

Purchasing/Bidding Guidelines for Recreation Director

The below represents a simple guideline to be used by the Recreation Commission as well as the Recreation Director regarding purchases of material or services. It is intended to give the Recreation Director the freedom to implement changes without the restrictions of waiting until the next recreation meeting. In some cases however, which will be detailed below, a majority commission vote will be needed.

Emergency purchases: Ex. New pool pump. An emergency purchase is defined by any purchase or service to be rendered by 3rd party that requires immediate action that cannot wait until a regularly scheduled recreation meeting or such that a sport/activity or pool season/snack stand operation is impeded or cannot be opened/started. In these instances, purchases can be approved by the recreation director without Commission approval as long as the funds are available. This does not include any materials or services that are to be paid in full by Washington Borough (these would not come from Recreation Trust funds). If said 'Emergency' comes after a season or activity it will not be deemed an 'Emergency' and can wait for a regular meeting to be discussed and approved/rejected by the commission. In any event the liaison for said event, season or activity must be duly notified and informed of any pending action.

For any one time 3rd party services to be contracted out for \$2,675 or above of recreation funds there must be 2 bids from reputable contactors with all proper paperwork even if the item or service in question will be asked for reimbursement for the next fiscal year's Recreation Budget request (in these instances Recreation will often outlay the money because the Borough's funds may not be available with the understanding that as part of the recreation ordinance, recreation can recoup these funds). Bids will be presented to the Recreation Commission ahead of their next meeting for review and action may be taken. If this is a shared expense with the Borough and the Recreation portion is still \$2,675 or more than 2 bids must be received to move forward. If we have recurring seasonal services (pool opening/closing, weed and feed treatments, etc.) the director does not need to solicit year bids unless said services change in price from previous year by more than 10%. Also, the recreation Director is encouraged to 'shop around' to find the best pricing and services at all times.

If any cost estimate comes in above the bid threshold (currently *\$17,500 - if Qualified Purchasing Agent the bid threshold is currently \$36,000) then the work/service must go out for bid. Minimum 3 bids required and to be opened by Borough Manager in public.