

Resolution No. 2026-05-18-005

A RESOLUTION ADOPTING A PURCHASING AND BIDDING POLICY FOR THE VILLAGE OF WAYNE LAKES, OHIO.

WHEREAS, the Village must ensure that all purchases are made in a fair, transparent, and cost-effective manner; and **WHEREAS**, Ohio law requires competitive bidding for certain expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Wayne Lakes, Darke County, Ohio:

Section 1. Adoption of Policy

The Purchasing and Bidding Policy attached hereto is hereby adopted.

Section 2. Administration

The Fiscal Officer and Mayor shall administer the purchasing procedures and maintain procurement records.

Section 3. Effective Date

This Resolution is hereby deemed to be an emergency measure, necessary for the health, safety, and welfare of the citizens of the Village, and which Resolution shall take effect and be in force at the earliest period allowed by law.

Passed by the Village of Wayne Lakes, Ohio, this 18 day of May 2026.


President of Council


JOHNA WATHEN, FISCAL OFFICER


LINDA CLARK, MAYOR

EXHIBIT A

Purchasing and Bidding Policy Village of Wayne Lakes, Ohio *(Attachment to Resolution 2026-05-18-005)*

1. Purpose

This Purchasing and Bidding Policy establishes uniform procedures to ensure that all procurement by the Village of Wayne Lakes is conducted in a **fair, transparent, cost-effective, and lawful** manner. All purchasing activities shall comply with applicable provisions of the Ohio Revised Code.

2. Authority and Responsibility

- The **Mayor and Fiscal Officer** are responsible for administering this policy.
- Department heads may initiate purchase requests but may not obligate Village funds without proper authorization.
- The Fiscal Officer shall maintain all procurement records, including quotes, bids, contracts, and purchase orders.

3. Purchasing Thresholds

A. Purchases Under \$1,000

- May be approved by the Mayor or Fiscal Officer.
- Competitive quotes are encouraged but not required.

B. Purchases from \$1,000 to \$10,000

- At least **two verbal or written quotes** should be obtained when practical.
- Documentation of quotes must be retained.

C. Purchases Over \$10,000

- At least **three written quotes** should be obtained when practical.
- Award shall be made to the **lowest and best responsible vendor**.

D. Purchases Requiring Competitive Bidding

- Expenditures exceeding the statutory threshold (currently **\$75,000**, subject to change) require formal competitive bidding unless an exception applies.
- All bidding shall comply with R.C. 731.14, 731.141, and other applicable statutes.

4. Competitive Bidding Procedures

1. Preparation of Specifications

The Mayor or designee shall prepare clear, complete specifications for the goods or services to be procured.

2. Notice of Bid

Public notice shall be issued as required by law, stating the time, place, and manner for submitting bids.

3. Bid Opening

Bids shall be opened publicly at the time and place specified in the notice.

4. Award of Contract

Contracts shall be awarded to the **lowest and best responsible bidder**. Council approval is required for all competitively bid contracts.

5. Rejection of Bids

The Village may reject any or all bids when doing so is in the best interest of the Village.

5. Emergency Purchases

Emergency purchases may be made without competitive bidding when necessary for the immediate preservation of public health, safety, or welfare. The Mayor shall document the emergency and report the purchase to Council at the next regular meeting.

6. Cooperative Purchasing Programs

The Village may purchase through:

- Ohio DAS Cooperative Purchasing Program
- State Term Contracts
- Other authorized cooperative purchasing programs

Purchases made through such programs satisfy competitive bidding requirements.

7. Conflicts of Interest

All Village officials and employees involved in purchasing shall comply with Ohio ethics laws and avoid conflicts of interest, including accepting gifts, favors, or personal benefits from vendors.

8. Purchase Orders and Fiscal Controls

- No purchase shall be made without a properly issued **purchase order** certifying the availability of funds.
- The Fiscal Officer shall ensure compliance with R.C. 5705.41(D) and all budget