

**ORDINANCE NO. 15-2017**

**AN ORDINANCE DESIGNATING  
PURCHASING AGENCY AND PURCHASING AGENTS**

**WHEREAS**, Ind. Code § 5-22-4-5 permits the Town of Plainfield, Hendricks County, Indiana (the “Town”), to designate a governmental body authorized by the Town to enter into contracts on behalf of the Town (the “Purchasing Agency”);

**WHEREAS**, Ind. Code § 5-22-4-5 permits a Purchasing Agency to designate an individual authorized to act as an agent for the Purchasing Agency (the “Purchasing Agent”);

**WHEREAS**, the Town now desires to designate the Plainfield Town Council (the “Town Council”) as the Purchasing Agency, and the Town Council desires to designate the Plainfield Town Manager (the “Town Manager”) as a Purchasing Agent.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Plainfield, Hendricks County, Indiana, that:

**Section 1.     **Designation of Purchasing Agency.****

The Town Council is hereby designated as the Purchasing Agency for the Town with all of the powers and duties authorized under I.C. § 5-22 *et seq.*

**Section 2.     **Designation of Purchasing Agent.****

The Town Council hereby designates the Town Manager as Purchasing Agent for the Town. The Town Council may change this designation or designate additional purchasing agents as it deems necessary.

**Section 3.     **Authority of Purchasing Agent.****

The Purchasing Agent is authorized to make purchases on behalf of the Town as directed by the Town Council or as set forth herein. All purchases by the Purchasing Agent shall be in conformance with I.C. § 5-22 *et seq.*, all other applicable laws, and all Town ordinances, policies, and procedures.

The Purchasing Agent may make a purchase with an estimated cost of less than twenty five thousand dollars (\$25,000.00), without additional approval of the Town Council, on the open market without inviting or receiving quotes or bids. Purchases may not be artificially divided so as to bring any individual purchase within the limit set forth in this section.

Except as otherwise authorized by I.C. § 5-22, purchases with an estimated cost between \$25,000 and \$50,000 shall require the advance approval of the Town

Council. The Purchasing Agent shall provide information to the Council regarding specifications for the purchase, comparative costs or prices, and qualifications of known vendors or suppliers. The Council may, at its discretion, modify the specifications for the purchase, mandate the use of a specific vendor or supplier, or require the Purchasing Agent to formally solicit quotes or go through a formal bidding process.

The Purchasing Agent shall follow the procedure set forth in I.C. § 5-22-8-3, or other applicable provision of I.C. § 5-22, for all purchases that have an estimated cost between \$50,000 and \$150,000. As such, I.C. § 5-22-8-3 is hereby incorporated by reference.

For purchases with an expected cost of more than \$150,000, the competitive public bidding procedures set forth in I.C. § 5-22-7, or other applicable provisions I.C. § 5-22, shall be followed. As such, I.C. § 5-22-7 is hereby incorporated by reference.

**Section 4. Saving Clause.**

If any section, provision, or part of the Ordinance shall be judged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any sections, provisions, or parts thereof not adjudged invalid or unconstitutional.

**Section 5. Effective Date.**

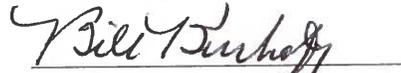
This Ordinance shall be in full force and effect from and after its adoption by the Town Council and upon publication as required by law.

[SIGNATURES ON NEXT PAGE]

PASSED AND ADOPTED by the Town Council of the Town of Plainfield, Indiana, this  
24<sup>th</sup> day of July, 2017.

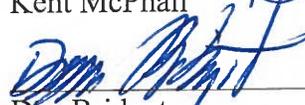
TOWN COUNCIL, TOWN OF PLAINFIELD,  
HENDRICKS COUNTY, INDIANA:

  
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Robin G. Brandgard, President

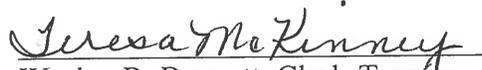
  
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Bill Kirchoff, Vice President

  
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Lance K. Angle

  
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Kent McPhail

  
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Dan Bridget

ATTESTED BY:

  
\_\_\_\_\_  
Wesley R. Bennett, Clerk-Treasurer  
Town of Plainfield, Indiana

*for Wesley R. Bennett*