

## EMERGENCY

CNS

- 2024

**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.

WHEREAS, 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; and

WHEREAS, the Cincinnati Parks Department (“Parks”) submitted an order to Contractor to purchase a workbench for the new Division of Natural Resources building and received an invoice from Contractor dated April 18, 2024, however a delivery order was inadvertently not created in the Cincinnati Financial System; and

WHEREAS, before the creation of a delivery order, and pursuant to the terms of the Master Agreement, Contractor provided Parks with a workbench at a cost of \$999.99; and

WHEREAS, Administrative Regulation 14 stipulates purchases made against a contract, inclusive of purchases below the no-certification limit, require creation of a delivery order and approval by the Purchasing Agent in advance of purchase; and

WHEREAS, Parks has committed to closely monitoring and addressing this procedural issue with staff to ensure this issue is avoided in the future; and

WHEREAS, sufficient resources are available in Parks Department Private Endowment and Donations Fund 430 non-personnel operating budget account no. 430x202x1059x7379 to pay Contractor for the goods; and

WHEREAS, Council desires to provide payment to Contractor for the City’s outstanding obligation of \$999.99 for charges related to the purchase of a workbench; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio:

Section 1. That the Director of Finance is authorized to pay \$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.

Section 2. That the proper City officials are authorized to do all things necessary and proper to carry out the provisions of Section 1.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. The reason for the emergency is the immediate need to pay W. W. Grainger, Inc. for the outstanding charges in a timely manner.

Passed: \_\_\_\_\_, 2024

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Aftab Pureval, Mayor

Attest: \_\_\_\_\_  
Clerk