Resolution 2025-5

BOROUGH OF WEST READING

Purchasing Policy

The Borough Manager is responsible for developing and administering policies and procedures to regulate purchases, sales, leases, rentals, and the servicing, of materials, supplies, equipment and services by all departments pursuant to and in compliance with the appropriate provisions of The Borough Code, Article XIV, Section 1402 and any and all other applicable laws and regulations.

This policy is a guide for Borough Officials and employees and should not be considered as all inclusive. Questions regarding this matter should be referred to the Borough Manager. This policy may be amended as deemed necessary by the Borough Manager or Borough Council. Copies of this policy and any amendments are distributed to Department Heads and Borough Council.

Required Procedures are set forth below

1. **Estimated cost of Purchase- $0 to $999.99.**
   -This can be made at the discretion of the Department Head. Competitive pricing is not mandatory but encouraged to "shop and compare". Department Heads are still responsible for the expenditure and to remain within budget for that category.

2. **Estimated Cost of Purchase- $1,000.00 to $12,899.99**
   -Price quotes must be received by telephone, fax or other means from 3 qualified bidders for purchases of $1,000 but less than $12,900. All written correspondence must accompany request and be forwarded to Borough Manager. Department Heads are responsible for and must justify purchase and shall remain within budget for that category.

3. **Estimated Cost of Purchase- $12,900.00 to $23,799.99**
   -Written price quotations are required from a minimum of 3 qualified bidders for all purchases of $12,900.00 up to but less than $23,800.00. Written description shall be prepared by Department Head and will include complete specifications, terms and conditions, closing date and time for receipt of quote and any other information needed for an interested supplier to make an acceptable and responsible bid. Department Heads must submit this purchase request to the Borough Manger for approval to purchase. Approval shall be based on review of written price quotes, the Department Head recommendation, whether the item is budgeted in General or Capital Funds and status of that line item. Department Heads are responsible for the expenditure and to remain within budget for that category. All written correspondence must accompany request. See Borough Code Article XIV Section 1402 (a, 1)

4. **Estimated Cost of Purchase: $23,800 and over**
   -These purchases must be approved by Borough Council and advertised as set forth in Borough Code Article XIV Section 1402(a).

EXCEPTIONS

The requirements to obtain competitive price quotes or receive bids are waived for the following exceptions which are consistent with the Borough Code in the best interest of the Borough.

1. Contracts for purchase of personal or professional services. This exemption includes the services of lawyers, doctors, engineers, architects, practitioners of the fine arts, and real estate appraisers. It also includes other services where quality is a paramount concern and which require a recognized professional and special expertise.

2. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, and experience with similar types of work.

3. Emergency purchases as defined by law - Due to the nature of this exception, these goods or services must be purchased immediately if a delay in seeking alternate proposals may threaten the life, health, safety, property, or welfare of the community. This section does not preclude seeking alternate proposals if time permits.

4. Sole source purchases when it is clearly determined that there is only one vendor capable of providing a particular material or service. Examples of sole source purchasing includes:
    a. Utility expenses.
    b. Legal Notices and other media advertising
    c. Postage
    d. Memberships and Dues
    e. Books and Periodicals
    f. When a vendor's item is needed because of compatibility of equipment, accessories or replacement parts and they are the only source.

5. Vehicle repairs covered by insurance provided all procurement is done in accordance with insurance requirements.

6. Maintenance, repairs, or replacements for water, electric light, or other public works of the municipality, provided they do not constitute new additions, extension, or enlargement of existing facilities and equipment.

7. Those involving purchase of any policies of insurance or surety company bonds.

8. Purchases of any public utility service under tariffs on file with the Pennsylvania Public Utility Commission. Purchase of used equipment, vehicles, etc. from a public utility.

9. Intergovernmental contracts made with another political subdivision or county, the state or federal government or any of their agencies, or any municipal authority. Municipal purchases from state contracts under the Local Piggyback Purchasing Program are exempt from advertising and bidding requirements.

10. Purchases of real estate.

HOW VENDOR INVOICES ARE PAID

Borough Council permits the payment of invoices only after they are presented and approved at a meeting of Borough Council. In order for an invoice to be paid, it must be due and it must be received by the Treasurer together with the required Department Head approval and Borough Manager approval no later than one week prior to the scheduled meeting. All complete invoices received by the Treasurer will be presented to Borough Council for payment.

The following list of vendor invoices has been pre-approved by Borough Council for payment. They will be prepared for payment by the Treasurer when due.

- All contract payments, when the contract was approved by Borough Council such as (but not limited to): trash collection; construction; service contracts; leases; etc.
- Payroll and all related taxes, deductions, garnishments, dues, etc.
- Utility payments for electric; water & sewer; telephone; natural gas, etc.
- Debt service payments.
- Employee benefit invoices including, medical/dental/vision/prescription insurance, life insurance, etc.
- Postage
- Department petty cash reimbursements and credit card charges.
- Employee reimbursements made according to personnel policies and/or collective bargaining agreements.
- Inter fund transfers in the amount approved in the budget.

DULY ADOPTED AND APPROVED by Borough Council of West Reading, Pennsylvania this 18th day of February 2025 and shall go into effect immediately and remain in effect until amended or repealed.

BOROUGH OF WEST READING

By: _____
Ryan Lineaweaver, Council President

Attest: Cynthia Madeira
Cynthia Madeira, Borough Secretary

Examined and approved this 18th day of February 2025.

Samantha Kaag
Samantha Kaag, Mayor