

Warren County Board of Supervisors

RESOLUTION NO. 291 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, MCDEVITT, DRISCOLL, AND LEGGETT

AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS OR THE DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES TO ENTER INTO AND EXECUTE AGREEMENTS WITH VARIOUS VENDORS OR CONTRACTORS REGARDING SERVICES REQUIRED ON AN “AS NEEDED” BASIS FOR THE OFFICE OF EMERGENCY SERVICES, SUBJECT TO CERTAIN CONDITIONS

WHEREAS, in the regular course of performing its customary and usual governmental functions or performing functions assigned to it by the Board of Supervisors, the Warren County Office of Emergency Services utilizes minor routine and/or emergency services from a number of vendors or contractors, and

WHEREAS the Director of the Office of Emergency Services has requested authorization to enter into agreements with various vendors or contractors regarding services required on an “as needed” basis for the Office of Emergency Services, for an amount not to exceed Ten Thousand Dollars (\$10,000) per vendor/contractor, per year, and

WHEREAS, the services are not usually something performed by the County’s workforce and approval of these agreements by the Board of Supervisors appears to be routine and ministerial due to the obvious need for such services by the Office of Emergency Services on a regular and reoccurring basis, and

WHEREAS, the Director of the Office of Emergency Services budgets for these types of services which generally range in costs from a few hundred dollars to a few thousand dollars, and

WHEREAS, any agreement that requires an RFP or a formal bid would require an additional Board resolution and the agreement would be executed by the Chair of the Board of Supervisors, and

WHEREAS, the Criminal Justice & Public Safety Committee has approved the request as outlined, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors or the Director of the Office of Emergency Services be, and hereby are, authorized from time to time and without the need for any additional

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resolutions, to enter into and execute agreements on behalf of Warren County with various vendors or contractors regarding services required on an “as needed” basis when the cost for such services are within the current budget year of the Office of Emergency Services and subject to the following conditions: (1) no agreement may exceed the aggregate amount of Ten Thousand Dollars (\$10,000) per vendor/contractor, per year, and to include minor amendments to reflect necessary changes or change in terms in regulation; (2) the services must have been budgeted for in the current year and there must be sufficient funds available to pay for the same in the current budget year, and purchase orders and/or computer data entries required by the County’s accounting software must be prepared, signed and submitted; (3) the County’s Purchasing Policy must be followed, except no resolution shall be required; and (4) any agreements must be approved by the Director of the Office of Emergency Services and, if required, in a form approved by the County Attorney.