

ORDINANCE NO. 15-03  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Roger W. Krass ON THE 18<sup>th</sup>  
DAY OF August, 2003.

AN ORDINANCE TO AMEND CHAPTER 210, CONTRACTS AND PURCHASING, OF THE CENTERVILLE MUNICIPAL CODE TO PROVIDE THAT COMPETITIVE BIDS BE TAKEN FOR THE PURCHASE OF SUPPLIES AND MATERIALS WHEN THE COST EXCEEDS \$30,000.00.

WHEREAS, Chapter 210 of the Centerville Municipal Code establishes competitive bidding procedures for the purchase of supplies, materials, and labor for the City of Centerville, and

WHEREAS, Section 210.01 requires that City Council by Resolution authorize the purchase of supplies, materials and labor in excess of \$20,000.00 through the competitive bidding procedure, and

WHEREAS, It has been determined that the City Manager be authorized to purchase up to \$30,000.00 without competitive bidding.

NOW THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS THAT:

SECTION 1. Section 210.01 be amended as follows with the bracketed portions deleted and the underlined portions added:

210.01 AUTHORITY OF MANAGER; COMPETITIVE BIDS.

- (a) The Manager is authorized to make any contract, purchase supplies and materials and provide labor for any work for the City involving an expenditure of not more than [twenty thousand dollars (\$20,000)] thirty thousand dollars (\$30,000).
- (b) When an expenditure for any purpose mentioned in subsection (a) hereof exceeds [twenty thousand dollars (\$20,000)] thirty thousand dollars (\$30,000), the Manager shall take bids and Council shall, by resolution, authorize and direct the Manager to make and execute all necessary contracts and to make such expenditures according to the procedure hereinafter set forth.
- (c) The authorization contained in subsections (a) and (b) hereof shall include,

but shall not be limited to, contracts involving the joint purchase of supplies, materials and labor with other jurisdictions and regional authorities provided however, that with respect to the Manager's authority under subsection (a) hereof requiring no bids, he or she shall not have the authority to bind the City to any contract with another jurisdiction or regional authority if the City's joint or several liability thereunder may exceed [twenty thousand dollars (\$20,000)] thirty thousand dollars (\$30,000).

- (d) The provisions of Ohio R.C. 153.50 through 153.52 shall have no application to any contracts for work and materials on public improvement projects within the City, and the Manager may, at his or her discretion, determine that such projects may be bid as a whole and not separately.

SECTION 2. Section 210.08 be amended as follows with the bracketed portions deleted and the underlined portions added:

#### 210.08 PURCHASING PROCEDURE

Whenever the head of a department deems it necessary or desirable that supplies, materials, equipment or contractual services be purchased or secured, said department head shall prepare, sign and submit to the Purchasing Agent a requisition thereof, approved by the Manager, specifying the nature of the purchase desired, the quantity required and the performance requirements to be met. Upon receipt of such requisition, the Purchasing Agent shall inquire of potential suppliers as to the cost of such purchase, in the form of informal offers to supply the items required. If the probable cost thereof will be [twenty thousand dollars (\$20,000)] thirty thousand dollars (\$30,000) or more, he or she shall notify the Manager, who will initiate the formal bidding process as provided in this chapter. If the cost is less than [twenty thousand dollars (\$20,000)] thirty thousand (\$30,000), he or she shall recommend to the Manager that the Manager purchase from the supplier offering the lowest and best bid among the informal bidders. In the event multiple bids are not available, the City Manager shall bring before City Council for approval any purchase greater than [\$15,000] twenty-five thousand dollars \$25,000. All contracts shall have attached a certificate of availability of funds signed by the Director of Finance.

SECTION 3. This Ordinance shall become effective at the earliest date allowed by law.

PASSED this 18<sup>th</sup> day of August, 2003.

Sally D. Beals  
Mayor of the City of Centerville, Ohio

Debra A. James, Assistant  
Clerk of Council of the City of Centerville,  
Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio hereby certifies the foregoing to be a correct copy of Ordinance No. 15-03, passed by the Council of the City of Centerville, Ohio on the 18<sup>th</sup> day of August, 2003.

Debra A. James, Assistant  
Clerk of Council

Approved as to form, consistency  
with the Charter and Constitutional  
Provisions.

Department of Law  
Robert N. Farquhar  
Municipal Attorney