

**RUSH TOWNSHIP, SCHUYLKILL COUNTY  
COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2019-09**


WHEREAS, Rush Township has developed a Procurement Policy/Code Conduct in adherence to 24 CFR 200 that comprehensively addresses the standards and procedures prescribed in the Act, and

WHEREAS, the Procurement Policy/Code Conduct has been reviewed by Rush Township, and their comments incorporated into the Plan.

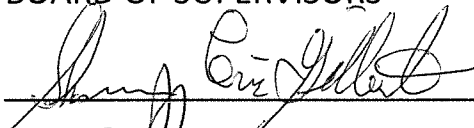
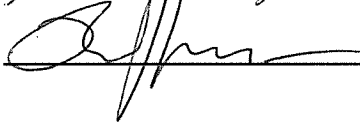
NOW, THEREFORE, BE IT CERTIFIED THAT Rush Township, authorizes the adoption and implementation of this Procurement Policy/Code Conduct to ensure compliance with Federal Law.

APPROVED AND ADOPTED this 21<sup>st</sup> day of March

ATTEST:

  
\_\_\_\_\_  
Secretary

RUSH TOWNSHIP  
BOARD OF SUPERVISORS

  
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PROCUREMENT POLICY  
FOR THE  
TOWNSHIP OF RUSH  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM/HOME

A. GENERAL

This Statement of Procurement Policy is established in accordance with the provisions of 2 CFR 200.

B. PURPOSE

1. To standardize procurement procedures for the Township of Rush in connection with the procurement of goods and services with CDBG/HOME funds.
2. To establish selection procedures for all procurement transactions under the CDBG/HOME Program which provides for maximum free and open competition.
3. To establish a Code of Conduct governing the performance of the officers, employees, or agents of the Township of Rush engaged in the award and administration of contracts supported by CDBG funds.

C. PROCUREMENT STANDARDS

1. The Townships of Rush shall follow procurement and bidding standards outlined in 2 CFR 200 and will coincide with state and local governments.
2. The Township of Rush will maintain records sufficient to detail the significant history of procurement. At a minimum, these records will include information pertinent to the following:
  - a. Rationale of method of procurement.
  - b. Selection of contract type.
  - c. Identify and clearly specify standards for the goods or services to be obtained.
  - d. Contractor selection or rejection.
  - e. Use a written agreement to clearly state the responsibilities of each party.

These records shall be maintained in the files of the Township of Rush until the Department of Community and Economic Development informs the Township they no longer are required to retain files for grant year involved in procurement.

3. The following standards and guidelines are established for the procurement of goods and services under the Community Development Block Grant Program.
  - a. Consideration shall be given to consolidation or breaking out to obtain a more economical purchase.
  - b. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine which approach would be most economical.
  - c. Insure that all procurements are properly authorized and approved.
  - d. Avoid the purchase of unnecessary or duplicate items.

- e. Take affirmative steps to assure that small, minority and women businesses are utilized when possible as sources of supplies, equipment, construction and services.
- f. Where possible, procure goods and services from labor surplus areas. The Township will also consider intergovernmental purchasing agreements for the use of common goods.

D. SELECTION PROCEDURES

All procurement transactions by the Township of Rush shall be conducted in a manner that provides open and free competition. Procurement procedures shall not restrict or eliminate competition by means of any of the following restrictive practices.

1. Placing unreasonable requirements on firms in order for them to qualify to do business with the Township of Rush.
2. Unnecessary experience or bonding requirements in excess of what is mandated by State Law.
3. Promoting non-competitive practices between firms.
4. Noncompetitive contracts to consultants on retainer contracts
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product
7. Any arbitrary action on the procurement process.

D. PROCUREMENT TYPES

The following is a list of procurement types available. All five procurement types must comply with the Procurement Standards in section 200.318. Each methods of Procurement will comply with the current dollar threshold at the time of procurement associated to each method of procurement.

1. Micro-purchase
2. Small purchase
3. Sealed bids purchases
4. Competitive proposal purchases
5. Non competitive purchases (special circumstances which are applicable for all purchase levels)

E. CODE OF CONDUCT

In carrying out of his/her duties, each officer or employee shall comply with the applicable laws and the ordinances, resolutions, rules and regulation of the Township of Rush.

Each officer and employee shall place the competence and effectiveness of service to the public before the interest of any individual or party.

No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to advance directly or indirectly his/her financial or private interest, or that of any other person or persons.

No officer or employee shall directly or indirectly solicit or accept any gift, loan, service, promise, or employment which might influence, or tend to influence the proper performance of his/her duties.

Any officer or employee who has any financial, interest in any business entity, transaction or contract with, the Township or in the sale or rental of real estate, materials, supplies, or services to the Township, shall make known to the Township such interest in any matter on which he/she may be called to act in any official capacity. Such officer or employee shall refrain from voting upon, or otherwise participating in the transaction or making of such a contract or sale.

In order to avoid any conflict of interest, real or apparent, between the Township of Rush and any of its officers, employees or agents engaged in the award and administration of any contracts supported by CDBG/HOME funds, the Township will follow the provisions of 24 CFR Part 570.611 for CDBG or 24 CFR Part 92,236 for HOME and submit documentation to DCED for ruling.

**NOTE: FOR ALL NON – GRANT PROCUREMENT THE TOWNSHIP WILL USE THE STATES PROCUREMENT POLICY FOR MUNICIPALITIES AND THE CURRENT BIDDING THRESHOLDS AT THE TIME OF PROCUREMENT.**

## RUSH TOWNSHIP PROCEDURES FOR FISCAL POLICIES

Fiscal policies of Rush Township are the responsibility of several individuals of the Township Supervisors. Individuals employed by the Township as well as Township officials are to follow the guidelines as illustrated within this document and updated from time to time to reflect continual monitoring and compliance of all Township programs.

Fiscal responsibilities are dictated by the individual's employment status within the Township. The Township Secretary, Treasurer, Accounts payable/ Payroll clerk, code officer, administrator and department heads all play a critical role in fiscal procedures.

### **In regards to purchases the following procedure is to be followed:**

Department heads submit a request to accounts payable and or the treasurer for processing through a purchase order system. The invoice is attached to purchase for processing of check. Payments of bills are approved by the Supervisors. Once payment is approved, checks are processed. Checks are then forwarded to the Supervisors for signatures. All checks require two signatures (one Supervisor and the Treasurer).

### **In regards to the HOME Program the following procedure is to be followed:**

The Contractor submits a Payment Request to the Township's Consultant and or the treasurer for processing through the system. The Payment Request is reviewed for completion of work and inspected by the Township's designated code officer for the program. The HOME program invoice is completed by the Consultant and approved by the Township Secretary/Treasurer or the CEO. After approval of the draw by DCED the Consultant draws down the funds. Upon receipt of funds into the account the checks will be processed. Checks are then forwarded to the Supervisors for signatures. All checks require two signatures (one Supervisor and the Treasurer).

### **In regard to payroll the following procedure is to be followed:**

Department heads review time sheets and submit to payroll clerk. Payroll clerk verifies that hours are accurate and correct hourly wage is assigned per task. The Township Supervisors approves or disapproves payroll and signs payroll checks.

The treasurer is responsible for reconciling bank statement.

The Supervisors approves bank reconciliations.

Last updated on: 3-21-19