

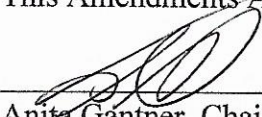
RICHFIELD JOINT RECREATION DISTRICT  
CONTRACT AUTHORITY & BID POLICY  
(Modified July 29, 2024)

- (a) The Park Director, with the approval of the Fiscal Officer, may expend up to five thousand dollars (\$5,000.00), to the extent there are appropriations therefor, for any public improvement, or the purchase or lease of equipment, materials and supplies, or to obtain professional or personal services or for any other lawful purpose. A purchase order shall be required for all purchases of one thousand dollars (\$ 1 ,000.00) or more.
- (b) The Park Director, along with the Treasurer, may make an expenditure which is over five thousand dollars (\$5,000.00) but not more than twenty five thousand dollars (\$25,000.00), for any public improvement, or the purchase or lease of equipment, materials and supplies, or for any other lawful purpose, to the extent there are current appropriations therefor, upon the prior approval of a majority of the Board. Board approval may be conferred by a motion passed at any regular or special meeting of the Board. Board approval shall only be effective provided that at least two (2) written quotations are obtained prior to purchase.
- (c) The Park Director, along with the Treasurer, may make an expenditure which is over twenty-five thousand dollars (\$25,000.00) but not more than the greater of seventy-five thousand dollars (\$75,000.00) in 2024 or the amount established pursuant to Section 9.17 of the Ohio Revised Code in subsequent years, for any public improvement, or the purchase or lease of equipment, materials and supplies, or for any other lawful purpose, to the extent there are current appropriations therefor, upon the prior approval of a majority of the Board. Board approval may be conferred by a motion passed at any regular or special meeting of the Board. Board approval shall only be effective if the Board is provided a written explanation of the amount and purpose of the proposed expenditure prior to said motion and vote. The Park Director shall cause informal specifications to be prepared and shall attempt to obtain at least three (3) written quotations.
- (d) In situations covered by subsections (b) & (c) of this Policy, the requirements for multiple quotations may be waived by the Board under the conditions identified below in subsections (g)(1) through (g)(7) of this Policy.
- (e) Subject to the exceptions set forth in subsection (g), below, or other applicable statutory and common law exceptions, when an expenditure for any public improvement, or the purchase or lease of equipment, materials and supplies, or for any other lawful purpose, exceeds the greater of seventy-five thousand dollars (\$75,000.00) in 2024 or the amount established pursuant to Section 9.17 of the Ohio Revised Code in subsequent years, such expenditure shall first be authorized by Board Resolution, and the Board shall cause plans and specifications and forms of bids to be prepared. When so authorized, the Park Director shall cause advertisement for bids in a newspaper of general circulation not less

than thirty (30) days prior to the deadline for submission of bids. The bids shall be opened by the Park Director or person designated by the Park Director at the time, date and place specified in the advertisement to bidders or specifications. The Board shall then determine the lowest and best qualified bidder and shall authorize the Chairman and the Board of Trustees and the Treasurer to enter into a written contract with the lowest and best qualified bidder.

- (f) In all circumstances, the Board reserves the right to reject any and all bids and to waive any and all informalities in the bidding process or bidding documents.
- (g) In all cases of any expenditure exceeding seventy-five thousand dollars (\$75,000.00), the above criteria may be waived by the Board if the expenditure falls within one of the following categories:
  - (1) Purchase from the State under Ohio R.C. 125.04 or 5513.01.
  - (2) Purchase from a governmental body.
  - (3) Purchase of professional services.
  - (4) Emergency purchases.
  - (5) Purchases incapable of being competitively bid.
  - (6) Purchase from another supplier upon equivalent terms, conditions and specifications but at a lower price than is offered by the State under Ohio R.C. 125.04(c).
  - (7) Any other exception to competitive bidding applicable to municipal corporations or joint recreation districts set forth in the Ohio Revised Code or other Ohio law.
- (h) In all cases of purchases under subsection (g) above, the purchase shall be approved by the Board through Resolution which identifies the applicable exception.

First Adopted Effective September 14, 2015  
Amended February 22, 2021  
This Amendments Adopted July 29, 2024

  
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Anita Gantner, Chair  
Board of Trustees  
Richfield Joint Recreation District