

TOWNSHIP OF LOWER MERION

Finance Committee

Issue Briefing

Topic: Authorization of Emergency Purchase

Prepared By: Eric Traub, Chief Financial Officer

Date: March 29, 2023

I. Action To Be Considered By The Board:

Ratification of emergency contract/resolution related to Mill Creek Road S-Bridge.

II. Why This Issue Requires Board Consideration:

In accordance with the Code of the Township of Lower Merion, the Board of Commissioners must ratify any emergency purchases.

III. Current Policy Or Practice (If Applicable): N/A

IV. Other Relevant Background Information:

The Township has experienced travel restrictions on Mill Creek Road due to recent vehicular damage to the S-Bridge. The Township is not bound by bidding requirements for emergency work that does not constitute new additions, extensions or enlargements of existing facilities or public works of the Township. The First Class Township Code calls for the Board to pass a resolution that states the emergency and nature of the procurement at a public meeting.

As a reminder, the Code of the Township of Lower Merion, Chapter 5 Administrative Code, Article 11 Purchasing, Section 5-72 contains the following language:

§ 5-72 Emergency purchases.

In the case of an actual emergency or other unforeseen occurrence or condition whereby extreme circumstances affecting the life, health or safety of inhabitants of the Township require immediate action which cannot await otherwise required competitive bidding, the Township Manager or his authorized agents may suspend the customary purchasing regulations, subject to subsequent ratification by the Board, to make such purchases as necessary to meet the emergency condition. All emergency purchases shall be clearly stated on the purchasing and accounting records so as to be easily identified on the public records inspected by the Township auditors.

V. Impact On Township Finances:

Funds are available through the Capital Projects Fund - Bridge Maintenance Program. The budget for this project is \$200,000. The total amount is \$351,207 which is \$151,207 or 75% more than the budget.

VI. Staff Recommendation:

Staff recommends the Board approve the resolution.