

CLEVELAND PUBLIC LIBRARY

Board Meeting

November 15, 2018

**RESOLUTION AUTHORIZING BLANKET PURCHASE ORDERS
IN EXCESS OF \$25,000**

WHEREAS, The Cleveland Public Library issues annual blanket purchase orders (“POs”) as an administrative convenience when the Library anticipates making repeated purchases throughout the year for certain categories of goods and services; and

WHEREAS, The Library issues blanket POs for such categories of purchases as utilities, postage, fuel, and telecommunications, and the Library also issues blanket POs to certain vendors when the Library anticipates making multiple repeated purchases during the course of the year from a particular vendor; and

WHEREAS, On April 18, 1996, the Board of Library Trustees authorized the Clerk Treasurer (now known as the Fiscal Officer) authority to issue purchase orders for goods and services up to and including \$25,000 without Board approval, and on May 16, 2002, the Board granted the authority to enter into contracts for such goods and services up to and including \$25,000 to the Director of the Library or his designee; and

WHEREAS, Depending on the Library’s needs during any given year, the total amount expended under a particular blanket PO may exceed the \$25,000 cap set by the Board of Library Trustees on April 18, 1996; and

WHEREAS, The Library Administration is requesting authority commencing with the current year, to issue annual blanket POs in excess of \$25,000, to various vendors for utilities, postage/freight, fuel, and telecommunications, and to authorize blanket POs not-to-exceed \$50,000, for purchases from the following vendors: Mars Electric Company, Sutton Industrial Hardware Limited, Cleveland Hermetic & Supply, Inc., The Midland Hardware Company, and Ohio Glass Doctor, Inc.; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Fiscal Officer to issue annual blanket purchase orders in excess of \$25,000 for purchases of utilities, postage/fuel, fuel, and telecommunications for the current calendar year and each year thereafter; now therefore be it further

RESOLVED, That the Board of Library Trustees authorizes the Fiscal Officer to issue blanket purchase orders not-to-exceed \$50,000 for purchases from Mars Electric Company, Sutton Industrial Hardware Limited, Cleveland Hermetic & Supply, Inc., The Midland Hardware Company, and Ohio Glass Doctor, Inc. for years 2018 and 2019.