

Resolution 2022-154
Renew Annual Agreement between
Franklin Township and Toole & Associates for 2023

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:00 p.m. on Thursday, September 22, 2022, and the following resolution was adopted.

Trustee _____ 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 their annual proposal between Franklin Township and Toole & Associates for Non-Residential Building Department Services from January 1, 2023 through December 31, 2023. Services and current rates are described within, see attached Exhibit A.

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

Leezer: YES/ NO **Horn:** YES/ NO **Fleshman:** YES/ NO

Trustee James Leezer, 2022 Chair

Trustee Ralph Horn, 2022 Vice-Chair

Trustee John Fleshman

Attested to on this 22nd day of September, 2022:

Fiscal Officer Nick Dunn

Toole & Associates

November 17, 2022

Thank you for returning your signed 2023 contract timely. We are enclosing the following documents for you:

1. A fully signed 2023 contract for your records
2. Copy of our 2023 Professional Liability Insurance
3. Copy of our 2023 Workers' Compensation Certificate
4. W-9-please forward to your accounting department
5. 2023 Calendar with our current blackout dates and holidays

Please note, our Workers' Compensation expires 6/30/23. If you require an updated certificate before your next contract, please let me know and I will forward it to you when we receive it.

Our blackout calendar is up to date through 11/17/22. We offer very limited backup services since we are a small staff, and our first priority is servicing our regular clients. Please refer to it if you need backup services and please check our website during the year for updated calendars. We have noted our holiday days off for 2023 at the bottom. Our office is not open on those dates, and we do not provide inspections.

If your department would prefer electronic direct deposit for invoice payments, please send me your direct deposit form at info@tooleinspectors.com We would like to set up as many as possible on direct deposit for 2023.

Should you have any questions or concerns, please contact us. We look forward to working with you in 2023!

Toole & Associates

Toole & Associates

September 6, 2022

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, 2023 through December 31, 2023.

- 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 10th 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 2023 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	\$0.585 (Per IRS)
Postage and delivery	Actual Cost + 20%
Copying and reproduction (as necessary)	Actual Cost + 20%

Franklin Township 2023 Contract Agreement:

We very much appreciate the opportunity to provide commercial building department services to Franklin Township.

Sincerely yours in safety,

Toole & Associates, LLC



William R. Toole, CBO
Principal

We agree as to the terms and conditions as set forth above. This Agreement is entered the

22ND day of SEPTEMBER, 2022. This agreement is in effect for the period of

January 1, 2023 through December 31, 2023

For Franklin Township:



Approved as to form:



Ohio**Bureau of Workers'
Compensation**30 W. Spring St.
Columbus, OH 43215**Certificate of Ohio Workers' Compensation**

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
01416534

Period Specified Below
07/01/2022 to 07/01/2023

TOOLE & ASSOCIATES LLC
454 E MAIN ST STE 236
COLUMBUS OH 43215-5380



www.bwc.ohio.gov
Issued by: BWC

Stephanie McCloud

Administrator/CEO

You can reproduce this certificate as needed.

Ohio Bureau of Workers' Compensation**Required Posting**

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marihuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marihuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

Ohio**Bureau of Workers'
Compensation**

You must post this language with the Certificate of Ohio Workers' Compensation.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Tooler Associates, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **S**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
454 E. Main St. #234

6 City, state, and ZIP code
Columbus, OH 43215

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

		-			-				
--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	7	-	3	5	9	7	0	9	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Carli Abund* Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Tools + Associates Blackout Dates
 As of 11/17/22
 Please check website for updates

2023

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 New Year's Day
- 16 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
			4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Groundhog Day
- 12 Lincoln's Birthday
- 14 St. Valentine's Day
- 20 President's Day
- 22 Washington's Birthday
- 22 Ash Wednesday

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 12 Daylight Saving Time Begins
- 17 St. Patrick's Day

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 1 April Fool's Day
- 2 Palm Sunday
- 7 Good Friday
- 9 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 14 Mother's Day
- 29 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 14 Flag Day
- 18 Father's Day
- 19 Juneteenth
- 21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 4 Labor Day
- 10 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
			4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Daylight Saving Time Ends
- 7 Election Day
- 11 Veteran's Day
- 23 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 21 Winter Solstice
- 25 Christmas
- 31 New Year's Eve

2023 Holidays

- No inspections provided

- 1/2/23 - New Year's Day observed
- 5/29/23 - Memorial Day
- 7/4/23 - 4th of July
- 9/4/23 - Labor Day
- 11/23 + 11/24/23 - Thanksgiving

Created at www.CalendarHome.com

12/25/23 - Christmas