

**Resolution 2021-208  
Renewal Agreement between  
Franklin Township and Toole & Associates for 2022**

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:30 p.m. on Thursday, December 2, 2021, and the following trustees were present:

**Horn:**  YES/ NO    **Fleshman:**  YES/ NO    **Alex:**  YES/ NO

*Alex made a motion for the adoption of the following resolution:*

**BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to renew the contract agreement between Franklin Township and Toole & Associates for 2022. See Exhibit A.

*Fleshman seconded the motion; with no discussion, the roll was called and the vote was as follows:*

**Horn:**  YES/ NO    **Fleshman:**  YES/ NO    **Alex:**  YES/ NO

\_\_\_\_\_  
Trustee Ralph Horn, 2021 Chair

\_\_\_\_\_  
Trustee John Fleshman, 2021 Vice-Chair

\_\_\_\_\_  
Trustee Aryeh Alex

*Attested to on this 2nd day of December, 2021:*

\_\_\_\_\_  
Fiscal Officer Nick Dunn

September 7, 2021

Franklin Township  
2193 Frank Rd  
Columbus, OH 43223

**Re: Contract for Non-Residential Building Department Service**

Dear Trustees:

We are pleased to submit this proposal for building departments service to Franklin Township. We propose to provide the following services to Franklin Township for the period January 1, 2022 through December 31, 2022.

- 1. Chief Building Official:** The Chief Building Official shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Chief Building Official is responsible for building department administration. The Building Official shall issue Certificates of Plan Approval for Construction, Certificates of Occupancy, and all other orders as may be necessary for enforcement of the OBC. The Chief Building Official oversees all reports required by the State.
- 2. Plans Examiner:** The Plans Examiner shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The primary responsibility of the Plans Examiner is to review plans and specifications for compliance with the provisions of the OBC and issue a detailed plan review as directed by the OBC.
- 3. Building Inspector:** The Building Inspector shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Building Inspector is responsible for structural and mechanical inspections, investigation and determination of conformance and compliance with all current Ohio building codes and standards.
- 4. Electrical Inspector:** The Electrical Inspector shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Electrical Inspector is responsible for electrical inspections, investigation and determination of conformance and compliance with all current Ohio building codes and standards.
- 5. Walk Thru Plan Review:** Toole & Associates will provide walk thru plan review for those projects deemed necessary by the Chief Building Official and Plans Examiner. Projects of greater complexity that may require extensive coordination between all parties are those seen as having a use for such services. Walk thru plan review is scheduled with the Chief Building Official and Plans Examiner and generally occur in the offices of Toole & Associates. Depending on the scope of the project there may or may not be issued a plan review at the time of the walk thru.

6. **Plan Review:** It is the goal of Toole & Associates to provide timely plan review to all applicants equally. We make every effort to complete plan review within 10 working days of receipt of application in our office. Upon completion we will return the review to the building department either via local courier or UPS. Toole & Associates is required by the Ohio Board of Building Standards to complete all plan review in the order received and acknowledges we have up to 30 days after an application has been made to issue our review.
7. **Professional Liability Insurance:** Toole & Associates shall carry Professional Liability Insurance in the base amount of \$1,000,000. The amount of recoverable damages for any error or omission or negligence by Toole & Associates shall be limited to a maximum of the annual fees paid to Toole & Associates by Franklin Township for that year. Each party agrees to waive claims for inconsequential damages.
8. **Monthly Invoices:** Invoices are provided monthly by the 10<sup>th</sup> of the following month for all services performed. Franklin Township shall review each invoice and authorize payment within thirty calendar days. Questions regarding items invoiced shall be resolved within fifteen calendar days of invoice receipt, and a replacement invoice will be submitted if required.
9. **Duration of Agreement:** This agreement shall be in effect for a period of one year. Each September moving forward Toole & Associates will provide Franklin Township with an updated contract for the following year that shall go in effect January 1. No services can be provided without a current contract. Adjustments in labor and/or expense rates may only be made at the time of renewal. Should either Franklin Township or Toole & Associates chose to end the contract a minimum of 30 days' notice in writing is required.
10. This Agreement shall be construed and enforced under the laws of the State of Ohio, Franklin County. Each provision of this Agreement shall be separable. If any provision of this Agreement is found to be void or unenforceable, the balance of the Agreement shall remain in full force and effect.
11. **Rates:** The current rates for 2022 are listed below:

Chief Building Official Services:	\$100.00 / Hour
Plans Examiner:	\$ 80.00 / Hour
Inspection Services:	\$ 70.00 / Hour
Certificate of Occupancy Issuance	\$ 45.00 each
Year End BBS Report	\$100.00 each
Direct Expenses:	
Mileage (Rate directed by IRS adjusted as they do) for CBO Services	\$0.56 (1/1/21)
Postage and delivery	Actual Cost + 20%
Copying and reproduction (as necessary)	Actual Cost + 20%