



## Memorandum

To: City Council  
From: Director of Finance, John J. Potts  
cc: Mayor, David E. Weiss  
Chief Administrative Officer, Matt Carroll  
Date: February 23, 2026  
Re: Additional Cooperative (Co-op) Purchasing Program – Sourcewell

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### Background

City Council has previously authorized the Administration, through a Codified Ordinance, Section 141.10, to make purchases through certain governmental purchasing programs, where the contractors in such programs have been selected through a competitive bidding process and selected as the lowest and best bidders.

The specific programs that Council has pre-authorized in this manner are:

- Ohio Department of Administrative Services (ODAS)
- Ohio Department of Transportation (ODOT)
- Ohio Schools Council Cooperative Purchasing Program
- Cuyahoga County Department of Public Works
- United States General Services Administration (GSA).

The City can, through these ordinances, make purchases over \$50,000 without approval by Council (except as to appropriation), and without the City having to conduct its own competitive bidding process. Through these programs, the City can purchase supplies, services, equipment and certain materials for any City department that needs to make such a purchase, as long as there is a State awarded contract that allows municipalities to contract with the particular vendor or contractor.

Various City Departments, including Police, Fire, Public Works, IT, and Recreation are proposing that the City enact a codified ordinance authorizing any City department to utilize another Cooperative Purchasing Program called Sourcewell as an option to procure goods and services for the City.

Sourcewell is a government agency with over 40 years of service helping state and local government and education entities with procurement activities. Sourcewell is a primary resource for local government purchasing because it functions as a government agency itself, providing pre-vetted, competitively solicited contracts that allow public entities to bypass the long and costly Request for Proposal (RFP) process.

Utilizing Sourcewell, like other Cooperative Purchasing Programs, allows us to leverage buying power in order to negotiate streamlined contracts with commercial businesses, much like we currently do with our other Cooperative Programs.

Some of the key reasons to use Sourcewell, like our other Co-op programs are:

- Time and Efficiency – Local governments can forego the traditional multi-month solicitation process. By using pre-negotiated contracts, we can obtain quotes and finalize purchases in weeks rather than months.
- National Buying Power – Sourcewell leverages the collective purchasing volume of over 50,000 participating agencies to secure competitive pricing that individual local governments may not achieve alone.
- Compliance and Accountability: Because Sourcewell is a local unit of government (established under Minnesota statute), its solicitation process is designed to meet or exceed local and national public procurement requirements, ensuring "audit-ready" documentation.
- No Cost to Join: Membership is free for all government, education, and nonprofit entities. There are no participation fees, minimum purchase commitments, or obligations.
- Local Support: While contracts are awarded at the manufacturer level, they are often delivered and serviced by local dealers, keeping taxpayer dollars in the community while benefiting from national pricing.

The Police Department believes it can make good use of this program for purchases such as ballistic vests, office furniture, electronic speed radar signs, tasers, and Police vehicle equipment (lights, sirens, and other upfitting). The Fire Department also believes that Sourcewell would be a welcome addition as a new Co-op for purchases from ambulance manufacturers, fire truck manufacturers, firefighting gear, medical equipment, and other firefighting equipment. Both Police and Fire have stated that adding Sourcewell as a Co-op option will provide significant financial and operational advantages. Sourcewell offers competitively solicited contracts that allow us to procure high-quality equipment, vehicles, and services at pre-negotiated rates. By leveraging these contracts, they can streamline procurement, eliminate the time-consuming bidding process, and ensure that we are getting the best possible pricing.

Public Works noted that most construction related services can be utilized with the Sourcewell Co-op buying program and that there are multiple municipalities in our region that utilize Sourcewell (Pepper Pike, Cle Heights, Lakewood, Rocky River, etc.). Here is a sample of current Public Works vendors that are on Sourcewell:

- Elgin (street sweepers) / Bobcat (sidewalk plows) / Kubota (scooters) / Komatsu (loaders) / Goodyear (tires) / Old Dominion Brush (sweeper brooms) / John Deere / Caterpillar / Heil (refuse trucks) / New Way (refuse trucks) / Bonnell (plows) / Ventrac (grounds and sidewalks).

The IT Department noted that there are three copier companies on the Sourcewell program, Sharp, Xerox and Ricoh.

Some of our larger City departments agree that in addition to cost savings, Co-ops simplify the purchasing process, reducing some of their administrative burden on purchasing. These efficiencies translate to quicker acquisition of essential gear, vehicles, and technology, ensuring our safety and non-safety forces have what they need to perform their duties effectively.

The Finance Department believes that with Sourcewell's access to a broad network of reputable vendors and industry-leading suppliers, our departments can procure top-tier products without compromising on quality. By utilizing contracts that have already been vetted through a rigorous, transparent process, they can be confident in the reliability and performance of the equipment they acquire.

This request was presented to the Administration Committee on February 10, 2026 and it was passed unanimously. Chief of Fire Pat Sweeney, Public Works Building Superintendent Shannon Marlin, and Director of Information Technology Frank Miozzi spoke to some of the benefits to using Sourcewell as an additional Cooperative Purchasing Program.

Director of Law, Bill Gruber reminded the Committee members that the city charter that's approved by the voters and our codified ordinances require competitive bidding for contracts over an amount set by Council, which is \$50,000. So, when competitive bidding is performed, Council approval is not required. Council has recognized that certain entities (Cooperative Purchasing Programs) do competitive bidding separately, and so the city does not need to repeat that process. Effectively we are not bypassing competitive bidding, but using another entity's competitive bidding process.

The Administration Committee inquired if other municipalities in Northeast Ohio have had a good experience with Sourcewell. Director Potts stated that he would speak with other Finance Directors in his network. There was also a question as to when we found out about Sourcewell as a CoOp and why we hadn't decided to include them in our city ordinances sooner. Director Potts stated that the CoOps we currently use were sufficient and only recently many departments had begun to mention the Sourcewell program and asked Finance to look into it. Director Potts committed to surveying other local municipalities to measure up the number of CoOps we use compared to others.

Citizen Member Matt Aumann stated that he has heard of Sourcewell but also spoke highly of the overall RFP process outside of using a Cooperative Purchasing Program as a means to have more Council and public involvement.

This request was presented to the Finance Committee on February 17, 2026 and it was passed unanimously. Chief of Fire Pat Sweeney and Public Works Building Superintendent Shannon Marlin, again, spoke to the benefits of using Sourcewell.

Councilmember Malone inquired if the items that would be purchased through Sourcewell would have been items that would normally have been brought to Council. Law Director Gruber stated that the city's charter and ordinances require competitive bidding for purchases over the amount set by Council, which is \$50,000. Any expenditure over \$50,000 has to be competitively bid and once it's competitively bid, it does not need Council approval, so Council does not see those contracts over \$50,000 if competitively bid. What Council

has done is pre-authorized certain types of competitive bidding. The state does competitive bidding as does Sourcewell as a government entity and Council has pre-approved using these Cooperative Programs as a competitive process, which Council has agreed, substitutes for the City undertaking its own competitive process. So it's only substituting a different competitive process for the one the city would have undertaken, and would not have come to Council once it was competitively bid. Mr. Malone also inquired if there were any substantive differences between Sourcewell and the City's other programs. Mr. Potts stated that it is a similar process that Sourcewell goes through as the other CoOp programs.

**Recommendation**

It is recommended that City Council approve the utilization of the Sourcewell Cooperative Purchasing Program as an option for purchasing goods and services for many of the City's departments and that our current ordinances be amended to reflect this change. We ask that this be passed on first reading and as an emergency so that our departments can begin to utilize this program immediately.

ORDINANCE NO.

BY:

Amending Section 141.10 of the Administrative Code of the Shaker Heights Codified Ordinances relative to authorizing participation in the Sourcewell Cooperative Purchasing Program.

WHEREAS, pursuant to Article VI, Section 7 of the City Charter, the City may authorize, by ordinance, expenditures of the funds of the City without public bidding in dollar amounts exceeding the limit set by Council in specific cases; and

WHEREAS, in Section 141.10 of the Administrative Code of the Codified Ordinances, City Council has authorized by ordinance expenditures above the threshold established in Section 141.03 through contracts made with persons or entities selected by certain specified governmental and quasi-governmental entities, including the cooperative purchasing programs of the Ohio Department of Administrative Services (ODAS) and the Ohio Department of Transportation (ODOT), the cooperative purchasing program of the Ohio Schools Council, a Council of Governments, the Cuyahoga Countywide Preventive Maintenance Program of the Cuyahoga County Department of Public Works, and the United States General Services Administration (GSA); and

WHEREAS, the Finance Director has recommended that the City participate in the Sourcewell Cooperative Purchasing Program, which is a local government unit, public corporation and public agency, established under the laws of the State of Minnesota, with over 40 years of service helping state and local government and education entities around the country with procurement activities by providing access to competitively solicited contracts; and

WHEREAS, utilizing Sourcewell, like other previously approved cooperative purchasing programs, would allow the City to leverage the collective purchasing power of over 50,000 participating agencies to secure competitive pricing that individual local governments may not achieve alone; and

WHEREAS, the City may join the Sourcewell Program at no cost for membership, and no participation fees, minimum purchase commitments, or other financial obligations, and while contracts are awarded at the manufacturer level, they are often delivered and serviced by local dealers, keeping taxpayer dollars in the community while benefiting from national pricing; and

WHEREAS, Section 141.10 of the Administrative Code of the Codified Ordinances was most recently amended by Ordinance No. 13-115, enacted on December 16, 2013.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. Section 141.10 of the Administrative Code of the Codified Ordinances as presently in effect, is hereby repealed.

Section 2. Section 141.10 of the Administrative Code of the Codified Ordinances is hereby amended as follows:

**141.10 GOVERNMENT COOPERATIVE PURCHASING.**

The Mayor is authorized to make expenditures of the funds of the City without public bidding in dollar amounts exceeding the limit set by Council in Section 141.03 of the Administrative Code, in the following specific cases:

- (a) Department of Administrative Services. The Mayor is hereby authorized to participate in contracts which the Ohio Department of Administrative Services, Office of State Purchasing, has entered into for the purchase of supplies, services, equipment and certain materials pursuant to Ohio R.C. 125.04, or any successor statute, and Article VI, Section 7 of the City Charter.
  - (1) The Mayor is hereby further authorized to agree, on behalf of the City, to be bound by all contract terms and conditions as the Ohio Department of Administrative Services, Office of State Purchasing, prescribes, subject to approval by the Director of Law. Such terms and conditions may include a reasonable fee to cover the administrative costs which the Ohio Department of Administrative Services incurs as a result of the City's participation in a contract.
  - (2) The Director of Finance is hereby authorized, per agreement with the Ohio Department of Administrative Services, to directly pay the vendor under each such State contract in which the City participates, for items it receives pursuant to the contract, and the City further agrees to make such direct payments to the vendor upon the request of, or per agreement with, the Ohio Department of Administrative Services.
- (b) Department of Transportation. The Mayor is hereby authorized to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, materials, supplies or other articles which such Department has entered into pursuant to Ohio R.C. 5513.01(B) or any successor statute, and Article VI, Section 7 of the City Charter.
  - (1) The Mayor is hereby further authorized to agree, on behalf of the City, to be bound by all contract terms and conditions as the Ohio Department of Transportation prescribes, subject to approval by the Director of Law. Such terms and conditions may include a reasonable fee to cover the administrative costs which the Ohio Department of Transportation incurs as a result of the City's participation in a contract.
  - (2) The Director of Finance is hereby authorized, per agreement with the Ohio Department of Transportation, to directly pay the vendor under each such State contract in which the City participates, for items it receives pursuant to the contract, and the City further agrees to make such direct payments to the vendor upon the request of, or per agreement with, the Ohio Department of Administrative Services.

- (c) Ohio Schools Council Cooperative Purchasing Program. The Mayor is hereby authorized to participate in contracts which the Ohio Schools Council has entered into for the purchase of supplies, services, equipment and certain materials, pursuant to Article VI, Section 7 of the City Charter.
- (1) The Mayor is hereby further authorized to agree, on behalf of the City, to be bound by all contract terms and conditions as the Ohio Schools Council prescribes, subject to approval by the Director of Law. Such terms and conditions may include a reasonable fee to cover the administrative costs which the Ohio Schools Council incurs as a result of the City's participation in a contract.
  - (2) The Director of Finance is hereby authorized, per agreement with the Ohio Schools Council, to directly pay the vendor under each such State contract in which the City participates, for items it receives pursuant to the contract, and the City further agrees to make such direct payments to the vendor upon the request of, or per agreement with, the Ohio Schools Council.
- (d) Cuyahoga County Department of Public Works. The Mayor is hereby authorized to participate in contracts which the Cuyahoga County Department of Public Works has entered into under the Cuyahoga Countywide Preventive Maintenance Program, for the purchase of supplies, services, equipment and certain materials, pursuant to Ohio R.C. 302.21 or any successor statute, and Article VI, Section 7 of the City Charter.
- (1) The Mayor is hereby further authorized to agree, on behalf of the City, to be bound by all contract terms and conditions as the Cuyahoga County Department of Public Works prescribes under the Cuyahoga Countywide Preventive Maintenance Program, subject to approval by the Director of Law. Such terms and conditions may include a reasonable fee to cover the administrative costs which the Cuyahoga County Department of Public Works incurs as a result of the City's participation in a contract.
  - (2) The Director of Finance is hereby authorized, per agreement with the Cuyahoga County Department of Public Works, to directly pay the vendor under each such County contract in which the City participates and for items it receives pursuant to the contract under the Cuyahoga Countywide Preventive Maintenance Program, and the City further agrees to make such direct payments to the vendor upon the request of, or per agreement with, the Cuyahoga County Department of Public Works.
- (e) United States General Services Administration (GSA). The Mayor is hereby authorized to participate in contracts entered into by the United States General Services Administration (GSA) through its Multiple Awards Schedule (MAS) Program for the purchase of supplies, services, equipment and certain materials, pursuant to Title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 251 et seq.) and Title 40, U.S.C. 501, Services for Executive Agencies or any successor statute, and Article VI, Section 7 of the City Charter.
- (1) The Mayor is hereby further authorized to agree, on behalf

of the City, to be bound by all contract terms and conditions as the General Services Administration (GSA) Multiple Awards Schedule Program prescribes, subject to approval by the Director of Law. Such terms and conditions may include a reasonable fee to cover the administrative costs which the General Services Administration (GSA) Federal Acquisition Service Program incurs as a result of the City's participation in a contract.

- (2) The Director of Finance is hereby authorized to directly pay the vendor under each such GSA contract in which the City participates and for items it receives pursuant to the contract under the General Services Administration (GSA) Multiple Awards Schedule Program.

(f) Sourcewell Cooperative Purchasing Program. The Mayor is hereby authorized to participate in contracts entered into by the Sourcewell Cooperative Purchasing Program for the purchase of supplies, services, equipment and materials.

- (1) The Mayor is hereby further authorized to agree, on behalf of the City, to be bound by all contract terms and conditions as the Sourcewell Cooperative Purchasing Program prescribes and as each contractor or vendor prescribes or agrees to, subject to approval by the Director of Law.

- (2) The Director of Finance is hereby authorized to directly pay the vendor or contractor under each such Sourcewell contract in which the City participates and for items it receives pursuant to the contract.

Section 3. This ordinance shall take effect from and after the earliest time allowed by law.

Enacted

Approved this \_\_\_\_ day of \_\_\_\_\_, 2026.

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DAVID E. WEISS, Mayor

Attest:

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MATTHEW P. CARROLL  
Clerk of Council

Coun26/0223-SourcewellAMND141.10