



Borough Assembly

October 15, 2019

Re: Borough Manager Objectives

“Prepare a report for the Assembly on current local service contracts with the Borough and potential opportunities for the community to do business with the Borough.”

“Review the borough purchasing policy (using a committee). Look at developing cost-plus agreements (or some other method) with local vendors to purchase locally.”

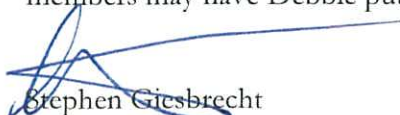
Executive Summary

The Petersburg Borough Assembly put forward two related objectives for the Borough Manager during his annual review. These two objectives relate to purchasing and the use of local contractors for both purchasing and service contracts. In response to this direction from the Assembly, the manager and staff have prepared a revision to the Borough’s purchasing ordinance which increases the local bidder’s preference from five (5%) to ten (10%). This revision is attached as Appendix A. The attached revision to the Purchasing Code has NOT yet been vetted by the Attorney awaiting the input of the Assembly.

The second part of this issue is encouraging local purchasing by the Borough. While the Borough does purchase a significant amount of local goods and services, the proposed system should help vendors better expose their businesses to Borough employees (see attached appendix C; local borough spending from last budget year). The process would be accomplished by encouraging local vendors to notify the Borough as to the services and products they have available. These notification forms (attached as Appendix B) would be made available to all department heads and supervisors with purchasing authority. This “Local Vendor book” would make it easier for Borough employees to identify local purchasing options and take advantage of our local resources. It is important to note, for large projects the Borough has additional requirements, including specific insurance coverages, little Davis-Bacon wage rates, and international building and fire code requirements outlined in our bidding specifications documents and in specific bid and request for proposal documents.

Next Steps

The Assembly should review this information and let me know if there are specific questions or additional areas for these two objectives that should be covered to be considered completed. When the Assembly is ready, one of your members may have Debbie put this on a future agenda for your formal approval.


Stephen Giesbrecht
Borough Manager