

BILL NO: 14 of 2021
INTRODUCED: JULY 13, 2021
BY: PRESIDENT MATTHEW T SHORRAW
ENACTED: JULY 13, 2021
ORDINANCE NO: 1244

CITY OF MONESSEN

PURCHASING PROCEDURES

ORDINANCE 1244

AN ORDINANCE OF THE CITY OF MONESSEN, WESTMORELAND COUNTY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING RULES AND REGULATIONS FOR THE PURCHASE OF SUPPLIES, PARTS, EQUIPMENT, EQUIPMENT MAINTENANCE, VEHICLE MAINTENANCE AND DAY-TO-DAY OPERATIONS AND NECESSITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Monessen has a desire to implement a purchasing process for purchases needed in the day-to-day operations of the City Government, and;

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Council of the City of Monessen and it is hereby ordained and enacted as follows:

Section 1. General Purchasing Processes Established.

The process for the acquisition of supplies, parts, equipment, equipment maintenance, and emergency purchases (including repairs) shall be as follows:

- A. All City Employees and Officials must submit to the City Administrator and City Clerk a request for a purchase order for the purchasing of any supplies, equipment, equipment maintenance, vehicle maintenance, emergency repairs and purchases, and any other item necessary for the day-to-day operations and functions of each City department.
- B. The City Administrator, City Clerk, and respective Department Head shall have the authority to approve a purchase order for items or services up to a total amount of \$11,500.00 (subject to automatic adjustment to such amount as may be set under the Third Class City Code or other applicable law for purchases that do not require multiple quotations or public bidding) and for which appropriation has been made in the City Budget then in effect, which purchases shall constitute small or routine purchases or incidental expenses.
- C. City Council shall have authority to approve a purchase order for items or services in an amount from \$11,500.00 (subject to automatic adjustment to such amount as may be set under the Third Class City Code or other applicable law for purchases that do not require multiple quotations or public bidding) up to and including \$21,300.00 (subject to automatic adjustment to such amount as may be set under the Third Class City Code, 11 Pa.C.S.A. § 11903.1, or other applicable law for purchases that do not require public bidding). Such purchases shall require at least three (3) written or telephonic price quotations. The City Administrator and City Clerk shall make a recommendation on any such quote and approval thereof to City Council.
- D. City Council shall have authority to approve a purchase order for items or services in an amount exceeding the base amount of \$21,300.00 (subject to automatic adjustment to such amount as may be set under the Third Class City Code, 11 Pa.C.S.A. § 11903.1, or other applicable law for purchases that do not require public bidding). Such purchases shall require advertisement and a sealed bidding process, as required by and in accordance with the Third Class City Code.
- E. The following purchases shall not require quotations or any advertisement or public bidding process, except as may be expressly provided herein, except as may be expressly requested or required by City Council:
 - (1) Contracts for maintenance, repairs or replacements for water, electric light or other public works of the City, if they do not constitute new additions, extensions or enlargements of existing facilities and equipment.
 - (2) Contracts for improvements, repairs and maintenance of any kind made or provided by any City through its own employees, except that this exception shall not apply to construction materials used in a street improvement.

- (3) Contracts for new equipment, articles, apparatus, appliances or vehicles, which are patented or copyrighted products.
- (4) Contracts involving any policies of insurance or surety company bonds.
- (5) Contracts for public utility service and electricity, natural gas or telecommunication services, provided that, in the case of utilities not under tariff with the Pennsylvania Public Utility Commission, contracts made without advertising and bidding shall be made only after receiving written or telephonic price quotations from at least three qualified and responsible providers. In lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified providers exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the provider and the provider's representative, the type of service that was the subject of the quotation and the price. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.
- (6) Contracts entered into with the Federal Government, the Commonwealth, another political subdivision or a county, any agency of the Federal Government or the Commonwealth, any municipal authority, including the sale, leasing or loan of any supplies or materials by the Federal Government or the Commonwealth, or their agencies, but the price shall not be in excess of that fixed by the Federal Government, the Commonwealth or their agencies.
- (7) Contracts involving personal or professional services.
- (8) Contracts executed during a state of emergency declared by the mayor in accordance with the Third Class City Code, including those provisions relating to execution of laws, powers of sheriff conferred and emergency powers, or those made during a disaster emergency declared by the Governor or during a local emergency in accordance with applicable law.
- (9) Those for used personal property, such as equipment, articles, apparatus, appliances, vehicles or parts of vehicles being purchased from a volunteer fire company, volunteer ambulance service or volunteer rescue squad.

Section 2. Repealer.

All ordinances or resolutions or parts of ordinances or resolutions or code sections insofar as they are inconsistent herewith are hereby repealed and rescinded to the extent of any such conflict.

Section 3. Effectiveness.

This Resolution shall come into effect ten (10) days after enactment.

ORDAINED AND ENACTED this 10th day of August, 2021, by the Council of the City of Monessen, in lawful session duly assembled.

ATTEST:



Cheryl Gordon
City Clerk



Matthew T. Shorraw
Mayor and President of Council

[SEAL]

