

**CITY OF ENGLEWOOD  
IN  
MONTGOMERY COUNTY, OHIO**

**ORDINANCE: 25-10**

**PASSED: NOVEMBER 11, 2025**

**AN ORDINANCE: AMENDING CODIFIED ORDINANCE 232.10 PURCHASING  
AND 224.04 CONSTRUCTION CONTRACTS TO ALIGN  
WITH ORC 9.17 REVISIONS**

**WHEREAS**, the City of Englewood recognizes the need to update the sealed and competitive bidding threshold in accordance with Ohio Revised Code (ORC) 9.17; and

**WHEREAS**, the City of Englewood recognizes the need to amend the Purchasing Procedures and Construction Contract thresholds to better align with current economic conditions and operational needs; and

**WHEREAS**, the City of Englewood also seeks to implement an annual increase to the threshold to account for inflation and other economic factors and align with ORC 9.17; and

**WHEREAS**, the City of Englewood recognizes the need also to increase the threshold for approval by the City Manager of goods and services to better align with current economic conditions and operational needs.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
ENGLEWOOD, MONTGOMERY COUNTY, STATE OF OHIO AS FOLLOWS:**

**SECTION I**            That referenced Code Section 232.10 PURCHASING of the Englewood Codified Ordinances be amended, by addition of words in bold font and the deletion of words struck through, to read:

**232.10 PURCHASING.**

(a) Procedures.

(3) If the probable cost thereof will be ~~fifty thousand dollars (\$50,000)~~ **seventy-seven thousand two hundred fifty dollars (\$77,250)** or more, the Purchasing Agent shall resort to formal bidding, as hereinafter provided. If the probable cost will be less than ~~fifty thousand dollars (\$50,000)~~ **seventy-seven thousand two hundred fifty dollars (\$77,250)**, the Purchasing Agent may award the purchase to the supplier offering the lowest and best bid among the informal bidders or award a contract without competitive selection.

(4) **This probable cost threshold will increase the amount of the previous threshold by three percent (3%) annually, beginning in January 2026, to align with ORC 9.17.**

(b) Formal Bidding.

(3) No contract for the purchase of goods or services at a **probable** cost of ~~five thousand dollars (\$50,000)~~ **seventy-seven thousand two hundred fifty dollars (\$77,250)** or more shall be made unless Council has, by ordinance or resolution, authorized and directed the City Manager to do so.

**(4) This probable cost threshold will increase the amount of the previous threshold by three percent (3%) annually, beginning in January 2026, to align with ORC 9.17.**

(c) Purchase Orders.

(1) After following the proper bidding process, the head of the department or division head will prepare a purchase order addressed to the successful bidder, directing the vendor to supply the goods or services required in accordance with the terms agreed upon. If the value of the goods or services exceeds ~~five hundred dollars (\$500.00)~~ **one thousand dollars (\$1,000)**, the City Manager must authorize the purchase. Otherwise, the head of the department or division has authority to make the purchase. All purchase orders shall be submitted to the Director of Finance and/or the City Manager for certification. (See Section 236.02.)

**SECTION II** That referenced Code Section 224.04 CONSTRUCTION CONTRACTS of the Englewood Codified Ordinances be amended, by addition of words in bold font and the deletion of words struck through, to read:

**224.04 CONSTRUCTION CONTRACTS.**

(a) Upon the drawing of plans and specifications for the construction of any public improvement for the City, if it reasonably appears that the **probable** cost of such improvement will exceed ~~five thousand dollars (\$50,000)~~ **seventy-seven thousand two hundred fifty dollars (\$77,250)**, the City must follow the procedure as set forth in this section.

(b) When the contract for the construction of a building or other public improvement is to be let by the City in the amount of ~~five thousand dollars (\$50,000)~~ **seventy-seven thousand two hundred fifty dollars (\$77,250)** or more, the City shall first advertise for bids, at least once in a newspaper of general circulation in the City.

**(j) This probable cost threshold will increase the amount of the previous threshold by three percent (3%) annually, beginning in January 2026, to align with ORC 9.17.**

**SECTION III** It is hereby found and determined that all formal actions of this Council concerning and relating to the Passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

**SECTION IV**

That this Ordinance shall be in full force and effect at the earliest date allowed by law.

**PASSED** this 11th day of November 2025.

  
Cathy McGrail, Mayor

**ATTEST:**

  
Marla Goodrich, Clerk of Council

**CERTIFICATE**

I, Marla Goodrich, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify the foregoing is a true and correct copy from the *Record of Proceedings* of said City. **WITNESS** my signature this 11<sup>th</sup> day of November 2025.

  
Marla Goodrich, Clerk of Council

**CERTIFICATE OF POSTING**

I, Marla Goodrich, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify publication of the foregoing **ORDINANCE** was made as designated by Sections 224.01 and 224.02 of the Englewood Code.

  
Marla Goodrich, Clerk of Council