

Drafted by Law Office
Sponsored by/Referred by Managing Director
Introduced on January 11, 20156
Advertised on January 18, 2016

BILL NO. 1 - 2016

AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE, CHAPTER 5, SECTION RE3117-005a-Ex A – PURCHASING POLICIES

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

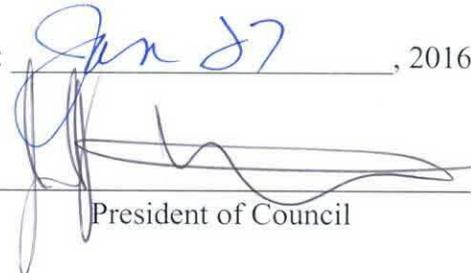
Section 1. Amending the Administrative Code, Chapter 5, Section RE3117-005a-Ex A, as attached in Exhibit A.

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or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent with this Ordinance are hereby repealed.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 unconstitutional or illegal, the validity of any other remaining provisions of this 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 its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

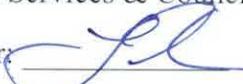
Enacted: Jan 27, 2016

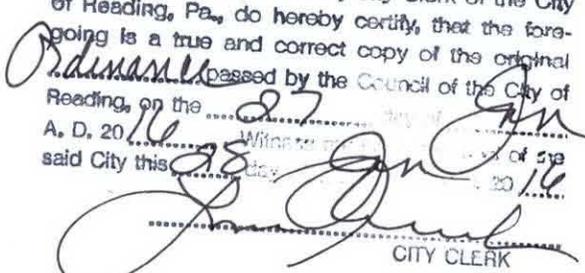


President of Council

Attest: 

City Clerk
(Administrative Services & Council Staff)

Submitted to the Mayor: 
Date: 1-28-16
Received by the Mayor's Office: _____
Date: _____
Approved by the Mayor: 
Date: 1-28-16
Vetoed by the Mayor: _____
Date: _____

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 27 day of Jan, A. D. 2016. Witness my hand and the seal of said City this 28 day of Jan, 2016.


CITY CLERK

EXHIBIT A
PURCHASING POLICIES

7.06 MAILING LIST:

3. Removal. Vendor files shall be located in purchasing. It is the responsibility of the department, division, office or agency to notify purchasing by memorandum of any supplier that does not act in a responsible manner.

A bidder may be removed from the mailing list when:

- ◆ There are three (3) or more consecutive no responses to a request for quotation, within a one (1) year period.
- ◆ There is failure to submit a bid for an annual contract for two (2) consecutive years.
- ◆ Consistent inability to meet specifications and delivery dates.
- ◆ General failure to keep commitments, *including indebtedness to the City of Reading, for any taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.*
- ◆ Consistent complaints by users about the quality of the product or service.

Evidence of such failures of performance shall be documented by the department, division, office or agency and forwarded to the purchasing coordinator and the Director of Administrative Services for review. If the Director of Administrative Services determines that removal from the list is justified, the vendor shall be notified in writing explaining the reasons for removal.

4. Reinstatement. A vendor can be reinstated to the mailing list upon receipt of a letter of application that explains their interest in City purchasing if the reason for removal was the vendor's failure to reply to the Invitation to Bid.

If the vendor was removed for inability to meet specification, meet delivery dates or for offering a poor quality item, the vendor must take steps to show the purchasing coordinator that the problem has been or is being corrected. The purchasing coordinator will file the documentation submitted by the vendor in the appropriate vendor file and if acceptable will reinstate the vendor to the mailing list.

7.11 BID EVALUATION AND AWARD:

3. Rejection of Bids. City Council or the Managing Director whichever applies, shall have the authority to reject a single bid or all bids for reasons including but not limited to the following circumstances:
- ◆ Unreasonably high bid prices
 - ◆ Late arrival
 - ◆ Alternate bids
 - ◆ Error corrections that would give an unfair advantage
 - ◆ Suspicion of collusion among bidders
 - ◆ Substantial non-conformance with bid specifications
 - ◆ Failure of the bid to meet the criterion of being the lowest responsive and responsible bidder
 - ◆ *For indebtedness to the City of Reading, including but not limited to any taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.*