

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Purchasing

COQ: VII-A.7

Effective: 9/1/15

Supersedes: 1/1/14

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will purchase equipment, materials, and professional services for the MHRSB in accordance with ORC Section 307.86, the standards and regulations established by the county, prudent business practices, and the MHRSB's commitment to affirmative action.

ACCOUNTABILITY

Director of Operations and Information Technology, Associate Executive Director

PROCEDURE

A. State Regulations:

Anything to be purchased, leased, leased with an option or agreement to purchase, or constructed, including, but not limited to, any product, structure, construction, reconstruction, improvement, maintenance, repair, or service, except the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the county or contracting authority, as defined in Section 307.92 of the Revised Code at a cost in excess of \$50,000, except as otherwise provided in division (D) of section 713.23 and in sections 9.48, 125.04, 125.6 to 125.6012, 307.022, 307.041, 307.861, 339.05, 340.03, 4115.31 to 4115.35, 5119.44, 5513.01, 5543.19, 5713.01, and 6137.05 of the Revised Code, shall be obtained through competitive bidding. However, competitive bidding is not required in instances outlined in ORC 307.86, including, but not limited to:

1. The Board of County Commissioners determines that an emergency exists.
2. It is determined that there is only a single supplier of the item to be purchased.
3. Such purchase is from the federal government, state, county or contract authority thereof, a board of education, township or municipal corporation.

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B. State Regulations:

1. Purchases of \$50,000.00 and over shall be advertised on the MHR SB's website or through a legal notice published in local print media that has wide distribution in the African American and Hispanic communities. Bids may also be solicited directly from known responsible suppliers. If the Board uses a legal notice it shall be advertised at least once a week for two consecutive weeks.
2. Purchases of \$7,500.00 through \$49,999.99, requires that three written quotations be solicited from known responsible suppliers. See F. Affirmative Action for additional requirements.
3. Purchases of any equipment that will access Lucas County Auditor's Office network must receive prior approval from the Lucas County Auditor's Office IT department.

C. Award of Purchases:

Purchases under this policy should, whenever possible, be based on competitive bids but shall be awarded to the lowest and best bid based on the criteria established for that bid which shall include but not be limited to price, quality, delivery, qualifications, etc. The MHR SB shall retain the right to reject any and all bids.

D. Purchase Orders:

1. All purchases of \$250 or more shall be made using an approved purchase order signed by an authorized MHR SB employee. The purchase order shall include, at a minimum, the name and address of the supplier, a description(s) of the goods and/or services being purchased along with the agreed upon price.
2. A list of employees who are authorized to approve purchase orders will be approved on an annual basis by the Executive Director. The list will also contain any dollar limitations or limits on the type of purchase that each employee may approve.

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E. Contracts:

Using the MHR SB's professional services contract form, a contract shall be prepared and executed for the purchase of all professional services in excess of \$3,000.

F. Affirmative Action:

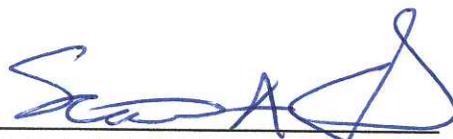
The MHR SB shall follow its Affirmative Action Program in its implementation of this policy in accordance with ORC 340.12. In the interest of increasing our purchases from Minority Business Enterprises, as defined in ORC, the MHR SB will take these additional steps:

1. Purchases of \$3,000 through \$49,999.99 will require that three written quotations be solicited from known responsible suppliers. Reasonable effort will be made to obtain written quotations from Minority Business Enterprises. These purchase opportunities will be advertised on the MHR SB website.
2. For purchases of over \$7,500, a legal notice will be published in local print media that has wide distribution in the African American and Hispanic communities.
3. The MHR SB will access the PlanetBids portal which is maintained by Lucas County to find Minority Business Enterprises that are responsible suppliers which may be interested in submitting written quotations for purchases of \$3,000 through \$49,999.99.

G. Violations:

MHR SB staff will be held personally liable for any unauthorized purchase, and may result in disciplinary action up to and including termination.

Approved:


Scott A. Sylak, Executive Director


Date