

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 2.02 CAPITAL IMPROVEMENTS**

### **(O.R.C. 307.86 and 307.87)**

- A. Capital improvement projects should be prioritized based on short-term, intermediate, and long-term needs and included in the Board's annual planning process.
- B. Expenditures between \$5,000 and \$15,000 will require a minimum of three letterhead quotes, if circumstances permit. All expenditures under \$15,000 will be at the discretion of the Superintendent.
- C. The approval process for all expenditures of \$15,000 or more will be as follows:
  - 1. Expenditures between \$15,000 and \$50,000 will require a minimum of three letterhead quotes, if circumstances permit, and must be approved by the Board.
  - 2. Expenditures over \$50,000 will go through the bidding process in accordance with O.R.C. 307.87, and:
    - a. The Superintendent, or designee, will assemble the proper specifications and make the necessary arrangements for public bidding and price quotations;
    - b. The Board of County Commissioners, or designee, will receive the bids and record them;
    - c. The Superintendent will make his/her recommendations concerning the bids to the DD Board, and;
    - d. Upon approval of the DD Board, he/she will submit the recommendation to the Board of County Commissioners. Upon its 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.
- D. The intent of this policy is not to limit the expenditures needed for crucial systems that breakdown and require immediate repair.