



MEMORANDUM

DATE: 11/9/2023
TO: The Board of Trustees
FROM: Zach Morrison, Procurement Manager
CC: Laura Koprowski, CEO & Sophie Giviyani-Kermani, CFO
SUBJECT: Resolution No. C-23 Amending the Procurement Manual

The Procurement manual requires an amendment to reflect a 10% bond guaranty instead of the currently stated 5%. By amending the manual to state a 10% bond guaranty, we will then be compliant with the Ohio Revised Code (ORC).