

FAIRFIELD TOWNSHIP

RESOLUTION 2023 - 06

**A RESOLUTION ESTABLISHING THE
SMALL PURCHASING POLICY OF FAIRFIELD TOWNSHIP**

WHEREAS, the legislative body of Fairfield Township is a three (3) member board established by the laws found in Indiana Code § 36-6-6, *et. al.* (“Township Board”);

WHEREAS, the Township Board, as the governing body, is responsible for overseeing all fiscal matters obligating Fairfield Township;

WHEREAS, the Township Board in exercising its fiduciary responsibilities desires to safeguard the funds of Fairfield Township;

WHEREAS, Indiana Code § 5-22-1 *et. seq.* (the “Act”) applies to every expenditure of public funds by a unit of government for public purchases;

WHEREAS, it is necessary that this governmental body adopt certain rules and procedures to bring Fairfield Township into compliance with the provisions of the Act; and,

NOW, THEREFORE, BE IT RESOLVED by the Fairfield Township Board as follows:

Section 1: DESIGNATION OF PURCHASING AGENCY

The Township Board shall be designated as the purchasing agency for Fairfield Township, Tippecanoe County, Indiana.

Section 2: POWERS OF PURCHASING AGENCY

The purchasing agency shall:

1. Within its jurisdictional area, assume the duties, powers and responsibilities assigned to purchasing agencies under the Act.

2. Adopt any necessary policies created by the Trustee, not inconsistent with the Act or this Resolution, for obtaining materials, supplies, equipment or contractual services for the Township as may be best suited to obtain the greatest economic value for the Township.

3. Approve any specifications and notice to bidders, as created by the Trustee and presented to the Township Board, and ensure that required notices are published where bidding and publication of notices are required by law.

4. Cooperate and consult with the Township's Trustee for the purpose of ensuring that adequate funds are available to make necessary purchases and acquisitions to assure that they are within the limits of the budget appropriations.

5. Designate, in writing, such additional purchasing agents as are necessary to carry out the purposes of the Resolution.

Section 3: SMALL PURCHASE PROCEDURES

1. The Trustee is hereby declared a Purchasing Agent and is authorized to purchase materials or supplies with an estimated cost of up to Twenty-Five Thousand Dollars (\$25,000.00) on the open market without inviting or receiving quotes or bids.

Section 4: PREPARATION OF SPECIFICATIONS AND SPREADSHEET OF SPECIFICATIONS

1. Specifications shall be prepared by the Purchasing Agent for all materials and supplies to be purchased. Such specifications shall describe the materials and supplies to be purchased with reasonable specificity and may describe such criteria as

shall be used to evaluate materials and supplies offered for purchase. Such criteria may include provisions for inspection and testing of supplies; ascertaining the quality and workmanship of supplies; determining the delivery time for supplies; and, in the case of supplies provided by Trusts, imposing the statutory requirements relevant to public purchases from Trusts.

2. Specifications shall be written to promote economy for the purposes intended.

3. Specifications shall be written to encourage competition in satisfying the needs of the Territory.

4. The Purchasing Agent shall maintain a file of specifications prepared by or under the authority of the Purchasing Agent.

Section 5: PURCHASE OF SERVICES

The purchasing agents may purchase all services in whatever manner the purchasing agency determines to be reasonable.

RESOLVED by the Board of Fairfield Township, on this _____ day of _____, 2023.

FOR:

AGAINST:

_____ Perry Schnarr _____

_____ Susan Schechter _____

_____ Arissa Beck _____

ATTEST:

Monica Casanova, Trustee