

November 14, 2024

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager *SL* 202402367

Subject: **Emergency Ordinance – Parks: Moral Obligation Payment to W. W. Grainger, Inc.**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the payment of \$999.99 to W. W. Grainger, Inc. from Parks Department Private Endowment and Donations Fund 430 non-personnel operating budget account no. 430x202x1059x7379 as a moral obligation for outstanding charges related to the purchase of a workbench for the new Division of Natural Resources building.

The City entered into a Master Agreement (contract no. MA 191R025077) with W.W. Grainger, Inc. ("Contractor"), effective June 27, 2019, for electrical and industrial supplies and equipment. The Cincinnati Parks Department ("Parks") submitted an order to the Contractor to purchase a workbench for the new Division of Natural Resources building and received an invoice from the Contractor dated April 18, 2024, however a Delivery Order (D.O.) was inadvertently not created in the Cincinnati Financial System (CFS). Before the creation of a D.O., and pursuant to the terms of the Agreement, the Contractor provided Parks with a workbench at a cost of \$999.99. Administrative Regulation (AR) 14 stipulates that purchases made against a contract, inclusive of purchases below the no-certification limit, require the creation of a D.O. and approval by a Purchasing Agent in advance of the purchase. Sufficient resources are available in Parks Department Private Endowment and Donations Fund 430 non-personnel operating budget account no. 430x202x1059x7379 to pay the Contractor for the workbench.

This Emergency Ordinance further authorizes the Finance Director to make a payment of \$999.99 from the Parks Department Private Endowment and Donations Fund 430 non-personnel operating budget account no. 430x202x1059x7379 as a moral obligation for outstanding charges related to the purchase of goods from W. W. Grainger, Inc.

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