

**DEKALB COUNTY COMMISSIONERS**  
**RESOLUTION NUMBER 2018-R-18**  
**DeKalb County Code 4-1-8-1.1**

**Resolution of DeKalb County Commissioners**  
**Appointing Purchasing Agent to Make Small Purchases**  
**and to Establish Rules for Special Purchasing Methods**

**WHEREAS**, Indiana Code 5-22-8-2 permits a purchasing agent to make a purchase under small purchase rules adopted by the governmental body ("Commissioners"); and

**WHEREAS**, Indiana Code 5-22-10 sets forth special purchasing methods which may be utilized to establish rules in accordance with Indiana Code 5-22-8-2; and

**WHEREAS**, those rules in Indiana Code 5-22-10 authorize a purchasing agent appointment by the Commissioners to make a purchase without soliciting bids or proposals (Section 1), so long as it is made with competition as is practicable under the circumstances (Section 2), with the purchasing agent maintaining the contract records for a special purpose in a separate file with a written determination of the basis for the special purchase and the selection of a particular contractor, and with the Commissioners maintaining a record lasting for a minimum of five (5) years for all such contracts, and with each contractor's name, the amount of each contract, and description of what is purchased (Section 3); and

**WHEREAS**, said purchasing agent may also make a special purchase when there exists a unique opportunity to obtain supplies or services at a substantial savings to the Commissioners (Section 5), or when the purchasing agent has solicited for a purchase under another purchasing method in this Article 22 and has not received a response of offer (Section 10), or when a purchasing agent may make a special purchase when the market structure is based on price, but the Commissioners are able to receive a dollar or percentage discount of the established price (Section 12); and

**WHEREAS**, the County Highway Superintendent ("Superintendent") has had numerous opportunities to purchase supplies or equipment for less than ten thousand dollars (\$10,000) without prior Commissioner approval (Indiana Code 5-22-8-2) or purchase items in excess of ten thousand dollars (\$10,000) if the purchasing agent acts quickly (Indiana Code 5-22-10-12) where there is an established market price in excess of the price he has available; and

**WHEREAS**, Indiana Code 5-22-8-2 and Indiana Code 5-22-10 permit the Superintendent, if he has been appointed a purchasing agent, to take advantage of such special purchases if the Superintendent is designated a purchasing agent by the Commissioners.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the DeKalb County Commissioners, as the governing body of DeKalb County, Indiana, hereby appoint the DeKalb County Highway Superintendent ("Superintendent") as a DeKalb County Purchasing Agent solely for purchase at or below ten thousand dollars (\$10,000) or for special purchases for the direct benefit of the DeKalb County Highway Department.

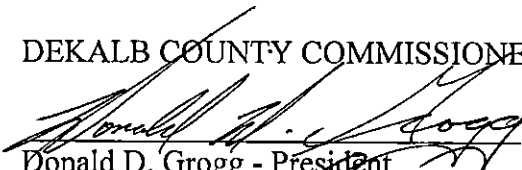
**BE IT FURTHER RESOLVED**, that this authority for the DeKalb County Highway Department may be exercised without prior approval of the Commissioners for purchases at or under ten thousand dollars (\$10,000) in accordance with the rules set forth above in this Resolution.

**BE IT FURTHER RESOLVED**, that the Superintendent may make special purchases in excess of ten thousand dollars (\$10,000) in accordance with the rules set forth above in this Resolution, but only with prior approval of the Commissioners.

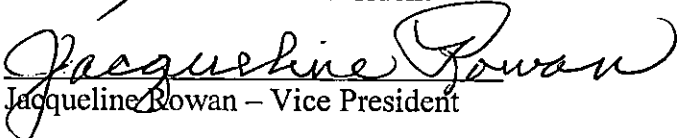
**BE IT FURTHER RESOLVED**, that the Superintendent may act in accordance with this Resolution only if the Superintendent has sufficient funds available in the County Highway Department budget.

ALL OF WHICH IS RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, on this 3rd day of December, 2018.

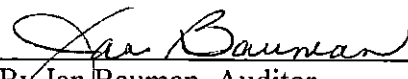
DEKALB COUNTY COMMISSIONERS:

  
Donald D. Grogg - President

  
Randall J. Deetz - Vice President

  
Jacqueline Rowan - Vice President

Attested:

  
By Jan Bauman, Auditor

DeKalb/ordinance&resolutions-Purchasing Agent