

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 13, 2022

**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 November 15, 2018, the Board of Library Trustees authorized the Fiscal Officer to issue blanket purchase orders not-to-exceed \$50,000 for years 2018 and 2019 for purchases from Mars Electric Company, Sutton Industrial Hardware Limited, Cleveland Hermetic and Supply, Inc., the Midland Hardware Company, and Ohio Glass Doctor; and

WHEREAS, Upon examination of the Library’s use of blanket purchase orders in 2022 thus far, the Library Administration requests authority to issue a blanket PO not-to-exceed \$50,000 for purchases from Best Buy Tire & Automotive Service, LLC for the year 2022; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Fiscal Officer to issue a blanket purchase order not-to-exceed \$50,000 for purchases from Best Buy Tire & Automotive Service, LLC for the year 2022.