

ORDINANCE NO. 128-23

AN ORDINANCE TO AMEND THE CITY’S PURCHASING POLICY TO REFLECT AN INCREASE IN COMPETITIVE BIDDING THRESHOLDS, PURSUANT TO SECTION 9.17 OF THE OHIO REVISED CODE, AND NOT DECLARING AN EMERGENCY.

BE IT ORDAINED, by the City of Conneaut, County of Ashtabula and State of Ohio:

SECTION 1. That Sections 6.1 and 6.2 of the City’s purchasing policy are hereby amended as follows:

Purchasing Policy 6.1

o The following table summarizes the requirements for competition at various dollar thresholds:

<u>Dollar Threshold</u>	<u>Competitive Procurement Requirements</u>
Under \$2,500	3 informal quotations (fax, e-mail, etc.) preferred, but not required.
\$2,500 - \$25,000	3 informal quotations (fax, e-mail, etc.) should be submitted with the Purchase Requisition Form. If competitive quotes are not obtained, department staff should indicate on the Purchase Requisition form a valid reason for not seeking competition.
\$25,000 - \$50,000 <u>75,000</u>	3 formal written quotations required. If competitive quotes are not obtained, City Council action is required to award a contract and waive competitive procurement.
Over \$50,000 <u>75,000</u> or <u>the amount specified in ORC 9.17, whichever is greater.</u>	Formal competitive procurement required or Council Authorization waiving competitive procurement.

6.2 Formal Solicitations for Purchases exceeding the amount listed in Section 9.17 of the Ohio Revised Code of \$50,000 or more: (please refer to Chapter 105 or Conneaut Codified Ordinance)

SCHEDULING OF COMPETITIVE BID ITEM:

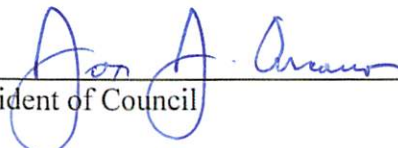
For all purchases of \$50,000 or more exceeding the amount specified in Section 9.17 of the Ohio Revised Code, department staff should contact the City Manager to discuss the most appropriate means of solicitation (formal competitive bid or Request for Proposal (RFP)) and coordinate the desired Council meeting award recommendation presentation. Working backwards, the necessary bid opening, advertising, and legal review can be coordinated. The legal advertising period required is at least 14 days. Therefore, a minimum of two weeks must transpire from the first advertisement date to the date of the actual bid opening.

SECTION 2. That all other prior policies found to be inconsistent with this ordinance are hereby repealed.

SECTION 3. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council or any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is not declared to be an emergency measure in the interests of public peace, health and safety and, shall take effect thirty (30) days after passage.

Passed this 13TH day of Nov., 2023.



President of Council

ATTEST:



Clerk of Council