

October 2, 2024

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager



202402110

Subject: **Emergency Ordinance – Cincinnati Fire Department: Then and Now Payment to W.W. Grainger, Inc.**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$654.48 to W.W. Grainger, Inc. from Cincinnati Fire Department General Fund non-personnel operating budget account no. 050x271x5000x7369 for the purchase of reciprocating saw blades invoiced on July 18, 2024, pursuant to the attached then and now certificate from the Director of Finance.

Approval of this Emergency Ordinance would authorize the payment of \$654.48 to W.W. Grainger, Inc. from Cincinnati Fire Department General Fund non-personnel operating budget account no. 050x271x5000x7369 for the purchase of reciprocating saw blades invoiced on July 18, 2024, pursuant to the attached then and now certificate from the Director of Finance.

The City entered into a master agreement with W.W. Grainger effective June 27, 2019, to provide the City with electrical and industrial supplies, tools, equipment, maintenance, repairs, and operation. In June 2024, a change order was entered to extend the contract though January 31, 2025.

Administrative Regulation 14 stipulates purchases made against a contract, inclusive of purchases below the no-certification limit, require the creation of a delivery order (DO) and approval by a Purchasing Agent in advance of purchase. The Cincinnati Fire Department purchased reciprocating saw blades through the master agreement and received an invoice from W.W. Grainger dated July 18, 2024; however, a delivery order was not created in the Cincinnati Financial System (CFS).

Pursuant to Ohio Revised Code (ORC) Section 5705.41(D)(1), the Director of Finance has issued a then and now certificate, verifying that a sufficient sum was appropriated and in the City Treasury for the purpose of paying such charges under the contract both at the time the contract began and at the time the attached certificate was issued.

The reason for the emergency is the immediate need to pay W.W. Grainger, Inc. for the outstanding charges in a timely manner.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew M. Dudas, Budget Director
Karen Alder, Finance Director

Attachment