



## **RICHFIELD JOINT RECREATION DISTRICT CONTRACT AUTHORITY & BID POLICY**

- (a) The Chairman of the Board of Trustees, with the approval of the Treasurer and Fiscal Agent, may expend up to five thousand dollars (\$5,000.00) to the extent there are appropriations therefore, 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.
- (b) *The Chairman of the Board of Trustees, along with the Treasurer and Fiscal Agent, may make an expenditure which is between five thousand dollars (\$5,000.00) and 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 therefore, upon the prior approval of a majority of the Board, which approval may be given by a motion and vote at any regular or special meeting of the Board. Authorization provided by the Board shall only be effective provided that at least two (2) written quotations shall be obtained prior to purchase.*
- (c) The Chairman of the Board of Trustees, along with the Treasurer and Fiscal Agent, may make an expenditure which is between twenty-five thousand dollars (\$25,000.00) and fifty thousand dollars (\$50,000.00), 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 therefore, upon the prior approval of a majority of the Board, which approval may be given by a motion and vote at any regular or special meeting of the Board. Authorization provided by Council shall only be effective if all members of the Board are provided a written explanation of the amount and purpose of the proposed expenditure prior to said motion and vote. The Board shall cause 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) In accordance with Section 755.29, et seq. of the Ohio Revised Code, and subject to certain statutory and common law exceptions, including but not limited to those set forth below in subsection (g), when an expenditure for any public improvement, or the purchase

or lease of equipment, materials and supplies, or for any other lawful purpose, exceeds fifty thousand dollars (\$50,000.00), such expenditure shall first be authorized and directed by a Resolution of the Board, and as part of such authorization the Board shall cause plans and specifications and forms of bids to be prepared. When so authorized and directed, the RJRD Administrator shall advertise for not less than thirty (30) days as provided by the general laws of the State of Ohio. The bids shall be opened by the RJRD Administrator or person designated by the RJRD Administrator 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 of 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 fifty thousand dollars (\$50,000.00), 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 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.

Adopted Effective **September 14, 2015**

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Chairman, Board of Trustees  
Richfield Joint Recreation District