BILL NO. 65 2014

AN ORDINANCE

AMENDING THE ADMINISTRATIVE CODE, CHAPTER 5, SECTION RE3117-OO5a-Ex A – PURCHASING POLICIES, SECTION 8.06 AND 8.07.

Whereas the Council of the City of Reading hereby ordains as follows:

Section 1. Amending the Administrative Code, Chapter 5, Section Re3117-Oo5a-Ex A – Purchasing Policies, sub-section 8.06 and 8.07, as attached in Exhibit A.

Section 2. All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent with this Ordinance are hereby repealed.

Section 3. The provisions of this Ordinance shall be severable and if any of its provisions shall be held to be unconstitutional or illegal, the validity of any other remaining provisions of the Ordinance shall not be affected thereby. It is hereby expressly declared as the intent of the City Council of the City of Reading that this Ordinance would have been adopted had such unconstitutional or illegal provision or provisions had not been included herein.

Section 4. This ordinance shall become effective ten (10) days after it adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Adopted Sept 8, 2014

Council President

I, LINDA A. KELLENER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Bill No. 65 passed by the Council of the City of Reading, on the 8 day of Sept A. D. 20 14. Witness my hand and seal of the said City this 9 day of Sept A. D. 20 14

CITY CLERK

Attest:

City Clerk

Submitted to Mayor:
Date: 9/9/14
Received by the Mayor's Office:
Date: 9/9/14
Approved by Mayor:
Date: 9/9/14
Vetoed by Mayor:
Date:

EXHIBIT "A"

8.06 THE PURCHASING COORDINATOR'S RESPONSIBILITY:

For purposes of consistency, the purchasing coordinator ~~shall~~ ***may*** be appointed to all committees designated to prepare RFP's, ***shall*** review all documents prior to issuance and ***may*** evaluate submissions. ***The purchasing coordinator shall not have the ability to vote upon submissions on which the purchasing coordinator has not performed an evaluation.***

The Administrative Services Director shall authorize the advertising ***or posting*** for professional services ***or RFP's*** by the purchasing coordinator, who will advertise, ***if applicable,*** in local newspapers of general circulation, regional metropolitan newspapers, trade journals, ~~if applicable,~~ and, ***in all instances, post on*** the City website.

1. The advertisement ***or posting*** shall give notice that an RFP is available for review by interested firms. Basic information describing the requested services, where the document can be obtained and the deadline and location for submission shall be included.

2. At the discretion of the purchasing coordinator or the department, division, office or agency a mandatory pre-proposal conference may be held with all interested firms to clarify any questions.

8.07 SELECTION OF PROFESSIONAL SERVICE CONTRACTS GREATER THAN $34,999.99

1. The proposals of those firms responding to an RFP are reviewed by a selection committee designated by the Managing Director or his designee.

A. The selection committee shall consist of the purchasing coordinator ***(advisory and oversight when not an evaluator)***, the City Solicitor (non-voting member), three designees of the department, division, office or agency, and the designee of the Administrative Services Director. All committee members must sign and return, to the purchasing coordinator, the Confidentiality Statement and No Conflict of Interest Statement prior to receiving any non-public information regarding the applicable RFP.