

**COUNTY OF LEHIGH
ADMINISTRATIVE CODE
REVISED JUNE 2016**

These revisions contain the following Ordinances:

ORDINANCES	1991-114,128
	1992-110,119,123
	1993-101,116,127,130,173
	1994-119,151
	1995-141
	1996-197
	2003-117
	2004-119
	2005-175
	2006-110
	2007-238
	2008-205
	2009-146
	2011 Budget (adopted by default)
	2011-112, 140, 157, 159, 163
	2014-122 (Budget)
	2015-101, 111, 120, 125, 129

PREPARED BY:

COUNTY OF LEHIGH
DEPARTMENT OF LAW
MATTHEW R. SORRENTINO, ESQUIRE
LEHIGH COUNTY SOLICITOR

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LEHIGH COUNTY ADMINISTRATIVE CODE

ARTICLE I

SHORT TITLE, EFFECT, AND DEFINITIONS

Section 101 - TITLE

This Code and all amendments hereto shall be known and may be cited as the "Lehigh County Administrative Code".

Section 102 - PURPOSES

The purpose of this Code is to clarify the responsibilities and authority of administrative units within Lehigh County government and to outline certain procedures and policies consistent with the provisions of the Lehigh County Charter.

Section 103 - EXISTING LEGISLATION CONTINUED

Except to the extent to which they may be inconsistent with the provisions of the Administrative Code, all existing County laws, resolutions, rules and regulations heretofore adopted shall continue in force and effect until amended, superseded or repealed.

Section 104 - DEFINITIONS

Whenever used in this Code, local laws, ordinances, legalizing acts or resolutions, unless otherwise expressly stated or required by subject matter or context, words will have the following definitions:

- a. "County" shall mean the County of Lehigh;
- b. "Charter" shall mean the Home Rule Charter of the County and all amendments thereto;
- c. "Administrative Code" and "Code" shall mean this Administrative Code adopted by and for the County of Lehigh and all amendments hereto;
- d. "Board" shall mean the Lehigh County Board of Commissioners;

e. "Executive" shall mean the County Executive elected by the voters pursuant to the Lehigh County Charter;

f. "Elected Officials" shall mean all elected County officials with the exception of the Board of Commissioners. It is recognized that all of the Judges of the Court of Common Pleas of Lehigh County as well as the District Justices of Lehigh County are officials of the Commonwealth of Pennsylvania and therefore are not within the meaning of Section 104;

g. "County funds" shall mean all monies collected by any office or department of the County Government;

h. "Administrative Service" shall mean departments under and directly reportable to the County Executive as outlined in Section 403-1.

All words and phrases in this Code are used according to their accepted and ordinary meaning except where another meaning is specifically indicated. Words used in the singular number shall extend to and include the plural number, and words used in the plural number shall extend to include the singular number.

ARTICLE II

LEGISLATIVE BRANCH

Section 201 - THE BOARD OF COMMISSIONERS

The legislative powers of the County shall be vested in an elective body which shall be known as the Board of Commissioners. The Board of Commissioners shall have and exercise all powers and perform any functions not denied it by the Constitution of Pennsylvania, by the Charter, this Code, or by the General Assembly at any time. These shall include, but shall not be limited to, all powers and functions now, or hereinafter, conferred or imposed upon it by the Constitution and laws of the Commonwealth of Pennsylvania, the Charter, and this Code, together with the rights, privileges, functions, and powers necessarily implied or incidental thereto.

Section 202 - ORGANIZATION AND RULES OF PROCEDURE

1. The Board shall be organized and follow the Rules of Procedure as stated in Article III, Section 303, of the Charter.
2. While no attempt should be made by the Commissioners to alter daily operational policy, Department Heads (as defined in Section 403 of this Code) shall cooperate with the Board of Commissioners in furnishing information as requested.

Section 203 - MEETINGS

Pursuant to the Charter, Article III, Section 304, the Board shall establish and hold regular meetings. The right of the County Executive to attend and address all regular meetings is hereby established.

Section 204 - STAFF

The Board may authorize and appoint personnel as needed as stated in Article III, Section 305, of the Charter.

Section 205 - QUORUM

A quorum must be present to take action as established in Article III, Section 306,

of the Charter.

Section 206 - FILLING VACANCIES IN ELECTED OFFICES

Pursuant to the Charter, Section 208, the Board shall follow the following procedure in filling vacancies in elected office:

1. Upon notification of a vacancy, the Chairman of the Board of Commissioners shall seek applications by placing a notice in at least one newspaper of general circulation, and by distributing a notice to the relevant professional organization, if applicable, and to the political party of the individual who held the office prior to the vacancy.
2. The aforesaid notice shall include a statement of the qualifications enumerated by the Charter and a date for applications to be received by the Chairman of the Board.
3. Applications shall be received no later than ten (10) days after the effective date of the vacancy.
4. Applications shall be received by the Chairman and forwarded to the Intergovernmental and Appointments Committee of the Board (the committee).
5. At the discretion of the committee, applications may be forwarded to the relevant professional organization, if applicable, to determine if applicants meet the qualifications as defined in the Charter, such determination to be made within ten (10) days (no later than 20 days after the effective date of the vacancy).
6. The committee shall review all qualified applicants and make a recommendation to the full Board of Commissioners within thirty days of the effective date of the vacancy.
7. The Board shall confirm or reject the committee's recommendations within forty-five (45) days of the effective date of the vacancy. If the Board rejects the committee's recommendation, a Commissioner may nominate any other qualified individual, and this nomination shall be considered at the said meeting.
8. Should the Board fail, for any reason whatsoever, to fill such a vacancy within forty-five (45) days after the vacancy occurs, the Court of Common Pleas shall,

upon petition of the County Executive or the Board of Commissioners, or any five (5) citizens of the County, fill the vacancy in such office by appointment of a qualified resident of the County who is of the same political party affiliation as the person who vacated same office.

ARTICLE III

EXECUTIVE BRANCH

Section 301 - COUNTY EXECUTIVE

There shall be a County Executive who shall be elected by the County at large and who shall be responsible for the faithful and efficient performance of all administrative functions of the County.

Section 302 - POWERS AND DUTIES

1. Pursuant to Article IV, Section 402, of the Charter, the County Executive shall have and exercise all powers and duties granted by the Charter, this Code, and all other applicable County, State, and Federal Laws.

2. The County Executive shall have the authority, subject to confirmation by the affirmative vote of at least a majority of the Board of Commissioners in office, to appoint competent qualified members of Agencies, and the heads of all Departments, Offices, and Bureaus in the administrative service; and shall have the power to dismiss, suspend and discipline, in accordance with the Personnel Code, all officers and employees under his or her supervision. Subject to confirmation by the Board of Commissioners as aforesaid with respect to heads of Offices and Bureaus in the administrative service, the authority to appoint and remove subordinates serving under department directors in the administrative service may be delegated to the directors subject to the personnel provisions of the Personnel Code.

3. If any department director under the supervision of the County Executive is absent due to illness or disability, the County Executive shall designate him or herself or some other employee to perform the duties of the position.

4. The County Executive shall have the authority to assign new functions to the departments in the administrative service with the approval of the Board.

5. The County Executive shall have the responsibility to undertake and direct program and performance audits.

6. The County Executive shall meet with the Commissioners on a regular basis to

brief them on the status of the County.

7. The County Executive, if possible, shall notify the Chairman of the Board of Commissioners before declaring a State of Emergency.

8. The County Executive shall report his or her declaration of a State of Emergency and proposed resulting action in writing to the Board of Commissioners within twenty-four (24) hours of his declaration of a State of Emergency. In the event that a State of Emergency is declared over a holiday or weekend, the County Executive's written report must be submitted by 4 p.m. of the next business day.

Section 303 - ADMINISTRATIVE POLICY AND PROCEDURES

1. Each appointed department director and elected official in the administrative service shall perform all duties required by the office or department by the Constitution of the Commonwealth of Pennsylvania, the Charter, this Code, and Ordinances of Lehigh County.

2. The department directors appointed by the County Executive shall be immediately responsible to the County Executive for the effective administration of their respective departments and all activities assigned thereto.

3. Each elected official and department director shall keep informed as to the most recent practices, regulations and procedures in their particular field and shall implement, with the approval of the elected official or officials responsible, such new practices as appear beneficial and relevant to the department, to the overall operation of the County, and to the residents of the County.

4. Each department director in the administrative service shall submit annual reports of the department to the County Executive. Additional reports may be solicited.

5. Elected officers and department directors shall establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of department activities. This system shall form a basis for periodic reports to the County Executive from all officials.

6. Each elected official and department director shall be responsible for the proper care of all County property and equipment used in his or her office or

Department.

7. Elected officials and department directors shall abide by the prescribed financial and purchasing procedures as outlined in this Code and by the procedures outlined in the Personnel Code.

Section 304 - OFFICE OF PUBLIC INFORMATION

Repealed.

Section 305 - COOPERATION AMONG DEPARTMENTS

It shall be recognized by all elected officials and department directors that each is serving the citizens of Lehigh County and that such service will be most efficiently accomplished by an atmosphere of willing cooperation and coordination with other departments and agencies within the County.

ARTICLE IV

DEPARTMENTAL ORGANIZATIONS

Section 401 - OFFICES HEADED BY ELECTED OFFICIALS

The following offices are directed by elected officials:

<u>OFFICE</u>	<u>DIRECTED BY</u>
Office of District Attorney	District Attorney
Office of Coroner	Coroner
Office of Controller	Controller

Section 402 - ELECTED INDEPENDENT COUNTY OFFICES:

The following offices shall function under the administration of the Executive Department for purposes of all budgetary requirements, financial controls, personnel procedure and purchasing provisions. They shall otherwise service the requirements of the judicial branch and the Lehigh County populace.

Clerk of Judicial Records
Sheriff

Section 403 - ADMINISTRATIVE SERVICE DEPARTMENTS:

1. The following departments are administered by department directors appointed by the County Executive:

<u>DEPARTMENT</u>	<u>DIRECTED BY</u>
Department of Administration	Director of Administration
Department of Community and Economic Development	Director of Community and Economic Development
Department of Human Services	Director of Human Services
Department of Cedarbrook	Director of Cedarbrook
Department of Corrections	Director of Corrections
Department of Law	Solicitor
Office of Public Defender	Public Defender
Department of General Services	Director of General Services

Office of Chief of Staff

Chief of Staff

2. The following offices and bureaus are administered by office and bureau directors appointed by the County Executive and confirmed by the Board of Commissioners:

<u>OFFICE</u>	<u>DIRECTED BY</u>
Office of Computer Services	Computer Services Director
Office of Prison	Warden II
Bureau of FH - Administration	Nursing Home Administrator
Office of Fiscal Affairs	Fiscal Officer
Bureau of CB - Nursing Office	Director of Nursing Services
Office of Mental Health/Intellectual Disabilities/ Drug and Alcohol	MH/ID/D&A Administrator
Office of Children & Youth Services	Children & Youth Services Director
Office of Risk Management	Risk Manager
Office of Employee Training	Director of Training
Office of Assessment	Real Estate Appraisal Director
Office of Men's Community Corrections Center	Warden I
Office of Aging and Adult Services	Aging Services Director
Office of Human Resources	Human Resources Officer

ARTICLE V

OFFICE AND DEPARTMENTAL RESPONSIBILITIES

Section 501 - OFFICE OF THE DISTRICT ATTORNEY

1. There shall be an Office of the District Attorney which shall have and exercise all powers and duties pursuant to Article V, Section 502 of the Charter.
2. For organizational purposes, the Office of the Coroner shall be included in the Office of the District Attorney. Organizational purposes shall mean budget preparation, financial reporting, personnel and purchasing procedures.
3. The Lehigh County Narcotics Information Center shall report to and, for all purposes, including selection of personnel, be under the jurisdiction of the District Attorney.

Section 502 - OFFICE OF THE CONTROLLER

The Office of the Controller shall have and exercise all powers and duties stated in Article V, Section 503 of the Charter. The duties of the office shall be organized to perform the following functions:

- a. Audits of any account of any agency receiving, disbursing, or authorizing the disbursement of County funds, such audits shall assure compliance with Federal and State law and regulations as to the payment and receipt of monies. These may be performed at any time, by his or her own initiative, or at the request of the County Executive or the Board of Commissioners. The Controller shall send a copy of all audit reports on audits he or she performs to the office of the Board of Commissioners, upon completion of the audit but not more than fifteen (15) days after performing the audit.
- b. Review all warrants for the expenditures of County monies and review the bidding, contract and other documents constituting the basis for the expenditures and if satisfied that such expenditures are within the budget allotment pertaining thereto and otherwise conform to the applicable legal requirements, shall sign said warrant before it is paid.

c. Management, performance audits and/or program results of any County Department or Agency to evaluate the efficiency and productivity of the Agency or Department. Such audits may be initiated by the Controller or may be requested by the County Executive or the Board of Commissioners. Within fifteen (15) days of completion of such audit, "completion of such audit" to include compliance with the requirements of Ordinance 1978 - No. 117, a report shall be submitted to the Board of Commissioners and the County Executive. Standards for such audits should be presented to the Board of Commissioners for approval, and no such performance audits shall be conducted by the Controller on his own initiative until the standards have been approved by the Board. Current standards for performance audits are contained in Ordinance 2011 – No. 163.

d. Operate an ethics hotline for the reporting of suspected fraud and theft directly to the Office of the Controller. The Controller shall conduct a confidential investigation into all meritorious reports received. Those reports deemed not meritorious by the Controller must be documented. A summary account of all reports and the findings of the resultant investigations shall be submitted annually to the Board and the Executive. The records of all reports and findings shall be made available in a confidential manner as part of the independent audit.

Section 503 - DEPARTMENT OF ADMINISTRATION

1. As mandated by Article IV, Section 405 of the Charter, there shall be a Department of Administration which shall perform the following functions:

a. Preparation of the Annual Budget for the Executive which shall include the operational and capital plan. The budget procedures set forth in Article VI of this Code shall be followed.

b. Administration of a centralized accounting system which shall accurately reflect the assets, liabilities, receipts, and expenditures of the County. Policies and procedures are outlined in Article VI of this Code.

c. Supervision of individual assessments and collection of all County taxes.

d. Administration of all duties previously assigned to the County Treasurer under State Law, including, but not limited to:

- (1) Issuing licenses for the Commonwealth;
- (2) Collecting and transmitting money for the Commonwealth;
- (3) Disbursing, collecting and transmitting monies for the State Treasurer;
- (4) Receiving all fines;

e. Administration of the collection of past due real estate taxes for the County and all municipalities who have agreed to allow the County to collect such taxes for them. Such function shall be accomplished through the establishment of a Tax Claim Bureau.

f. Provision of a comprehensive system of County purchasing. The responsibilities and duties are addressed in Article VIII of this Code and include the establishment and administration of competitive bidding rules and procedures, bonding policies, emergency policies, and the responsibilities of the purchasing director and the user agencies.

g. Management of computer services which shall provide computer reports and programs as deemed necessary by department directors and elected officials.

h. Review all warrants for the expenditures of County monies, determine that such expenditures are within the budget allotment pertaining thereto.

i. Administration of a centralized County personnel system which shall include: job classification and pay; recruitment and selection; performance evaluation; training and development; labor relations; personnel policies and regulations; coordination and administration of employee benefits; coordination and administration of leave time, donated leave, FMLA and other leave-related programs; and any other personnel related items.

j. Risk Management.

k. Coordination of veteran affairs.

2. The Department of Administration shall work in coordination with the Board of Assessment Appeals and the Election Board.

Section 504 - ELECTED INDEPENDENT COUNTY OFFICES

The responsibilities of the office of Clerk of Judicial Records and Sheriff shall include cooperation with the Department of Administration. Such cooperation shall include, but not be limited to all budgetary requirements, financial reporting, personnel remuneration procedures and purchasing provisions.

Section 505 - COURT RELATED SERVICES

1. To the extent not in conflict with the rule-making power of the judiciary, the judicial branch shall comply with all budgetary requirements, financial controls, personnel remuneration procedures and purchasing provisions as shall all other areas of County government as set forth in the Charter and this Code.

2. The Judiciary may fill for a period of not in excess of ninety (90) days any vacancy among the personnel presently or hereafter employed or appointed by the Court of Common Pleas of Lehigh County, or any member thereof, at a salary or wage not in excess of that which was paid to the person who had previously occupied the vacated post. Notice of the temporary appointment, compensation and job description shall be referred to the Board within thirty (30) days following the first day of employment. Within thirty (30) days following such referral, the Board shall review, approve and/or adjust the compensation and notify the Judiciary of its action. In the absence of any action by the Board as aforesaid, the compensation fixed by the Judiciary shall be deemed approved.

Section 506 - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

There shall be a Department of Community and Economic Development which shall perform the following functions:

- a. Provision and implementation of economic development strategies in cooperation with public and private sector agencies;
- b. Development of financial resources for the County in cooperation with Federal and State monies, private foundation monies and private industry and business funds;
- c. Development of internal and external communication and publications;

- d. Marketing County assets and resources;
- e. Provision of Quality of Life support services;
- f. Administration of Community Development Block Grants;
- g. Coordination with the following authorities and commissions of the County: General Purpose Authority, Industrial Development Corporation.

Section 507 -DEPARTMENT OF HUMAN SERVICES

1. There shall be a Department of Human Services which shall perform the following functions:

- a. Coordination of programs and services of the aging;
- b. Prevention of drug and alcohol abuse;
- c. Direction of mental health/intellectual disabilities programs and services;
- d. Provision for a planning mechanism for youth services;
- e. Administration of child welfare services;
- f. Coordination with each human service advisory board established in Article VII, Section 702 of this Code.

2. Through evaluation of duties and responsibilities of the above, functions shall be undertaken to determine if any duplication of services exists. It is the responsibility of the department director to recommend annually to the Executive any reassignments in responsibilities that may be required to more efficiently provide these services to County residents.

Section 508 -DEPARTMENT OF CEDARBROOK NURSING HOMES

There shall be a Department of Cedarbrook Nursing Homes which shall perform the following functions:

Operation and Maintenance of long-term health care facilities.

Section 509 -DEPARTMENT OF CORRECTIONS

There shall be a Department of Corrections which shall perform the following functions:

- a. Operation of all Lehigh County adult and juvenile correctional institutions as may be established;
- b. Administration of all adult and juvenile rehabilitation programs and services;
- c. Administration of all functions formerly assigned to the Lehigh County Jail Board.

Section 510 -DEPARTMENT OF LAW

1. There shall be a Department of Law which shall perform the following functions:

- a. Provide legal advice to all County agencies and to the Board, except for the office of the Controller in the event he or she appoints a Solicitor;
- b. Represent County agencies and their employees in relation to their official duties. Review and preparation of all necessary papers and written instruments in connection therewith;
- c. Represent the County in all actions in which the County is a party;
- d. Prepare resolutions, ordinances, legalizing acts and local laws to be presented for action by the Commissioners together with notices and other items in connection therewith;
- e. Draft and submit any needed amendments to the Charter or this Code as requested;
- f. Draft and submit to appropriate newspapers notices and/or legal ads as specified in the Charter, for the Board of Commissioners. Also, Department of Law shall draft and submit to the appropriate newspapers, any notice or ad dealing with County business, as requested by the Chairman of the

Board of Commissioners;

g. Perform such other legal duties as may be prescribed by law not inconsistent with the Charter or this Code;

h. Perform such other legal duties relating to County business as may be requested by the County Executive.

2. Disclosure of Possible Conflicts of Interest or Representation of Other Interested Parties

a. The County Solicitor will inform the County Executive and the Board of Commissioners in the event that members of the Department of Law staff or members of their law practices (attorneys with whom they are professionally affiliated) are representing other governmental agencies in any matter in which the County is involved, regardless of whether adversity or conflict exists.

b. The County Solicitor will inform the County Executive and the Board of Commissioners in the event that any private representation by members of the Department of Law staff or members of their law practices (attorneys with whom they are professionally affiliated) raises a possible conflict of interest with respect to a matter that will come before the Board.

c. In situations arising under either Section 510(2)a or 510(2)b, immediately above, screening and other procedures consistent with Rule 1.11 of the Rules of Professional Conduct for Attorneys in Pennsylvania (the "Rules of Professional Conduct") will be used, and such procedures explained to the County Executive and the Board in writing. The County Executive and the Board shall have the opportunity to exercise their respective rights to either consent under the Rules of Professional Conduct or hire outside counsel as provided by Section 305 of the Home Rule Charter.

d. In the event an unavoidable actual conflict of interest arises, the proper action to terminate the conflict will be taken under the Rules of Professional Conduct and Sections 305 and/or 407 of the Home Rule Charter.

Section 511 - OFFICE OF THE PUBLIC DEFENDER

There shall be an Office of the Public Defender which shall have and exercise all powers and duties pursuant to Article IV, Section 408 of the Charter.

Section 512 - DEPARTMENT OF GENERAL SERVICES

There shall be a Department of General Services, which shall perform the following functions:

- a. Maintenance of parks and recreational facilities of the County;
- b. Maintenance of County-owned real properties; provision of installations and/or removal of communication and telephone equipment;
- c. Records Retention;
- d. Maintenance and construction of County bridges;
- e. Provision of Environmental control services;
- f. Administration of the Civil Defense operation;
- g. Administration of the Communications Center;
- h. Maintenance of all equipment;
- i. Administration of the Inmate Work Program;
- j. Operation and maintenance of the industrial wastewater pretreatment plant.
- k. Administration of Central Services. This function shall provide utility services, central mail and messenger services, and any centralized office management administration improvement studies and programs.
- l. Provision of Planning studies and reports, including but not limited to the annual capital plan and an annual office space plan;
- m. Coordination and implementation of solid waste management plans;

- n. Coordination and implementation of resource use and preservation plans;
- o. Coordination and implementation of transportation plans;
- p. Provision of Public Information Services;
- q. Coordination with the following authorities and commissions of Lehigh County:
Lehigh-Northampton Transportation Authority, Lehigh Valley Planning Commission, Housing Authority, Lehigh County Authority, Agricultural Land Preservation Board, Conservation District, Trexler-Nature Preserve Advisory Board.

Section 513 - OFFICE OF CHIEF OF STAFF

There shall be an Office of Chief of Staff within the Department of the County Executive which shall carry out the duties of the position of Chief of Staff in accordance with the job description of that position.

ARTICLE VI

BUDGETARY AND FINANCIAL POLICIES AND PROCEDURES

Section 601 - BUDGET CALENDAR

1. Pursuant to Article VII, Sections 702-705 and 708 of the Charter, a Budget Calendar is established which prescribes formal actions required each year for the adoption of the County Budget and Operational and Capital Plan.
2. The adoption of the Operational and Capital Plan shall adhere to the following schedule:
 - a. The Executive shall submit a proposed Operational and Capital Plan to the Board no later than June 30th of each year.
 - b. The Board shall publish, no later than August 18th, in at least one (1) newspaper of general circulation in the County, a summary of the Plan, a notice of times and places for public inspection of the proposed Plan, and a notice of time and place of the public hearing on the proposed plan.
 - c. No less than two (2) weeks after such publication and no later than September 1st, the Board shall hold a public hearing on the proposed Operational and Capital Plan.
 - d. No later than September 1st, the Board shall adopt an Operational and Capital Plan.
 - e. After adoption and no later than September 4th, the Board shall deliver the adopted Plan to the County Executive
 - f. Within ten (10) days after delivery, but no later than September 14th, the Executive may veto or reduce any item by returning the Plan to the Board with an explanatory statement.
 - g. No more than fifteen (15) days following action by the Executive and no later than September 29th, the Board may override Executive action by a vote of a majority plus one (1) of the members of the Board in office.

h. The Operational and Capital Plan shall be developed for a time period of five (5) years.

3. The adoption of the County Budget shall adhere to the following time schedule:

a. The County Executive shall submit a proposed Budget to the Board no later than August 31st.

b. The Board shall publish, in at least two (2) newspapers circulating generally in the County and in such electronic or other media as may be designated by ordinance a general summary of the budget and a notice stating the times and places where copies of the budget are available for inspection by the public, and the time and place, no earlier than two weeks after such publication, for a public hearing on the proposed budget.

c. No less than two (2) weeks after such publication and no later than October 31st, the Board shall hold a public hearing on the proposed Budget.

d. No later than October 31st, the Board shall adopt a Budget.

e. After adoption of the budget by the Board, the Board shall deliver the adopted Budget to the County Executive within three (3) days.

f. Within ten (10) days after delivery, the County Executive may veto or reduce any item by returning the Budget to the Board with an explanatory statement.

g. No more than fifteen (15) days following action by the County Executive, the Board may override the Executive action by a vote of a majority plus one (1) of the members of the Board in office.

h. If the Board fails to adopt a budget by October 31, then the budget as presented by the County Executive shall become effective as if it had been enacted unless the budget is returned to the County Executive as provided for in Section 704(c) of the Home Rule Charter, and section 601(3)(i) below.

i. If the budget presented by the County Executive provides for a change in

any existing tax rates or the inclusion of new taxes authorized by the Commonwealth of Pennsylvania, which provide for a change in County tax revenue estimates from those of the budget of the current year, then the Board by a majority vote may send the budget proposal back to the County Executive with the requirement that the County Executive resubmit to the Board within fourteen (14) days a budget proposal that contains a certain rate of taxation or a certain level of tax revenue estimate or such other modifications as the Board shall direct. Such a motion to send the budget proposal back to the County Executive must be made prior to October 31st. Within seven (7) days after resubmission to the Board, the Board shall provide public notice pursuant to Section 1009(r) of the Home Rule Charter which includes a general summary of the resubmitted budget and the times and places where copies of such budget are available for inspection by the public. The Board shall hold public hearings on the resubmitted budget. The Board shall adopt a budget under this subsection by December 14 and the Board may adopt such budget at the same meeting at which it is introduced. The same budget procedure as in Section 704(a) of the Home Rule Charter shall be used by the Board. If the Board fails to adopt a budget by December 14, then the resubmitted budget shall become effective as if it had been enacted.

j. If the Board fails to adopt a budget by October 31st, but adopts a budget by December 14th pursuant to §704(c) of the Home Rule Charter and section 601(3)(i) above, then the adopted budget shall be delivered within three (3) days to the County Executive who within five (5) days thereafter may veto, reduce or restore any appropriation item contained in it. If the County Executive vetoes, reduces or restores any appropriation item in the budget, he or she shall return it to the Board with his or her reasons for the veto, reduction, or restoration stated in writing. The Board may reapprove any appropriation item over the veto, reduction, or restoration of the County Executive within ten (10) days, or by December 31st, whichever is earlier, with an affirmative vote of at least a majority, plus one (1) of the members of the Board in office.

Section 602 - BUDGET FORMAT

1. The County Budget shall contain:
 - a. A budget message which shall clearly present the position of the

Executive concerning the expected accomplishments during the coming year, the estimated costs, sources of revenue, the proposed tax levy, the proposed capital and operating expenditures, and the changes in the County's debt from the previous fiscal year.

b. A clear statement of the County's debt position.

c. A listing of all authorized and requested full-time positions of employment by organizational unit.

d. Comparison figures which shall show cumulative actual revenue and expenditure figures for the current year to date and the last year to the same date.

2. In addition to the operating budget submitted by the County Executive, the budget of Lehigh County shall contain a capital budget.

a. Said capital budget shall be submitted and approved following the same schedule as provided for in Article VII of the Lehigh County Home Rule Charter.

b. Said capital budget shall list the major capital expenditures for the fiscal year by department, office, and bureau. The source of the revenue for each project shall also be included.

c. Said capital budget shall include those projects which are:

(1) Newly acquired physical facilities or land with costs exceeding \$4,000.00.

(2) Renovation or replacement of existing facilities and equipment with the unit cost exceeding \$4,000.00.

(3) Newly acquired equipment or capital related services, such as computer software, with an expected life of two (2) or more years, with a unit cost exceeding \$4,000.00.

(4) Architectural studies and/or related capital addition, replacement or renovation studies, with unit cost exceeding \$2,500.00.

(5) Any expenditure, regardless of amount, financed through a long-term debt obligation (exceeding one year).

Section 602.1 - CAPITAL PLAN STANDARDS

1. The County Capital Plan shall be designed to reflect the long-term strategic plans of the County and therefore shall contain:
 - a. Projected needs for new physical facilities or land, or improvements, any of which have an expected cost exceeding \$20,000.00 and a projected life exceeding ten (10) or more years.
 - b. Projected needs for equipment or capital-related services with an expected life of two (2) or more years, and with an expected unit cost to exceed \$20,000.00.
 - c. Expected needs for capital projects, whose sum of component parts, including studies and engineering, are projected to exceed \$20,000.00.
 - d. Expected needs for any other project determined by the County Executive or the Board of Commissioners to have long-term fiscal and/or managerial impact on the County of Lehigh.
2. An Organization unit - line item budget utilizing a standard system of accounts shall be adopted.
3. The County Executive shall strive to accumulate records of costs on a program basis and annually report such cost to the Board.

Section 603 - SUPPLEMENTAL APPROPRIATIONS

1. Supplemental appropriations shall require the passage of an ordinance by the Board.
2. Such appropriations are only authorized for designated excess revenues which have been clearly documented by the Executive.

Section 604 - BUDGET ADMINISTRATOR

1. For purposes of planning cash flow, avoiding unnecessary borrowing, and

exercising more efficient management, the Executive shall, with the department directors, establish specific work programs and allotments. The Executive shall have the authority to revise the allotments at any time during the fiscal year for any reason.

2. The Director of Administration or his or her designee shall certify the availability of unencumbered funds before an order is placed or a payment is made from an appropriation.

3. No bill, demand, or claim shall be paid unless it contains an itemized statement of the items or services, stating by the party claiming payment that it is correct, and is certified that the items have been received, or the services rendered to the County.

4. All bills, claims and demands against the County shall be approved in accordance with action of the Director of the Department of Administration. A voucher, on a form prescribed by the Director of the Department of Administration, shall be presented for each bill, claim or demand and shall be paid only upon the audit, warrant and approval of the Director of the Department of Administration.

5. Disbursement shall be made by a combination warrant-bank check or draft warranted by the Controller and countersigned by the Executive or any County officer he or she may designate.

Section 605 - COUNTY DEPOSITORY

1. The County Executive shall designate the depositories for County Funds.

2. The Board shall be advised of all depositories utilized and changes in depositories as they occur.

3. Depositories so designated shall, upon receipt of notice of their selection as a depository of County funds, furnish a bond to secure payment of deposits and any interest to the County, secured by a surety company or by the depositing in escrow of securities to be approved by the Board. The parties may, by agreement, provide the substitution of securities so held in escrow, the securities in every case to be approved by the Board. Such bond shall be in a sum to be fixed by resolution of the Board. The depository shall not be required to furnish a

bond or deposit securities in escrow to secure payment of deposits and interest insured by the federal Deposit Insurance Corporation.

Section 606 - BORROWING

The Board shall adhere to the provisions of the Pennsylvania Local Government Unit Debt Act (Act 185 of 1972) for the borrowing of any funds.

Section 607 - REPORTS

The Executive shall submit monthly reports to the Board which shall contain information on the County's financial position. Such reports include, but shall not be limited to, budget comparison figures comparing the current year to the previous year.

Section 608 - PAYROLL

Salaries, wages, and other compensation of all officers and employees of the County shall be paid bi-weekly. Department Directors and elected officials shall certify to the Director of the Department of Administration, at such times and in such form as he or she shall prescribe, the names and positions of all such persons employed in or by the department who are entitled to be paid in the next ensuing payroll. The Director of the Department of Administration shall then complete a central Payroll for the County and prepare the necessary checks for signature.

Section 609 - PERSONNEL GROWTH MANAGEMENT POLICY

1. Each ordinance creating a new position, including the annual budget, shall contain an estimate of the complete 5-year cost of each new position, including benefits. Each ordinance shall also contain an estimate of the revenue sources, if any, anticipated to offset the cost of the new positions.

2. Positions shall not be added annually at a rate beyond the growth in the population as a whole as projected by the Joint Planning Commission of Lehigh-Northampton counties.

ARTICLE VII

AUTHORITIES, BOARDS AND COMMISSIONS

Section 701 - ESTABLISHMENT

Authorities, Boards and Commissions shall be established pursuant to Article VI, Section 601, of the Charter.

Section 702 - MEMBERSHIP

1. Appointments are made in accordance with Article VI, Section 602, of the Charter.
2. The term of office of each member shall be mandated by existing State or local law or resolution. In any future creation of an authority, board or commission, the term of office of each member shall be four (4) years, with staggered appointments, and members may be reappointed for additional terms of office.
3. The County Executive shall have the power to remove a member of an authority, board or commission if incapacity or absence prevents the member from discharging the duties of the office for a continuous period of more than six (6) months.
4. The County Executive shall have the power to authorize reimbursement of members of authorized expenses.

Section 703 - ADMINISTRATION

1. The County Executive shall conduct a detailed review of each authority, board and commission budget request.
2. For purposes of coordination, all authorities, boards and commissions shall work in close cooperation with specified departments in County government. The coordination shall exist for clerical services, reporting, budgeting, personnel, purchasing, data processing, and other administrative services that may be necessary.

- a. The Lehigh Valley Planning Commission shall work in coordination with the Department of General Services.
- b. The Lehigh and Northampton Transportation Authority shall work in coordination with the Department of General Services.
- c. The Lehigh-Northampton Airport Authority shall work in coordination with the Department of General Services.
- d. The Lehigh County Authority shall work in coordination with the Department of General Services.
- e. The Lehigh County Housing Authority shall work in coordination with the Department of General Services.
- f. The Trexler Nature Preserve Advisory Board shall work in coordination with the Department of General Services.
- g. The Advisory Board to the Office of Children and Youth Services shall work in coordination with the Department of Human Services.
- h. The Area Agency for the Aging/Adult Services Advisory Board shall work in coordination with the Department of Human Services.
- i. The Mental Health/Intellectual Disabilities Advisory Board shall work in coordination with the Department of Human Services.
- j. The Drug and Alcohol Commission shall work in coordination with the Department of Human Services.
- k. The Board of Assessment Appeals shall work in coordination with the Department of Administration.
- l. The Election Board shall work in coordination with the Department of Administration.
- m. The Office of Youth Systems Development Advisory Board shall work in coordination with the Department of Human Services.
- n. The Industrial Development Authority shall work in coordination with the

Department of Community and Economic Development.

o. Lehigh County General Purpose Authority shall work in coordination with the Department of Community and Economic Development.

p. Lehigh County Velodrome Commission shall work in coordination with the Department of General Services.

q. The Office of Adult and Residential Services Advisory Board shall work in coordination with the Department of Human Services.

r. The Lehigh County Agricultural Land Preservation Board shall work in coordination with the Department of General Services.

ARTICLE VIII

PURCHASING POLICIES AND PROCEDURES

Section 801 - POWERS AND DUTIES OF THE COUNTY PURCHASING AGENT

The County Purchasing Agent shall have the following powers and duties:

(A) Purchase or contract for all materials, supplies, equipment, and contractual services for all County agencies in accordance with Sections 803 and 804 of the Administrative Code detailing competitive monetary limits and methods of source selection.

(B) Excluded from the purchase or contract authority of the County Purchasing Agent are the following items:

- (1) Insurance
- (2) Utilities
- (3) Association dues
- (4) Books, magazines, periodicals and subscriptions
- (5) Travel expenses
- (6) Training expenses
- (7) Civic expenses and charitable contributions (grants)
- (8) Business meeting expenses
- (9) Meal Expenses
- (10) Advertising Expenses
- (11) Sensitive items requiring special handling during the course of a criminal prosecution by the Office of the District Attorney or during the course of a death investigation by the Office of the Coroner. All such expenses shall be limited to \$1,000.00 per occurrence and must be signed off on by the District Attorney or the Coroner or their respective designees.
- (12) Items or services purchased by the Office of the District Attorney with monies obtained through forfeiture
- (13) Services of members of the medical or legal profession, registered architects, engineers, certified public accountants, or other personal services involving professional expertise including, without limitation, management services involving the outsourcing of a county function and staffing for it.

- (C) Review all requisitions for the purchase of materials, supplies, equipment, and services, not exempted from this Code, in terms of quality, cost, and availability of budgeted funds to cover the purchase.
- (D) Prepare in cooperation with user agencies standard specifications for materials, supplies, equipment and services, not exempted from this Code, that are common to various County agencies.
- (E) Place orders for all supplies, materials, equipment and services, not exempted by this Code, either by the issuance of a Purchase Order, or by any other generally accepted procedure.
- (F) Enforce all regulations and procedures concerning purchasing.
- (G) Procure for the County the highest quality of commodities and services that meet the users' needs at the least expense.
- (H) Endeavor to obtain as full and open competition as possible.
- (I) Purchase as many items as feasible in bulk to take full advantage of discounts.
- (J) Keep informed of current developments in the field of purchasing including prices and market development.
- (K) Keep accurate and up to date records of all verbal and written solicitations and bids so that they are available for public inspection.
- (L) Formulate and submit for approval to the County Executive modifications or additions to purchasing regulations and procedures as deemed necessary.
- (M) Establish and administer a system of service and maintenance for office equipment as required.
- (N) Establish and either maintain a storeroom of office supplies which are commonly required by each department and agency within the County, or contract for such materials as may be in the best interest of the County.

(O) Recommend to the County Executive, or his/her designee, disqualifications of vendors who default on their quotations.

(P) Develop and maintain a purchasing manual for distribution to user agencies which specifically outlines all appropriate procedures. This manual shall be subject to the approval of the County Executive and a majority of the Board prior to printing and distribution and shall be amended as needed.

(Q) Review and revise requisitions and estimates of products needed and amounts designated by the user agencies.

(R) Make awards to the vendor who meets the specifications for the items or services to be purchased at the most economical cost while maintaining an acceptable level of quality and meeting the best interests of the County.

(S) Maintain a list of all awarded contracts which states who received the bid, the award date and the price. This list shall be made available for review upon request.

(T) Maintain documentation in the bid file whenever an award to other than the lowest cost bidder is given involving any publicly offered formal bid.

(U) Purchase certain products made from recycled materials under the following conditions.

(1) All paper products purchased by the county shall meet the Environmental Protection Agency (EPA) recommended minimum content standards as listed in the "Procurement Guideline for Paper and Paper Products", 40 CFR Part 2500, 53 FR 23546 (June 22, 1988).

(2) The County Purchasing Agent is authorized to approve purchase of products made from recycled material that are equivalent or superior in performance and the cost is equal to or does not exceed by 10% the cost of like products made from wholly virgin material.

(V) In conjunction with the Office of Computer Services, develop and maintain an Internet web page to include purchasing related information which may be of interest to County residents and vendors.

Section 801.1 - PROCEDURE FOR PROFESSIONAL SERVICE AGREEMENTS

(A) This section shall apply to all agreements for professional services categorized or listed in §801 (B)(13) above entered into by the County Executive, the President Judge of the 31st Judicial District, the Board, or any independently elected official.

(B) Advance written notice to the Board of Commissioners is required for all professional service agreements categorized in §801 (B)(13). Notice of solicitations for Requests for Proposals shall be provided to the Board upon publication or other notice soliciting proposals, whichever occurs first.

1. For all professional service agreements, regardless of value, such advance written notice shall include:
 - (a) the name of the individual or entity providing the services;
 - (b) the nature of the project and the scope of the work;
 - (c) the procedure used to choose the individual or entity providing the services, including a copy of the Request for Proposals, if applicable;
 - (d) the projected total monetary amount of the contract;
 - (e) the hourly or other unit costs charged under the contract, if applicable;
 - (f) a statement of the need for such service and the impact on current services or projects;
 - (g) the budget line item(s) to be used to fund the contract;
 - (h) the original and current balances in the line items provided in subparagraph (g) above; and
 - (i) a disclosure of prior relationships between the vendor and the County or County Personnel.

2. For professional service agreements valued in excess of \$10,000.00, a copy of the proposed agreement shall also be provided as part of the advance written notice.

(C) Agreements for professional services which are valued at \$10,000.00 or less shall not be entered into without giving either fourteen (14) days advance written notice to the Board of Commissioners or, seven (7) days advance written notice and receiving approval by Resolution.

(D) The following contracts shall not be entered into without giving fourteen (14) days advance written notice to the Board of Commissioners and receiving approval of the Board by resolution.

(1) The contract has not been bid in accordance with Section 803 of the Administrative Code and the value of the proposed contract is between \$10,000.01 and \$100,000.00.

(2) The contract has not been bid in accordance with Section 803 of the Administrative Code and the value of the proposed contracts with a single vendor or contractor exceeds \$10,000.00 but not \$100,000.00 during a County fiscal year. It is the intent of this subsection that the notice and approval requirements shall not be circumvented by the execution of multiple contracts during one fiscal year.

(3) The contract involves the retention of professionals pursuant to the authority of the Board under Section 302 of the Home Rule Charter to incur indebtedness, levy taxes, assessments, and service charges; adopt and amend an Administrative Code; adopt a Personnel Code; establish salaries and wage levels; and acquire property.

(4) The fourteen (14) day advance written notice requirement may be waived by motion of the Board.

(E) The following contracts shall not be entered into without giving sixty (60) days advance written notice to the Board of Commissioners and receiving approval of the Board by resolution.

(1) The contract has not been bid in accordance with Section 803 of the Administrative Code and the value of the proposed contract exceeds \$100,000.00.

(2) The contract has not been bid in accordance with Section 803 of the Administrative Code and the value of the proposed contracts with a single vendor or contractor exceeds \$100,000.00 during a County fiscal year. It is the intent of this subsection that notice and approval requirements shall not be circumvented by the execution of multiple contracts during one fiscal year.

(3) The sixty day (60) advance written notice requirement may be waived by motion of the Board.

(4) This sub-section (E) shall not apply to:
a. Board approval of contract renewals.
b. Contracts which are specifically funded by pass-through monies received from federal, state or non-governmental agencies, in which the vendor/provider has already been identified as part of the funding process.

(F) No work shall be authorized to begin nor payment made under a contract prior to the completion of the advance written notice process, and where required, the approval process, unless exigent reasons or an emergency situation require the immediate execution of a proposed contract, but the term of such contract shall not exceed thirty (30) days. Such reasons shall be documented and filed with the Board and the Controller 24 hours prior to the execution of the proposed contract.

(G) Every contract shall specifically state that a copy of the final report or study delivered pursuant to the contract shall be provided directly by the vendor to the Board of Commissioners; and the vendor shall agree to publicly present the final report or study should a committee of the Board so desire.

(H) Exempt from the aforementioned requirements are:

(1) Contracts that involve the investigation of a crime and the apprehension or prosecution of persons suspected of, or charged with, the commission of a crime if the District Attorney determines that the information might prove to be prejudicial or detrimental to such action.

(2) Contracts involving services in defense of persons suspected of, or charged with, the commission of a crime if the Public Defender determines that the information might prove prejudicial or detrimental to such action.

(3) Any proposed contracts, regardless of the amount, involving the following functions of the Department of Human Services: coordination of programs and services for the aging, prevention and treatment of drug and alcohol abuse, Mental Health/Intellectual Disabilities/Health Choices programs and services, Children and Youth Services and Adult and Residential Services.

(4) Any proposed contracts, regardless of amount, involving the following functions of the Judiciary: coordination of programs and services for delinquent children, including individual counseling and evaluations.

(5) Contracts involving services in support of litigation or administrative or related proceedings filed for or against the County, if the County Solicitor determines that such information might prove to be prejudicial or detrimental to such action.

(I) All contracts for management services which will provide direct supervision to county employees must follow the competitive proposal process set forth in §804(C), unless waived by Resolution of the Board of Commissioners.

Section 801.2 - REQUIRED CONDITIONS FOR ALL CONTRACTS

(A) Every contract shall specifically state that it is contingent upon the availability of appropriated funds from which payment can be made.

(B) The County of Lehigh shall not make contractual arrangements with a vendor who is delinquent on any taxes due the County until the taxes are paid in full. Delinquent shall herein be defined as the point when the taxes owed become the responsibility of the Tax Claim Bureau to collect.

(C) Every contract shall state that if the vendor becomes delinquent on taxes owed the County during the term of the agreement, vendor shall be in breach of the agreement and the County shall withhold vendor payments in lieu of taxes until taxes are paid in full.

(D) The Department of Administration shall issue written notice to the Board of Commissioners within 60 days of the end of the fiscal year if a vendor or lessee is

found to be delinquent on any taxes due the County. As directed pursuant to contract language authorized by this section, the County shall withhold payments until the taxes are paid in full.

(E) The County of Lehigh shall not make contractual arrangements with a vendor who is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

(F) Every contract shall specifically state that the vendor agrees not to hire County personnel who may exercise discretion in the awarding, administration or continuance of that vendor's contract. The prohibition shall be in force for up to and including one year following the termination of the employee from County service. A vendor's failure to abide by this provision shall constitute a breach of the contract, and the agreement shall so state.

(G) The following clause shall be a part of all professional services contracts which require Board approval by Resolution pursuant to Section 801.1(D):

This agreement may only be extended beyond its initial term by the County Executive, the President Judge of the 31st Judicial District, the Board, or any independently elected official if each additional term is approved by resolution of the Board. Without such approval the contract shall not extend beyond its last term approved by the Board.

Section 801.3 - REQUIRED CONDITIONS FOR ALL CONSTRUCTION CONTRACTS

(A) Every construction contract shall adhere to the "Required Conditions for all Contracts" outlined in Section 801.2.

(B) Every contract over \$25,000.00 pertaining to construction projects funded by the County of Lehigh shall specifically state that the developer/construction manager/ contractor/subcontractor shall, in hiring, make every effort to employ persons residing within the Lehigh Valley, and in no event, shall less than 80 percent of the labor force of the developer/construction manager/ contractor/ subcontractor on a County-funded project be residents of the Lehigh Valley. The Lehigh Valley is defined as Lehigh and Northampton Counties and all surrounding communities within ten (10) miles of said county borders in the State of Pennsylvania.

(C) The requirement in Section 801.3 (B) shall not apply to executives, engineers, technicians, supervisors, timekeepers, messengers, office workers, or employees above the classification of general foreman of the developer/construction manager/contractor/subcontractor, or to employees of a materials supplier.

(D) Every contract over \$25,000.00 pertaining to construction projects funded by the County of Lehigh shall specifically state that the developer/construction managers/contractors shall be obligated to make sure that subcontractors adhere to the requirements stated in Section 801.3(B).

(E) The requirements stated in Sections 801.3 (B), (C) and (D) shall also apply to contracts pertaining to construction projects carried out by an authority and for which County of Lehigh is a third party beneficiary.

(F) The local labor requirement stated in Section 801.3 (A) through (E) can only be waived for a construction project or for a specific developer/construction manager/contractor/subcontractor by a resolution of the Board of Commissioners.

(1) A resolution to waive a construction project from the requirement would specify in detail why federal and/or state funding of the project does not permit the local labor requirement.

(2) A resolution to waive a specific developer/construction manager/contractor/subcontractor from the requirement shall state that the following procedure has been complied with:

(a) Notice shall be given by the developer/construction manager/contractor/subcontractor to the County of Lehigh upon the awarding of the contract that their specialty is unique.

(b) The number of persons needed to perform the job shall be stated.

(c) There must be submission of actual proof that there are not a sufficient number of persons in the Lehigh Valley that have the knowledge and experience to perform the specialty.

(d) The resolution shall specify the percentage of local labor that can be used.

(G) In the event that application of the requirements of this section would violate state or federal law, or would render the County of Lehigh ineligible for the receipt of funds from outside sources, the provisions of this section shall not control.

(H) The term "construction project" as used in Section 801.3 is defined as "construction, renovation, rehabilitation or demolition project."

Section 801.4 - AUDITS

The County Controller shall audit this policy for compliance on an annual basis.

Section 801.5 – OPEN AND PUBLIC PROCESS REQUIRED FOR NON-BID CONTRACTS

This section shall apply to all contracts which are required to be approved by the Board of Commissioners pursuant to section 801.1 of this Administrative Code. The intent of this section is to preclude businesses from participating in non-bid County contracts if controlling individuals in the business or their immediate family members have contributed over Two-Hundred Fifty Dollars (\$250.00) to Candidates for County Elected Offices or Incumbents.

A. Definitions

1. Affiliate – a parent or subsidiary of a Business Entity
2. Business Entity – a domestic or foreign corporation for profit or not-for-profit, association, general or limited partnership, limited liability company or sole proprietorship.
3. Candidate – an individual as defined in the Pennsylvania Election Code, 25 P.S. §3241.
4. Consultant – any Person used by a Business Entity to assist in obtaining a Contract, through direct or indirect communication by such Person with a County Elected Official or employee, if the communication is undertaken by such Person with the expectation of receiving payment from the Business Entity for the assistance.

5. Contract – any professional services agreement which must be approved by the Board of Commissioners pursuant to section 801.1 of this Administrative Code.
6. Contractor – any Person or Business Entity who currently has entered into a Contract which is subject to approval by the Board of Commissioners.
7. Contribution – as defined in the Pennsylvania Election Code, 25 P.S. §3241 and subject to the Attribution Rules in section 801.5.D.
8. Controlling Shareholder - an individual who owns or controls greater than fifty percent (50%) of the shares of the Business Entity.
9. Elective County Office – the offices of County Executive, County Commissioner, District Attorney, Coroner, Controller, Clerk of Judicial Records and Sheriff.
10. Immediate Family – spouse or life partner and unemancipated children.
11. Incumbent – an individual who currently holds an Elective County Office.
12. Person – an individual, partnership, association, corporation, limited liability corporation, joint venture or other legal entity.
13. Political Action Committee (PAC) – as defined in the Pennsylvania Election Code, 25 P.S. §3241.
14. Political Committee – as defined in the Pennsylvania Election Code, 25 P.S. §3241.

B. Required Disclosures

Any Business Entity which wishes to be eligible to enter into a Contract with Lehigh County must comply with the following conditions in addition to those contained elsewhere in this Administrative Code.

1. The Business Entity must disclose:
 - a) the names, business addresses and phone numbers of all subcontractors which will be used on the contract;
 - b) the names, business addresses and phone numbers of any Consultants used to assist in securing the contract, or a certification that no Consultants were used;
 - c) any Contributions made to County Elected Officials or Candidates for Elective County Office by the proposed Contractor, the subcontractors to be used or the Consultants in the previous two (2) years or a certification that no such Contributions were made;
 - d) the name and title of each County officer or employee who, within two (2) years prior to the application or proposal for a Contract, asked the Business Entity or any officer, director or management employee of the Business Entity

to make a Contribution to any Person, and any Contribution made to any Person in response to any such request, including the amount of the Contribution and the date made.

2. Provide copies of the forms required to be filed with the Pennsylvania Department of State regarding campaign contributions, as set forth in 25 P.S. §3260a for the previous two (2) years, or a certification that no forms were filed.

3. These disclosures must be made in writing and provided to the County at the time any proposal or quote for a Contract is made. Copies will be maintained with the Contract proposal, and also provided to the Lehigh County Controller. These disclosures will be available for review by the public when the proposal is available. Failure to provide these disclosures will disqualify a Business Entity from consideration for a Contract.

C. Contract Requirements

1. Eligibility – If a Business Entity has made Contributions in excess of Two-Hundred Fifty Dollars (\$250.00) in the aggregate during a calendar year to a Candidate for nomination or election to any Elective County Office or to an Incumbent, then the Business Entity shall not be eligible to enter into any Contract nor shall the Business Entity be eligible to be a sub-contractor of any such Contract for a period of two (2) years following the year of the Contribution(s).

2. During the term of the Contract, and as a specific provision of the Contract, the Contractor shall agree that Contributions will not be made which would render the Contractor ineligible to be considered for a Contract.

3. Ongoing Disclosures – The Contract shall require that the Contractor disclose any Contribution made by the Contractor, sub-contractor or Consultant to any Candidate for Elective County Office or to an Incumbent during the term of the Contract and for one (1) year thereafter. Such disclosures shall be made in writing on a form provided by the County, and shall be delivered to the County, within (5) business days of the Contribution. This County disclosure form shall be delivered by the Contractor to the County contact person identified in the Contract, who shall forward copies to the Clerk to the Board of Commissioners, the Controller and the County Fiscal Officer.

4. Breach of any of these Contract provisions will make the Contract voidable at the County's option, and shall make the Contractor liable for liquidated damages to the County in the amount of ten percent (10%) of the maximum

payments to the Contractor permitted under the Contract, regardless of whether actually paid.

5. The Lehigh County Controller shall be responsible for reviewing campaign finance reports for all County Candidates and County Elected Officials for compliance with this section, except those of the Controller and Candidates for the Office of Controller. The Board of Commissioners shall be responsible for reviewing campaign finance reports for the Controller and Candidates for the Office of Controller. Any violations of these provisions shall be documented and reported to the County Executive and the Board of Commissioners.

D. Attribution Rules

The following shall be considered Contributions made by a Business Entity for purposes of this section:

1. A Contribution made by an officer, director, controlling partner or shareholder of a Business Entity and members of their immediate family, excluding unpaid Board members of a not-for-profit corporation.
2. A Contribution made by any parent, subsidiary or otherwise affiliated entity of the Business Entity.
3. A Contribution made by a PAC controlled by the Business Entity or its affiliates.
4. A Contribution by a PAC controlled by an officer, director, controlling shareholder or partner of the Business Entity.
5. A Contribution to any political committee or PAC which, during the calendar year in which the contribution is made, itself makes contributions or gives financial support to a particular candidate or group of candidates for nomination or election to any Elective County Office or to a particular incumbent, shall be considered a Contribution to such candidate or incumbent.
6. Any other Contribution made not directly to a candidate for nomination or election to any Elective County Office or Incumbent, but with the purpose and intent that the entity will, directly or indirectly, make such contribution such candidate or Incumbent, shall be considered a Contribution to such candidate or incumbent.
7. Any Contribution solicited by a Person shall be considered a Contribution by such Person, and if a Person sponsors or hosts a fundraising event, then any contributions raised at such event shall be considered to be contributions by such Person. Any Contribution solicited by an officer,

director, controlling shareholder or partner of a Business or affiliate shall be considered a Contribution by such Business, and if any officer, director, controlling shareholder or partner of a Business or affiliate sponsors or hosts a fund-raising event, then any contributions raised at such event shall be considered to be contributions by such Business.

8. Any Contribution for which a Person is an intermediary shall be considered as a contribution by such Person, and any contribution for which an officer, director, controlling shareholder or partner of a Business or affiliate (other than a not-for-profit Business or affiliate) is an intermediary shall be considered a contribution by such Business.

E. Notice

These requirements shall be posted on the County's website and shall be included in all Requests for Proposals as part of the County's standard terms and conditions.

F. Waiver

Any provisions of this section may be waived by motion of the Board of Commissioners if:

1. Compliance with this section may lead to the loss of federal, state or similar grant funds or would violate state or federal law;
2. No eligible Business Entities are available to perform the work after soliciting proposals through the Request for Proposals process in Section 804(c); or
3. Delay in the award of the contract would cause a material threat to public health or safety or material damage to the legal interests of the County. All other provisions of this section shall apply to such contracts except that the disclosures required need not be filed until fourteen (14) days after a contract is executed.

Section 802 - USER AGENCY RESPONSIBILITY

The department directors and/or elected officials, herewith to include the members of the Board, shall have the authority and responsibility to:

- (A) Formulate specifications for all purchases that are clear, concise and descriptive of all the requirements of the intended purchase. The department directors and elected officials shall not draft specifications that are restrictive and

shall only request materials, supplies, equipment and services that meet their minimum requirements. Brand names and/or single vendors shall not be specified except as provided in Section 803 of this Code. Written descriptions of the intended use of an item or service are required.

(B) Place all requests for purchases on the standard requisition form as required by the County Purchasing Agent and attach supporting information as required.

(C) Receive and examine all items of supplies, equipment and materials to ascertain compliance with specifications on the Purchase Order. Check to be sure that merchandise has been delivered in good condition and that all items are included.

(D) Affix signature and date on receiving copy of Purchase Order noting any variations to the original order and/or indicating completion of the order.

(E) If there is a lack of agreement between the County Purchasing Agent and the department director or elected official, herewith to include the members of the Board, concerning any Specifications, the County Executive, or his/her designee, shall resolve the differences.

Section 803 - COMPETITIVE MONETARY LIMITS

(A) The County Purchasing Agent shall purchase or contract for all materials, supplies, equipment and contractual services according to the following monetary limits:

(1) \$0.00 - \$4,000.00 - Solicitation is optional and at the discretion of the County Purchasing Agent.

(2) \$4,000.01 - \$10,000.00 - Solicitation is either telephonic or written and three qualified and responsible vendors are required as a minimum unless a reasonable effort fails to obtain a minimum.

(3) \$10,000.01 - \$25,000.00 - Written quotations are required and four qualified and responsible vendors are required as a minimum unless a reasonable effort fails to obtain the minimum.

(4) \$25,000.01 and over – Advertising and formal competitive bidding or solicitation of proposals is required.

- (B) The above monetary limits shall apply to the purchase of individual or like items.
- (C) Each solicitation shall be noted, filed and available for public inspection.
- (D) Exceptions to the listed competitive solicitation procedures are:
 - (1) Any items purchased through Federal or State programs that have different bidding requirements mandated by the grant programs, or that permit other purchasing procedures such as intergovernmental relations provided in Chapter 19 of Act 57 of 1998, or items purchased under the provisions of a Federal General Services Administration or Commonwealth contract.
 - (2) The purchase of materials and equipment from charitable, non-profit making agencies for the blind or handicapped if the quality is satisfactory.
 - (3) Supplies and materials made by inmates of the Pennsylvania Bureau of Corrections institutions if the quality is satisfactory.
 - (4) Purchases where particular types, models, or pieces of new equipment, articles, apparatus, appliances, vehicles, or parts thereof, are required by department directors and/or elected officials which are patented and manufactured or copyrighted products. Such purchases shall be made, where appropriate, pursuant to Section 804(D), Sole Source Procurement.
 - (5) Purchases made for improvements, repairs, and maintenance of any kind, made or provided by the County through its own employees.
 - (6) Contracts or purchases involving any policies of insurance or surety company bonds, those made for public utility service and electricity, natural gas or telecommunications services, provided that, in the case of utilities not under tariff with the Pennsylvania Public Utility Commission, contracts made without advertising and bidding shall be made only after receiving written or telephonic price quotations.

(7) Contracts or purchases made with any public body, including, but not limited to, the sale, lease or loan of any supplies or materials to the County by a public body, provided that the price thereof shall not be in excess of that fixed by the public body. As used in this paragraph, "public body" shall mean any of the following:

- (a) the Federal Government;
- (b) the Commonwealth of Pennsylvania;
- (c) any other state;
- (d) a political subdivision, local or municipal authority or other similar local entity of the Commonwealth or any other state;
or
- (e) an agency of the Federal Government, the Commonwealth or any other state.

(8) All change orders or additions increasing the total contract cost, as bid, of a project including construction, alteration, maintenance, repair or an improvement of or to a structure or other improvements to, access or upon land or water, shall be exempt from the Competitive Bidding provisions of this Code or other applicable law. However, when the total cost of a single project contract shall exceed five hundred thousand dollars (\$500,000.00), change orders or additions to the contract increasing the total cost shall be approved by a majority of the Board of Commissioners, by motion, when one of the following conditions is met:

- (a) A change order shall individually exceed one hundred fifty thousand dollars (\$150,000.00).
- (b) The total aggregate of all change orders on a project exceeds 10% of the total contract cost, or bid. No such change orders or additions shall be required to be "re-bid" or to be considered as a separate construction contract. However, the County Executive, or his/her designee, may elect to "re-bid" any or all change orders or additions.

- (9) Purchases exclusively involving construction management services, providing the contract is issued in accordance with the procedures outlined in Section 801.1.
 - (10) Purchases involving computer software development, provided the contract is issued in accordance with the procedures outlined in Section 801.1.
 - (11) Equipment maintenance contracts with either the manufacturer, or authorized distributor, of the purchased equipment.
 - (12) Alternate competitive bidding procedures may be used in conjunction with cooperative purchasing organizations of which Lehigh County is a member.
- (E) Notwithstanding the provisions of this section, the County Executive, or his/her designee, shall have the authority to enter into contracts for equipment and services related to technology and information systems on the basis of best value procurement. Contracts under best value procurement shall be made only after the County has solicited proposals based on performance and outcome specifications developed by the County and describing at a minimum the objectives to be met by the system, the tasks to be performed by the system, the users of the system, system security issues, the time frame for system implementation, potential operating technologies, compatibility with existing systems, training and maintenance and shall indicate the process by which the contract shall be awarded. Best value procurement shall not require a sealed bid process and shall permit the County Executive, or his/her designee, to negotiate the terms of the agreement with any responsive and responsible vendor. The Board of Commissioners shall receive written notification of any contract which is awarded pursuant to this section. The written notification shall be provided within (7) days of the execution of the contract, and shall detail the due diligence process used to select and negotiate the terms of the agreement with a responsive and responsible vendor.
- (F) The County Purchasing Agent is authorized to approve purchases of products made from recycled material that are equivalent or superior in

performance and the cost is equal to or does not exceed by 10% the cost of like products made from wholly virgin material.

Section 804 - METHODS OF SOURCE SELECTION

- (A) The following methods of source selection will be available for contracts awarded through the County Purchasing Office.
 - (1) Competitive Sealed Bidding
 - (2) Competitive Sealed Proposals
 - (3) Sole Source Procurement
 - (4) Emergency Procurement
- (B) Competitive Sealed Bidding Procedures
 - (1) For any purchase where formal advertised bidding is required. A public notice shall be placed requesting sealed bids. The notice shall include:
 - (a) A brief general description of the article and/or service.
 - (b) Where bidding documents and specifications can be obtained.
 - (c) When (time and place) bid will be publicly opened and read.
 - (2) The advertisement may be in the form of a newspaper notice, Internet web page posting, or any other generally acceptable form of public advertising. The notice shall be placed a minimum of two (2) times at least ten (10) days prior to the bid openings.
 - (3) Bids shall be enclosed in a sealed envelope marked with the bidder's name, the bid number and the bid name.
 - (4) The advertisement shall be posted on the bulletin board in the purchasing office.

- (5) Bids shall be submitted to the Controller and shall remain sealed until the advertised opening date.
- (6) Bids shall publicly be opened at the specified time and date by the Controller or his/her designee. The County Purchasing Agent or his/her designee shall be present at the bid openings.
- (7) A tabulation of all bids received shall be posted on the County Internet website and made available for review upon request. Afterwards, the tabulation shall be filed.
- (8) Contracts shall be awarded to the lowest responsive and responsible bidder satisfying the minimum requirements of the specification. The County Purchasing Agent is authorized to award purchase of products made from recycled material that are equivalent or superior in performance and the cost is equal to or does not exceed by 10% the cost of like products made from wholly virgin material.
- (9) The County Executive, or his/her designee, may reserve the right to accept or reject any or all bids to serve the County's best interest.
- (10) The County Executive, or his/her designee, reserves the right to change quantities specified within a reasonable limit.
- (11) The County Executive, or his/her designee, may disqualify any vendor or vendors who discriminates in the hiring or employment process.
- (12) Bids from vendors who are known by the County Purchasing Agent to be in default on payments of taxes due the County shall be rejected.
- (13) The withdrawal of bids shall be governed by applicable state law, specifically Act 4 of 1974, as amended, 73 P.S. 1601 et seq.
- (14) At the discretion of the County Purchasing Agent, the Office of Purchasing may charge a nominal nonrefundable fee for those formal public bids that generally attract a high volume of interest. This fee would be charged to offset administrative costs in the preparation and dissemination of the bid documents.

(15) In the absence of the receipt of any formally solicited sealed bids, informal bid(s) or quotation(s) shall be obtained, using the applicable specifications, after which the County Executive, or his/her designee, shall be authorized to award a contract to the lowest responsible and responsive bidder, in the best interests of the County.

(C) Competitive Sealed Proposals Procedures

(1) Used when the County Executive, or his/her designee, determines in writing that the relative importance of price and other evaluation factors should be weighed and the quality of competing products should be compared and trade-offs made between price, quality, services, support and other criteria detailed in the specifications.

(2) The same procedures as described in Sections 804(B)(1) through (6) for Competitive Sealed Bidding shall apply to Competitive Sealed Proposals.

(3) A tabulation of all firms submitting proposals shall be posted on the County Internet website and made available for review upon request. Pricing shall be added to the tabulation immediately after contract award. Afterwards, the tabulation shall be filed.

(4) The Request for Proposals (RFP) shall indicate the relative importance of price and other evaluation factors such as qualifications, experience, creativity of solutions, technological issues, location of resources, etc. The Purchasing and Requesting Offices shall jointly determine the evaluation factors.

(5) Written or oral discussions may be conducted with some or all responsible offerors who submit proposals determined in writing to be reasonably susceptible of being selected for award. Discussions shall not disclose any information derived from proposals submitted by competing offerors. Discussions need not be conducted:

(a) With respect to prices, where such prices are fixed by law or regulation, except that consideration shall be given to competitive terms and conditions;

(b) Where time and delivery or performance will not permit discussions; or

(c) Where it can be clearly demonstrated and documented from the existence of adequate competition or accurate prior cost experiences with that particular supply, service, or item, that acceptance of an initial offer without discussion would result in fair and reasonable prices, and the RFP notifies all offerors of the possibility that award may be made on the basis of the initial offers.

(6) Contracts shall be awarded to the responsible firm whose proposal is determined in writing to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the RFP. The County Purchasing Agent and representatives from the Requesting Office (the Evaluation Team) shall evaluate the proposals and document the selection process.

(7) The County Executive, or his/her designee, may reserve the right to accept or reject any or all proposals to serve the County's best interest.

(8) The County Executive, or his/her designee, reserves the right to change quantities specified within a reasonable limit.

(9) The County Executive, or his/her designee, may disqualify any vendor or vendors who discriminates in the hiring or employment process.

(10) Proposals from vendors who are known by the County Purchasing Agent to be in default on payments of taxes due the County shall be rejected.

(11) The withdrawal of proposals shall be governed by applicable state law, specifically Act 4 of 1974, as amended, 73 P.S. 1601 et seq.

(12) At the discretion of the County Purchasing Agent, the Office of Purchasing may charge a nominal nonrefundable fee for those formal public RFP's that generally attract a high volume of interest. This fee would be charged to offset administrative costs in the preparation and dissemination of the proposal documents.

(D) Sole Source Procurement

(1) A contract may be awarded without competition for a required or designated supply, service or construction item to a sole supplier when the County Executive, or his/her designee, determines that one of the following conditions exists:

(a) Only a single contractor is capable of providing the supply or service.

(b) A Federal or State statute, Federal regulation, County ordinance, or other law exempts the supply, service or construction from the competitive procedure.

(c) The total cost of the supply, service or construction is less than the amount established by the County for small, no-bid procurements under Section 803(A)(1).

(d) It is clearly not feasible to award the contract for supplies or services on a competitive basis.

(e) The services are to be provided by attorneys or litigation consultants selected by the Office of the District Attorney, the Public Defender, the Controller or the County Solicitor.

(f) The services are to be provided by expert witnesses.

(g) The services involve the repair, modification, or calibration of equipment and they are to be performed by the manufacturer of the equipment or by the manufacturer's authorized dealer, provided the County Purchasing Agent determines that bidding is not appropriate under the circumstances.

(h) The contract is for investment advisors or managers selected by the Lehigh County Employees' Retirement Board.

(i) The contract is for financial or investment experts to be used and selected by the Director of Administration.

(2) Prior to contract award, the Requesting Office shall provide a written justification stating the specific reasons for using Sole Source Procurement. The appropriate department director and/or elected official shall approve this justification in writing (see Section 803(D)(5)).

(E) Emergency Procurement

See Section 809 – “EMERGENCY PROCEDURES”.

Section 805 - AWARD OF CONTRACTS

(A) The County Purchasing Agent shall award all contracts up to \$25,000.00.

(B) The County Executive, or his/her designee, shall award all contracts in excess of \$25,000.00.

(C) Contracts shall be awarded to the lowest responsible and responsive bidder within sixty (60) days of the date of bid opening or all bids shall be rejected except as otherwise provided in this paragraph. If the award is delayed by a required approval of another government agency, the sale of bonds, or the award of a grant or grants, the County shall reject all bids or award the contract to the lowest responsible and responsive bidder within one hundred twenty (120) days of the date of the bid opening. Thirty (30) day extensions of the date for the award may be made by the mutual written consent of the County and the lowest responsible and responsive bidder.

(D) If any provision of this section conflicts with an applicable federal or state statute or regulation or with conditions attached to the receipt of federal or state aid this section shall not operate to prevent receipt of the federal or state aid in accordance with any applicable federal or state statute or regulation.

Section 806 - BONDING AND BID SECURITY

(A) Bid Security:

(1) Except as provided in paragraph C below, all advertised, formal competitive sealed bids shall be accompanied by a certified check, bank cashier's check, or irrevocable letter of credit in the amount of 10% of the

bid, drawn upon a bank authorized to do business in this Commonwealth or by a bond with corporate surety authorized to do business in this Commonwealth in the amount of 10% of the bid. Whenever it is required that a bid be accompanied by a certified check, bank cashier's check, irrevocable letter of credit, or bond, no bid shall be considered unless so accompanied. In the event any bidder shall, upon award of the contract to them, fail to comply with the requirements hereinafter stated as to security guaranteeing the performance of the contract, the security furnished under this subsection shall be forfeited to the County as liquidated damages. The County may elect to re-advertise for bids, or if time is critical, select the next lowest responsible and responsive bidder.

(2) This bid security requirement may be waived prior to the issuance of the bid package upon written determination made by the County Executive that the furnishing of such security is not feasible, practical, economical, or in the best interest of the County.

(3) Except as provided in paragraph C below, in the event any bidder who received an award fails to execute a contract or accept a Purchase Order within stated time limits and/or fails to comply with the requirements stated herein, the County shall retain the certified check, bank cashier's check, irrevocable letter of credit or bond as liquidated damages. The County may elect to re-advertise for bids, or, if time is critical, select the next lowest responsible and responsive bidder.

(B) Performance Security:

(1) Except as provided in paragraph C below, the successful bidder on projects involving the use of labor and materials shall furnish a bond with approved surety, or irrevocable letter of credit, or other previously approved form of security, in the amount of 50% of the bid, guaranteeing performance of the contract and a bond guaranteeing the labor and materials. If a bond with surety is used, said surety, at a minimum, must be authorized to do business in this Commonwealth and duly licensed by the Insurance Commission of the Commonwealth. Security shall be provided within thirty (30) days after the contract has been awarded, or prior to commencement of the work, whichever shall first occur. Upon failure to furnish such security within the time fixed, the previous awards

shall be void. The County may elect to re-advertise for bids, or if time is critical, select the next lowest responsible and responsive bidder.

(2) This performance security requirement may be waived prior to issuance of the bid package upon written determination made by the County Executive that the furnishing of such security is not feasible, practical, economical, or in the best interest of the County.

(C) Bonds and Financial Security Required from Prime Contractors:

Before any contract exceeding five thousand dollars (\$5,000.00) for the construction, reconstruction, alteration or repair of any public building or other public work or public improvement, including highway work, of the county is awarded to any prime contractor, such contractor shall comply with the provisions of the Public Works Contractors Bond Law of 1967, 8 P.S. §191, et seq., with regard to bonds and financial securities. This provision is not waive-able.

Section 807 - SALE OF PERSONAL AND REAL COUNTY PROPERTY

- (A) All County property to be sold shall be sold at electronic, Internet-based or public auction or by advertised sealed bids as hereinafter provided. Real property may be exempted from the aforesaid provision by Ordinance which will set forth the alternate provisions to be followed in the sale of that specific piece of real property.
- (B) Advertisements detailing what is to be sold and by which method shall be made by: (1) placement in at least one (1) newspaper of general circulation in the County; (2) posting on an Internet web page; (3) or any other generally accepted form of public advertising. Such advertisement shall request bids for the sale of real or personal County property or designate the time and place of the public auction.
- (C) Said advertisements must be placed as required in Section 807(B) a minimum of two (2) times at least ten (10) days prior to the bid opening.
- (D) If bidding is utilized, bids shall be enclosed in a sealed envelope marked with the bidder's name, the bid number and the bid name.

- (E) The advertisement shall be posted on the bulletin board in the purchasing office.
- (F) Bids shall be submitted to the Controller and shall remain sealed until the advertised opening date.
- (G) Bids shall be publicly opened at the specified time and date by the Controller or his/her designee. The County Purchasing Agent or his/her designee shall also be present at the bid openings.
- (H) The property shall be awarded to the highest bidder if the bid equals a satisfactory minimum in the opinion of the County Executive, or his/her designee.
- (I) If personal property is not sold after a reasonable effort to sell it, the property may be condemned by order of the County Executive, or his/her designee, and destroyed.
- (J) Notwithstanding any provision above, any real property deeded to the County of Lehigh as the result of any Judicial Tax Sale shall be sold pursuant to the court proceedings outlined in Section 612.1 of the Real Estate Tax Sale Law, 72 P.S. §5860.612.1, except that the required notice of hearing and sale shall be given to (a) the owner of the property at the time of the Judicial Tax Sale, (b) any taxing districts interested in the property, (c) the Tax Claim Bureau of Lehigh County, (d) prospective purchasers who have presented to the Tax Claim Bureau a written offer to purchase said property and (e) the Board of Commissioners of Lehigh County.

Section 808 - PURCHASE OF REAL PROPERTY

Any purchase of real property shall be approved by a majority vote of the Board of Commissioners upon recommendation by the County Executive.

Section 808.1 - LEASE OF REAL PROPERTY FOR COUNTY PURPOSES

- (A) When the County Executive has a need to lease property of other parties for County purposes, the County Purchasing Agent shall: (1) place an advertisement in at least one newspaper of general circulation in the

County; (2) post on an Internet web page; or (3) any other generally accepted form of public advertising for three (3) days stating that the County is requesting proposals from prospective lessors and any specifications therefore. The advertisement and the specifications shall state whether the County intends to accept the lowest, responsible proposal or whether the County retains the discretion to accept another proposal or to negotiate terms, other than price, of any proposal once all proposals have been received and reviewed.

- (B) Copies of said advertisement shall be posted on the bulletin board in the Purchasing Office and shall be submitted to the Board of Commissioners at least fourteen (14) days prior to publication.
- (C) A list of the names of corporate and natural person property owners who have submitted proposals and the complete addresses and locations of the properties proposed, as well as the proposals themselves, shall be available for public inspection in the following manner: by 4:00 p.m. of the business day following the day in which the proposals are opened, a list of said proposals, including the property location, property owner, square footage and cost per square foot, parking costs, if applicable, renovation expenses, if applicable, and a good faith estimate of annual utility costs, shall be posted for public inspection on the Purchasing Office bulletin board, and submitted to the Clerk of the Board of Commissioners to be posted on the Commissioners' bulletin board. All proposals shall be made available upon request of a citizen or public official, and should be kept in the Purchasing Office.
- (D) If the advertisement and specifications state the County shall accept the lowest responsible proposal, the County Executive, or his/her designee, shall deem that the proposal from the person offering the lowest, responsible and responsive proposal is in the best interests of the County, and the County Executive, or his/her designee, shall accept said proposal and execute a lease for the County.
- (E) If the advertisement and specifications state the County retains discretion or the right to negotiate, and if after considering all proposals the County Executive, or his/her designee, determines that a proposal from a person other than the person offering the lowest responsible and responsive proposal is in the best interests of the County or if, after negotiation, the

County Executive, or his/her designee, obtains a proposal which he or she believes is better than the lowest, responsible and responsive proposal, then, at least fourteen (14) days prior to the execution of the lease, the County Executive, or his/her designee, shall file with the Board the reason(s) why such proposal shall be accepted. The term "lowest" proposal shall mean the proposal with the lowest overall cost after consideration of the factors enumerated in paragraph (C) above. The term "responsible" proposal shall exclude all proposals from an entity who is delinquent, as that term is defined in §801.2 (B) of the Administrative Code of Lehigh County, in the payment of any tax or other obligation due to the County.

- (F) All leases shall require at least fourteen (14) days advance written notice to the Board prior to execution by the County Executive. Notice shall include the location and identity of the subject property as well as any and all other provisions agreed upon.
- (G) No lease shall be authorized to begin nor payment made under a contract prior to the completion of the advance written notice process unless exigent reasons or an emergency situation require the immediate execution of a proposed lease, but the term of such lease shall not exceed thirty (30) days. Such reasons shall be documented and filed with the Clerk to the Board and the Controller 24 hours prior to the execution of the proposed lease.
- (H) All leases are subject to §801.2 of the Administrative Code-REQUIRED CONDITIONS FOR ALL CONTRACTS.

Section 809 - EMERGENCY PROCEDURES

These purchasing procedures shall be deemed suspended when:

- (A) The County Executive has declared a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting the life, health, or safety of inhabitants of the County require immediate action which cannot wait for competitive bidding.
- (B) By resolution adopted by a vote of at least two-thirds (2/3) of the

Board who are present, the Commissioners have determined it to be impractical to advertise for such bids.

(C) Through some accident or other unforeseen circumstances, the heating, air conditioning, ventilating, lighting, plumbing system, machinery, equipment or other apparatus of any public buildings of the County shall become disabled or any such buildings or parts thereof shall become untenable by reason of sudden action of the elements or for some cause due to explosion or fire or from generally unforeseen events creating an emergency and the administrative head of such buildings shall inform the County Executive, or his/her designee, of such emergency and the necessity of immediate repair of the defect or defects prior to proceeding with such repairs.

Section 810 - NON-AUTHORIZED PERSONS WHO CONTRACT FOR SUPPLIES OR SERVICE

No elected or appointed official or employee of the County shall purchase commodities or services by any means that circumvents these purchasing procedures. Any such purchase shall not be binding upon the County, and the individual official or employee shall be personally responsible for such a transaction.

Section 811 - LEASE OF PROPERTY

Any lease of personal or real property of the County shall adhere to the following requirements:

(A) The Board by resolution shall approve offering any County property for lease and shall determine whether the property shall be offered for lease to a private person, to a municipality or to a public agency before it shall be offered for lease.

(B) If the Board resolution states that the property should be leased to a private person, "person" being defined as it is in Section 1009 (n) of the Charter, the County Executive shall adhere to the following bid procedure:

(1) Advertisements detailing what is to be leased shall be made by: (1) placement in at least one (1) newspaper of general circulation in the County; (2) posting on an Internet web page; (3) or any other generally

accepted form of public advertising requesting bids for the lease of the County Property.

(2) Said advertisements must be placed as required in Section 811(B)(1) once at least twenty (20) days prior to the bid opening and once at least ten (10) days prior to the bid opening.

(3) Bids shall be enclosed in a sealed envelope marked with the bidder's name, the bid number and the bid name.

(4) Copies of the advertisement shall be posted on the bulletin board in the purchasing office.

(5) Bids shall be submitted to the Controller and shall remain sealed until the advertised opening date.

(6) Bids shall be publicly opened at the specified time and date by the Controller or his/her designee. The County Purchasing Agent or his/her designee shall also be present at the bid opening.

(7) The lease shall be granted to the highest responsible and responsive bidder if the bid equals a satisfactory minimum in the opinion of the County Executive.

(C) In cases of proposed leases with non-profit corporations, associations or other such entities or groups of individuals, or with persons in situations where it is demonstrated that the best interests of the County so indicate, the Board in its authorizing resolution may provide for any other leasing procedure besides the bid procedure herein required.

(D) If the Board resolution states that the property should be leased to a municipality (including any City, Borough, Township or Home Rule Charter Municipality in Lehigh County), then the aforesaid authorizing Resolution shall also outline the procedures to be followed by the County Executive in obtaining a proposed lease for presentation to the Board in a particular situation.

(E) If the Board resolution states that the property should be leased to an authority, board, commission or public body, then the aforesaid authorizing resolution shall also outline the procedures to be followed by the County

Executive in obtaining a proposed lease for presentation to the Board in the particular situation.

(F) If the County receives no satisfactory bids when it attempts to lease property through any bidding process, then the Board shall indicate by resolution the appropriate method for obtaining a proposed lease for the property by the County Executive, or his/her designee.

(G) All lease agreements shall be subject to approval through the Ordinance process.

(H) Leases of certain types of property shall be exempt from the requirements of this Ordinance:

(1) Any units of Cedar View Apartments, Office of Housing Services, Department of Human Services, leasing of which shall also be exempt from receiving approval by Ordinance of the County. Said apartment units shall be leased pursuant to the requirements stated in the document marked "Cedar View Apartments Admission and Continued Occupancy Guidelines", attached hereto and made a part hereof by this reference.

(2) Motor Vehicles: used herein as said term is defined in 1 Pa. C.S.A. §1991, leased to non-profit corporations, associations or other such entities or groups of individuals. Further, such leasing of motor vehicles shall also be exempt from receiving approval by Ordinance of the County. The County Executive, or his/her designee, shall annually file with the Board a report listing all motor vehicles leased hereunder, the lessees thereof and the essential purposes of the lease.

(3) Any residential dwelling when the Director of the Department of General Services recommends a County employee for purposes of control, security, safety and responsible maintenance as lessee of same. However, such leasing shall be subject to approval by Ordinance of the County. Such leases shall contain a provision or provisions whereby the lessee substantially agrees to report any observed conduct or events which are unusual or suspicious occurring on or near the leased premises, to report any observed repair needs of County property on or near the leased premises, and to provide assistance to the County in emergency situations occurring on or near the leased premises. Failure to comply with the above may result in the termination of the lease, and should be reported to the

Board. The Board may direct the Department of General Services to secure the professional services of a certified appraiser to establish fair and equitable rent for the dwelling, or the Board can set the rental on its own.

(4) In emergency situations, vacant or otherwise occupied buildings may be leased by the Director of the Department of General Services for a temporary period of up to sixty (60) days without any of the approvals otherwise required by the Administrative Code. Such leases may be oral or written but their terms and other pertinent information regarding them shall be reported to the County Executive and to the Board. The Director of the Department of General Services may recommend extending the terms of such leases, but such extension shall be subject to approval by Ordinance of the County. The Director of the Department of General Services may determine on his or her own that a situation constitutes an emergency for purposes of this Ordinance, and that it is necessary and in the best interests of the County to immediately have a person or persons occupy County dwellings or properties which have suddenly become vacant or otherwise unoccupied.

(5) Bed space in facilities operated by the Department of Corrections may be leased by the Director of the Department of Corrections to other government entities without any of the approvals otherwise required by the Administrative Code.

(I) The leasing of County property and facilities for any term which does not exceed twenty-four (24) consecutive hours shall be exempt from the requirements of the Administrative Code or any other Ordinance concerning lease procedures. Further, such leases shall also be exempt from receiving County approval by Ordinance of the County. The Director of General Services or his/her designee shall be responsible for such leases which shall be in writing and shall contain a specific clause or clauses whereby the lessee agrees to provide property liability insurance or to waive all claims against the County which might arise out of the use of leased property and to protect and hold the County harmless from any such claims by third parties. The liability clause or clauses shall be in a form and of a content which is satisfactory to the County Executive.

(1) "Lease" Defined

For purposes of this exception, the "lease" of County property shall mean a grant by the County to a person or persons of the right to use any

enclosed building, a significant portion of real property or any personal property of the County for activities unrelated to the County or to the exclusion of the general public.

(2) Non-Lease Uses

All other granted uses of County property or facilities for any term which does not exceed twenty-four (24) consecutive hours shall not be considered leases for purposes of the Charter or any County lease procedure requirements. However, such non-lease uses which directly or collaterally involve the sale of any thing or service, regardless of the use or uses to which the proceeds of such sale shall be put, or which expect to involve or attract one hundred (100) or more persons at any one time shall require the completion and execution of a permit through the Director of the Department of General Services, or his/her designee.

(3) Non-Lease Use Permit Form

The permit shall be in a standardized form identifying the user and shall contain:

- (a) The appropriate date, place and times of use;
- (b) The purpose(s) of the proposed use;
- (c) The maximum number of persons expected to be involved in or attracted to the use;
- (d) A statement whereby the user promises that the property will be used so that no damage occurs thereto, normal wear and tear excepted, and that the user will fully reimburse the County for any costs to repair such damage;
- (e) A statement that the user promises to clean up the property or that the user will fully reimburse the County for doing so;
- (f) A statement whereby the user agrees to obey all applicable municipal, state and federal laws, regulations and ordinances;
- (g) The full identification of insurance procured for the particular use for which the permit is being obtained or which is otherwise maintained by the user to cover similar uses;

(h) A statement whereby the user waives all claims which he, she or it might have against the County arising out of the use of the County's property.

(i) A statement whereby the user agrees to protect and hold the County harmless from the claims of third parties which arise out of the use of the County property;

(j) A statement whereby the user acknowledges having read and understood the requirements of this Ordinance and any other applicable County rules regarding the use of County property; and

(k) Any other information relative to the user or the use of the property which the user or the County deems pertinent or otherwise necessary.

(4) Standards for Granting Leases and Issuing Permits

The Director of the Department of General Services shall grant leases or issue permits to persons pursuant to this subsection except for:

(a) Failure to complete, or provide information to complete or to execute, the appropriate leases or the permit form required under Section 811 (l)(3); or

(b) Property or portions thereof which have already been requested by and reserved for another or which have been reserved for other purposes; or

(c) Indicating a purpose on the lease or permit form for the proposed use of the County property which will:

(1) Constitute illegal activity or conduct; or

(2) Involve defrauding the public or otherwise constitute deceitful or unscrupulous activity; or

(3) Interfere with public convenience and safety or pose an imminent threat of lawless activity.

(5) Leases and Permits for Residents Only

Short-term leases and use permits shall be available to residents of Lehigh County only.

(6) Fee

Short-term leases and use permits shall be available for a fee of One Hundred (\$100.00) Dollars, Fifty (\$50.00) Dollars of which shall be refunded to the lessee or user if the property involved is returned in clean and satisfactory condition as determined by the Department of General Services.

(7) Review of Denial for Lease or Permit

(a) A denial by the Director of the Department of General Services, or his/her designee, to any person for a short-term lease or permit shall be stated in writing, signed by the person making the denial and delivered personally to the person making the request or mailed to the person at the address which the person making the request supplied.

(b) Such written denials shall be made within ten (10) days after a person makes a request for a short-term lease for use of County property and shall contain the reason(s) for the denial.

(c) Any person so denied the lease or use of County property shall have the right to appeal that decision to the County Executive, provided that the appeal is in writing and taken within fifteen (15) days of the date of the written statement of denial.

(d) Appeals shall be heard and decided by the County Executive or by a three (3) member committee of Lehigh County citizens appointed by the County Executive. A decision shall be rendered in writing within ten (10) days after the hearing of the appeal is concluded.

(8) Penalties

(a) Any person who applies to lease or use County property or who leases or uses County property in violation of this subsection of the Administrative Code, or any person who enters upon County property with the intent to commit an unlawful act shall, upon conviction thereof at a summary proceeding and in addition to any other penalties already provided, be sentenced to pay a fine of up to One Hundred (\$100.00) Dollars, to be paid to the use of the County with costs of prosecution.

(b) Any person who uses threatening, abusive, insulting, profane or indecent language or who engages in conduct that is abusive, insulting, obscene, indecent, or constitutes a breach of the peace may be summarily removed from County Property when such use of language or conduct tends to disrupt good order and to provoke a disturbance.

(9) Motorized Vehicles

No non-County authorized motorized vehicle including without limitation motorized cycles, may be driven or parked on other than appropriately paved or designated area of County Property.

(10) Regulations

The County Executive through the Department of General Services shall recommend to the Board such regulations as are needed to further carry out the intent and purposes of this Ordinance in regulating the use of County property. Regulations shall be approved by a duly adopted written Resolution of the Board.

ARTICLE IX

CODE OF ETHICS

Section 901 – CODE OF ETHICS

1. Each employee of the County shall abide by the Conflict of Interest and Code of Ethics provision provided for in Section 903 of the Charter as stated below:

(a) No officer, employee, or member of an agency of the County, whether elected or appointed, shall:

(1) directly or indirectly solicit or accept any service or thing of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally;

(2) receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County, except that this subsection 903 (a) (2) shall not apply to persons who hold uncompensated County positions in matters unrelated to the position held;

(3) directly or indirectly be the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County, except that this subsection 903 (a) (3) shall not apply to persons who hold uncompensated County Positions in matters related to the position held;

(4) willfully and knowingly disclose, for direct or indirect pecuniary gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect pecuniary gain;

(5) assist another person by representing him or her directly or indirectly as his or her agent or attorney whether or not for compensation, in any transaction involving the County unless to provide assistance rendered in the course of or incident to his or her

official duties, except that this subsection, 903(a)(5), shall not apply to persons who hold uncompensated County positions in matters unrelated to the position held;

(6) directly or indirectly engage in activities constituting bribery, duress or intimidation of voters and interference with the free exercise of the elective franchise in violation of the Elections Code, 25 P.S. §§3539 and 3547, and as hereafter amended, or any other state or federal act presently or hereafter prohibiting or making unlawful the same or any other similar activity.

(b) Any County officer or employee who has a financial interest, direct or indirect in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such sale or in the making or performance of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by the County Executive or by the resolution of the Board.

2. The penalty for violation of any of the specific prohibitions of this section of the Charter and this Code shall be forfeiture of office or employment, as well as other penalties by law, and such other disciplinary action as provided by the Personnel Code.

3. No officer, employee, or member of any agency of the County who is in a position to select persons for employment with the County shall in any way base such selection upon his or her social or legal relationship with the applicant for County employment or upon the political beliefs and associations of said applicant unless the position involved is a policy-making position or falls into one of the following categories of the Exempt Service:

(a) Elected Officers;

(b) Members of Authorities, Boards, Commissions, and Committees;

(c) Directors of departments in the Executive Branch; and

(d) One (1) clerk or secretary for each of the following officers: each elected officer of the County and the Director of each department in the Executive Branch.

ARTICLE X

BONDS

Section 1001 - OFFICIAL BONDS

1. Each of the following officers, before entering upon his official duties, whether he is elected, appointed or appointed to fill a vacancy, shall give and acknowledge a bond to the County in the indicated minimum amounts;

(a) Each member of the Board of Commissioners	17,500.00
(b) County Executive	2,000,000.00
(c) Controller	20,000.00
(d) Sheriff	60,000.00
(e) Clerk of Judicial Records	140,000.00
Includes former Recorder of Deeds, Prothonotary, Register of Wills and Clerk of Courts	
(f) Coroner	15,000.00
(g) Clerk of Orphan's Court	20,000.00
(h) Members of all authorities, boards and commissions	2,000.00
(i) Directors of all departments, offices and bureaus	5,000.00
(j) Fiscal Officer	2,000,000.00

2. Each such official bond may be joint and several, with one or more corporate sureties which shall be surety companies authorized to do business in the Commonwealth of Pennsylvania and duly licensed by the Insurance Commissioner of the Commonwealth. Consistent with state law, a blanket bond may be used to provide coverage for all officials.

Section 1002 - GENERAL CONDITIONS; COUNTY EXECUTIVE AND CONTROLLER; HEAD OF THE DEPARTMENT OF ADMINISTRATION

1. Each official bond shall be conditioned upon the faithful discharge by the County officer his deputies, clerk assistants and appointees of all trusts confided in him by virtue of his office, upon faithful execution of all duties required by him by virtue of his office, upon the joint and faithful accounting or payment over according to law, of all monies and balances thereof paid to, received or held by him by virtue of his office and upon the delivery to his successor or successors in office of all books, papers, documents or other official things held in right of his

office.

2. The bonds of the County Executive and the Controller shall be further conditioned upon the faithful and legal appropriation of County and other monies in the County treasury upon checks and orders given by them or subject to their control.

3. The bond of the Director of the Department of Administration and any official or employee singly in charge of all duties previously assigned to the County Treasurer under a State or other applicable law shall be further conditioned upon a just account of all monies that may come into their hands on behalf of any political subdivision within the County or on behalf of any person, and for the payment to his successor of any balances of such monies remaining in their hands.

Section 1003 - OBLIGEEES' SUITS ON BONDS

1. Each official bond shall be taken in the name of the County, unless otherwise provided by state law, and shall be for the use of the County and the Commonwealth and for the use of such other person or persons for whom money shall be collected and received, or his or her interest shall otherwise appear, in case of a breach of any of the conditions thereof by the acts or neglect of the principal on the bond.

2. The County, the Commonwealth, or any other person may sue upon the said bond in its or his own name for its or his own use. Acts of Assembly and the provisions of the Charter or any ordinance passed pursuant thereto pertaining to actions and limitations of actions upon official bonds given to the Commonwealth and to the County shall apply to the bonds provided for in this subdivision just as if they were given to the Commonwealth or to the County, except as otherwise specifically provided herein.

Section 1004 - APPROVAL, SUBSTITUTION OR ADDITION OF SURETY

1. Each official bond shall contain the name or names of the Surety Company or companies bound thereon, and shall be subject to the approval of The Court of Common Pleas of Lehigh County which may require such proofs as to it appear necessary or proper in connection with such bonds.

2. The Court may, at any time, upon cause shown and due notice to the County officer and his surety or sureties, require or allow the substitution or the addition of a surety acceptable to the Court for the purpose of making the bond sufficient in amount, as required by law, without releasing the surety or sureties first approved from any accrued liability or previous action on such bond.

Section 1005 - CUSTODIANS OF OFFICIAL BONDS

The Controller shall be custodian of all official bonds, except that of his own office, which shall be held by the County Executive.

Section 1006 - ACKNOWLEDGMENT, EVIDENCE

Official bonds shall be acknowledged before the Clerk of Judicial Records, except that the latter officer shall acknowledge his or her bond before the Controller. A copy of any official bond, certified as true and correct by the proper officer custodian thereof, shall be competent evidence thereof in any judicial proceeding.

Section 1007 - BONDS OF DEPUTIES, EMPLOYEES AND OTHER APPOINTEES OF COUNTY OFFICERS

1. The deputies, employees, and other appointees in each County office, who are required to receive, account for, or hold any money by virtue of their office or employment, shall give and acknowledge a single bond covering all such deputies, employees and appointees payable to the officer in whose office they are employed.

2. Every such bond shall be joint and several, with one (1) or more corporate sureties which shall be surety companies authorized to do business in the Commonwealth of Pennsylvania and duly licensed by the Insurance Commissioner of the Commonwealth.

3. Each such bond shall be conditioned for the faithful accounting, and payment according to law, of all money received by each deputy and appointee bonded, and shall be taken in the name of the County officer in whose office they are employed, and shall be for the use of that officer, the County and of the Commonwealth, and/or the use of such other party or parties for whom he shall collect or receive money as the interest of each shall appear in case of a breach of the conditions thereof. Each bond shall be placed in the custody of the

Controller, which shall be filed in the office of the County Executive.

Section 1008 - DETERMINATION OF BONDS OF DEPUTIES AND OTHER APPOINTEES

Bonds required to be given by the deputies, employees and other appointees of the County offices shall be designated by the Board of Commissioners. The Board shall determine each position for which the requirement of a bond may be justified as aforesaid, and shall designate the amount thereof.

Section 1009 - INSURANCE TO PROTECT AGAINST ROBBERY, BURGLARY AND LARCENY; LIABILITY INSURANCE

1. Each County officer or employee who, as part of his or her official duties, handles money or has money in his or her possession at any time, in addition to any bond required by law, shall be covered against the loss of such money through robbery, burglary and larceny.
2. The Board shall provide insurance of every County officer and employee for liability arising from errors and omissions in the performance of their duties in the course of their employment. The liability for surcharge in accordance with law shall not be affected hereby.
3. The cost of any bond required by law and the cost of insurance shall be paid by the County and the amount of this insurance shall be fixed by the Board of County Commissioners by resolution.

Section 1010 - OTHER APPLICABLE LAW

The provisions of this Article shall be considered to be controlling but not exclusive in the face of any other law applicable to the bonding of County officers, appointees and employees.