

AN ORDINANCE ENACTING SECTION 141.03 OF THE ADMINISTRATIVE CODE PROVIDING FOR CONTRACT AUTHORITY AND BIDS

WHEREAS, this Council wishes to require competitive bidding on all purchases of more than \$4,000.00.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Richfield, State of Ohio:

SECTION 1. That Section 141.03 of the Administrative Code be enacted to read as follows:

"141.03 CONTRACT AUTHORITY; BIDS.

The Director of Public Service, serving as Director of Purchasing, shall provide specifications and advertisements and shall attempt to obtain at least three (3) quotations for the purchase of supplies or materials for any work involving not more than Four Thousand Dollars (\$4,000.00) to the extent there are appropriations therefor. When an expenditure or item exceeds Four Thousand Dollars (\$4,000.00) but does not exceed Ten Thousand Dollars (\$10,000.00), the Clerk shall advertise twice for one week. The Council shall then determine the lowest and best qualified bidder and shall authorize the Mayor and Director of Finance to enter into a written contract with the lowest and best qualified bidder.

When an expenditure or item exceeds Ten Thousand Dollars (\$10,000.00), such expenditure shall first be authorized and directed by a Motion or Resolution of Council. When so authorized and directed, the Clerk shall advertise for not less than two (2) nor more than four (4) consecutive weeks as provided by the general laws of the State of Ohio. The bids shall be opened by the Clerk or person designated by the Clerk at the time, date and place specified in the advertisement to bidders or specifications. The Council shall then determine the lowest and best qualified bidder and shall authorize the Mayor and Director of Finance to enter into a written contract with the lowest and best qualified bidder.

In all circumstances, the Council reserves the right to reject any and all bids and to waive informalities in bidding.

In all cases of expenditures of Four Thousand Dollars (\$4,000.00) and above, the above criteria

may be waived by Council if the expenditure falls within one of the following categories:

- (1) Purchase from the State under Sections 125.04 or 5513.01 of the Revised Code.
- (2) Purchase from a governmental body.
- (3) Purchase of professional services.
- (4) Emergency purchases.
- (5) Purchases incapable of being competitively bid.

In all cases, the purchase shall be approved by Council."

SECTION 2. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: June 7, 1994

Daniel S. Staerkel
President of Council

Mayor

Date: _____

ATTEST:

Peggy Malone
Clerk of Council