

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 1.12 PURCHASING REQUIREMENTS

- A. Anything to be purchased, leased, leased with an option or agreement to purchase, or constructed including, but not limited to, any product, structure, construction, reconstructions, improvement, maintenance, or service, with certain notable exceptions shall be obtained through competitive bidding when the estimated cost is in excess of \$50,000.
- B. All purchases over \$1,000 but under \$50,000 will be based on price quotations submitted by at least three vendors, if possible. These quotations will be treated confidentially until the deadline for filing is passed. Thereafter they will be public information and shall be maintained for the longer of at least one year after the contract is awarded or the amount of time required by the federal government.
- C. The Superintendent is authorized to make purchases up to \$15,000 without prior DD Board approval.
- D. Situations that can be excluded from competitive bidding requirements, even though the cost may exceed \$100,000, are outlined in ORC 307.86 and include but are not limited to:
  - 1. Contracts for the services of certain professionals (e.g., accountant, attorney, architect, consultant, et al.),
  - 2. The existence of a real and present emergency as determined by the County Board of Commissioners, and the estimated cost is less than \$100,000, or there is an actual physical disaster to structures, radio communications equipment or computers;
  - 3. Services related to information technology, such as programming services that are proprietary or limited to a single source;
  - 4. Purchases of services in aid of people with developmental disabilities made under ORC 5126.05; and
  - 5. Insurance policies, including health insurance, although there are a number of conditions that must be met.
- E. Once a purchase or lease has been approved by the DD Board, the Superintendent, or designee, will assemble the proper specifications and make the necessary arrangements for public advertising for bids in accordance with ORC 307.87 with the County Commissioners Office. The Board of Commissioners, or designee, will receive the bids and record them. The Superintendent will make his/her recommendation concerning the bids to the DD Board and, upon approval of the DD

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Board, he/she will submit the recommendation to the Board of Commissioners. Upon approval, the Superintendent, or designee, will process purchase orders to those bidders awarded contracts and notify the other bidders of the results of the bidding.

REF.: ORC Sections 307.86 to 307.92