

Warren County Board of Supervisors

RESOLUTION NO. 139 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, GERACI, MERLINO, MADAY, DRISCOLL, DICKINSON, STROUGH, BRUNO AND ETU

AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE CONTRACTS WITH VENDORS OR CONTRACTORS UP TO \$10,000 UPON DEPARTMENT HEAD APPROVAL AND TO AMEND THE WARREN COUNTY PURCHASING POLICY ACCORDINGLY

WHEREAS, Resolution No. 505 of 2023 adopted the revised Warren County Purchasing Policy, effective November 17, 2023 (hereafter “Purchasing Policy”), which delegated the Chair of the Board of Supervisors the authority to execute contracts valued under \$1,000.99 during a twelve-month period without further approval from the Board of Supervisors, and

WHEREAS, Department Heads require contracts for commodities, equipment, furniture, services, and professional services which are necessary to accomplish their assigned duties and responsibilities on behalf of the County of Warren and which are not available or performed by the County’s workforce, and

WHEREAS, Department Heads plan, request and receive annual appropriations in the County budget to cover the anticipated expenses from such contracts and currently delay entering into contracts for such expenses until approved through their assigned committee and the Board of Supervisors, and

WHEREAS, the County’s committees and Board of Supervisors routinely receive, review and approve department requests for contracts despite no sealed bids or requests for proposals being required for contracts under \$10,000 during a twelve-month period, and

WHEREAS, the Finance & Budget Committee approved the County Administrator’s request to delegate authority to the Chair of the Board of Supervisors to execute contracts with vendors and contractors which are approved by the Department Head and which do not exceed Ten Thousand Dollars (\$10,000) during a twelve-month period, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors authorizes the Chair of the Board of

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Supervisors to execute contracts with vendors and contractors on behalf of the County of Warren without further approval by the Board of Supervisors, upon the approval of the County Purchasing Agent, and in a form approved by the County Attorney, when: (1) the Department Head provides written approval for the contract and its terms and conditions; (2) the Department Head verified that the department's current year budget appropriation contains sufficient funds to pay the expense incurred by the contract during the current budget year; (3) that the total cost of the contract or a future amendment to the contract does not exceed Ten Thousand Dollars (\$10,000) for the subject matter of the contract during a twelve-month period; (4) that the total term of the contract does not exceed three years; (5) that the Department complied with all requirements of the County's Purchasing Policy, to include but not be limited to: obtaining all verbal or written quotes required by the Purchasing Policy, and be it further

RESOLVED, that Resolution No. 505 of 2023, Schedule "A" Warren County Purchasing Policy, Section II, entitled "Purchasing Procedures, subsection A, entitled "Procedures Applicable to all Purchases Regardless of Dollar Amount, sub-subsection (9) shall be and is amended, as follows:

- To DELETE "\$1,000.99" and "\$1,001.00" and to INSERT "not to exceed \$10,000.00," and
- To DELETE "unless blanket authority (by Resolution) has already been given to the Department" and to INSERT "except for the blanket authority provided to the Superintendent of the Department of Public Works by Resolution No. 375 of 2010; the Commissioner of Social Services by Resolution No. 276 of 2017 and the Director of Public Health/Patient Services by Resolution No. 350 of 2023," and be it further

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution Nos. 492 of 2013; 103 of 2017; 241 of 2023 and 291 of 2023.