



CITY OF BROADVIEW HEIGHTS

RESOLUTION NO. 2025-140

INTRODUCED BY: MAYOR ALAI AND THE ENTIRE COUNCIL

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF BROADVIEW HEIGHTS AND HERMES SPORTS & EVENTS FOR RACE MANAGEMENT SERVICES IN THE CITY OF BROADVIEW HEIGHTS AND DECLARING AN EMERGENCY

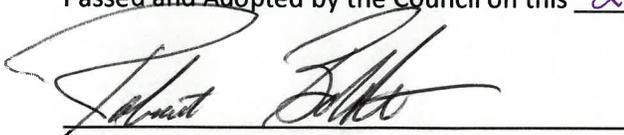
WHEREAS, the City Council has determined that it is in the best interest of the City to enter into an agreement between the City of Broadview Heights and Hermes Sports & Events for race management services in the City of Broadview Heights.

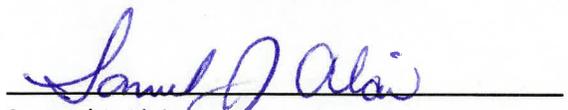
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROADVIEW HEIGHTS, COUNTY OF CUYAHOGA AND STATE OF OHIO:

SECTION 1. The Mayor is hereby and herein authorized to enter into an agreement between the City of Broadview Heights and Hermes Sports & Events for race management services in the City of Broadview Heights as delineated in Exhibit "A" attached hereto and made a part hereof as if fully rewritten.

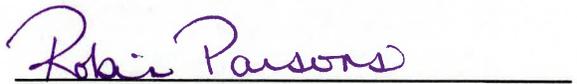
SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, peace, safety and welfare and for the further reason stated in the Preamble hereof, and provided it receives the affirmative vote of five (5) or more of the members 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 20th day of October, 2025


Robert Boldt, President of Council


Samuel J. Alai, Mayor

October 20, 2025
Date

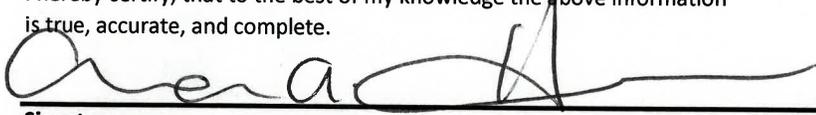

Attest: Robin Parsons, Clerk of Council

October 20, 2025
Date

Request for Council Authorization to Purchase Form

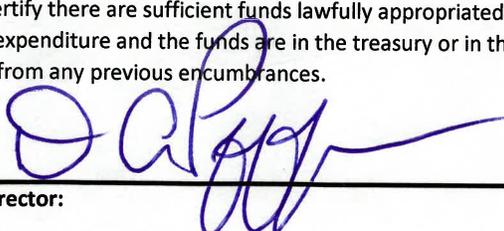
Description of Item or Service	Mayor's 5k Race Contract
Vendor	Hermes Sports and Events
Dates of Contract	7/1/26-8/1/27
Contract or Purchase Price	\$1750 for the Race Fees and \$3.00 for bib fees
If over \$77,250 - Was purchase competitively bid	
If under \$77,250 Were Multiple Quotes Obtained	No
If no, state reason	Renewal - No Change in Fees
State Contract or Other Purchasing Consordium 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.



10-17-25

Signature: Amanda A. Hutcheson **Date:** 10/13/2025

For Finance Department Usage:	
Account Number	Amount
<p>Note: No certification needed, we do not pay them. They collect all monies and then withhold their fees and pay us remainder.</p> <p>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.</p>	
	10.17.2025
Finance Director:	Date:
Notes:	



Samuel J. Alai, Mayor

CITY OF BROADVIEW HEIGHTS
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Broadview Heights, OH 44147
(440) 526-4357
(440) 717-4004 Fax
cityhall@broadview-heights.org
www.broadview-heights.org

Date: October 7th, 2025

To: Samuel J. Alai, Mayor
Members of Council

From: Amanda Hutcheson, Parks and Recreation Director

Re: Hermes Sports & Events Agreement

The Parks & Recreation Department is requesting Council's authorization for the Mayor to enter into an agreement with Hermes Sports & Events for race management services for the 2026 and 2027 Broadview Heights 5K & 1-mile walk events. This agreement will lock in the current rate for the next 2 years. Hermes Sports & Events have been managing our races for the past 12 years and have provided excellent service. The rate cost is \$1750 per event. Additional costs listed under "optional services" includes our use of the chip timing service (\$3.00/chip). These are the same rates as the previous contract.



RACE AGREEMENT –Mayor Alai’s 5k Run July 2026 & 2027

This Agreement is made between Hermes Sports & Events (“Hermes”) and the Broadview Heights Recreation Center (“The Organization”). The Organization is the owner of the race and has the right to bring in sponsors, media and partners of their choosing to the event. Hermes is hired as an outside contractor to perform the specific duties outlined within this agreement. Hermes reserves the right to manage multiple events on the Organization’s race day.

PRE-RACE EVENT MANAGEMENT SERVICES

Hermes Sports & Events, Inc., Duties and Responsibilities

Online Registration Management

- Hermes will set up a method for participants to register online with a credit card.
- Hermes will manage the registration process and answer any questions participants may have.
- All processing fees are passed on to the registering participant.
- Use of any outside fundraising platforms will be subject to the terms of that platform.

Database Management

- Hermes will receive all race entry forms and money at our office and process them in our race management software.
- Hermes will provide Organization with pre-race reports such as participant lists, t-shirt size requests and a complete database.

Race Course and Permits

- Hermes will handle the race course design and setup based on input from the Organization.
- Hermes will communicate with the proper authorities to ensure that the course is safe and complies with all city ordinances.
- Hermes will assist with securing (not pay) all permits and police coverage. All costs are the responsibility of the Organization.

Financial Management

- Hermes will collect and process all online registration money.
- Hermes will reconcile dollars received from the online registration company with online registrations.
- Hermes will collect all mail-in race forms and process all money accompanied with these forms.
 - All checks should be made payable to Hermes Sports & Events.
 - Registration form should list Hermes address to mail entry forms.

Initial _____

Marketing

Email Marketing

- Include the Organization's race name, charity, location, date and distance in a minimum of two (2) Hermes Road Racing monthly email newsletters.

Web-Based

- Race will be listed on the Road Racing Calendar of Events page and will include race date and name, and link to registration site.
- Hermes will create an event page based on the entry form you provide. Allow up to 72 hours for completion.
- Hermes will post sponsor logos and links on event page at the Organization's request. Logo files must be provided by organization in JPG or GIF format.
- Hermes will provide Organization with a list of national and regional internet racing calendars to post race information.

Direct Distribution

- Hermes will distribute marketing materials / entry forms provided by the Organization to applicable Hermes activities and events prior to event.
- Hermes will provide Organization a list of suggested locations where you may display your marketing materials.
- As runners call and request entry forms, Hermes will mail them at Hermes expense.

Social Media

- Hermes will share Organization's Facebook Event page on Hermes Road Racing Facebook Event calendar. Organization to inform Hermes when Race Event is created.

Organization Duties and Responsibilities

- Meet with a Hermes representative at the race site to choose start and finish location(s).
- Make initial contact with the appropriate police departments and/or city officials (except in the Cleveland Metroparks). Hermes will follow up after race provides contact information.
- Provide location and site set up (tables, chairs) and personnel for pre-race packet pickups.
- Create and produce the registration entry form/marketing materials in PDF format
- Pay for all expenses of the event including but not limited to police, permits, t-shirts, awards, refreshments, bibs and Hermes' fees.

Race Day Event Logistics

Hermes Sports & Events, Inc., Duties and Responsibilities

Personnel

- Hermes will provide 4 experienced staff members on race morning.
 - One (1) at registration to assist and train volunteers.
 - One (1) timer
 - Two (2) people to set up the course

Volunteer/Staff Training

- Hermes will provide onsite training for all Volunteers and Organization staff for course marshals, timers, water stops, registration and data entry. Organization will be given a complete list of volunteer needs prior to the race.

Finish Line/Course Equipment

- Hermes will provide one (1) finish line clock.
- Hermes will provide water, cups and tables for one (1) water stop located on the course.
- Provide a start and finish line flag or sandwich board.
- Provide mile markers.

Results

- Hermes will provide accurate scoring results from the race.
- Results will be posted after the conclusion of the race online at hermescleveland.com

Onsite and Race Day Finances

- Hermes will provide start up cash for race day registration.
- Hermes will secure, reconcile, and deposit race day entry fees.

Organization Duties and Responsibilities

- Provide a location for registration and packet pick up including tables, chairs, shelter, and access to power.
- Provide volunteers for registration, data entry, course marshals, timers, water stop workers and post-race food. Details to be confirmed with race manager prior to race day.
- Provide refreshments and water for the finish line.
- All post-race ceremonies and award announcements.
- Provide restroom access appropriate to the number of participants.
- Have access to sufficient parking based on number of participants.
- Provide copies of race day entry forms if taking race day paper registrations.
- Provide copies of course maps for distribution or display on race morning.

Post-Race Event Management

Hermes Sports & Events, Inc., Duties and Responsibilities

Event Reports

- Hermes will prepare an event summary which includes registration numbers, feedback from runners, recommendations, etc.
- Hermes will provide Organization a full database of participant information including name, address, phone, email, t-shirt size, etc., in a Microsoft Excel file.
- Hermes will provide Organization a complete financial recap **within six (6) weeks** after the event date to ensure all revenue and expense have been received.

Financial Terms

- 2026 - \$1,750
- 2027 - \$1,750
- Plus \$3.00 per participant which includes the cost of the Hermes bib, chip and safety pins
- All race fees will be reconciled from race proceeds along with any optional service fees.

OPTIONAL SERVICES (*Initial desired services*)

Initial _____

_____ Hermes, provide a custom race number quote to have the race numbers designed with Organization's brand

_____ Tent rental: up to six (6) 10 ft. x 10 ft. tents (\$50/tent)

_____ (1) Sound System and Microphone (generator included) (\$150)
(Organization must provide music device - playable through a connection with an auxiliary cord)

_____ Provide one (1) Hermes branded inflatable and generator for the start/finish line (\$200)
(Subject to availability.)

_____ A set of 6 Colored decorative flags for the start/finish lines (\$100)

_____ (1) Generator for power (\$75) (Subject to availability).

_____ Facilitate the production of my awards/finisher medals (\$100)

_____ Facilitate the production of Organization race t-shirts (rate sheet available upon request)

_____ If Organization needs to be named as an ADDITIONAL INSURED entity, each certificate is \$125

_____ If Organization cannot provide enough volunteers, additional Hermes personnel \$75 per person

_____ Additional Water Stop on the race course (\$250 – does NOT include personnel)

_____ Full Page advertisement in the 2026/2027 Hermes Runner's Digital Event Magazine (\$250) *

_____ Advertisement in the Hermes Monthly E-Newsletter \$300 per issue *

_____ Advertisement on the Hermes Road Racing website \$250 per month *
(*Advertising fees are due with signed contract)

In WITNESS WHEREOF, each of the parties, by its authorized representative has executed this Agreement as of the Effective Date.

Hermes Sports & Events

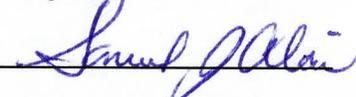
Signature: _____

Name: _____

Title: _____

Date: _____

Broadview Heights Recreation Center

Signature: 

Name: Samuel J Alai

Title: Mayor

Date: October 20, 2025

Initial _____