



Pre-Bid Approval Form

PR # 10008288**To be completed by Division/Department**Project Name AAMP Phragmites GrantDate 09/30/2025Department/Division DPU/Environmental ServicesProject Contact Edith KippenhanCOT Phone # 419-936-3764

Project Description (Be Specific)

Award Type: Lump ☐ Split ☐perform management of invasive species at two City-owned sites with large populations of phragmites, using different methodsto see which method works best for long term management. New Roots (vendor) worked with Environmental Services to select specific sitesand identify which management methods would work best at each site, and is a co-applicant for the grant. New Roots was chosen givenlong-term relationship with Env Services and already doing invasives management, and research experience in this area.

Remember...Before considering using a cooperative or state-term, project must be bid out first or have approval from the Mayor's office

Formal Bid ☐ Informal Bid ☐ No Bid/Waiver ☒Estimated Project Duration 1 yr Project Cost Estimate \$ 25,000Location of work to be performed Detwiler Marsh and Penn 7Is this a city-owned property? Yes ☒ No ☐ Is this Federally funded? Yes ☒ No ☐Is this project part of a larger project? Yes ☐ No ☒ If ODOT, PID # _____Will the vendor be providing labor with the project? Yes ☒ No ☐ Were materials purchasedseparately? Yes ☒ No ☐ If there is an ordinance that authorizes expenditure for the project, does itfund more than one project? Yes ☐ No ☒ List and attach authorizing ordinance(s) to PR.

Ord #	Fund Name	Fund	Fund Center	Functional Area
TBD	AAMP PHRAGMITES GRANT	2016	38000	6G00314STDSTD

If there is not an ordinance at this time, please specify funding source (fund). 2016/38000/6G00314STDSTD

Work Scope	5 Digit NIGP Code	Amount of Work (\$)
spraying, mowing and removing phragmites	91200, 91843, 91873, 92600, 96888, 98836, 98852, 9889	25,000

Contract Type: G&S _____ Construction _____ Professional (Consulting) X
Grant or HUD Funded _____

Posting Date N/A Opening Date _____

Project Contact Signature Edith Kippenhan Digitally signed by Edith Kippenhan Date: 2025.10.02 08:13:08 -04'00' Date 10/02/2025
Commissioner Signature Abed Semaan Digitally signed by Abed Semaan Date: 2025.10.02 11:34:14 -04'00' Date 10/2/2025

Form is to be emailed to pursupplies@toledo.oh.gov Cc: Rory Earl

Subject Line: Pre-Bid Auth Form PR# 1-XXXX

To be completed and approved through Contract Compliance, Purchasing, DE&I, and the Law Department

Does this project require prevailing wages, and if so, what type should be posted? Yes, DB&State

Assigned PW Coordinator: Jackie Agner, jacquelyn.agner@toledo.oh.gov

PLEASE NOTE: A Pre-Construction meeting w/ Compliance is required prior to work starting. All certified payrolls are due two weeks after work starts, then weekly thereafter. Please send invites to pre-con and/or pre-bid meetings to contractcompliance@toledo.oh.gov.

Is a Performance Bond required? Yes ☐ No ☒

Is a Project Labor Agreement (PLA) required? Yes ☐ No ☒

Contract Type: G&S _____ Construction _____ Professional (Consulting) ☐
Grant or HUD Funded _____

Effective 2024

~~Does this qualify to be posted in the Small Business Reserve Program? Yes _____ No _____~~

~~If not, the following goals should be set. MBE Goal _____% WBE Goal _____%~~

Approvals

Contract Compliance Jackie Agner Date _____

Purchasing Signature Natalie Bronaugh Date _____

DE&I Signature _____ Date _____

Wage Enforcement Donal Moore Date _____

Law Department Signature Paul Syring (Oct 8, 2025 13:20:13 EDT) Date _____

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Final Audit Report

2025-10-08

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 Agreement completed.
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