

TOWNSHIP OF HAMPTON

ORDINANCE NO. 867

AN ORDINANCE OF THE TOWNSHIP OF HAMPTON, COUNTY OF ALLEGHENY, PENNSYLVANIA, AMENDING CHAPTER 58 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF HAMPTON AND PROVIDING FOR THE ESTABLISHMENT OF PURCHASING PROCEDURES.

WHEREAS, the *Code of Ordinances of the Township of Hampton*, Chapter 58, "Purchasing", establishes the role of the Manager as Purchasing Officer and establishes the procedures for purchase of equipment and services by the Township; and

WHEREAS, the legislative bid thresholds for municipalities in Pennsylvania are changed on an annual basis by the PA Department of Labor & Industry; and

WHEREAS, in the role of Purchasing Officer of the Township of Hampton, the Municipal Manager is tasked with developing regulations written regulations to implement Chapter 58 of the *Code of Ordinances of the Township of Hampton*; and

WHEREAS, Township staff and the Manager have identified changes to these regulations that would improve efficiency, reliability, and effectiveness of the Township's purchasing procedures; and

WHEREAS, Township Council desires to amend Chapter 58 of the *Code of Ordinances of the Township of Hampton* and to adopt new regulations for implementing this Chapter in order to maintain an efficient, reliable, and effective purchasing system.

NOW, THEREFORE, it is hereby ordained and enacted by the Township of Hampton that Chapter 58, "Purchasing" of the *Code of Ordinances of the Township of Hampton* is hereby amended as follows.

Section 1. Chapter 58, Section 3 "Requirements" is hereby amended to read as follows:

All contracts and purchases of the Township involving sums in excess of the legislative bid limitations as set forth in the Township of Hampton Home Rule Charter or as promulgated on an annual basis by the Commonwealth of Pennsylvania Department of Labor & Industry shall be in writing and shall be executed on behalf of the Township by the President of Council or in their absence, the Vice President of Council, and attested by the Manager, or their designee. The President or Vice President and the Manager shall also execute all contracts of a lesser amount for the purchase, sale, leasing or use of real estate. Unless otherwise provided by Ordinance, the Manager shall execute all written contracts on behalf of the Township involving sums less than the threshold for public bidding as established by the Department of Labor & Industry on an annual basis, pursuant to budget or other prior authorization of Township Council. Any officer

required to execute a written contract may request the Legal Counsel to approve the same as to form.

Section 2. Chapter 58, Section 6 “Competitive Bidding” is hereby amended to read as follows:

All purchasing of goods and services by the Township with a cost in excess of the Commonwealth of Pennsylvania bid limitation as set forth on an annual basis by the Department of Labor & Industry, shall be made through the competitive bidding process except for:

- A. Labor or services rendered by any Township officer or employee in the course of their regular duties.
- B. Labor, material, supplies, or services furnished by one Township of Hampton department to another Township of Hampton department.
- C. Contracts relating to the acquisition of real property.
- D. Contracts for professional services.
- E. Contracts for insurance.
- F. Contracts with other governmental entities, authorities, agencies, political subdivisions, or cooperative purchasing programs.

Section 3. Chapter 58, Section 10 “Emergency Purchases” is hereby amended to read as follows:

When a circumstance requires that a purchase be made in a limited period of time so as to preclude the competitive bidding process, the Manager may waive the bid requirement and authorize an emergency repair or replacement purchase. Such an emergency repair or replacement purchase shall be limited to situations in which:

- A. A delay in making the purchase presents a threat to the health, safety, or welfare of the residents of the Township, or
- B. The purchase is required by unforeseen circumstances and delay would seriously hinder the effective delivery of Township services, or
- C. There is no possible viable alternative to the emergency purchase, or
- D. Such purchases do not conflict with Pennsylvania Emergency Management Agency guidelines

Every effort shall be made to provide competitive conditions during the emergency purchase. Quotations shall be obtained from as many vendors as possible. After becoming aware of the need for an emergency purchase, the Municipal Manager shall notify the President of Council and Controller, and subject action on this purchase to confirmation by the Council at the next regularly scheduled meeting.

Section 4. The Manager’s Written Regulations, affixed to this Ordinance as “Exhibit A” are hereby adopted and effective within 30 days of the date of this Ordinance.

Section 5. All Ordinances or Resolutions, or part of Ordinances or Resolutions, insofar as they are inconsistent herewith, are hereby repealed. If any section, subsection or part

herein is declared invalid, the balance of this Ordinance shall remain in full force and effect.

ORDAINED AND ENACTED into law this 26th day of June 2024.

ATTEST:

TOWNSHIP OF HAMPTON



Municipal Manager

By: 

President of Council