coordinator shall report to the Commission the outcome of any complaints concerning a Covered Entity referred to a state or federal agency at the next meeting of the Commission.

**Section 3 – Required Forms**

- 3.01 -** There shall be no fee for filing Form WT-1 (Wage Theft and Payroll Fraud Disclosure).

Failure to provide Form WT-1 disclosing an adverse determination by a person that intends to or reasonably believes that it may become a covered entity, a predecessor of the person, or an affiliate of the person in accordance with section 377.03 shall be subject to an investigation and hearing to determine if the prospective covered entity is qualified to enter into an agreement that would render it a covered entity.

Any person who discloses an adverse determination pursuant to section 377.03(a) shall not enter into any agreement that would render the person a covered entity until after the next regularly scheduled meeting of the Commission and thereafter only if the person is not disqualified in accordance with section 377.03(d)(2) and the Commission has not ordered a hearing pursuant to section 377.03(c).

If the Commission finds that the prospective covered entity is not qualified to enter into any agreement identified in section 377.03(e) pursuant to section 377.03(d)(2) by virtue of having an adverse determination against the person, a predecessor of the person, or an affiliate of the person during the preceding three (3) years, the prospective covered entity shall be placed on the adverse determination list and ineligible to enter into any agreement with the City for three (3) years from the date of the most recent adverse determination.

- 3.02 -** There shall be no fee for filing Form WT-2 (Complaint of Wage Theft or Payroll Fraud).

A covered entity shall be subject to investigation by Administrative Coordinator upon receipt of a complaint alleging that the covered entity has violated sections 377.03, 377.04, 377.05, 377.06, 377.07, 377.08, 377.09, or 377.10 of the city codes. A Hiring Party shall be subject to investigation by

Administrative Coordinator upon receipt of a complaint alleging that the Hiring Party has violated sections 2337.02, 2337.03, or 2337.04 of the city codes. Where there are reasonable grounds to believe that a violation has occurred and either a settlement agreement has not been reached or the allegation pertains to a violation of section 377.04, the matter shall be submitted to the Commission for a hearing to determine if a violation has occurred and the entity is subject to an adverse determination finding or a written decision in accordance with sections 377.02(h) and 377.02(i) in addition to other penalties and remedies authorized under Chapters 377 and 2337.

- 3.03 -** There shall be no fee for filing Form WT-3 (Covered Entity Adverse Determination Waiver Request Form) in accordance with sections 377.02(q)-(r).

In the absence of securing a waiver from the Commission in accordance with section 377.02(s), pursuant to section 377.04, no covered entity shall enter into any financial incentive agreement, an agreement for janitorial, maintenance, repair, property management, or landscaping services for a development location covered by a financial incentive agreement, or an agreement pursuant to or in satisfaction of a city contract for services, including construction contracts, with a person who has an adverse determination or is on the adverse determination list.

A final determination by the Commission that a covered entity has violated section 377.04(a) shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list pursuant to section 377.04(c) in addition to other penalties and remedies authorized under Chapter 377.

- 3.04 -** There shall be no fee for filing Form WT-4 (City Department Adverse Determination Waiver Request Form) in accordance with section 377.02(v).

In the absence of a city department securing a waiver from the Commission in accordance with section 377.02(v), pursuant to section 377.04, no covered entity shall enter into any financial incentive agreement, an agreement for janitorial, maintenance, repair, property management, or landscaping services for a development location covered by a financial incentive agreement, or an agreement pursuant to or in satisfaction of a city contract for services, including construction contracts, with a person who has an adverse determination or is on the adverse determination list.

A final determination by the Commission that a covered entity has violated section 377.04(a) shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list pursuant to section 377.04(c) in addition to other penalties and remedies authorized under Chapter 377.

- 3.05 -** There shall be no fee for filing Form WT-5 (Independent Contractor Disclosure). Form WT-5 shall be filed no later than twenty-one (21) days following the date on which the independent contractor commences work on behalf of the covered entity.

In circumstances where an independent contractor subcontracts to other independent contractors, independent contractors of covered entities shall provide to covered entity the same information regarding said subcontractors as defined in section 377.10(a). A covered entity receiving such a report shall provide a copy to the Commission within seven (7) days of receipt.

A final determination by the Commission that a covered entity has violated any of the reporting provisions of section 377.10 shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list pursuant to section 377.10(g) in addition to other penalties and remedies authorized under Chapter 377.

- 3.06 -** There shall be no fee for filing Form WT-6 (Report of Adverse Determination During Contract or Agreement).

A covered entity that enters into a financial incentive agreement or contract for goods or services, including a construction contract shall have a continuing obligation to report to the City any adverse determination on Form WT-6 in accordance with section 377.05.

A final determination by the Commission that a covered entity has violated a provision of section 377.05 shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list under section 377.05(c) in addition to other penalties and remedies authorized pursuant to Chapter 377.

- 3.08 -** If a covered entity fails to timely file Form WT-5 (Independent Contractor Disclosure) as described in section 377.10, Administrative Coordinator shall conduct an investigation to determine if a violation has occurred. If the Administrative Coordinator determines, based upon their investigation and after reviewing any information provided by the covered entity, that there are reasonable grounds to believe that a violation of section 377.10 has occurred, a hearing on the alleged violation shall be conducted by the Commission at a meeting open to the public. A final determination by the Commission that a covered entity has violated any of the reporting provisions of section 377.10 shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list.
- 3.09 -** If a covered entity fails to timely file Form WT-6 (Report of Adverse Determination during Contract or Agreement) as described in section 377.05, Administrative Coordinator shall conduct an investigation to determine if a violation has occurred. If the Administrative Coordinator determines, based upon their investigation and after reviewing any information provided by the covered entity, that there are reasonable grounds to believe that a violation of section 377.05 has occurred, a hearing on the alleged violation shall be conducted by the Commission at a meeting open to the public. A final determination by the Commission that a covered entity has violated any of the reporting provisions of section 377.05 shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list.
- 3.10 -** All investigations described in Section 3 of these Rules shall be governed by Chapter 377 and Sections 2 and 6 of these Rules.
- 3.11 -** All hearings described in Section 3 of these Rules shall be governed by Chapter 377 and Section 12 of these Rules.
- 3.12 -** The Commission, upon rendering an adverse determination or written decision for any violation of sections 377.03, 377.04, 377.05, 377.06, 377.07, 377.08, 377.09, 377.10, 2337.02, 2337.03, and 2337.04 may, where applicable, recommend to the City Attorney that the City pursue any remedies set forth in section 377.12.

## **Section 4 – Victims’ Rights**

- 4.01 -** No Covered Entity shall retaliate against a person who, in good faith, files a complaint (Form WT-2) with the Administrative Coordinator, who inquires about a suspected violation of Chapter 377 of the City Codes, or who cooperates with, or otherwise assists the Commission by providing information or testimony during preliminary or full investigations. This protection against retaliation also applies to persons who make internal or informal complaints or inquiries about suspected Chapter 377 violations.

For purposes of this Chapter, “retaliation” refers to any discrimination or adverse action taken by a Covered Entity against an employee or worker who engages in the activities contemplated to be redressed by Chapter 377. Retaliation also includes contacting or threatening to contact immigration authorities about a person’s suspected citizenship or immigration status, or the suspected citizenship or immigration status of a person’s family or household member.

Upon receiving a complaint (Form WT-2) alleging retaliation, Administrative Coordinator shall determine if the entity identified in the complaint is a covered entity. If the entity is a Covered Entity, Administrative Coordinator shall attempt to enter into a settlement agreement with the covered entity to cure the alleged retaliation before conducting a preliminary investigation. Any settlement agreement regarding alleged retaliation shall not influence the findings of a subsequent investigation. If the Covered Entity fails to enter into a settlement agreement, the Administrative Coordinator shall submit the matter to the Commission for a Hearing to determine if a violation has occurred.

If the entity identified is not a covered entity, Administrative Coordinator shall refer any complaint alleging retaliation to the relevant state or federal agency or a third party for assistance. For both covered and non-covered entities, the Administrative Coordinator and the Commission will use every enforcement tool available to address allegations of retaliation, remedy retaliatory violations, and make victims of retaliation whole.

- 4.02 -** In accordance with section 2337.04, no Hiring Party shall threaten, intimidate, discipline, harass, deny a work opportunity, retaliate against or discriminate against a freelance worker, or take any other action that penalizes or is reasonably likely to deter a freelance worker from exercising or attempting to exercise any right guaranteed under this chapter.

## **Section 5 – Adverse Determination Lists**

- 5.01 -** In accordance with section 377.02(l), the Commission shall vote at least once every sixty (60) days to publish and/or update the Adverse Determination List. Such update and publication shall be completed by the Administrative Coordinator.

## **Section 6 – Complaints and Investigations**

- 6.01 -** Upon receipt of a complaint (Form WT-2) alleging that a violation of sections 377.03, 377.04, 377.05, 377.06, 377.07, 377.08, 377.09 or 377.10 of the city codes has occurred, in accordance with section 377.02(g)-(h), Administrative Coordinator shall determine if the entity identified in the complaint is a “covered entity” as defined in section 377.01(e). If the entity identified in the complaint is not a covered entity, Administrative Coordinator shall inform the complainant and keep a record of the complaint. If the entity identified in the complaint is a “covered entity” as defined in section 377.01(e), Administrative Coordinator shall conduct an investigation in accordance with Chapter 377 to determine if a violation has occurred.

- (1) Where there are reasonable grounds to believe that a violation has occurred and either a settlement agreement has not been reached or the allegation pertains to a violation of section 377.04, the matter shall be submitted to the Commission for a hearing to determine if a violation has occurred.
  - (2) The covered entity shall be notified by the Administrative Coordinator of a pending investigation where it is determined that there are reasonable grounds to believe that a violation has occurred. Administrative Coordinator shall provide covered entity with notice that it may submit information to Administrative Coordinator relevant to whether the covered entity has violated Chapter 377.
  - (3) If Administrative Coordinator determines, based upon his investigation and after reviewing any information provided by the covered entity, that there are reasonable grounds to believe that a violation of section 377.03, 377.04, 377.05, 377.06, 377.07, 377.08, 377.09 or 377.10 has occurred, a hearing on the alleged violation shall be conducted by the Commission at a meeting open to the public.
- 6.02 -** Administrative Coordinator shall report all complaints received and any ongoing investigations at regularly scheduled commission meetings.
- 6.03 -** Administrative Coordinator shall retain a copy of all Forms WT-2 (Complaint of Wage Theft or Payroll Fraud) filed with the Commission for a period of at least three (3) years, or the record retention schedule for the Department of Finance and Management, whichever is longer.
- 6.04 -** A covered entity that has entered into a financial incentive agreement with the City, or is a contractor or subcontractor pursuant to a construction contract pursuant to, related to, or in furtherance of a financial incentive agreement or an agreement to provide janitorial, maintenance, repair, property management, or landscaping services at the development location covered by a financial incentive agreement must maintain payroll records for employees who perform work and services related to the development covered by the financial incentive agreement, and shall provide any such records to the Commission upon request within fourteen (14) business days of the request. A covered entity that has entered into a City contract for goods or services or an agreement to perform work or services in furtherance of a City contract for services must maintain payroll records for work and services performed by the covered entity's employees related to the City contract for goods or services or pursuant to or in satisfaction of the City contract for services and shall provide any such records to the Commission upon request within fourteen (14) business days of the request. The Commission may grant an extension to a covered entity based on a good faith demonstration of a hardship in providing said records in the proscribed time period. If a covered entity is performing work or services covered by O.R.C. § 4115.03 the Commission shall request payroll records from the City's prevailing wage coordinator all in accordance with section 377.07(a). A final determination by the Commission that a covered entity has violated section 377.07(a) by failing to provide requested records in a timely manner shall constitute an adverse determination and shall result in the covered entity being placed upon the adverse determination list pursuant to section 377.07(b).
- 6.05 -** A covered entity is required to authorize any agency or other investigative body investigating a complaint of wage theft or payroll fraud to release to the Commission any and all related evidence, findings, complaints and determinations that are not privileged or confidential and that are subject to public disclosure under the laws pertaining to that investigation, and to authorize the City to inquire into the status of the investigation and the final determination to the extent the investigation and final determination are not privileged or confidential and are subject to public disclosure under the laws pertaining to that investigation in accordance with section 377.08(a). A final determination by the Commission that a covered entity has violated section 377.08(a) shall constitute an adverse determination and shall result in the covered entity being placed on the adverse determination list pursuant to section 377.08(b).



- 6.06 -** The Commission may contact employees and independent contractors and/or a covered entity for additional information, including payroll records, necessary or relevant to making the determination required by section 377.10(e). Upon request, a covered entity shall provide additional information requested by the Commission within fourteen (14) days. Final determination by the Commission that a covered entity has violated any of the reporting provisions of section 377.10 shall constitute an adverse determination and shall result in the covered entity being placed upon the adverse determination list pursuant to section 377.10(g).
- 6.07 -** Upon receipt of a complaint (Form WT-2) alleging that a Hiring Party, as defined in Chapter 2337, has violated section 2337.02, 2337.03, or 2337.04 of the city code, Commission staff shall conduct an investigation to determine if a violation has occurred.
  - (1) Where there are reasonable grounds to believe that a violation has occurred and a settlement agreement has not been reached, the matter shall be submitted to the Commission for a hearing to determine if a violation has occurred.
  - (2) The Hiring Party shall be notified by Commission staff of a pending investigation where it is determined that there are reasonable grounds to believe that a violation has occurred. Commission staff shall provide a Hiring Party with notice that it may submit information to the Commission staff relevant to whether the Hiring Party has violated Chapter 2337 of the city code.
  - (3) If the Administrative Coordinator determines, based upon his investigation and after reviewing any information provided by the Hiring Party, that there are reasonable grounds to believe that a violation of section 2337.02, 2337.03, or 2337.04 has occurred, a hearing on the alleged violation shall be conducted by the Commission at a meeting open to the public.

**Section 7 – Settlements**

- 7.01 -** In accordance with sections 377.02(g)(1) and 377.02 (i)(1), Administrative Coordinator may work with a covered entity or Hiring Party to attempt to enter into a settlement agreement with a covered entity or Hiring Party to cure or compromise alleged violations so long as the settlement agreement brings the covered entity into compliance with Chapter 377 and/or Chapter 2337.
- 7.02 -** Administrative Coordinator shall present all staff proposed settlement agreements to the Commission for a vote at the next regular meeting of the Commission.
- 7.03 -** Administrative Coordinator shall retain a copy of all approved settlement agreements for a period of at least three (3) years, or the record retention schedule for the Department of Finance and Management, whichever is longer.
- 7.04 -** The Commission may approve any settlement agreement with a covered entity or Hiring Party to cure or compromise alleged violations by a simple majority vote of the members appointed to and serving on the commission. No settlement agreement may take effect without approval by the Commission.

**Section 8 – Waiver Process**

- 8.01 -** A covered entity, or any person that reasonably believes it may become a covered entity, may request a waiver from the Commission for an adverse determination which would result in its placement on the adverse determination list in accordance with section 377.02(q). A covered entity shall submit any such waiver request in writing on Form WT-3 (Covered Entity Adverse Determination Waiver Request Form.) Such written request shall state one or more of the following bases for the grant of said waiver:
  - (1) There has been a bona fide change in ownership of the covered entity or an affiliate since the adverse determination occurred;

- (2) The covered entity or an affiliate of the covered entity has taken significant and verifiable remedial actions to prevent any future adverse determinations from occurring and has complied with the requirements of the determination forming the basis of the adverse determination, including, as applicable satisfaction of the reporting obligation under this Chapter, providing the Commission with documents and information required by this Chapter, and the payment of required back pay, interest, penalties, and fines; and
- (3) Other factors that the covered entity believes are relevant to the granting of a waiver.

**8.02 -** The Commission shall consider all information submitted by a covered entity or person under section 377.02(q)(1)-(3) and may request additional information from a covered entity or person to determine whether to grant or deny a waiver.

The Commission may grant a waiver to a covered entity or person under section 377.02(q)-(s) by (i) removing a covered entity or person from the section 377.02(l) list; (ii) reducing the time period a covered entity or person is on the adverse determination list; (iii) or allowing a covered entity or person a one-time waiver to enter into a financial incentive agreement with the City, receive a financial incentive provided by the City, enter into a City contract for goods or services, enter into a construction contract pursuant to, related to, or in furtherance of a financial incentive agreement, enter into an agreement to provide janitorial, maintenance, repair, property management, or landscaping services at a development location covered by a financial incentive agreement, or enter into an agreement with a covered entity to perform work or services pursuant to or in satisfaction of a City contract for services.

A supermajority vote of the Commission shall be required to grant a waiver to a covered entity under section 377.02(q)-(s).

The Commission shall use best efforts to issue its decision on whether to grant or deny the request for waiver within thirty (30) days of receipt of all information from the covered entity or person that reasonably believes that it may become a covered entity or receipt of information requested by the Commission whichever date is later.

**8.03 -** A city department may request a waiver from the Commission on behalf of a covered entity that has an adverse determination which would result in its placement on the adverse determination list. The Commission may grant the waiver if the city department demonstrates that the inability of the city department to contract with said covered entity would result in serious disruption to the efficient and orderly operations of the City or the covered entity is a sole source provider of goods or services that are necessary for the efficient and orderly operations of the City.

The Commission shall consider all information submitted by a city department on behalf of a covered entity and may request additional information from the city department to determine whether to grant or deny a waiver.

A supermajority vote of the Commission shall be required to grant or deny a waiver requested by a city department on behalf of a covered entity under section 377.02(v).

The Commission shall use best efforts to issue its decision on whether to grant or deny the request for waiver within thirty (30) days of receipt of all information from the covered entity or person that reasonably believes that it may become a covered entity or receipt of information requested by the Commission whichever date is later.

## **Section 9 – Ineligibility of Covered Entity - Adverse Determination Against Person**

- 9.01 -** A person that intends to or reasonably believes that it may become a covered entity shall, prior to entering into any agreement that would render the person a covered entity, disclose to the Commission on Form WT-1 (Wage Theft and Payroll Fraud Disclosure) any adverse determination against the person, a predecessor of the person, or an affiliate of the person during the preceding three (3) years. If the adverse determination is based on the conduct of an affiliate or predecessor, the Commission or Administrative Coordinator may request additional information concerning the relationship between the prospective covered entity and the affiliate or predecessor.

Any person who discloses an adverse determination pursuant to section 377.03(a) shall not enter into any agreement that would render the person a covered entity until after the next regularly scheduled meeting of the Commission and thereafter only if the person is not disqualified pursuant to section 377.03(e) and the Commission has not ordered a hearing pursuant to section 377.03(c).

## **Section 10 – Ineligibility of Covered Entity - Adverse Determination Against Affiliate or Predecessor**

- 10.01 -** Upon disclosure of an adverse determination against an affiliate or predecessor, the Administrative Coordinator shall review the information supplied by the prospective covered entity, including any information concerning the relationship between the prospective covered entity and the affiliate or predecessor, and if the Administrative Coordinator determines after such review that it is not probable that the prospective covered entity and affiliate are part of a single, integrated enterprise for employment purposes under the standard set forth in section 377.03(d) or alter egos, or that it is not probable that the prospective covered entity was created by a de facto merger of a predecessor under the laws of the State of Ohio, then the staff shall recommend to the Commission that the prospective covered entity not be placed on the adverse determination list. If the Administrative Coordinator determines after such review that it is probable that the prospective covered entity and affiliate are part of a single, integrated enterprise for employment purposes or are alter egos, or that it is probable that the prospective covered entity was created by a de facto merger of a predecessor under the laws of the State of Ohio, or if the Administrative Coordinator is unable to make a determination due to the insufficiency of the information provided by the prospective covered entity, then the Administrative Coordinator shall recommend to the Commission that a hearing is necessary to determine if the prospective covered entity and affiliate are a single integrated enterprise for employment purposes pursuant to the standard set forth in section 377.03(d) or are alter egos under Ohio law, or if the prospective covered entity was created by a de facto merger of a predecessor under the laws of the State of Ohio, as applicable.

For purposes of section 377.03, whether an affiliate or predecessor is a single-integrated enterprise for employment purposes, or are alter egos of the prospective covered entity, or was created by a de-facto merger of the predecessor is a question of fact to be determined by the Commission. The Commission shall have the authority to conduct an administrative hearing to determine by a preponderance of the evidence if the prospective covered entity and affiliate are a single integrated enterprise for employment purposes, or are alter egos of the prospective covered entity, or was created by a de-facto merger of the predecessor.

In making such determination as to whether a single integrated enterprise exists the Commission shall consider (among other things): (1) the categories of customers and markets the covered entity and affiliate are engaged in; (2) interrelation of operations; (3) common paymaster; (4) common human resources functions; (5) common administration of employee benefits and pension plans; (6) centralized control of labor relations, (7) common management (8) common ownership or financial control; (9) whether the affiliate is engaged in business activities that are substantially similar to the prospective covered entity, etc. The Commission or Administrative Coordinator may request additional information

concerning the relationship between the prospective covered entity and the affiliate as deemed necessary to make a determination.

For purposes of section 377.03, an alter ego exists if a corporation lacks a separate identity from an individual or corporate shareholder. In making the determination of whether a corporation is an alter ego of another corporation, the Commission shall consider such factors including (among others): (1) use of the same office or business location; (2) employment of same employees and counsel; (3) commingling of corporate funds or other assets; (4) failure to maintain adequate corporate records of the separate entities; (5) inadequate capitalization of corporation; (6) failure to maintain arm's length relationships among related entities; etc. The Commission or Administrative Coordinator may request additional information concerning the relationship between the corporations as deemed necessary to make a determination.

For purposes of section 377.03, a de facto merger of a predecessor occurs where there is a continuation of the predecessor even though the successor corporation has purchased all or substantially all assets of the predecessor. In making the determination of whether a de facto merger of a predecessor has occurred, the Commission shall consider such factors including (among others): (1) continuity of predecessor enterprise (successor corporation retains same management personnel, location and assets); (2) continuity of ownership (predecessor shareholders become successor shareholders); (3) predecessor ceases ordinary business operations and (4) successor assumes predecessor obligations necessary for the uninterrupted continuation of the predecessor's business operations; etc. The Commission or Administrative Coordinator may request additional information concerning the relationship between the corporations as deemed necessary to make a determination.

## **Section 11 – Confidentiality**

**11.01** - All information submitted to or secured by the Commission and/or Administrative Coordinator is a public record under Ohio's Public Records Act, Revised Code Chapter 149. No claim of confidentiality of information received may be asserted.

## **Section 12 – Hearings**

**12.01** - Where, upon investigation by the Administrative Coordinator, there are reasonable grounds to believe that a violation of sections 377.03, 377.05, 377.06, 377.07, 377.08, 377.09, 377.10, 2337.02, 2337.03, or 2337.04 has occurred and either a settlement agreement has not been reached or the allegation pertains to a violation of 377.04, the matter shall be submitted to the Commission for a hearing to determine if a violation has occurred.

**12.02** - Where, the Administrative Coordinator is unable to make a determination due to the insufficiency of information provided, the Administrative Coordinator may recommend to the Commission that a hearing is necessary under any of the following circumstances: The person intends to become a covered entity and discloses an adverse determination of an affiliate or other related person for which the person that is the prospective covered entity may be liable as a single integrated employer, as an alter ego, or because the prospective covered entity engaged in or was otherwise the product of a de facto merger with the other person and the Administrative Coordinator has determined that such a finding is probable but is unable to make a determination due to sufficiency of information provided, Administrative Coordinator shall recommend to the Commission that a hearing is necessary.

**12.03** - Upon the decision to conduct a hearing, the Commission shall provide to the Hiring Party, person, or prospective covered entity notice of the hearing date, time, and location at least thirty (30) days prior to the hearing.. The hearing may be continued by the Commission if the person agrees to the continuance. In such a case, the hearing must be completed within one-hundred and twenty (120) days after the date the continuance is agreed to.

- 12.04** - All parties shall have the right to appear and be heard in person, and may be represented by an attorney at law. All such parties shall have the right to offer and present testimony and evidence relative to the matter and to cross examine adverse witnesses.
- 12.05** - The Commission Chairperson shall rule on matters of evidence. In so doing, the Chairperson is not strictly bound by the Ohio Rules of Evidence. The Commission may ask questions of any witness at any point in the proceedings and may set time and other limitations for each side in the presentation of evidence. A record of proceedings shall be kept. Parties seeking a stenographic record shall acquire such stenographic record at their own expense.
- 12.06** - All testimony shall be given under oath or affirmation. The following oath shall be given by the chairperson to all persons who give testimony or present evidence before the Commission: "Do you swear or affirm to tell the truth, the whole truth and nothing but the truth?"
- 12.07** - Each hearing shall proceed according to the following steps:
  - \* Attendance roll call for Commission members.
  - \* Introductions.
  - \* Declaration of what is being heard.
  - \* Reading of Conflict of Interest Statement.

"Is anyone present aware of a potential conflict of interest in this appeal?"

- \* City presents its case.
  - \* Respondent (or representative) presents Respondent's case.
  - \* Response time to Respondent's statements - City.
  - \* Response time to City's statements - Respondent.
  - \* Questions by the Commission members to both the City and Respondent.
  - \* City representative and Respondent are excused.
  - \* In the event additional information or Legal Counsel is needed, the Commission shall suspend the hearing until sufficient information is received. All parties will be notified of when the hearing will resume.
  - \* Commission members recess to discuss case in private.
- 12.08** - The standard of proof for a finding shall be by a preponderance of the evidence presented.
  - 12.09** - At the conclusion of the presentation of the matter, the Commission may either take the matter under consideration or move for an immediate decision.

The chairperson will record the vote and summarize the majority opinion on the final vote and signature sheet.

Members will review and sign the final vote and signature sheet (WT-7). The chairperson will be responsible for promptly submitting the summary sheet to the Administrative Coordinator, who will distribute a copy of the decision to the parties by ordinary mail within fifteen (15) days. In the case of a hearing pursuant to sections 377.03(d)(2)-(3), written findings of fact and conclusions of law shall be distributed to the parties along with a copy of the decision.

The Commission may request written proposed findings of fact and conclusions of law to be submitted by the parties at such time and in such format to be determined by the Commission.

If deemed appropriate by the Commission, a verbal decision may be given during the hearing. If so, a copy of the written final vote and signature sheet will still be mailed to the appellant.

The Commission shall use best efforts to render its final determination or written decision within thirty (30) days of the final hearing. Upon rendering a final determination or written decision, the Commission shall immediately forward its determination and opinion to the Administrative Coordinator, who shall send by ordinary mail a copy of the final determination or written decision and opinion no later than fifteen (15) days following the date of the final determination or written decision. The decision shall be effective immediately upon the decision of the Commission.

- 12.10** - Upon rendering a written decision finding a violation of sections 2337.02, 2337.03, or 2337.04 of the city code, the Wage Theft Prevention and Enforcement Commission may provide the impacted freelance worker with contact information for community legal services for consultation and review.
- 12.11** - Either party may appeal the Commission's final decision of an adverse determination or written decision pursuant to Ohio Revised Code Chapter 2506. The final decision of the Commission to issue an adverse determination or written decision is a final, appealable order.
- 12.12** - In addition to the official transcript of proceedings, the record of proceedings shall include the forms completed prior to and at the appeal hearing, any briefing submitted by the parties, any evidence or documentation submitted before the Commission, and the Commission's final determination.

### **Section 13 – Freelance Worker Protections**

- 13.01** - Whenever a Hiring Party retains the services of a freelance worker and the contract between them has a value of \$250 or more, either by itself or when aggregated with all contracts for services between the same Hiring Party and freelance worker during the immediately preceding 120 days, the contract shall be reduced to writing. The Hiring Party shall be responsible for reducing the contract to writing unless the parties mutually agree to the use a written contract provided by the freelance worker. The Hiring Party to the written contract shall retain, for a minimum of five years from the date of execution, a copy thereof.
- 13.02** - The written contract shall include all of the following:
  - (1) The name and mailing address of both the Hiring Party and the freelance worker;
  - (2) An itemization of all services to be provided by the freelance worker, the value of the services to be provided pursuant to the contract, and the rate and method of compensation; and
  - (3) The date on which the Hiring Party must pay the contracted compensation or, if not a specific date, no later than 30 days from when the contracted services are completed.
- 13.03** - Except as otherwise provided by law, the Hiring Party shall pay the freelance worker the contracted compensation either:
  - (1) On or before the date such compensation is due under the terms of the contract; or
  - (2) If the contract does not specify when the Hiring Party must pay the contracted compensation, no later than 30 days after the completion of the freelance worker's work under the contract.
- 13.04** - No Hiring Party shall, as a condition of timely payment, require a freelance worker to accept less than the contracted compensation.