

# RECORD OF RESOLUTION

Resolution No. 2024-R-12 Passed November 4, 2024  
YEAR

VILLAGE COUNCIL OF NORTH FAIRFIELD, OHIO  
RESOLUTION NO.: 2024-R-12

## PURCHASE AND PROCUREMENT POLICY

### A RESOLUTION ADOPTING A PURCHASE AND PROCUREMENT POLICY FOR THE VILLAGE

WHEREAS, Village Council wishes to adopt a Purchase Policy to provide for reasonable guidance to village officials for purchases and other procurement; and

WHEREAS, the 2024 Finance / Audit Committee of Village Council (Committee of the Whole) has reviewed the attached proposed Purchase Policy and recommends its adoption; and

WHEREAS, the Mayor, Fiscal Officer, and Village Administrator recommend adoption.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NORTH FAIRFIELD, STATE OF OHIO: (RC 731.18)

SECTION 1. That Village Council hereby adopts the attached PURCHASE AND PROCUREMENT POLICY. (ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE)

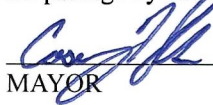
SECTION 2. PUBLIC MEETING. That it is found and determined that all formal actions of this public body concerning or relating to the passage of this legislation were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of Section 121.22 of the Ohio Revised Code.

WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 4 day of November, 2024.

### ATTESTATION (RC 731.20)

We hereby attest and affirm that the foregoing legislation received the necessary affirmative roll call votes required for passage by R.C. 731.17.

  
MAYOR

  
FISCAL OFFICER

### LEGISLATION READINGS ORC 731.17(A)

- (1) Each ordinance and resolution shall be read by title only, provided the legislative authority may require any reading to be in full by a majority vote of its members.  
(2) Each ordinance or resolution shall be read on three different days, provided the legislative authority may dispense with this rule by a vote of at least three-fourths of its members.

First Reading: 10/7/24 Second Reading: 10/21/24 Third Reading: 11/4/24

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## ROLL CALL VOTE ORC 731.17(A)(3)

The vote on the passage was taken by yeas and nays and entered upon the journal. Each ordinance or resolution shall be passed, except as otherwise provided by law, by a vote of at least a majority of all the members of the legislative authority. Yeas, nays, abstentions, excused or absent votes were recorded as follows:

Yes  
Adam Rouse

Excused  
Sharleen Coy

No  
Jeremy Antill

Yes  
Cody Hacker

Excused  
Trevor Arnold

Yes  
Joshua Radcliffe

PREPARED BY AND APPROVED AS TO FORM [See also RC 731.21(B)]:

  
VILLAGE SOLICITOR, Steve Palmer

## CERTIFICATE OF PUBLICATION ORC 731.21 and 731.22

Pursuant to ORC 731.21(A)(3), I hereby certify that a succinct summary of the above legislation was/will be published using the following method: **ON THE WEBSITE AND SOCIAL MEDIA ACCOUNT OF THE MUNICIPAL CORPORATION**

The succinct summary was reviewed by the village solicitor as required by ORC 731.21(B). Publication was/will be made at least once a week for two consecutive weeks as required by ORC 731.22.

  
FISCAL OFFICER

ATTACHMENT(S) TO FOLLOW

# RECORD OF RESOLUTION

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## VILLAGE OF NORTH FAIRFIELD, OHIO PURCHASE AND PROCUREMENT POLICY

### PURPOSE:

*To provide fair and reasonable rules for the administrator of village purchases and procurement.*

### PURCHASES OF LESS THAN \$2,500.00

*Purchases of less than \$2,500.00 shall be approved by Motion of Council unless otherwise authorized by Resolution.*

*Village shall obtain no fewer than two (2) proposal/quotes unless Council determines that the vendor is a sole available provider due to the circumstances or unless deemed an immediate necessity by Motion of Council.*

### PURCHASES OF \$2,500.00, BUT LESS THAN \$10,000

*Shall be authorized by Resolution and written contract unless deemed an immediate emergency or necessity by Motion of Council.*

*Village shall obtain no fewer than two (2) or more quotes/proposals unless deemed an immediate emergency/necessity by Motion of Council.*

*Village shall obtain no fewer than two (2) or more proposals/quotes or unless determined that purchase or procurement is only provided by a sole source as determined by Motion of Council.*

### PURCHASES OF \$10,000.00, BUT LESS THAN COMPETITIVE BIDDING THRESHOLD (See ORC 9.17)

*Shall be authorized by Resolution and written contract.*

*Village shall obtain three (3) or more proposals unless deemed an immediate emergency necessity by Motion of Council.*

*Village shall obtain three (3) or more proposals unless determined that purchase or procurement is only provided by a sole source as determined by Motion of Council.*

### PURCHASES OVER \$25,000.

*See ORC 9.231. Written Contract*

### PURCHASES IN EXCESS OF COMPETITIVE BIDDING THRESHOLD(See ORC 9.17)

*Shall be authorized by Ordinance and written contract.*

*The village shall comply with competitive bidding threshold as provided by ORC 9.17 (See also ORC 731.141)*

*Emergency conditions obviate formal bidding and advertising. In case of real and present emergency (ORC 735.051) or SOLE SOURCE Exception*

Approved this 4 day of November, 2024 by Res No.: 2024 - R -12.

*History*

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