



CITY OF BROADVIEW HEIGHTS  
RESOLUTION NO. 2025-106

INTRODUCED BY MAYOR AND ENTIRE COUNCIL

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN  
AGREEMENT BETWEEN THE CITY OF BROADVIEW HEIGHTS AND BPI  
INFORMATION SYSTEMS FOR IT SUPPORT HOURS IN THE CITY OF  
BROADVIEW HEIGHTS AND DECLARING AN EMERGENCY**

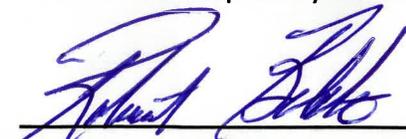
WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement between the City of Broadview Heights and BPI Information System for IT support hours in the City of Broadview Heights.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1. The Mayor is hereby and herein authorized to enter into an agreement between the City of Broadview Heights and BPI Information System for IT support hours in the City of Broadview Heights as delineated in Exhibit "A" attached hereto and made a part hereof as if fully rewritten.

SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, peace, safety and welfare for the reason stated in the Preamble hereof, and provided it receives the affirmative vote of five (5) or more of the members of Council and signature of the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed and Adopted by the Council on this 23<sup>rd</sup> day of June, 2025

  
\_\_\_\_\_  
Robert Boldt, President of Council

  
\_\_\_\_\_  
Samuel J. Ala, Mayor

June 23, 2025  
\_\_\_\_\_  
Date

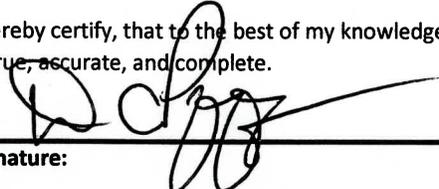
  
\_\_\_\_\_  
Attest: Robin Parsons, Clerk of Council

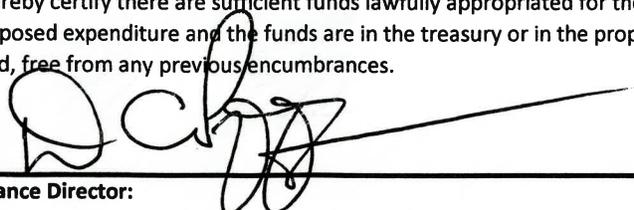
June 23, 2025  
\_\_\_\_\_  
Date

### Request for Council Authorization to Purchase Form

Description of Item or Service	250 Block Time Support Hour
Vendor	BPI Information Systems
Dates of Contract	One Time Purchase
Contract or Purchase Price	\$34,750.00
If over \$77,250 - Was purchase competitively bid	n/a
If under \$77,250 Were Multiple Quotes Obtained	No
If no, state reason	Professional Services
State Contract or Other Purchasing Consortium Contract Number	
If yes, list other pricing or attach separate sheet:	

I hereby certify, that to the best of my knowledge the above information is true, accurate, and complete.

 6.12.2025  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Finance Department Usage:	
<b>Account Number</b>	<b>Amount</b>
100.7730.52339 Outside Services	\$34,750.00
I hereby certify there are sufficient funds lawfully appropriated for the proposed expenditure and the funds are in the treasury or in the proper fund, free from any previous encumbrances.	
 <span style="float: right;">6.12.2025</span> Finance Director: _____ Date: _____	
Notes:	

**City of Broadview Heights  
Interoffice Memorandum**

To: Members of Council  
From: David A. Pfaff, Finance Director  
Date: June 12, 2025  
Re: Block Hours Purchase



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On April 7, 2025 Council authorized the purchase of 150 Hours of Block Support from BPI Information Systems to assist with our new SonicWALL upgrades, new fiber internet connections from Cox and to perform a Network Assessment.

At the time of the purchase we had 27 hours remaining from a previous purchase, so we had a total of 177 hours available. It is estimated that the above project will use 112.5 hours, leaving us with 64.5 hours. However, we also plan to move to Microsoft 365 in the near future. It is estimated that we will need 125 hours for that project, so we will need to purchase additional hours.

Attached is a proposal to purchase an additional 250 Block hours at a cost of \$34,750, or \$139/hour. This is actually a reduction from their current rate of \$145/hour. They agreed to reduce the cost since we had purchased the 150 hours at \$155/hour in April. At that time if we would have purchase at least 250 hours the cost would have been \$145/hour. So in effect, we are paying the same as if we would have purchased all 400 hours in April at \$145/hour.

While we won't need all of these hours to complete the planned work mentioned above, we have two years to use them. Also, effective July 1, 2025 they are increases the cost of Block Hours by \$10/hour, so we are avoiding the pending cost increase.

Please let me know if you have any questions.

cc: Sam Alai, Mayor

# BPI INFORMATION SYSTEMS - BLOCK TIME SERVICES SCHEDULE

This Block Time Services Schedule (this "Schedule") is entered into as of 06/11/2025 (the "Schedule Effective Date") by and between BPI Information Systems ("BPI") and City of Broadview Heights ("Customer"). This Schedule is subject to the terms of the Master Services Agreement between BPI and Customer dated 01/30/2023 (the "Agreement"). Capitalized terms used in this Schedule and not otherwise defined have the meaning given to them in the Agreement.

## 1. Contact Information and Block Time

<b>Site Location(s):</b>	9543 Broadview Road, Building 7, Broadview Heights, OH. 44147		
<b>Primary Customer Contact:</b>	Dave Pfaff	<b>Secondary Customer Contact:</b>	Ted Bruzdzinski
<b>Emergency Phone #:</b>	330-338-4056	<b>Emergency Phone #:</b>	440-584-8578
<b>Block Purchase Amount:</b>	\$ 34,750.00	<b>Block Hrs:</b>	250
		<b>Block Type:</b>	Network
		<b>PO#:</b>	

## 2. Block Time Payment Terms

- (a) Customer agrees to acquire and pay in advance the amount set forth above (referred to as "Block Time") to be applied to applicable Services chargeable on a time and material basis that Customer may obtain from BPI during the term of the Agreement.
- (b) The fee paid for Block Time is non-refundable. All Block Time must be used within two (2) years from the date of purchase.

## 3. Block Types

- (a) *Network* can be applied to network integration and support services including support for network infrastructure, Microsoft Server products, VMware, Citrix, and Cisco where a BPI System Engineer is required.
- (b) *Computer Repair* can be applied to computer repair and desktop support services including Microsoft Desktop products, PC, notebook and printer repair where a BPI Customer Service Engineer is required.

## 4. Additional Terms

- (a) BPI will use diligent efforts to respond to all Block Time service tickets in a timely manner based upon the nature of the request. Non-critical service tickets will be scheduled during Regular Business Hours at an agreed-upon time. Requests for support can be made to BPI's Service Desk by phone (440-717-4112) or email ([service@bpiohio.com](mailto:service@bpiohio.com)) during Regular Business Hours. Requests made outside of Regular Business Hours will be processed the next regular business day.
  - (b) Block Time usage is for labor only. Shipping and other expenses required for any repairs that are not covered by a manufacturer's warranty or BPI's or a manufacturer's maintenance contract will be provided at a quoted price by BPI, which must be approved by Customer in advance of ordering.
  - (c) BPI will use commercially reasonable efforts to inform Customer when it has depleted or is likely to deplete its Block Time. However, Customer is responsible for managing its Block Time. Upon Customer's request, Customer will receive a statement of remaining Block Time for each Block Type, as applicable. If no other arrangements have been made, BPI reserves the right to discontinue Services when all applicable Block Time has been depleted. If BPI continues to provide Services in response to a service ticket past the available Block Time hours, Customer is responsible for paying for such additional time at BPI's regular time and materials rate.
- Optional Automatic Renewal** – If selected, Block Time Services Schedule will automatically renew Block Hrs. at current Block Rates once remaining Block Time reaches 25% of Block Hrs. Automatic Renewal shall remain in effect until cancelled in writing by either party.

**EACH PARTY REPRESENTS AND WARRANTS THAT IT HAS READ AND AGREES TO BE BOUND BY THIS SCHEDULE AND IS AUTHORIZED TO EXECUTE THIS SCHEDULE.**

**BPI Information Systems**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

Customer: City of Broadview Heights

By: 

Samuel J. Alai, Mayor  
\_\_\_\_\_  
Print Name and Title

Date: June 23, 2025

## David Pfaff

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**From:** Morgan McCausland <mmccausland@bpiohio.com>  
**Sent:** Wednesday, June 11, 2025 3:56 PM  
**To:** David Pfaff  
**Subject:** 250 Hour Network Support Block Agreement  
**Attachments:** City of Broadview Heights - 250 Hour Network Support Block Time Services Schedule - 6-11-25.pdf

Dave –

Thanks for your time today. Per our conversation and project planning for the upcoming projects, I have attached a 250 Hour Network Support Block. With your block renewal in April and the addition of these other projects, we were able to get the discount in place for this 250 Hour Block Agreement. This 250 hour block is based on a rate of \$139/hour for a block total of \$34,750. The standard 250 hour block is based on a hourly rate of \$145/hr or block total of \$36,250. The attached agreement is the same as your previous block agreements. Let me know if you have any questions and if this works on your end. Again, with the updated rate increase coming on July 1<sup>st</sup>, we need to try and get this approved this month. That increase is going to be \$10/hour for your planning purposes.

Thanks,  
Morgan



**Morgan McCausland**  
Account Manager  
BPI Information Systems  
440-717-4112  
[www.bpiohio.com](http://www.bpiohio.com)

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This message may contain privileged or confidential information. If you are not the intended recipient of this message, you may not make any use of, or rely in any way on, this information, and you should destroy this message and notify the sender by reply email. Any opinions or advice contained in this email are subject to the terms and conditions in any applicable client engagement letter or service agreement.